

ADMINISTRATION MEMO

DATE: NOVEMBER 12, 2019
TO: HONORABLE MAYOR AND COUNCIL
SUBJECT: ITEMS REQUIRING COUNCIL ACTION OR REVIEW

ADDENDUM

ADDITIONAL AGENDA ITEM

E.3. OUTDOOR AQUATIC CENTER EXPANSION PROJECT ARCHITECT-ENGINEER SERVICES RFP/RFQ

On October 21, 2019, the City Aquatic Center Committee met to discuss a request for qualifications and proposal for architect and engineer services for the design of the proposed outdoor aquatic center expansion project. The committee directed staff to move forward with preparing an RFP for Council approval. It will be posted on the City's website and sent to four firms in the region that specialize in aquatic design. The proposal indicates that a robust public engagement strategy must be part of the proposal and gives the consultant considerable latitude on how they will conduct their efforts. The RFPs will be due by 4:00pm Central Time on December 3, 2019.

Council action is requested to approve the solicitation of proposals using the RFP shown in Exhibit 1A subject to no negative comments from the City Attorney.

REQUEST FOR PROPOSAL
Architect-Engineer Services
Related to the Design of an Outdoor Aquatic Center
Worthington, Minnesota

The City of Worthington is seeking professional services related to the design of an Outdoor Aquatic Center Expansion for the City of Worthington, Minnesota. The tasks included in this project are: public engagement, design development, preparation of construction documents, bidding services, construction administration, and on-site and special inspections as required.

PROJECT BACKGROUND

The City of Worthington has undertaken planning related to an expansion of its existing City Aquatic Center located at 1501 Collegeway in Worthington, Minnesota. An aerial photo of the existing center is shown in Exhibit 1A. The current aquatic center was constructed in 2008 and includes both an indoor and outdoor area. The existing outdoor facility is approximately 2,300 square feet. The area available for expansion is approximately 1.7 acres. Exhibit 1B shows the area available for expansion. The existing indoor facility is located within the Worthington YMCA and the outdoor portion is directly adjacent to the YMCA. The YMCA and Aquatic Center are both located on the Minnesota West Community and Technical College campus.

In 2017 and 2018, the City worked with a consultant on schematic design for an addition to the existing outdoor aquatic center. The preliminary plans developed are shown in Exhibit 2A. In November 2018, Worthington approved a voter referendum to impose a 0.5% sales tax for regional amenity projects. An expansion of the current outdoor aquatic center facility was one of the six approved projects. In August 2019, City Council approved the YMCA location as the preferred location for the outdoor expansion. The City committee tasked with providing recommendations to City Council on this project approved the following request for qualifications on in October 2019. The current plan calls for construction of an expansion of the current outdoor aquatic center. The budget allocated for this project is \$5.0 million and the target date for opening of the new outdoor aquatic center is the summer pool season of 2021.

SCOPE OF WORK

The following is an anticipated general scope of work required to complete the project:

1. Feasibility of Selected Site

The Consultant will assist with determining site feasibility given grade and soil conditions of the property. Evaluation shall include a review of how the aquatic center fits on the selected site. A site plan shall be prepared for the expansion.

2. Public Engagement

The City of Worthington has a young and diverse community that is unique to Southwest Minnesota. The City will require a robust public engagement strategy to solicit input from all community members. Reaching the City's immigrant and disabled population may require special consideration.

The Consultant will review the preliminary design prepared by the City's sales tax projects committee. Reviewing these documents and programs will be the starting point for preparing design

development for the outdoor aquatic center. The Consultant will work with City staff to solicit, collect, and compile public input to identify the most desired features and preferred layout. The review process will need to allow for changes to be included prior to beginning final design.

3. Site Design

The Consultant will be expected to interface with the City's Director of Engineering as needed to minimize soil and grading costs while maintaining functionality of the facility. The Consultant should anticipate site design revisions based on input from the City's Director of Engineering.

4. Construction and Bid Documents

Upon approval of schematic design the Consultant shall then prepare construction and bid documents.

- a. Provide topographic survey including relevant building features of the existing YMCA structure.
- b. The final design shall consist of all required documents for bidding and shall include, as a minimum; plans, technical specifications, general conditions, all special conditions required to include the labor requirements and the City's standard contract provisions. Contract documents are to include full plans and specifications for the project including electrical and mechanical systems, site design, and Storm Water Pollution Prevention Plan.
- c. Documents shall be presented to city staff for review at the schematic design (~35%), design development (~50%) and prefinal design (~90%) phases for comment. The Consultant shall be prepared to meet with staff during these reviews. The Consultant shall provide 5 full size sets of drawings and specifications as well as electronic versions of both for use by the City.

5. Permitting

The Consultant shall prepare all documents required to obtain project permits and approvals including building and storm water permits and DOH permits.

6. Bidding Services

The Consultant will assist with preparing the advertisement for bids, distributing contract documents, answer prebid questions from plan holders, tabulate bids, review preaward documentation, and assist in review of the qualifications and references of the low bidder.

7. Construction Administration

The Consultant will provide construction administration services, which includes project meeting documentation, shop drawing review, construction observation, progress payment review, change order review and negotiation, and punchlist management.

8. On-Site Representation

The Consultant will provide an on-site project representative to evaluate and observe the progress and quality of construction work for general compliance with the contract documents. The duties shall include the review of materials and workmanship for compliance with contract documents, reporting discrepancies to the City of Worthington attend progress meetings and monitor the contractor's schedule. Full timer inspection will be expected during critical phases of construction when

compliance with plans and specifications cannot be verified following completion of work. Periodic inspections of construction will be adequate for all other construction.

9. Special Inspections

The Consultant shall provide services required for special inspections of certain design element, which may include steel and concrete construction as detailed in the design for the facility.

*****Moving from one step to the next in the Scope of Work must have City's approval.*****

AVAILABLE INFORMATION

The City will make available all pertinent and available existing information and data to perform this project. Data available include: historical information, GIS and CAD mapping data and city owned utility information.

FEES

The Consultant shall provide an estimated breakdown on labor hours to complete the various phases of work. Fee structures may be in any form, however, an hourly not to exceed fee is preferred by the City for work through the bidding phase.

LIMITATIONS OF LIABILITY

The City of Worthington does not accept contracts with limitation of liability provisions.

GENERAL PROJECT SCHEDULE

The target date for opening is the summer pool season of 2021. Given the public engagement effort that is desired and the timing of construction season, the City will work with the consultant on timing of construction bidding to ensure high-quality bids and competitive pricing.

PROPOSAL REQUIREMENTS/CONTENT

Technical proposals are limited to 15 pages printed single sided including proposal narrative and illustrative graphics. Resumes and forms may be included as appendices and do not count toward the technical proposal 15-page limit. Cover letter may also be included and not counted toward the page limit. Each resume shall be no longer than 1 page. Proposals must include:

1. A detailed scope of work that identifies the major tasks to be accomplished and how the Consultant plans to accomplish the work.
2. Proposed public engagement strategy.
3. A detailed schedule for completing the project.
4. Qualifications and experience of the personnel working on the project and the role each will play including the expected number of hours each is expected to spend on the project.
5. Related project experience of company with outdoor aquatic center facilities. Please provide at least three examples of projects of similar size and scope of this project.
6. References from similar projects completed in the last three years.

7. Fee structure and value of services.

Responders are encouraged to meet with City Staff either by meeting or phone conference prior to submitting a proposal.

PROPOSAL EVALUATION

To be considered a qualified proposal, responders will need to have completed a project in the Upper Midwest with a similar scope. All qualified proposals received by the deadline will be evaluated by the City of Worthington. The City reserves the right to reject any and all proposals not deemed to be in the best interest of the City, whether financially or operationally. The factors on which proposals will be judged are:

- Professional qualifications/experience of staff assigned.
- Specialized experience in similar scope and size outdoor aquatic centers and dates of those projects.
- Familiarity with the project requirements and conceptual approach proposed to address those requirements.
- The proposed public engagement strategy.
- Quality of past performance on similar projects.
- Experience and qualifications of any subconsultants.
- Evidence of cost control effectiveness.
- Current volume of work that could affect ability to complete the work on time.
- Accessibility of the project team to the site.

The Aquatic Center Committee (selection committee) includes the Assistant City Administrator/Director of Economic Development, Two City Council Representatives, the YMCA Executive Director, MN West's Interim Executive Vice President, and two Citizen Representatives. The City Council will have authority over awarding the A/E contract after receiving a formal recommendation from the Aquatic Center Committee.

PROPOSAL SUBMITTAL -- Please send complete proposals to:

Jason R. Brisson
Assistant City Administrator/Director of Economic Development
P.O. Box 279
Worthington, MN 56187

Please submit 3 copies of the proposals no later than **4:00 PM, Central Time, on December 3, 2019**. Responders are also suggested to send an electronic version to the contact below for distribution to the selection committee. E-mail responses alone will not be considered.

All costs incurred in responding to this RFP will be borne by the responder.

PROPOSAL QUESTIONS

Prospective responders who have any questions regarding this request for proposal or would like to schedule a meeting may contact:

Jason R. Brisson
Assistant City Administrator/Director of Economic Development
P.O. Box 279
Worthington, MN 56187
507-372-8600
jbrisson@ci.worthington.mn



Exhibit 1A-2

SURVEY IN THE N. 1/2, S.W. 1/4, SEC. 22, T.102 N.,
R. 40 W., CITY OF WORTHINGTON, NOBLES COUNTY, MINNESOTA

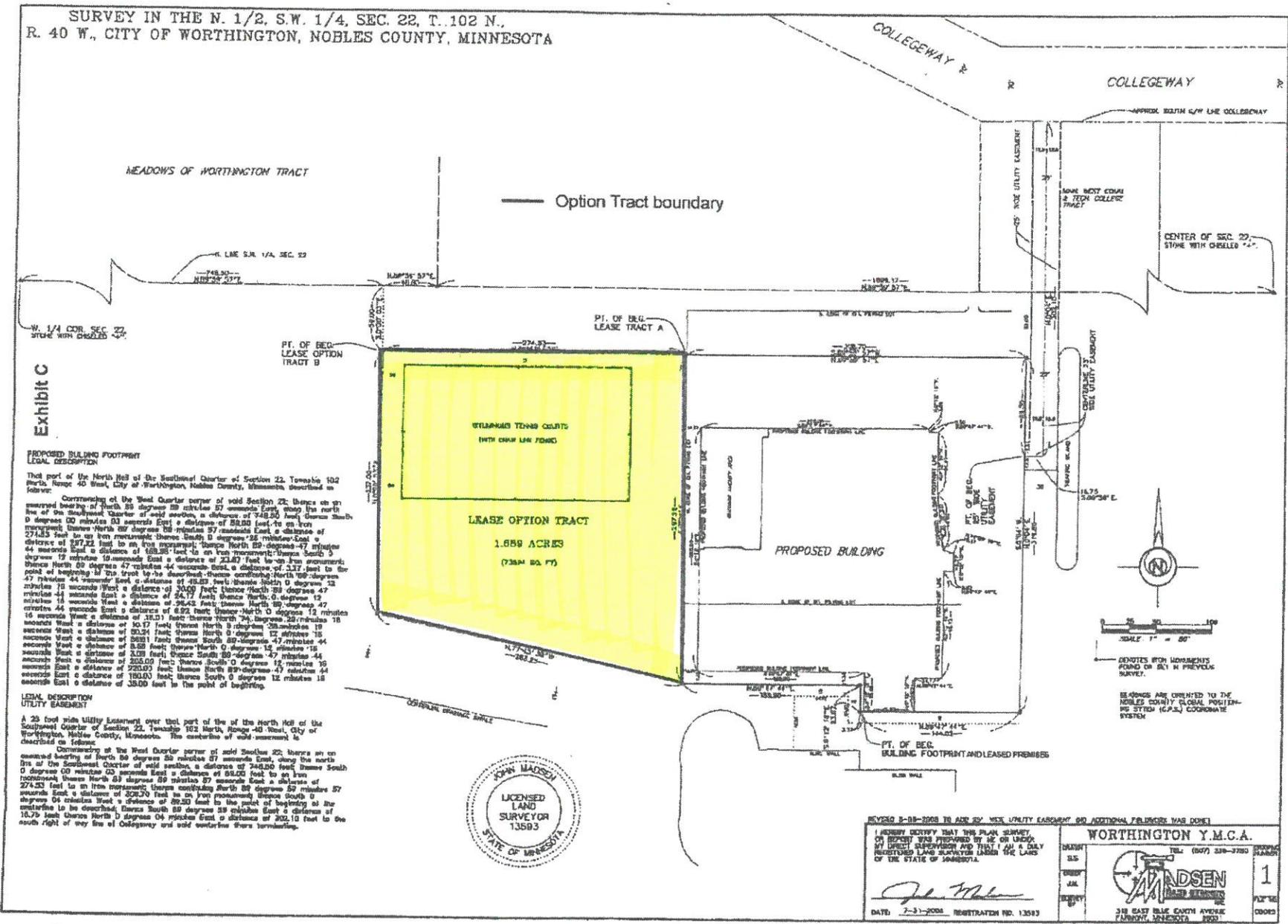


Exhibit C

PROPOSED BUILDING FOOTPRINT
LEGAL DESCRIPTION

That part of the North half of the Southeast Quarter of Section 22, Township 102 North, Range 40 West, City of Worthington, Nobles County, Minnesota, described as follows:

Commencing at the West Quarter corner of said Section 22; thence on an ascertained bearing of North 89 degrees 59 minutes 57 seconds East, along the north line of the Southeast Quarter of said section, a distance of 748.00 feet; thence South 0 degrees 00 minutes 00 seconds East a distance of 88.00 feet to an iron monument; thence North 89 degrees 59 minutes 57 seconds East a distance of 274.53 feet to an iron monument; thence South 0 degrees 00 minutes 00 seconds East a distance of 103.50 feet to an iron monument; thence South 0 degrees 00 minutes 00 seconds East a distance of 22.87 feet to an iron monument; thence North 89 degrees 59 minutes 57 seconds East a distance of 48.53 feet; thence North 0 degrees 00 minutes 00 seconds West a distance of 300.00 feet; thence North 89 degrees 59 minutes 57 seconds East a distance of 24.17 feet; thence North 0 degrees 00 minutes 00 seconds West a distance of 36.43 feet; thence North 89 degrees 59 minutes 57 seconds East a distance of 8.92 feet; thence North 0 degrees 00 minutes 00 seconds West a distance of 18.03 feet; thence North 74 degrees 23 minutes 18 seconds West a distance of 10.17 feet; thence North 89 degrees 59 minutes 57 seconds West a distance of 80.24 feet; thence North 0 degrees 00 minutes 00 seconds West a distance of 58.81 feet; thence South 89 degrees 59 minutes 57 seconds East a distance of 3.53 feet; thence North 0 degrees 00 minutes 00 seconds West a distance of 3.08 feet; thence South 89 degrees 59 minutes 57 seconds East a distance of 305.00 feet; thence South 0 degrees 00 minutes 00 seconds East a distance of 225.00 feet; thence North 89 degrees 59 minutes 57 seconds East a distance of 181.00 feet; thence South 0 degrees 00 minutes 00 seconds East a distance of 35.00 feet to the point of beginning.

LEGAL DESCRIPTION
UTILITY EASEMENT

A 25 foot wide Utility Easement over that part of the of the North half of the Southeast Quarter of Section 22, Township 102 North, Range 40 West, City of Worthington, Nobles County, Minnesota. The easement is described as follows:

Commencing at the West Quarter corner of said Section 22; thence on an ascertained bearing of North 89 degrees 59 minutes 57 seconds East, along the north line of the Southeast Quarter of said section, a distance of 345.00 feet; thence South 0 degrees 00 minutes 00 seconds East a distance of 95.00 feet to an iron monument; thence North 89 degrees 59 minutes 57 seconds East a distance of 274.53 feet to an iron monument; thence South 0 degrees 00 minutes 00 seconds East a distance of 103.50 feet to an iron monument; thence South 0 degrees 00 minutes 00 seconds East a distance of 22.87 feet to an iron monument; thence North 89 degrees 59 minutes 57 seconds East a distance of 48.53 feet; thence North 0 degrees 00 minutes 00 seconds West a distance of 300.00 feet; thence North 89 degrees 59 minutes 57 seconds East a distance of 24.17 feet to the point of beginning of the easement to be described; thence South 89 degrees 59 minutes 57 seconds East a distance of 181.00 feet; thence South 0 degrees 00 minutes 00 seconds East a distance of 35.00 feet to the south right of way line of Collegeway and said section; thence thence thence.



REVISION 8-08-2008 TO ADD 25' WIDE UTILITY EASEMENT AND ADDITIONAL BUILDING WAS DONE!

I HEREBY CERTIFY THAT THIS PLAN SURVEY OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

John Madsen
DATE: 7-3-2008 REGISTRATION NO. 13593

WORTHINGTON Y.M.C.A.
TEL: (607) 248-9780

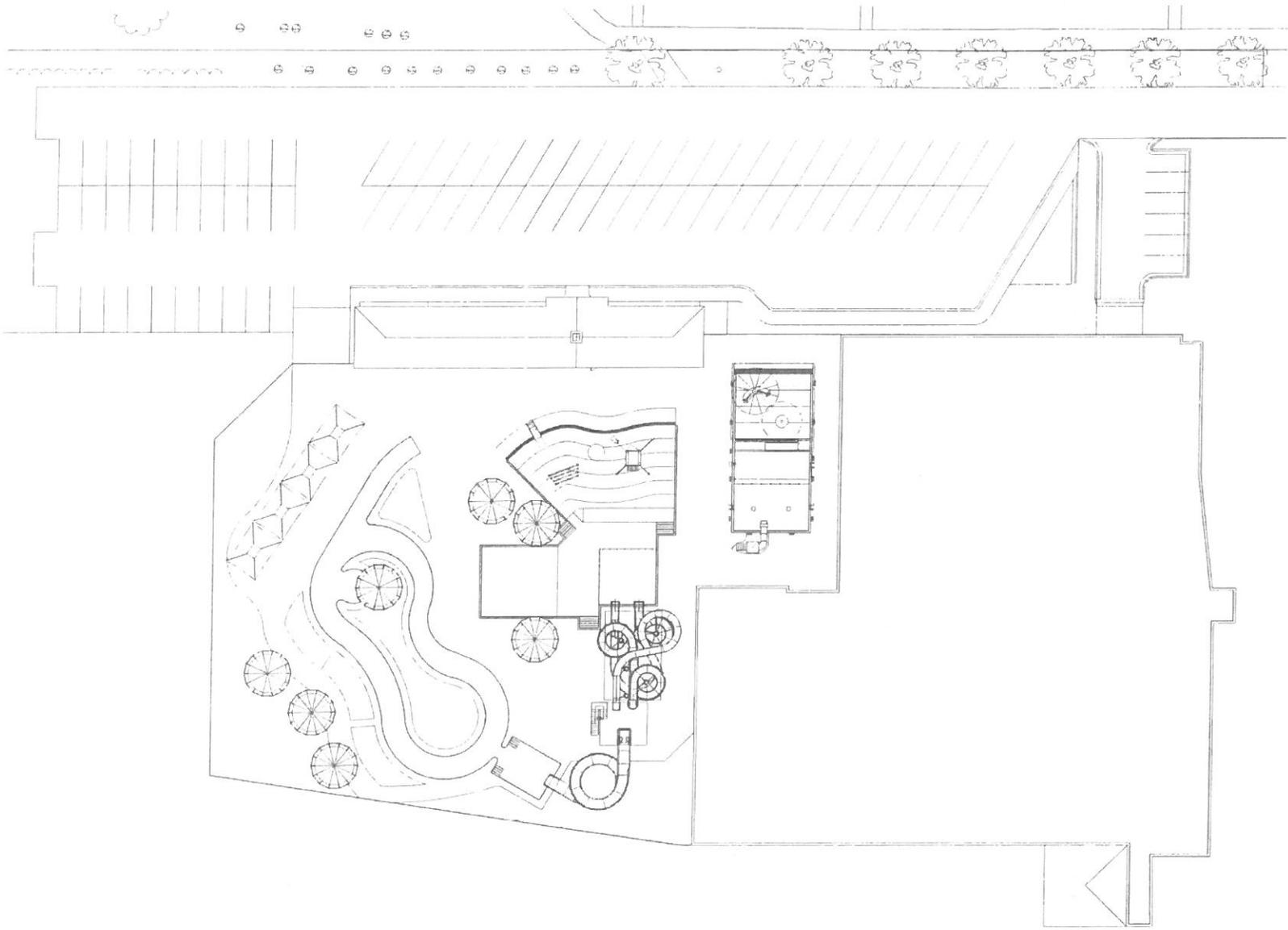
JOHN MADSEN
LAND SURVEYOR

318 EAST BLUE CANYON AVENUE
WORTHINGTON, MINNESOTA 56091

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10/12
00003

Exhibit 1A-3

5.25.18



DATE
11/16/18