

# Request for Proposals and Quotes

Design and Construction of a New 24 Acre Park with  
Athletic Fields, Splash Pad, Aquatic Center, and Demolition  
and Removal of an Aquatic Center.



City of Evansville, Wisconsin

Issued: February 22, 2021

Submission Deadline: 4:00 pm on March 22, 2021

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**Contact Information:**

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Evansville, WI 53536  
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**A. Project Narrative**

The City is seeking to engage a qualified firm to lead the project from design through construction of aquatic and park facilities in the City by engaging the public on schematic designs, outlining a project timeline, and fulfilling budget parameters. The project includes replacement of an aquatic center in historic Leonard-Leota Park with a splash pad and refurbished parking and grounds, and therefore demolish the existing facility. Additionally, the project will include the development of the 24-acre West Side Park to include a new outdoor aquatic center (with pool), athletic fields, parking/access drives, washrooms, concession stand, pavilion(s), a central pedestrian way, interconnecting trails, and other park amenities. Funding will be a combination of taxpayer funds as a result of recently approved referendum of \$9.4 million plus private donations of \$1.5 million. The project will be designed and constructed within a 24-month period with a goal of keeping existing facilities at both locations operational as much as possible. All changes will be made within the bounds of West Side and Leonard-Leota Parks.

The City has recently completed a 2020 update to its Park and Outdoor Recreation Plan and previously engaged consulting firms to provide concept designs for West Side Park and a new aquatic center at Leonard-Leota Park. These concepts were used as part of public outreach for the 2020 referendum. However, the desire to include the aquatic center at West Side Park will require revisiting these concepts. Additionally, the concept plans for West Side Park should be revised to include a strong pedestrian way to navigate park amenities.

The 2020 Park and Outdoor Recreation Plan and concept design for West Side Park can be found here: [http://www.ci.evansville.wi.gov/life\\_in\\_evansville/recreation/](http://www.ci.evansville.wi.gov/life_in_evansville/recreation/)

Referendum information, including more detailed budgets and concept design work for the Aquatic Center, can be found here: [https://ci.evansville.wi.gov/city\\_government/referendum/](https://ci.evansville.wi.gov/city_government/referendum/)

**B. Requested Services**

The City is soliciting proposals and quotes for design, engineering and project management services to lead the City on the design, public outreach, bid management and procurement, construction administration and inspections related to the creation of a new aquatic center,

park, and splashpad. Initial work should focus on refining existing schematic designs for park and pool improvements to improve the organization of park elements.

### **C. Project Budget**

The firm selected by the City for this project will work with the city to develop a project to fit within the projected project budget as a result of a recent referendum for \$9.4 Million, plus private donations of \$1.5 Million. The total \$10.9 Million budget is expected to include all project construction costs, contingencies, and fees.

### **D. Proposed Scope of Work**

The selected firm will be responsible for providing the following services in conformance with applicable local, state, and federal rules:

- Create a detailed project timeline between April 2021 and Completion in 2023;
- Create a public outreach, input, and communication strategy;
- Gather public outreach by interviews, charettes, surveys, or other means that specifically engage primary aquatic center/pool and park stakeholders;
- Create Schematic Design of new aquatic center, park, and splashpad in close consultation with city staff;
- Design of desired infrastructure improvements required to service the new aquatic center, park and splash pad;
- Project drawings and specifications;
- Preparation of bid packets;
- Consultations;
- Supervision of firm's internal team and partners;
- Travel;
- Requests for Information on plans and specifications;
- Construction staking;
- Review and approve submittals;
- Contractor pay application verifications and forwarding to City with appropriate recommendations for payments;
- Ensuring demolition of all components of the existing aquatic center to meet all applicable environmental regulations;
- Construction close out (as-builts, punch lists, final inspections, receipt and forwarding to the City of final lien waivers);
- Construction inspection for the entire project and sufficient site visits to ensure the work is proceeding in accordance with the construction contract;
- Providing reproducible "As Built" plan drawings to the City upon project completion;
- Inspection and review of warranty work one year after close-out;
- Maintenance for all required records for at least three years after the City makes the final payment and all pending matters are closed;
- Assistance developing a fundraising plan and/or other grant applications for project

- budget; and
- Perform some site survey and geotechnical soils testing and reporting, possibly in conjunction with City’s contracted municipal engineering firm.

## **E. Project Schedule**

The selected consultant is expected to begin work immediately upon award of the contract and will be asked to assist with the development of a project schedule for their work and project build out. The schedule should reflect appropriate time to perform public outreach for project feedback of project amenities.

## **F. Required Qualifications**

Consultants will be evaluated on the basis of the following criteria:

- The person/firm must have adequate experience and qualified staff to perform the work required, including familiarity with all aspects of pool construction;
- The person/firm must have the ability to meet the time schedule established for the work;
- Level of knowledge around the variety of options for a park with athletic and recreation amenities and configurations as described in the *Project Narrative* for communities of similar size and composition as the City of Evansville;
- Level of knowledge around the variety of options for swimming pool and small aquatic center configurations and amenities for communities of similar size and composition as the City of Evansville;
- Experience with public outreach and communication;
- The person/firm must keep current all required insurance coverage sufficient to cover the projected liability of the assigned project. As part of the contract, the person/firm will be required to provide evidence of coverage of professional liability insurance and evidence that it will indemnify and hold harmless the City from any and all claims and/or liability which may arise as a result of the person/firm’s negligence, errors and/or omissions;
- Experience and success with park planning and building design in historic or traditional park settings;
- Experience with work that includes carbon neutral or sustainable focused projects; and
- Demonstration of experience in pool and small aquatic center design.

## **G. Proposal Requirements**

The following information should be included in the Respondent’s submittal:

- Name of Respondent
- Respondent address
- Respondent telephone number

- Respondent federal tax identification number
- Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent
- A single point of contact for the entirety of the Project
- Identify the expected costs of performing the work outlined in this request, including:
  - Lump sum fee
  - Hourly billed rates for each employee working for the firm.
  - Fee for each phase of work listed in the Proposed Scope of Work:
    - Public Engagement Services
    - Schematic Design Phase
    - Design Development Phase
    - Construction Documents Phase
    - Bidding Phase
    - Construction Administration Phase
- Summary of qualifications, including:
  - Describe Respondent’s firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
  - Describe and provide examples of prior work with aquatic design, pool design, historic park design, splash pad design, and public outreach. Preference is for the types of projects similar in nature to the scope of work provided in this request.
  - Respondent should list references from previous clients that may be contacted to verify quality of work and ability to meet timeline requirements of the project.
  - Identify staff members who would be assigned to act for Respondent’s firm in key management and field positions providing the services described in the Scope of Services, and the functions to be performed by each.
  - Identify co-consulting firms that would be engaged to complete the project outlined in this request.
  - Identify the expected costs of performing the work outlined in this request.
  - Background and Experience of Staff and any consultants that will be assigned to this Project.
  - Provide information about the Respondent’s insurance coverage.
  - Qualified Signature - By signing the response, the Respondent certifies that the signatory is authorized to bind the Respondent.
  - A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Wisconsin.
  - A confirmation that the Respondent has not had a record of substandard work within the last five years.
  - A confirmation that the Respondent has not engaged in any unethical

practices within the last five years.

- Responses should address the RFP Scope of Work to include:
  - A brief statement of the Respondent's understanding of the scope of the work to be performed;
  - Shall include all specialty services necessary for complete design.
  - A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including approval of all payments resulting from work completed under the Project contract;
  - Any other information that the Respondent feels appropriate.

## **H. Submission of Proposals**

Interested firms shall submit qualifications by 4:00 pm on March 22<sup>nd</sup>, 2021. Responses should be submitted both digitally and hard copy (2 copies). Responses can be emailed digitally, hand delivered, mailed, delivered via courier service to the following address:

Jason Sergeant, Community Development Director  
City of Evansville  
31 S Madison Street  
PO Box 529  
Evansville, WI 53536

Proposals may also be submitted by email to [jason.sergeant@ci.evansville.wi.gov](mailto:jason.sergeant@ci.evansville.wi.gov)

### **Proposals received after this deadline will not be considered.**

Any questions regarding this request should be directed to Jason Sergeant at 608-882-2266 or via e-mail at [jason.sergeant@ci.evansville.wi.gov](mailto:jason.sergeant@ci.evansville.wi.gov). The selected firm will be notified by e-mail or telephone and may be asked to participate in an interview with city staff or committee members. Notification will not be sent to firms not selected. The selected firm will be notified by the City and will be expected to enter into an agreement with the City as soon as possible after such notification.

The City of Evansville accepts no responsibility for any expense related to preparation or delivery of proposals. **The City reserves the right to reject any and all proposals, select the firm most qualified for the referenced work, waive technical errors and informalities, negotiate terms of the final contract, and to accept the proposal, which, in its sole judgment, best serves the public interest.** The City of Evansville encourages small, female, minority and local firms or individuals to submit proposals on this project. The City of Evansville is an Equal Opportunity Employer and abides by all non-discrimination regulations.