

REQUEST FOR PROPOSALS
For Professional Services
For the City of Helena's Community Facilities Department
To Design & Construct Pro Shop and Clubhouse at Bill Roberts Golf Course

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City of Helena Community Facilities Department is soliciting proposals from qualified Consultants to provide architectural and engineering design services for the following project:

Addition of a new combined multi-function 12 month clubhouse and pro shop at Bill Roberts Golf Course. Services would include the development of the final design, cost estimates, and construction oversight and administration for development of the project, which is to be located at Bill Roberts Golf Course in Helena, Montana.

The firm shall provide all services including, but not be limited to, design, mechanical, electrical, structural and civil engineering services to complete the project.

1.2 General Submission Information

The Community Facilities Department intends to award a single contract for architectural and engineering services. The first phase that the Consultants will provide is the Needs Assessment, Schematic Design and Estimated Cost. The second phase is the Design Drawings/Plans, Bid process and Construction Administration. Each phase will be contracted individually. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested. The City of Helena may elect to select the general contractor by the General Contractor/Construction Manager (GC/CM) process. This process will take place after the schematic phase is completed by the selected Consultants.

1.3 Questions

Questions regarding and copies of the entire proposal should be submitted to the following entity:

City of Helena
Gery Carpenter, Community Facilities Director
340 Neill Avenue
Helena, Mt. 59601
(406) 447-8484

1.4 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within sixty (60) **calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Eight (8) copies of the proposal must be received by the City prior to **5:00 PM on Friday, October 14, 2016**. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Helena
RE: Pro Shop and Clubhouse at Bill Roberts Golf Course RFP
340 Neill Avenue
Helena, Mt 59601

2.7 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Helena. One copy shall be retained for the official files of the Community Facilities Department and will become public record after award of the Contract.

2.8 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN SECTION 2.6 OF THIS RFP WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.11 Rejection of Proposals

The City of Helena reserves the right to reject any or all proposals if determined to be in the best interest of the City.

SECTION 3 – SCOPE OF WORK

3.1 Pro Shop and Clubhouse at Bill Roberts Golf Course Design

A. Project Scope

Description

The site for the combined multi-function 12-month clubhouse and pro shop is at Bill Roberts Golf Course. While the City desires to create a popular new community destination, it is essential that the new clubhouse be programmed correctly and not “overbuilt”. The new building should position Bill Roberts Golf Course to compete effectively and generate additional revenue. The building will meet three specific functions: administration, food and beverage services, and pro shop retail golf operations.

Golf staff offices will include two private offices, multiple inventory storage areas, and a separate entrance-exit. Food and beverage services will require public ADA compliant restrooms; footage for multi-functional space for restaurant/bar with gaming machines and large screen TVs, which can be separated for private group rental events and accommodate groups as large as 125 people; outdoor covered patio space; space for the use of 2-3 golf simulators; and a commercial kitchen and bar operations/storage and appliances. The building will also include at least 1,000 square feet of pro shop space to support daily golf operations, merchandise sales, a lobby and room for 100 golf club lockers. The facility will include outside delivery access with asphalt paving, sidewalks, ADA parking and access. The construction budget is \$1,00,000.00 to \$1,200,000.

Project Goals and Objectives

The purpose of the project is to:

- Meet the need to expand to a 12-month revenue center operation.
- Broaden appeal for existing and new user groups.
- Increase customer satisfaction by enhancing golf support amenities (clubhouse and pro shop)
- Maximize functional efficiency of space and operations.

- Expand food and beverage services.
- Meet the need to have an ADA compliant facility.
- Provide space to support League and tournament activities and banquets.
- Meet specific operational design standards.
- Estimate costs for furnishings and equipment.

Operational Design Standards

- Meets all ADA access criteria.
- Provide multi-functional food and beverage space.
- Provide for outdoor patio space.
- Provide kitchen space for 2-3 food preparers and commercial appliances.
- Accommodate the use of golf simulators year-round.
- Provide for multiple storage and inventory spaces.
- Provide for facility security.
- Provide outdoor space for delivery services.
- Provide for outdoor parking of golf carts.
- Provide for outdoor gathering space for golf tournaments.
- Include landscaping.
- Design to incorporate technology for energy conservation and efficiency

The project will require close coordination with City staff. The consultant will prepare full architectural and engineering plans and specifications for the building and site work and acquisition of all necessary permits. The consultant will also provide contract bidding and construction oversight and administration services.

B. Scope of Professional Service: The scope of professional services required by this RFP may include, but not necessarily be limited to the following:

1. Site work design will include parking, alley access, queuing design for efficient entry and exit, landscaping, utilities and storm water management.
2. Show how the project may affect existing utilities within the project area.
3. Schedule design review meetings with involved City staff.
4. Development of detailed project cost estimates and project schedules.
5. Preparation of final plans, construction documents, and bidding documents.
6. Analyze bid proposals and make recommendations on awarding a construction contract.
7. Schedule and hold a mandatory pre-bid conference and a mandatory pre-construction meeting.
8. Construction administration and architectural/engineering support services, including providing personnel, equipment and supplies.
9. All surveying related to the project and necessary for design, construction layout and control.

10. Provide construction oversight and administrative services in coordination with Community Facilities staff.
11. Inspection services will be required and coordinated with Community Facilities staff.
12. Weekly meetings with City staff will be required for both general review and inspection of the project.
13. Review submittals and prepare work change directives, change order, and monthly progress and pay estimates.
14. Issue notices as required.
15. Prepare record drawings and deliver to the City.
16. Conduct final inspection with the City.
17. Schedule and conduct warranty inspection with the City.

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed eight (8) pages in length (excluding resumes, title page(s), letter of transmittal, index/table of contents, attachments, or dividers). One page shall be interpreted as one side of single-spaced, typed, 8½" x 11" sheet of paper.

4.1 Title Page

Show the RFP project or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Letter of Transmittal

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Table of Contents

Clearly identify the materials by Section and Page Number.

SECTION 5. PROPOSAL NARRATIVE/EVALUATION CRITERIA

Keep the specific proposal to a maximum of eight (8) pages. A company brochure can supplement the proposal.

A. Firm Experience

1. Past experience on **maintenance and office facilities architectural design and construction projects** including payment processing, and final project closeout procedures.
2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided. References shall be limited to one City of Helena representative.
3. Identify your firm's performance on similar projects, especially noting City work, City work in the project area, and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

B. Project Architect

Provide detailed information on the qualifications and relevant experience of the Project Architect as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

C. Key Project Staff and Subconsultants

Identify the project manager and project engineer as well as other key personnel the firm would use for this Community Facility project. List qualifications of staff to be assigned and their experience. Also list other consulting firms that may be used to provide mechanical, electrical, or other sub consulting.

D. Available Resources and Consultant Location

1. Business History: Provide information on size, resources, and business history of the firm.
2. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
3. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

E. Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing small tasks. Provide detailed information on Project Architect's role in scoping tasks with the City and working with key staff or task leaders.

F. Other items that will be used to evaluate proposals will include:

1. Current and projected workloads (ability to accomplish work in a timely manner).
2. Capability to meet schedules or deadlines.
3. Capability to complete projects within budget.
4. Willingness to enter into an agreement with remuneration based on a flat rate.
5. Demonstration of an acceptable professional rate/fee structure for accomplishing the work.

A committee of individuals representing the City of Helena will evaluate the proposals. The committee will rank the proposals as submitted.

The City of Helena reserves the right to award Contract(s) solely on the written proposal.

The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses.

SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Helena. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest-ranked Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Helena reserves the right to reject any and all proposals submitted.