



MARSHALL

CITY OF MARSHALL
REQUEST FOR PROPOSALS (RFP)
DESIGN, ARCHITECTURE AND ENGINEERING SERVICES FOR
MARSHALL AQUATIC CENTER

January 26, 2021

SUBMITTAL INFORMATION

All proposals must be received by the City Clerk's Office, at the City of Marshall no later than: March 4, 2021 at 4:00 PM in a sealed envelope. Proposals received after the time and date indicated above shall be deemed nonresponsive and returned unopened.

Proposal for Design, Architecture and Engineering Services for
Marshall Aquatics Center
Office of the City Clerk, City Hall
City of Marshall
344 West Main St.
Marshall, MN 56258

Proposal Contact:
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Marshall, MN 56258
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**REQUEST FOR PROPOSAL
DESIGN, ARCHITECTURE AND ENGINEERING SERVICES FOR
MARSHALL AQUATICS CENTER**

The City of Marshall (“City”) is requesting proposals from qualified design, architectural and engineering Firm firms (“Firms”) to provide a design, architectural and engineering services for the Marshall Aquatics Center. The City of Marshall (City) invites qualified architectural and engineering design teams to submit proposals to provide complete architectural and engineering design and construction cost estimating services for the demolition, remodel, and construction of the Marshall Aquatics Center Project. The City is seeking the services of an architectural and engineering design team with aquatic center design experience as well as experience working with public municipal agencies.

GENERAL INFORMATION

The Marshall Aquatic Center has served the residents of Marshall and surrounding communities for more than 50 years—a long time for a community recreation facility. The current facility is showing its age and has numerous deficiencies in code compliance, operations, customer experience and maintenance costs.

The existing Marshall Aquatic Center includes three (3) vessels: a diving pool with 1-meter and 3-meter diving boards, a lap/ general use pool with a waterslide, and a wading pool. It also includes a bathhouse and concessions building. The original facility was constructed in 1960’s.

The lap/general-use pool and diving pool were renovated in 2008, including repair of significant structural failures within the diving pool. Structural failure of the vessels has reoccurred since the 2008 repairs. The structures of both the lap/general use-pool and diving pool have significant cracking and structural deterioration at the gutter joint, internal expansion joints, and wall to floor interface. Water intrusion is evident by the delamination of the concrete surface and associated tile and plaster finishes at these locations. City staff has documented that the lap/general-use pool and diving pool are currently losing water due to leaks at a rate of 12,000 to 15,000 gallons per day (1,080,000 to 1,350,000 gallons per summer based on a three month use period). This is an extreme amount of water loss for a pool vessel. Movement and flow of this magnitude of water around and beneath the vessels is likely creating significant unseen issues within the supporting soils and exterior face of the unseen concrete vessels beneath. It is extremely likely that the internal steel reinforcing is severely corroded in areas around and near the points of significant leakage.

The existing bath house and concessions building suffers from many conditions typical of a building more than 50 years old. It has numerous code compliance issues and many of the building components are inadequate, function poorly or are decayed beyond reasonable repair. The building also has numerous issues in how it serves the users and presents itself to the public. City staff have made a good effort to maintain the building over time and to make accommodation for the changing uses and expectation of the public, but its limitations are extensive. Many areas of the building do not meet the American with Disabilities Act. The interior poses the greatest challenge to the building. Much of it is in poor and unattractive condition. Today’s users of recreation facilities expect the facilities to have a high-quality, attractive finish and fit their expectations of a good recreational experience. The current facility does not meet that standard.

The locker rooms and restroom facilities need extensive remodeling. Today's users also expect greater privacy in the changing and showering area. The existing building's changing, shower and toilet areas are wide open with little privacy screening. The changing areas should be divided into smaller bays for more privacy and showers should be the individual type rather than open. (There are some individual showers in the women's locker room, but they are small and makeshift.) The restroom areas need to be replaced, in total, with new ADA compliant fixtures and a more useful layout.

The mechanical and electrical systems have deteriorated and in need of repair. Water line breaks are common and waste lines are failing. There is a significant problem of sewer gas entering the shower area of the building and staff have made a makeshift repair that needs replacement. The staff has had to make many repairs to the plumbing systems and these repairs are exposed and add to the poor appearance of the building. Exhaust fans are old and inadequate and provide poor ventilation within spaces. Electrical systems are original. The main service panel is outdated and beyond its life expectancy and needs immediate replacement.

The concessions area has numerous deficiencies. Floor, wall and ceiling finishes do not comply. The sinks for hand washing, food prep and dish wash are inadequate. The layout is extremely inefficient which limits the ability to serve the customers and affects potential income from food and beverage sales. There are also significant issues regarding the plumbing, ventilation and electrical systems.

PROPOSAL INFORMATION

The purpose of this Request for Proposal ("RFP") is to select a Firm to provide Design, Architecture and Engineering services for the Marshall Aquatics Center to the City. The City intends to select one Firm to perform all the items listed in the Scope of Work section

The overarching goal is to design a community-based aquatics center that provides a variety of features which meets the needs of residents of all ages in an all-inclusive facility.

The new facility should provide a wide range of opportunities for the public to enjoy aquatics programs using state-of-the-art design, equipment, and technology to ensure a clean environment with a focus on safety awareness at all times.

PROJECT GOALS

In 2019, 292 Design Group have assessed the existing pools, deck area and building to determine their long-term viability to serve Marshall residents. Their review has indicated that all the components of the center need extensive improvement, repair, or modification to create an aquatic center that provides an enjoyable summer aquatic activity in a safe manner, and one that is accessible to all and efficient to operate.

The 2019 report by 292 Design Group recommends constructing a new aquatic center on the site of the existing facility. This report concludes that remodeling costs will be so high and will be so constrained that only replacement makes good economic sense. The facility recommended to the city a state-of-the-art municipal aquatic center that will be open to everyone, will provide a wide variety of activities for all ages, will be safe, and will add to the recreational opportunities for the residents of Marshall. The proposed aquatic center includes two pools and a splash pad, a bath house and new concessions.

The City of Marshall is seeking an experienced, qualified architectural/engineering firm that will bring a comprehensive and collaborative approach to the efficient design of the aquatics center. Design Firm teams will be required to provide technical expertise in the following areas, including, but not limited to:

Preparing architectural designs for aquatic facilities. Designing structural, mechanical, plumbing, electrical, and pool filtration systems, as directly related to waterpark operations.

Preparing bid-ready construction documents for waterpark features.

Construction management assistance.

SCOPE OF SERVICES

Project Establishment

The successful Firm shall be a Minnesota State-licensed architect/engineering business. The Firm will meet with City staff to establish project goals and objectives, understand the Project budget, investigate site locations if directed, and confirm the design program. Firm will review the physical characteristics and requirements identified for the project from the 2019 Pool Feasibility study and ensure its suitability for the site location. Support spaces such as family gathering areas, queuing areas, and support areas for storage and mechanical and maintenance needs will be discussed. Engineering work for topographical survey, geotechnical investigation and underground utility location will also be completed by the Firm.

Schematic Design

Firm will provide a narrative, and schematic plans and sections for the aquatics center critical dimensions and features. Firm will review preliminary schematic design drawings for the Project including support equipment building; adjacencies and circulation; traffic patterns; activity program; use of spaces and capabilities; project phasing; electrical and mechanical systems; architectural character and/or theming elements of the equipment building and slide structure, and landscaping.

Completion of conceptual and schematic designs and associated estimates of probable construction costs.

Public Outreach/Fundraising

One or more outreach meeting with the community, City Council, Committee/Board meetings necessary for approval of and input on final proposed concept design.

Assist the City with coordinating and managing private sector fundraising efforts associated with the aquatics center project, including attending necessary presentation meetings with identified funders.

Design Development

Firm will provide design development drawings of the Project markings and features in plan and section.

The Project will be coordinated and shall otherwise comply with the requirements of State and local Health Codes and the Minnesota State Building Code.

Construction Document Preparation

The Firm will prepare all architectural, structural, mechanical/plumbing, electrical (including lighting/sound) and civil engineering, landscape and irrigation, aquatic drawings and general specifications and information for construction of the Project which shall meet all requirements of the City and all applicable local, State and federal laws and regulations including, but not limited to, the Americans With Disabilities Act.

Bidding

Firm will assist in obtaining bids and in awarding and preparing construction contracts.

Construction Administration

Firm will provide prescribed observation during construction of the project to ensure the Project is built according to the design set forth in the documents. Firm will review the contractor's shop drawings, product samples and schedule of performance. Firm will assist in the preparation of change orders and construction directives. Firm will conduct observations to determine the date of substantial completion and assist in identifying any performance "punch list" items.

PROPOSAL INFORMATION

Proposals will be received by the City of Marshall at the Office of the City Clerk, 344 West Main St, Marshall, Minnesota 56258 until 4:00 p.m. on Thursday, March 4, 2021

The City will respond to any requests for clarification to the Request for Proposal in RFP Addendum(s) as needed. Inquiries should be directed to Community Services Division Director Scott VanDerMillen at 507-537-6767 or Scott.VanDerMillen@ci.marshall.mn.us

Proposals must be submitted in a sealed envelope, addressed to the City Clerk at the above referenced address. The sealed envelope containing a Proposal must be plainly marked on the outside as Proposal for Design, Architecture and Engineering Services for Marshall Aquatics Center and Proposer's name and address must be identified. Submit one (1) unbound original and three (3) copies of the proposal.

Proposer's fee schedule and reimbursable costs shall accompany the proposal but must be in a separate sealed envelope clearly marked "Cost Proposal". Only one (1) copy of the fee proposal is required.

Following proposal submittal and review, the City may, at its sole discretion, conduct interviews with selected firms. Award of the design contract by the Marshall City Council, if one is made, is expected to be made March 23, 2021.

PROPOSAL EVALUATION AND SELECTION

A Selection Committee comprised of selected City Council, Community Services Board, and City staff will evaluate and rank all proposals meeting the requirements of this RFP. Rankings will be determined by demonstrated competence and professional qualifications, based on a combination of the following factors:

Understanding of and ability to complete work scope (25%)

Technical capabilities and qualifications (25%)

Previous experience on similar projects (25%)

References (15%)

Cost of proposal and rates/fees (10%)

Upon completion of the rankings, the Selection Committee may, at its discretion, interview any or all of the Proposers. After completing the ranking process, the Proposer(s) rated as most qualified to provide the requested services will be invited to enter into a final Professional Services Agreement, if one is to be entered.

The City reserves the right to accept or reject any or all proposals, waive any irregularities in proposals, and may, at its discretion, negotiate with one or more Proposers concurrently.

The Selection Committee reserves the right to request additional information from Proposers, visit sites, request demonstrations or oral presentations, and/or ask Proposers to appear before the Selection Committee to clarify points of their proposal.

The City reserves the right to consider any minor deviations from the Scope of Work and determine whether or not to accept such deviation. The City reserves the right to seek supplementary information from any Proposer at any time after the official proposal opening and before any award. Such information will be limited to clarification or amplification of information requested in the original proposal.

Each Proposer agrees that the City may have up to ninety (90) days to accept or reject proposals.

Upon City's acceptance of a proposal, the successful Proposer will be required to execute and return all required Project documents and all certificates of insurance with endorsements, within ten (10) calendar days from the date of approval of any award of a Professional Services Agreement by the City Council. Should the successful Proposer fail or refuse to execute the Professional Services Agreement, the City reserves the right to accept the proposal of the next highest ranked Proposer.

PROPOSAL FORMAT

Each proposal shall include the following information:

Binding Transmittal Letter

Proposer must provide a cover letter (two pages maximum) signed by a party authorized to contractually obligate the Proposer (and respective team members) to perform the commitments included in the proposal. The letter must also identify the name, title, address, telephone number, and e-mail address of the individual(s) responsible for such negotiations, if selected. Additionally, the cover letter should discuss the Proposer's overall qualifications and ability to meet the scope of work outlined in this RFP, and include a statement guaranteeing the validity of the Proposal, including all proposed fees and costs, for a period of 90 days beyond the submission date.

Firm Overview and Qualifications

A Statement of Qualifications applicable to this Project including the names, qualifications, and proposed duties of the firm's staff to be assigned to this Project. List the specific individuals who will serve as Lead Architect and Aquatic Design Firm.

A listing of the firm's and, specifically, the Lead Architect's and Aquatic Design Firm's recent waterpark projects completed within the past 10 years including the names, titles, addresses, and telephone numbers of the appropriate persons who the City may contact.

A listing of the firm's three (3) most recent similar projects completed including the names, titles, addresses, and telephone numbers of the appropriate persons who the City may contact.

An organizational chart identifying key personnel, their specific project responsibilities, and their relationships/chain of command.

A listing of any subcontractors the Proposer intends to employ in execution of the project, including name, address, telephone number, and name of contact person. Discuss the proposed subcontractor's role and provide information on subcontractors' experience performing similar work. All subcontractors are subject to the approval of the City.

Work Plan and Design Schedule

Indicate how project schedules are prepared (including integration of design), cost estimates, cost control procedures, maintaining design excellence, and quality control. Explain which functions will be provided in-house and which will be contracted out and how they are integrated and included in the scope of the services proposed.

Time is of the essence on this project. A proposed timeline of activities to ensure completion shall be provided.

Conflict of Interest

Firms shall disclose any financial, business or other relationships with the City that may have an impact on the outcome of this contract or any resulting construction project. Firms shall also list current clients who may have a financial interest in the outcome of this contract.

References

Provide a minimum of three references for past aquatic and/or waterpark construction projects (completed within the past 10 years) managed exclusively by the firm's proposed Lead Architect for this project. References shall include: Project name and location, project size, year completed, name of client and contact information, and a brief summary of the completed project.

Fee Proposal

The Firm will be responsible for all services from planning through project completion. The fees to be paid will be as follows:

Phase I Pre-Design/Schematic Design	Lump Sum
Phase II Design Development, Construction Documents, Bidding and Award	A/E
Phase III Project Construction Observation (including Shop Drawing Reviews and Approvals)	A/E
Close-Out Documents and Warranty Work Follow-Up	A/E

All fees shall be submitted in a separate sealed envelope in accordance with the three phases shown above.

A copy of the Proposer's hourly rate schedule and a written statement that says hourly rate schedule is part of the firm's proposal for use in performing extra work incurred that is not part of this RFP.

TERMS AND CONDITIONS

Contract Requirement

The successful Proposer shall enter into a Professional Services Agreement, if any, with the City. The Proposer to whom the contract is awarded shall execute a written agreement with the City within ten (10) calendar days after notice of the award has been sent by mail to the firm at the address given in the proposal. The agreement shall be made in the form adopted by the City. The Proposer warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor and materials to carry out and complete the work hereunder in compliance with all federal, State, County, City, ordinances, and regulations which are applicable.

Contract Term

The Professional Services Agreement will be valid until the services covered in the Scope of Work have been completed to the City's satisfaction. Fees proposed by the Proposer must be valid for the life of the agreement unless otherwise conditioned in the proposal.

Contract Assignment

The Proposer shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City.

Non-Discrimination

In the performance of the terms of the contract, the Proposer agrees that it will not engage in, nor permit such subcontractors as it may employ to engage in, discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, or religion of such person(s).

Assignment of Personnel

The Proposer may not transfer, remove, or change the Lead Architect, Aquatic Design Firm, or sub-Firms without the prior, written consent of the City. An unauthorized change in personnel may result in the City's termination of the agreement.

Amendments to the RFP

The City reserves the right to modify this RFP at any time prior to the final proposal submittal deadline. Modifications or revisions to the RFP shall be issued only as a written amendment or addenda issued by the City. In the event the City modifies or revises the RFP, a copy of such changes will be issued to each recipient of the RFP.

Insurance and Indemnification

The selected Proposer shall submit a "Statement Certifying Insurance Coverage" certifying that the required general and professional liability insurance coverage will be obtained and that said coverage is prerequisite for entering into a Professional Services Agreement with the City. Failure to meet the City's insurance requirements shall result in disqualification.

The selected Proposer shall be required to hold harmless, indemnify and defend the City, its elected officials, employees, contractors serving as City officials, agents, and volunteers ("Indemnitees"), as to claims arising out of its performance of non-professional services, and to hold harmless and indemnify the Indemnitees as to claims arising out of the Proposer's professional services, except loss or liability caused by the City's sole negligence or willful conduct.

Withdrawal or Modification of Proposals

Proposals may be withdrawn or modified at any time prior to the date and time fixed for the opening, provided that a request in writing executed by the Proposer or his or her duly authorized representative for the withdrawal or modification of such proposal is filed with the City Clerk. The withdrawal or modification of a proposal shall not invalidate the right of a Proposer to file a new proposal prior to the time and date set for the filing deadline. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or modified.

Right to Reject All Proposals

The City reserves the right to reject any or all proposals submitted, and no representation is made hereby that any agreement will be awarded pursuant to this RFP or otherwise.

All costs incurred in the preparation of the proposal, the submission or additional information, and/or any aspect of the proposal prior to award of a written contract will be borne by the

Proposer. The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind that may be incurred by the Proposer. All proposals submitted to the City of Marshall are the property of the City.