

CITY OF APPLETON

May 19, 2016

REQUEST FOR PROPOSALS FOR

ARCHITECTURAL AND ENGINEERING SERVICES

For

Construction of Fox
Cities Exhibition Center

Appleton, WI

Proposal due June 7, 2016 by 1:00 P.M.

Parks, Recreation & Facilities Management
Attention: Dean R. Gazza
1819 E. Witzke Boulevard
Appleton, WI 54911
920-832-5572

CONTENTS

Invitation to Submit Qualifications (Legal Notice)

1. Project Description
2. Project Milestones
3. Scope of Architectural and Engineering Services
4. Selection Process
5. Proposal Submission Requirements
6. RFP Evaluation Criteria
7. Insurance
8. Timetable

LEGAL NOTICE

CITY OF APPLETON REQUEST FOR PROPOSALS,

**ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PRE-
CONSTRUCTION AND CONSTRUCTION OF THE FOX CITIES EXHIBITION
CENTER, APPLETON, WISCONSIN.**

In accordance with the terms and conditions of this Request for Proposal (the RFP), the City of Appleton, requests submission of qualifications and fee proposals for firms to provide architectural and engineering services for the above project.

The RFP can be downloaded from the City's website www.appleton.org.

Respondents are to submit proposals as follows: one double sided original and six double-sided copies and one complete electronic copy (on a thumb drive, in a SINGLE ".pdf" file) marked "Fox Cities Exhibition Center, Architectural and Engineering Services." Respondents are to submit Fee Proposals as follows: one original, in a separate, sealed envelope, clearly labeled: "FEE PROPOSAL: Fox Cities Exhibition Center, Architectural and Engineering Services" to:

City of Appleton
Attention: Dean R. Gazza
Parks, Recreation and Facilities Management
1819 E. Witzke Boulevard
Appleton, WI 54911

All materials are due no later than 1:00 p.m. on June 7, 2016. Materials received after that date and time will be rejected unopened. No materials will be returned.

Please direct all questions concerning this RFP via email to: Dean Gazza (dean.gazza@appleton.org). No questions concerning this RFP will be accepted after 1:00 PM on June 3, 2016.

The City of Appleton reserves the right to reject any or all Proposals, or waive defects in same, if it deems such to be in the best interest of the City of Appleton.

1. Project Description

The intent of this solicitation is for the City of Appleton to select and recommend to the Common Council a firm that will provide professional Architectural and Engineering Services for the project as described herein. We are requesting your qualifications and fee proposal for complete services as set forth herein.

The Fox Cities Exhibition Center project consists of new construction for a 65,000 sq. ft. exhibition center to be constructed at 355 West Lawrence Street in downtown Appleton, WI. The estimated total cost for this project is \$25,000,000.

The City of Appleton's goal is to reach substantial completion of this project at a date no later than September 30, 2017.

The professional Architectural and Engineering firm to be engaged in this project shall become part of the project team and will be expected to provide complete Architectural and Engineering services as necessary for the completion of the design documents, cost estimates, bidding and construction of the project and close out of the Project. The City of Appleton intends to develop bid packages for deep foundation/foundation steel, enclosure and the balance of construction. In addition, the City of Appleton will enter into separate contract(s) for furniture, fixtures and equipment. At the time the City selects A/E Firm they will also select a separate firm for Construction Management At-Risk services.

2. Project Milestones

- Select and Contract with an Architectural and Engineering Design Team – June 2016
- Select and Contract with a Construction Manager as Advisor for Services – June 2016
- Construction Start: September 2016
- Substantial Completion – September 30, 2017

3. Scope of Architectural and Engineering Services

The duties and responsibilities of the A/E firm, on behalf of the City of Appleton and the Department of Parks, Recreation and Facilities Management will be to provide any and all resources necessary to ensure the successful completion of the Fox Cities Exhibition Center Project. All of these duties are to be performed “full-service.” Refer to the attached Agreement Between Owner and Architect. The contract may include incentives for meeting the date of substantial completion.

The scope of A/E services may include, but are not limited to, the following:

1. Programming/Program Development – Review existing building program (dated March 16, 2012) and update as necessary. A current copy can be downloaded at www.appleton.org. Note a key function of the A/E Firm is to coordinate construction of a crosswalk with the

owner's and architect for the Radisson Paper Valley Hotel which will connect to the Exhibition Center.

2. Space Schematics/Flow Diagrams
3. Conceptual Design
4. Schematic Design
5. Schedule Development and Monitoring
6. Preparation of Various Bid Packages including Furniture, Fixtures & Equipment deemed necessary to meet targeted substantial completion date of September 30, 2017.
 - i. Will assist the owner in distribution, evaluation and award of bids.
7. Demolition Design/Engineering/Environmental Services Specifications. Ensure requirements by the WI DNR are met.
8. Utility Design and Coordination
9. Civil Design, topographic and boundary surveys have been completed and can be provided). Coordination with the Department of Public Works.
10. Stormwater and Erosion and Sediment Control Design and Permitting. In addition to water quality and quantity requirements, the design must consider the use of environmentally-sensitive practices, including green infrastructure and low impact development. It must also include a maintenance friendly design and materials. Obtain both City and Wisconsin Department of Natural Resources permits.
11. Landscape Design
12. Interior Design
13. FF&E Selection & Specification
14. Value Analysis/Engineering
15. Sustainability. Though LEED Certification is not a requirement, efforts are to be taken to utilize sustainable design and materials which will decrease long-term operational costs.
16. General Construction Administration
17. Detailed Cost Estimating:
 - i. Accurate detailed cost estimating will be required for options submitted and will be required prior to bidding. Cost estimates to compare options. Monies for construction will be approved by the City of Appleton's Common Council.
18. Record Drawings:
 - i. Per owner's specific requirements using AutoCAD & AIA layering standards.
 - ii. BIM is to be utilized for all phases of this project.
19. Government Approvals including Zoning and Architectural Review Board, Zoning Analysis and Approval, as required Building Code/ADA Consulting/Building Permits.
20. Presentation Materials:
 - i. Presentation materials for the public and other stakeholders.
21. Community Presentations:
 - i. The consultant will be required to provide representation of the project status to appropriate committees and the City's Common Council throughout the project.
22. The consultant will conduct focus groups to finalize programming and conceptual designs. Focus groups will allow maximum input prior to the planning and design. Focus groups may include: staff, local elected officials, community leaders, city boards, commissions and committee members, staff and the general public.

23. Coordinate and provide planning with the Department of Public Works how the Lawrence Street side of the Exhibition Center will interact with Lawrence Street reconstruction project/streetscape.

4. Selection Process

The solicitation, review and selection process to be used for procurement of a professional construction services firm for the proposed project will be conducted as follows:

- A. A public notification (Request for Proposals) shall be made requesting qualifications from firms interested in providing construction management services.
- B. A short list of construction management firms (approximately four) shall be established by a review Committee, based on the Construction Management firm's proposed personnel, qualifications and capabilities, as indicated in the response to the Request for Proposal.
- C. The selected firms will be required to make a formal 45-minute presentation at an interview, followed by a 15-minute Q & A.
- D. A final selection will be made on the basis of the firm's submitted qualifications and their response(s) to the Requirements below, as well as, the firm's performance during the presentation and Q&A interview, staff experience, references, and fee proposal.

5. Proposal Submission Requirements

1. **Executive Summary/ Letter of Interest:** The A/E Firm must submit a cover letter describing your interest in this project, your understanding of, and agreement with, the Scope of Work, and why your firm is the most qualified for this project. Summarize your capacity and capability to perform the work requested and your commitment to the project budget and the timeframe required. Also note if any of the interview time slots pose an insurmountable hardship for your presenting team.
2. **Company History and Information:** Give an overview of the respondent's company history and philosophy.
 - Name of company (and parent company, if any); Legal form of ownership; if a corporation, where incorporated; and years engaged in above services under its present name.
 - Address of principal office and office from which the Project will be managed;
 - Names, titles, reporting relationships, and brief background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the City of Appleton;
 - Number of employees for each position proposed for this project.
 - Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the City;
 - Company primary area(s) of service;

3. **Firm Organization:** The A/E Firm must submit a copy of its organizational chart for this project. The organizational chart is to include the proposed team, their names, their roles and a summary of their man-hours to be worked on this project. Also indicate which person(s) assigned to this project are key personnel. Key personnel represent staff member(s) who are an integral part of your team and their professional contribution is critical to the success of this project. Key personnel must be assigned to this project and cannot be removed without advance written authorization. The designated contact person must be indicated on your organization chart. The A/E Firm must submit resumes for all key personnel assigned to this project. The A/E Firm must provide the names of any consulting firms it plans to utilize, the proposed staff and their relevant experience.
4. **Approach to Project:** Describe your approach to this project in your own words. How do you ensure quality control, handle conflict, prioritize your time, preferred communication method, etc?
5. **Project Schedule:** Submit a proposed milestones schedule that can achieve the goal of September 30, 2017 for substantial completion. Additionally, you may provide a narrative outlining option for schedule improvement or schedule concerns.
6. **Past Projects & References:** Include a list of ALL projects undertaken in Wisconsin within the past 10 years, over \$15,000,000 (Hard Costs), and provide the following information: type (renovation, addition, new), public or private, square footage, population size, delivery method, initial budgeted hard costs, and final hard costs, rate of change orders (separated by owner, field, or document deficiency, if available), General Contractor and Superintendent contact names, addresses and phone numbers. Indicate the individuals from your proposed staff who might have been involved with the listed project, as well as any experience with the design team (esp. current members). The A/E Firm must have completed, within the last ten years, four projects in Wisconsin, ALL with a hard cost in excess of \$15,000,000. Furthermore, please provide specific information for any exhibition center projects that you have completed in excess of \$20,000,000.
7. **Legal Record:** The A/E Firm shall provide information concerning any suits filed, judgments entered or claims made against your firm during the last five (5) years with respect to services provided by your firm. Also, provide all details of any declaration of default, non-conformance notices or termination for cause against your firm with respect to such services. In addition, state whether during the past five (5) years your firm or your proposed consultant(s) has been suspended from either bidding or entering into any government contract.
8. **Safety Record:** The A/E Firm shall submit their approach to safety for this project. Explain, in detail, what specifically will be done for this project to be pro-actively maintaining a safe environment for the workers and community. (Limit: 2 pages)

9. **Current Financial Condition:** Include company financial condition and annual report; note total volume of work managed. Respondents proceeding to the interview round in the selection process may be asked to provide an audited financial report; state if this cannot be provided within 48 hours.
10. **Contract Documents:** Please provide, as an attachment, a copy of the intended forms of contract utilizing the AIA Standard Form of Agreement Between Owner and Architect. If selected and approved by the Common Council, the A/E Firm agrees to begin working under a Letter of Intent, while the contract is finalized by the parties.

6. RFP Evaluation Criteria

<u>RFP Evaluation Criteria</u> (Subject to change)	<u>Points</u>
1. Complied with Format, Complete Proposal. Letter of Introduction	Acceptable/Not Acceptable
2. Company Profile and Capability of Firm	20
3. Experience and References of Firm	10
4. Experience, Qualifications and References of Staff assigned.	20
5. Proposed Services	30
6. Expected outcome	5
7. Other	5
8. Cost for Services	30
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TOTAL	120

Note that proposer(s) must receive at least 75 percent of the available maximum points of total categories 2-6 for consideration. The City may limit the final list to the top 2 – 4 firms.

7. Insurance:

A/E Firm shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Wisconsin which have at least an “A-” VIII policyholders rating according to Best Publication’s latest edition Key Rating Guide.

“The City of Appleton’s officers, council members, agents, employees and authorized volunteers” shall be named as “Additional Insured.” Coverage is to be provided on a primary, noncontributory basis, for both the A/E Firm and any sub-contractor used on the project.

Waiver of Subrogation applies to general liability, auto and employers’ liability.

Umbrella applies excess and follows form over general liability, Auto and employer liability.

- a. Ongoing and completed operations coverage. Aggregate limits per project.
- b. **Commercial General Liability Insurance:** The A/E Firm shall provide a commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury and property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); products and completed operations aggregate limit of \$2,000,000. Such coverage will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the City. Such insurance shall contain coverage for independent contractors, subcontractors and sub-consultants of A/E. Such insurance shall contain contractual liability coverage for liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- c. **Commercial Automobile Liability Insurance:** The A/E Firm shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per accident covering both bodily injury and property damage and shall include coverage for all owned, hired, and non-owned vehicles.
- d. **Worker's Compensation Insurance:** The A/E Firm shall provide Worker's Compensation Insurance in the required amount as applies to the State of Wisconsin and Employers. Liability Insurance as follows: Bodily Injury by Accident - \$1,000,000 each accident Bodily Injury by Disease – \$1,000,000 policy limit.
- e. **Umbrellas Liability Insurance:** The A/E Firm shall provide Excess Umbrella Liability insurance with a combined single limit of \$10,000,000.
- f. **Professional Liability Insurance:** The A/E Firm shall provide Professional Liability Insurance with a combined single limit of \$2,000,000 per occurrence, \$4,000,000 aggregate.
- g. **Indemnification:** The A/E Firm shall indemnify and hold harmless the City of Appleton and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the performance of the work.
- h. If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If

the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Firm agrees to provide replacement/renewal certificates at least 30 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be made to the City of Appleton 30 days prior to cancellation.

11. **Budget and Cost Controls:** Provide a detailed explanation as to your approach in controlling costs and managing the budget, once established. Discuss (and provide a sample of) the tools, techniques and approaches to be used; provide a sample of the Monthly Report, highlighting the proposed budget format. (Limit: 2 pages, plus sample, as attachment.)
12. **Commissioning:** The A/E Firm will be responsible for managing the commissioning agent; explain your approach to managing a successful commissioning program and provide three (3) projects of similar size and scope as a reference with a fully functioning and equipped facility. (Limit: 1 page)
13. **Cost Proposal:**
Proposed consultant fees for this project must be submitted in a spreadsheet format in a sealed envelope marked **“Fee Structure – Do Not Open.”** Proposed resources for each task must be identified, including hours and wage rates for consultants and sub-consultants. Work that the consultant will not provide, and must be provided separately by the City, must also be identified. Elements that will be evaluated include:
 1. Availability of resources from the consultant and sub consultant(s) for the project.
 2. Estimated hours and fees to complete individual work elements and phases including FFE specification and bidding.
 3. Estimated total fee for the project, based on hourly rates including a not-to-exceed cap.
 4. List of tasks not performed by consultant or sub-consultant(s) for project, which must be performed by the City.
 5. Identify what your firm considers reimbursable expenses and detailed costs of each.

8. Timetable

- Issue RFP – May 19, 2016
- Proposals Due – June 7, 2016, 1:00 PM CST
- Evaluation – June 13-17, 2016
- Oral Interviews – June 20-24, 2016
- Award – July 6, 2016
- Project Completion – Substantial Completion reached at **September 30, 2017**

----- END OF DOCUMENT; Attachments to follow -----