

CITY OF GOSHEN, INDIANA



REQUEST FOR PROPOSALS

FOR

**Professional Architectural/Engineering Services for the
Ice Rink/Multi-Use Pavilion Project along the Millrace Canal
Goshen, Indiana**

REDEVELOPMENT COMMISSION

Due Date and Time: April 30, 2018 at 12:00 PM EST

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REQUEST FOR PROPOSALS

Professional Architectural/Engineering Services for the Ice Rink/Multi-Use Pavilion Project along the Millrace Canal in the City of Goshen

I. **BACKGROUND AND CONCEPT**

It is the intent of the City of Goshen, through this Request for Proposal (RFP), to solicit proposals for Professional Architectural/ Engineering Services for the City's Ice Rink/Multi-Use Pavilion Project. The scope of work for this project shall include the following tasks:

- Schematic design and planning for the overall project including public input;
- Geotechnical investigation and engineering for the portions of the project area to be developed to identify proper placement of structures and construction measures;
- Topographic survey to supplement 2012 as-builts to allow for project design;
- Project design for a multi-use pavilion that will be utilized as an ice rink in the winter months with built-in ice equipment, a support building, a parking lot with approximately one hundred sixty-five (165) spaces, a paver plaza area surrounding the pavilion and greenspace;
- Design for utility connections;
- Drainage evaluation and design for the project;
- Review of previous environmental activities and reports and recommendations for any additional environmental work necessary to facilitate construction of the project;
- Landscaping design for the overall project;
- Preparation of bid documents;
- Identification of necessary equipment and furnishings for the facility;
- All applicable permitting for the project; and
- Preparation of Cost Estimates as the project is developed to ensure that the scope remains within the desired construction budget.

The identified project site consists of approximately ten (10) acres of land west of the Millrace Canal and south of the Goshen Powerhouse at 324 West Washington Street. Vehicular access to the site is via West Madison Street with pedestrian access from the Millrace Trail from both the north and south with multiple access points across the canal. A map of the proposed project site is attached as Exhibit A. Although this is the desired site, a preliminary geotechnical evaluation was completed in 2010 and further exploration of the site is needed to determine if construction at this site will be cost prohibitive.

PROJECT BACKGROUND

The idea of an ice rink in Goshen was originally introduced nearly twenty years ago and, although it has been supported, each version of the project to date has failed to advance. In 2017, Mayor Stutsman reintroduced the idea with it being a city-operated facility, constructed through a partnership with both private and public funds. The proposed location along the Millrace Canal is a nearly ten acre parcel of land that has been designated as a "public" space.

The proposed location is ideal in its location yet challenges exist for the site. The properties along the Millrace Canal were developed in the 1860's as an industrial corridor. Brownfield remediation was completed for this land in 2012 and the Indiana Department of Environmental Management (IDEM) has

granted closure with environmental restrictive covenants for the site. The cleanup method utilized was to cap the top two (2) feet of soil across the site with clean material to prevent exposure to deeper soils meeting recreational remediation standards. There is the potential that deeper excavations to construct this project will require soil disposal as opposed to reuse on the site and the City will work with the selected Consultant to determine further details as the project design is formalized and prior to bidding. In addition, a preliminary geotechnical report was completed in 2010 and a layer of peat exists on this property. Additional geotechnical assessment will be needed once the location of buildings and foundations is finalized to determine whether or not special construction techniques are required. Lastly, the western edge and south half of the property are within the regulated floodway so the selected Consultant will need to be aware of those areas as the site plan is developed.

In July 2017, the City partnered with the Elkhart County Convention & Visitors Bureau to conduct a feasibility study for this project. The overall findings of the study are favorable and show both a need for a multi-use space and the ability for it to be an asset to the community through the amenities that it will offer. A full copy of the report, completed in October 2017, is available on the City's website at http://goshenindiana.org/media/uploads/0/3862_Goshen-10-5-17.pdf. Although the study provided a preliminary site layout, details regarding the design and layout need to be further explored. In addition, a thorough Opinion of Probable Cost was prepared as part of the study and is available to consultant's proposing on this project. Due to the level of detail in the cost estimate, it is the City's expectation that the final project budget will be similar to what has been prepared.

Over the past eight months, the City has worked to secure the funding necessary to construct this project based upon the cost estimate that has been completed. To date, nearly all funds have been secured with the final pieces of funding being evaluated now. In order to allow for construction to occur in 2019, it is the City's intent to select a consulting team to move forward with the conceptual plan for this site through public input opportunities and to then fully design all aspects to allow for a January 2019 bidding.

Given the unique nature of this facility, the City seeks a competent Architectural and Engineering Team ("Consultant") qualified and experienced in the design of recreational facilities with expertise in outdoor skating rinks with roof structures to engage collaboratively in determining the most effective approach to achieving the goals of this Project.

The City will determine the Project Budget and funding allocation for the overall project subsequent to and based upon confirmation of the scope of work and estimate of Construction Cost obtained at the conclusion of STAGE 1: PRELIMINARY DESIGN Consulting Services. Once determined, the Project Budget will include both hard and soft costs associated with the Project.

Soft costs include, but are not limited to: professional services fees, allowable reimbursable expenses, surveys, testing, agency, and utility provider fees. Hard costs include, but are not limited to: materials, labor, equipment, testing, permits, general conditions, overhead and profit.

STAGE I: PRELIMINARY DESIGN services shall include Schematic Design and Cost Estimation services.

As part of Stage I services, the Consultant is to reference and review the **October 2017 Feasibility Study** and all documents related to the site, which will be made available to the Consultant by the City. The Consultant is to review recommendations proposed under the previous plans and assessments, and during their own site visits and field assessments is to verify and determine improvements to be included in the current scope. Accurate base drawings, a schematic design, and a cost estimate are to be provided by the Consultant Team.

Once these Stage I services are complete and thoroughly reviewed, analyzed, and approved by the City, then Stage II services shall be authorized to commence.

STAGE II : DETAILED DESIGN services shall include: Design Development, Construction Documents, and Cost Estimation services as required for the execution of the Scope as established in

Stage I, which will be determined by the City based on the project priorities and actual funding available at the completion of the Stage I services. Once these Stage II services are complete and thoroughly reviewed, analyzed, and approved by the City, then the City will bid the project and oversee the Construction.

Action Steps and Ownership of Work Products: The City reserves the right to contract for the performance of Stage I services only, and delay or terminate future phases pending the outcome of the design and cost estimation work. Furthermore, the City reserves the right to award a contract for all phases of the project, yet terminate the project at any time, upon written notice to the Consultant and making payment for all satisfactory services rendered to date of termination. All deliverables shall become the sole property of the City for use or distribution as it sees fit without limitations from the Consultant, other than usual disclaimers for reliance of accuracy of use of another person's work product.

Possible Separate Bid Packages: The City desires that the Scope of Work determined as appropriate to move forward with into Stage II services be bid as one bid package. However, based on the availability of funding, the Consultant shall be responsible to evaluate the advantages and disadvantages of the need for separate bid packages that best serve the economic interests of the City, and to provide all services, if there is more than one bid package. The Consultant shall include in its' Fee any additional costs that may be incurred in the event that the City desires to issue up to two (2) bid packages to accomplish the work.

City Agencies (Goshen): The Consultant shall consult in detail with the Director of Community Development and/or his designee and carefully analyze any information furnished by the Owner concerning the specific requirements of the Project, including but not limited to, design, construction, scheduling, budgetary, or operational requirements, limitations, and objectives. The Department of Community Development will coordinate the project and will work closely with the Consultant in all phases of the development. The Consultant shall comply with all standards and directives established and issued by the Department of Community Development.

This proposed project site is located within the corporate limits of Goshen, Indiana and all work shall comply with all local, state and/or federal standards and ordinances and revised codes as applicable to the scope of work. Compliance with these standards is mandatory by the Consultant and any resources needed to gain design compliance shall be borne by the Consultant.

II. SCOPE OF SERVICES

It is the City's intent to hire a competent Architectural and Engineering Team ("Consultant") qualified and experienced in the design of recreational facilities with ice rinks for the execution of the scope of work as described in this RFP. This scope of work is organized into the two (2) Stages and various Phases as follows:

STAGE I: PRELIMINARY DESIGN - Services to establish Project Scope and Design, including:

- Schematic Design
- Cost Estimation Services

STAGE II: DETAILED DESIGN - Services to complete design documentation and solicit bids for the Construction Scope, including:

- Phase A: Design Development
- Phase B: Construction Documents
- Phase C: Bidding
- Cost Estimation Services

The following is a description of the services to be provided under each Stage of the work:

STAGE I: PRELIMINARY DESIGN

The Preliminary Design Stage shall include: Schematic Design and Cost Estimation services as

necessary to establish the Project Scope and Cost.

Schematic Design:

Objective: The Schematic Design shall establish and address the requirements, goals and the constraints for this project. One of the objectives for this Phase is to ensure that possible viable options for design solutions have been explored, reviewed, and analyzed. In addition the Schematic Design Phase is to provide a general view of the project components and the scale of the project including spatial relationships, character, and layout to further establish the project scope within the requirements and budget of the Project.

Deliverables: The Schematic Design shall address all requirements of the Project and shall include, but not be limited to, the following deliverables, related services and activities:

- Project Kick-Off Workshop: In collaboration with City Staff, the Consultant shall host a Project Kick-off Workshop to establish project Goals and Aspirations with the key project stakeholders.
- Review of Site Opportunities and Constraints Assessment: Consultant will review all information available for the proposed project site and, in collaboration with City Staff, confirm goals and priorities for this Project's Scope of Work. This will include identifying possible items to be addressed as bid alternates.
- Code Reviews: Zoning and Building Code Reviews for compliance.
- Documentation of precedents and supporting materials to suggest different methods of approaching the design while meeting project requirements.
- Documentation of comparative analysis of options for different means of accomplishing the goals and objectives for the facility and recommendation for most viable and appropriate design approach and solution.
- Preliminary product selections with technical data and/or sketches illustrating proposed design concept(s).
- Staff/User Meetings: Two (2) Staff/User Meetings are anticipated for this Phase.
- Accurate Existing Conditions Plans based on actual field verification of dimensions and conditions by the Consultant.
- Schematic drawings and specifications illustrating and describing the architectural and engineering components of the Project.
- Schematic Plan Drawings illustrating all components of the Project including the size, scale, location, dimensions, and character of physical systems and equipment including any potential additional structure(s).
- Schematic Elevations and Section Drawings which illustrate the spatial relationships, construction, materials and character of the Project.
- Written description of all materials, components, and systems to be incorporated into the Project.
- Any other documents or items required to illustrate the Schematic Design and the conformity of same with the requirements of the Project.
- Schematic Design Cost Estimate in CSI format, based on costs for comparable work in this area.
- Schematic Design Package and Cost Estimate in CSI format, for the Scope of Work determined as appropriate given project priorities and available funding.

The City will make available to the Consultant any readily available existing conditions data, drawings and related information it has for the project. A list of available documents is detailed later in this RFP with instructions on accessing the information.

It shall be the responsibility of the Consultant to obtain any additional information necessary for the full

and proper execution of this work. The cost for all Consultants required shall be borne by the Consultant and included in the Fee.

The Consultant shall present the Schematic Design deliverables to the City and shall incorporate any changes ordered by the City in regard to the Schematic Design or the requirements of the Project.

The Consultant team shall participate in bi-weekly telephone conference call meetings. The Consultant team shall attend the meetings in person as determined as necessary by the City.

After all review and approval requirements of the Project have been met and incorporation of any changes ordered by the City, the Director shall authorize Consultant in writing to commence Stage II: Detailed Design, or such part thereof as directed by the City, for the Scope of Work.

STAGE II: DETAILED DESIGN

The Detailed Design Stage shall include: Phase A - Design Development, Phase B - Construction Documents, Phase C – Bidding and Cost Estimation services as necessary for the execution of the Construction Sequence Scope of Work.

Phase A - Design Development:

Objective: The primary objective of the Design Development Phase is to complete all design required for the project in preparation for proceeding into production of Construction Documents.

Deliverables: Based upon the City's approval of the Stage I Schematic Design Package, including the Schematic Cost Estimate, and on the City's authorization of any adjustments in the Project requirements and the budget, the Design Development Phase shall address all requirements of the Project and shall include, but not be limited to, the following deliverables and related services and activities:

- Civil: Site Layout Plan, Site Grading Plan, Site Utility Plan, Erosion Control Plan, Landscaping Plan, and Drainage Plan.
- Architectural: Site Plan, Dimensioned Floor Plans indicating sizes and construction of all components, Roof Plan, Furnishing and Equipment Plan, Enlarged Plans and Sections, Room finish Plans/Schedule, Building Sections, Door and Window Schedules, Preliminary Wall Sections and Building Details, and Reflected Ceiling Plans.
- Mechanical: Heating/Cooling Load Calculations, Equipment Schedules, HVAC Plans indicating main and branch ductwork and Equipment.
- Plumbing: Plumbing Calculations, Fixture Schedules, Plumbing Plans indicating all Supply and Drainage piping and equipment.
- Electrical: Floor Plans locating all equipment and loads, Site Plan with site lighting and fixture types, Lighting Plans with preliminary circuiting, Preliminary Panel Schedules.
- Outline Specification: An outline specification describing in general the type of construction, materials, systems and other pertinent information for all disciplines.
- Cost Estimation: Design Development Cost Estimate in CSI format, based on costs for comparable projects in this area.

During the development of the Design Development Documents, the Consultant shall confer as necessary and as required with City staff and any other officials as the City may direct in order that the intent and requirements of the City in regard to the improvements and their scope are met as nearly as practicable.

The City will not consider Design Development as completed until all approvals required by the City at this Stage have been obtained. After all review and approval requirements of the Project have been met and incorporation of any necessary changes, the City shall authorize Consultant in writing to commence Construction Documents.

The Design Development Documents, including the Cost Estimate, as approved, shall be control documents for the Construction Documents, Detail Specifications and other documents required to obtain bids and to form the basis of contract proposals for the actual construction of the project.

Phase B - Construction Documents:

Objective: The primary objective of the Construction Documents is to produce the Contract Documents, which shall describe with specificity all elements, details, components, materials, and other information necessary for the complete construction of the Project and the rendering of the Project and all its components fully operationally and functionally usable for its intended purpose. This shall include, but is not limited to, the satisfaction of all testing, permitting, qualifications, certifications, validations and obtaining regulatory approvals by all applicable regulatory authorities.

Deliverables: Based upon the City's approval of the Construction Sequence 1 Design Development Package, including the Design Development Cost Estimate, and on the City's authorization of any adjustments in the Project requirements and the budget for the Cost of Work, the Construction Documents Phase shall address all requirements of the Project and will likely include, but not be limited to, the following:

- Title Sheet per City of Goshen Standards, including:
 - Code Summary
 - Location Map
 - Drawing Index
 - General Notes
- Civil
 - Site Layout Plan
 - Site Grading Plan
 - Site Utility Plan
 - Erosion Control Plan
 - Landscaping Plan
 - Drainage Plan
- Architectural:
 - Code Review, Life Safety, and Fire Resistance Plans
 - Fully developed and dimensioned Floor Plans and Enlarged Floor Plans of key building areas as required.
 - Elevations, Schedules, and Details.
 - Finish and Color Schedules.
 - Reflected Ceiling Plans and Details as required.
 - Architectural Details.
 - Finish Plans and Details.
 - Equipment Plans.
- Structural:
 - Concrete Slab and Footing Plans and Details
- Mechanical:
 - Mechanical Equipment and Exterior Louver Schedules
 - HVAC Floor/Reflected Ceiling Plans indicating all ductwork, equipment, and diffusers/return air grilles.
 - Mechanical Piping Plans, Riser Diagrams, and Piping Schematics.
 - Enlarged Equipment Area/Room Plans.
 - Mechanical Design Details.
 - Ductwork and wall penetration details, including dampers and rated firestopping assemblies.

- Plumbing:
 - Plumbing Fixture Schedules.
 - Plumbing Floor Plans indicating all plumbing fixtures, domestic water, storm, waste, vent and gas piping, meters, and equipment, including utility connections.
 - Plumbing Riser Diagrams.
 - Plumbing Design Details.
 - Enlarged Plumbing Equipment Area/Room Plans.
 - Fire Protection Plans.
- Electrical:
 - Lighting Fixture and Control Schedules.
 - Power Riser Diagrams and Panel Schedules.
 - Power Plans, including Electrical Service.
 - Lighting Plans
 - Telecommunications/Technology/Security Plans.
 - Enlarged Electrical Equipment Area/Room Plans.
 - Electrical Details.
 - Electrical Site Plan and Details.
- Technical Specifications/Project Manual:
 - Detailed Technical Specifications for all disciplines in current CSI *Master Format*.
- Cost Estimation: Cost Estimates in CSI format at 30%, 60%, 90% and 100% Construction Document submittals for review.

Meetings: The Consultant shall participate in a bi-weekly conference call-in meeting, and shall attend in person as determined as necessary by the City.

Submittals: The Consultant shall prepare and submit Construction Documents for 30%, 60%, 90%, and 100% reviews, including Cost Estimates, and attend review meetings with the City at each stage review. All drawings and contract documents, including schedule of prices and detailed specifications, are to be comprehensive and concise in nature and in accordance with all professional practice standards in order to completely and accurately describe the design intent and construction/installation methods for the development of the entire project.

Approvals: City staff shall review and approve, where appropriate, the Detailed Design documents, or any portion thereof. The Consultant shall make corrections, modifications and changes as directed by City staff to align with the program and budget of the project.

Design Review and Permitting: The Consultant shall take the lead in obtaining and coordinating the information required by the various agencies and entities from which permits and/or approvals are needed for the Project, including all Environmental, Site, and Utility Applications. The Consultant shall also take the lead in applying for, negotiating, and acquiring the necessary permits and approvals. All permit application fees will be paid by the City directly to the agencies and the Consultant will not be responsible for paying those fees. The cost of building permits for Construction shall be borne by the Contractor(s) and are not part of this project.

Phase C - Bidding:

Objective: The primary objective of the Bidding Phase is to assist the City in soliciting bids from qualified Contractors to allow for the award of a Construction Contract for the execution of the work.

Deliverables:

Bid Documents: A full master set of reproducible final (100%) Construction Documents and in electronic format (“~.pdf” AND “~.dwg” AutoCAD® for Drawing files; “~.pdf” AND Microsoft Word® “~.doc” for Specification files) on compact disc and via electronic download shall be provided

to the City for use in compilation of the bid package. Files may be compressed in a “~.zip” file format.

Bidding Activities: The Consultant shall assist the City in Bidding activities, including, but not limited to:

- Preparation of bidding documents and forms
- Attendance and participation in a Pre-Bid Meeting
- Assistance to the City in providing answers to bidder’s questions during the bidding period to then be included in any Addenda issued by the City
- Assistance in analyzing received bids if questions arise

The City will not consider Stage II as completed, or release payment for the final 10% of the Stage, until an accepted, qualified bid for accomplishing the project scope within the budget has been obtained.

III. OTHER CONDITIONS AND INFORMATION

Formats for Deliverables: All deliverables for all Stages and Phases shall be submitted in native software formats (“~.pdf” AND “~.dwg” AutoCAD® for Drawing files; “~.pdf” AND Microsoft Word® “~.doc” for Specification files; “~.pdf” AND Microsoft Project® for Project Schedules) via electronic download at the end of each Stage and Phase as Record Deliverables. Files may be compressed in a “~.zip” file format.

Project Schedule: The Consultant shall submit within ten (10) calendar days after the award and/or execution of the Agreement a Project Schedule in Microsoft Project®, which shall include:

- Proposed duration of each Stage and Phase.
- Milestone dates including review submittals.
- Allowance for reasonable time required for all reviews/approvals by all authorities.

The Consultant shall produce, maintain, update monthly, and submit the Project Schedule at each Stage and Phase of the project, or as requested by the City.

Management of the Budget: The Consultant shall be responsible for managing the Project Budget, and shall, during each Stage per the Scope of Work described in this RFP:

- Provide Cost Estimates in CSI format appropriate to the level of project completion in Microsoft Excel, formatted for 8-1/2” x 11 paper.
- Review the Project Scope and Budget with the City and provide back-up documentation.
- Adjust the Project Scope and modify documents as necessary to ensure alignment of Project Scope with the Project Budget.

The City shall not consider any Stage or Phase of the Professional Services as complete, nor authorize the continuation of the Consultant’s Services, until satisfied that the Project Scope as defined in the Contract Documents can be achieved within the Project Budget.

Professional Services Payments: Payments for Professional Services shall be made in accordance with the Consultant’s Proposed Fee (See Section III Proposal Submission Requirements – Item P.) Consultant shall be responsible for management of the Professional Services Fee as follows:

- Submit Sample format for Requests for Payment for City Approval; to include:
 - Fee Breakdown by Stage and Phase per Proposal.
 - Percent Complete, Amount Earned, Previous Fee Billing, and Current Billing by Stage and Phase.
 - Reimbursable Expenses by Phase, broken down by Current, Prior, and Billed-to-Date.
 - Staff logs/hours expended and reimbursable receipts for each Request for Payment.
- Submit Requests for Payment on a monthly basis not to exceed the amounts stipulated in the Fee, including reimbursable expenses, for each Stage and Phase.
- Payments may not exceed 90% of each Stage or Phase until the Phase or Stage is satisfactorily

completed and accepted by the City.

- Final payment will be made only when all record and project close-out documents have been accepted by the City as complete.
- Any portions of Fees or Reimbursable Allowances not utilized for any Stage or Phase may only be utilized in later Stages or Phases with prior written authorization by the City.

Composition of Consultant Team: It is anticipated that involvement by the following disciplines and services will be required throughout this Project in varying degrees:

- Architecture
- ADA Compliance
- Electrical Engineering
- Mechanical Engineering (HVAC, Plumbing & Fire Protection)
- Specialty Engineering (i.e.: mechanical engineering design for ice rinks)
- Humidity Management analysis
- Geotechnical Engineering
- Surveying

Standard of Care: The standard of care of the services provided by the Consultant shall meet or exceed that level commonly expected of professional architects and engineers that are licensed to practice in the State of Indiana.

The Consultant shall assume the role of “Architect-of-Record” and “Engineer-of-Record” for all work performed under the contract and shall be licensed in the State of Indiana. All documents for the work performed under the contract shall bear a current, active professional seal recognized by and as required the State of Indiana.

The Consultant shall attend and participate in project meetings with various City departments/divisions and/or public meetings as required during all Stages.

Upon request, the Consultant shall make field observations and conduct investigations, as required, to evaluate existing conditions during all Stages.

If determined necessary, the City will contract directly with an environmental firm to gather additional soil data regarding contamination issues. The scope of work for the samples will be developed with assistance from the Consultant and all data generated will be provided to the Consultant to assist in further developing the project plans.

Site Review and On-Site Questions: It is the responsibility of the Consultant to be fully acquainted with the existing conditions of the project by conducting visual inspections and site visit(s) prior to proposal submission. Site visits are for observation only. No discussions on-site shall be deemed official. All questions must be submitted in writing and will be responded to within an addendum to this RFP.

Availability of Preproposal Information

The following items will be made available via the City’s ftp site for review. To access the files, go to <ftp.goshencity.com> and enter the following:

Username: planningftp
Password: 31615panacea

The files are located in the folder titled “Ice Rink/Multi-Use Pavilion Project RFP”.

- Remediation Completion Report, 214 West Jefferson Street (Site 2 – Former Jack Wait Property) IBP No. 4090303 and 311 West Madison Street (Site 9 – Goshen Street Department/Former Rieth Riley Construction Company Site) IBP No. 4070907, Goshen, Indiana 46526 – *Soil and Materials Engineers, Inc., 10/3/2012*
- Environmental Restrictive Covenant for 311 West Madison Street – *10/13/2014*

- Environmental Restrictive Covenant for 214 West Jefferson Street (West Sub-Parcel) – 10/13/2014
- Preliminary Geotechnical Evaluation, Millrace Canal Development, City of Goshen, Indiana – *Soil and Materials Engineers, Inc.*, 1/27/2010
- Brownfield Site Remediation Projects, Sites 2 & 9, City of Goshen, As-Built Plan – *Soil and Materials Engineers, Inc.*, 8/6/2012
- Elevation Survey, Site No. 2 – Goshen River Race – *Brads-Ko Engineering & Surveying, Inc.*, 6/26/2009
- Elevation Survey, Goshen River Race Development Project Site No. 9, 311 West Madison Street, Goshen, Indiana 46526 – *Brads-Ko Engineering & Surveying, Inc.*, 9/10/2009
- Goshen Pavilion and Ice Rink Market Demand, Financial, Feasibility, and Impact Analysis – *Hunden Strategic Partners*, 10/5/2017
- Opinion of Probable Cost for Project: Millrace Pavilion, SCD Project Number 1733, Shanklin Park, Goshen, IN, Issue: Conceptual Design – *Sink Combs Dethlefs*, 9/2017

PROPOSAL SUBMISSION REQUIREMENTS

Each Consultant that wishes to be considered for selection to perform this scope of services shall submit to the City the following items. Proposal shall be submitted in 8 1/2" × 11" format, one (1) original and five (5) copies (bound individually) with one (1) compact disc or flash drive with the entire proposal in digital format. Each individual section shall be identified as follows:

A. Cover Letter

Include phone and e-mail contact information for primary Project Contact Person.

B. Organization of the Firm

Include a description of the Consultant Firm including information regarding its primary business, its background and history, its organizational structure, QA/QC program, and the number of employees. This section should contain any additional information about the firm that the firm feels will assist in understanding the qualifications of the firm. It is highly desirable that there be a local component to the Consultant Team to facilitate response time to matters that require on-site reviews.

C. Project Approach

The Consultant shall include a description of their management approach and technical approach for the proposed Scope of Services. A specific and complete list of proposed deliverables shall also be included.

D. Ability to Perform Scope of Services

At a minimum, demonstrate how the firm meets the following qualification:

- A minimum of five (5) years of professional architectural/engineering experience with projects of similar scope of work. Each project reference should include a short description of the scope of work, the engineering and construction budget amount, the timeframe required for completion, and any exceptional successes, or challenges encountered during of the project.

E. Capacity to Perform Work

Provide a description of the Consultant's capacity to perform work requested by describing the Team's current workload, including consideration for current City project workload, if any, and the availability of the staff to meet required schedules. Identify all City projects currently being worked on and stage of development. Describe the methods utilized to track work progress, budgets, and deadlines. Describe any support personnel or technical resources the Consultant plans to use to assist in performing work as required on schedule, and within budget.

F. Qualifications of Project Team

Include a list of all key employees to be assigned or employed on the Project by the firm. The resume of each such person shall be attached to the Proposal (limit of 1 page for each). The Proposal shall also identify the person who will be the primary contact and any alternate personnel to be assigned to the project. Only resumes of key employees are to be included in the Proposal and significant effort should focus on highlighting the key employees and their relevant qualifications and past experiences that will be comparable to work as detailed in the RFP. Client references shall be included with telephone numbers and email addresses.

The Consultant shall provide: professional licenses held by any and all members of the Project Team including design/engineering firms and any associations to which they hold membership.

In the event an interested group or combination of consultants is proposing a joint venture, collaboration or similar arrangement with other firms, please state the nature and hierarchy of the relationship in the proposal, including an organizational chart.

G. Project Team

Include a list of all proposed sub-consultants, technicians and testing agencies and their roles on the Project as assigned by the Prime Consultant. A one-page resume of each key person shall be attached to the proposal. The proposal shall also identify the person from each sub-consultant who will be the primary contact with the Consultant Team and any alternate personnel to be assigned to the project. Only resumes of key employees are to be included in the proposal and significant effort should focus on highlighting the key employees and their relevant qualifications and past experiences that will be comparable to work as detailed in this RFP. Client references with telephone numbers and email addresses shall be included.

The City expects the prime contract holder for the Professional Services contract to display team leadership for all services provided through this Agreement. The prime agreement holder shall actively manage its sub-consultants to ensure the best outcomes for the City.

I. Proposed Design Schedule

Provide a Design Schedule indicating a proposed timeline for the performances of all Professional Services as detailed in Section II Scope of Work.

The Consultant must be prepared to commence work immediately after the execution of an Agreement for Professional Services.

J. Compensation

TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.

The Consultant’s proposal shall indicate the proposed fee for each of the Stages and Phases of service as defined previously, shall include an appropriate amount for reimbursable expenses in each Stage, and shall indicate a total Lump Sum Fee as follows:

Task	% of Total	Amount
STAGE I: Preliminary Design - Subtotal	35%	
STAGE II: Detailed Design - Subtotal	65%	
<i>Phase Subtotals including Cost Estimation</i>	-	-
Phase A - Design Development	25%	
Phase B - Construction Documents	35%	
Phase C - Bidding	5%	

TOTAL PROPOSED LUMP SUM FEE	100%	
Design Fee Contingency <i>(10% of Total Proposed Lump Sum Fee)</i>	10% of Proposed Lump Sum Fee	
Total Proposed Reimbursables Allowance		
Stage I Reimbursables <i>(Identify Geotechnical, Environmental and Survey costs separately)</i>		
Stage II Reimbursables		
TOTAL PROPOSED COMPENSATION		

Design Fee Contingency: The Design Fee Contingency is eligible for use in performing Professional Services necessary to complete the project as contemplated in this RFP but are unforeseen at the time of issuance of this RFP. Any change in Professional Services to be paid from this Contingency shall be preceded by a Design Clarification, an itemized scope and fee breakdown provided by the Consultant and approved by the City, that the change qualifies for payment at rates specified in this RFP and does not exceed the available Contingency amount. The Consultant’s cost for overhead, profit and other expenses contemplated for assessment against the Design Fee Contingency are to be included in the Lump Sum Fee and not in the Design Fee Contingency.

Reimbursable Expenses: Reimbursable expenses shall be accounted for and reimbursed according to the terms of the agreement to be established with the selected Consultant. The Consultant shall identify all items along with estimated costs for any reimbursable expenses required to complete for each phase of the project. This shall include, but is not limited to: deliveries, postage, printing, reproduction, geotechnical services, surveys, testing, fees, plan review fees, permits, special inspection fees and any other approved expenses usually associated with this type of project. Reimbursable expenses, including subconsultant fees, shall be billed at cost invoiced, without any mark-up. Costs for mileage, travel, parking, tolls, lodging, meals and dues/membership fees to professional societies/organizations are NOT eligible for reimbursement and will not be considered. No qualification of the financial offer will be accepted. Reimbursable Expense Allowance amounts not expended in a previous Stage may only be carried over to subsequent stages/phases after written approval.

Fee Proposal: The Fee Proposal shall indicate the makeup of your proposed fee including hourly rates, direct costs, overhead, profit, and indirect expenses based upon the total estimated hours to be spent to provide the services.

In a separate sealed envelope marked ‘Professional Services Fee’, which is to be attached to the main proposal package, the interested Consultant shall submit one (1) original **hard copy** and one (1) digital copy, on compact disc or flash drive, of the interested consultant’s Professional Services Fee. Included in the envelope, in addition to the **Lump Sum Fee** broken down as described above, shall be a separate breakdown of the Consultant Team’s **Hourly Rates** based upon discipline(s), classification(s) and staffing. Hourly Rates for the following classifications shall be included in the Proposal:

- a. Principal Architect – Registered/licensed with 10+ years’ experience
- b. Principal Engineer - Registered/licensed with 10+ years’ experience
- c. Principal Landscape Architect - Registered/licensed with 10+ years’ experience

- d. Project Architect - Registered/licensed with 5+ years' experience
- e. Project Engineer - Registered/licensed with 5+ years' experience
- f. Project Landscape Architect - Registered/licensed with 5+ years' experience
- g. Architectural Designer - Non-registered/licensed with 3+ years' experience
- h. Engineering Designer - Non-registered/licensed with 3+ years' experience
- i. Landscape Architect Designer - Non-registered/licensed with 3+ years' experience
- j. Architectural CAD Technician - Non-registered/licensed with at least Associate degree
- k. Engineering CAD Technician - Registered/licensed with at least Associate degree
- l. Landscape Architect CAD Technician - Non-registered/licensed with at least Associate degree
- m. Administrative Support - Non-registered/licensed with 3+ years' experience
- n. In-house printing cost for Black and White copies, 8-1/2"x11" in size (each)
- o. In-house printing cost for Black and White copies, 11"x17" in size (each)
- p. In-house printing cost for Color copies, 8-1/2"x11" in size (each)
- q. In-house printing cost for Color copies, 11"x17" in size (each)
- r. Cost for large format Black and White prints/plots (each)
- s. Cost for large format Color prints/plots (each)

Although Consultants' proposed fees are not the deciding factor in the selection of the Consultant, it will be evaluated with other criteria herein and submitted with the proposal.

- K.** Each Proposer shall provide all information requested in this Request for Proposal. The proposer must organize its proposal package to address each of the elements in this RFP in the order listed. The Proposer should carefully read all instructions and requirements and furnish all information requested. If a Proposal does not comply with all terms, conditions, and requirements for submittal, the City may consider it unacceptable and may reject it without further consideration.
- L.** Should this RFP contain any discrepancies or omissions, or if the intended meaning of any part of this RFP is unclear or in doubt, please send a written request for clarification or interpretation no later than 12:00 PM EST, April 23, 2018, to:

Ms. Becky Hershberger
beckyhershberger@goshencity.com

M. The City's Rights and Requirements

- 1. The City may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the City specifies.
- 2. Furthermore, the City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interests of the City.
- 3. The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City's best interests.

IV. SELECTION CRITERIA

The proposals considered in the selection process will be evaluated by a Consultant Selection Advisory Committee (CSAC) according to the criteria and point system presented below. The City will not release the names of the committee members and requires that consultants direct any questions to the Becky Hershberger with the Department of Community Development as detailed in this RFP.

The CSAC will complete an Initial Proposal Ranking utilizing the proposal evaluation criteria and point values as follows:

- Project Manager/Key Personnel – 25 Points
- Project Approach – 25 Points
- Overall Qualifications of the Firm/Team – 15 Points
- Previous Experience with the City – 10 Points

Following completion of the Initial Proposal Ranking, the CSAC will open the compensation packages of the three (3) highest-rated proposals. At that time, the highest scoring proposal will be given 25 points, the second highest 20 points and the third highest 15 points. The proposals will then be ranked from lowest cost to highest cost based upon their compensation packages and as further described in the Proposal Evaluation Criteria section below.

Following the initial ranking of proposals, the CSAC will recommend to either select a consultant based solely on the proposals or to interview the highest-rated consultants. If the selection is made based solely on the proposals, the City will send a letter to all proposers informing them of the City's selection. If the City intends to hold interviews, the consultants to be interviewed will be contacted to schedule an interview. Should interviews be held by the CSAC, those interviewed will be further evaluated in the following categories: (1) Project Manager/Key Personnel; (2) Overall Qualification of Firm/Team; and (3) Project Approach. The point values or ratings for these categories are subject to change based upon the interview.

Following selection of the highest-rated proposer, a recommendation will be made to the Goshen Redevelopment Commission and, once approved, the City will negotiate contractual terms, level of effort and scope of services. Contract award will be made to the Proposer whose proposal best complies with the Request for Proposal and will be the most advantageous to the City. The City, because of time constraints and depending upon the thoroughness of the proposals, may at its sole option award a contract based upon the initial proposal submittal. Do not assume there will be an opportunity for submittal of additional information. Submit your proposal as if it were your "best and final offer".

PROPOSAL EVALUATION CRITERIA

INITIAL PROPOSAL RANKING

The following information must be included in each Proposal and will form the basis of the evaluation. The point number is the weight of each criterion. Interviews may be conducted to obtain additional information regarding the proposal.

There will be 75 points available during the initial phase of the proposal review. All proposals submitted will be scored with the following scoring criteria.

Generally, when scoring proposals, the City intends to use the entire point range (0-25) for each category. For example, the highest ranked proposal for "Project Manager/Key Personnel" could receive 25 points, while the lowest ranked proposal for that category could receive 0 points. The points are not intended to reflect the qualifications of the consultant for that criterion; rather it is reflective of relative ranking. Zero points does not mean the firm is unqualified, rather it means they were lowest ranked.

A. Project Manager/Key Personnel – 25 Points

The name and qualifications of the Project Manager (PM) to be assigned to this project. Include the Project Manager's prior similar experiences on:

- Projects which best illustrate his/her expertise to perform the requested services.
- Track record in meeting schedules and budgets.
- Developing and implementing cost effective design process.

For any projects listed include the name and phone number of the owner's representative in charge of the project.

Provide the identity and qualifications of Key Personnel (both prime and subconsultants) to work on this project, including the adequacy and appropriateness of their credentials and capabilities, expected project assignments, the extent of their project participation, and the relevance of their prior experience to this project.

Provide an organizational chart illustrating the relationship between the PM, QA/QC Coordinator and Key Personnel. Identify subconsultants in the organizational chart by name and firm.

Subconsultants retained by the prime consultant are the sole responsibility of the prime consultant, and the City's contract is to be fully managed through the prime consultant.

B. Project Approach – 25 Points

The proposed project approach should include the following:

- A statement of project understanding.
- A management/technical approach that should describe the utilization of specific methodologies and techniques to perform the tasks. Clearly explain reasons for modifications or expansions of tasks.
- A proposed level of effort document which includes:
 1. A listing of all major tasks.
 2. A detailed inventory of all proposed project personnel by task.
 3. Proposed hours for all project personnel (including subconsultant personnel) by task.
 4. QA/QC effort for required documents.
 5. Modifications or expansions of tasks should be clearly delineated in the level of effort documents.

The City will closely scrutinize the proposed level of effort portion of the proposal. It is crucial that consultants submit proposals that contain ample time and effort to perform the work described under this RFP to a thorough and detailed level. If, in review of the proposed level of effort, the City believes the consultants have not submitted adequate time and effort, consultants will be significantly penalized in terms of points received.

- The proposer must list and describe all assumptions used in developing the level of effort document.
- A detailed schedule for all tasks. The proposed schedule should meet the timeline set forth in the RFP. The schedule should highlight key milestone.
- Include a detailed description of the quality control plan that will be utilized during this project. The plan should include specific procedures to be used in assuring that the quality of the design deliveries meet the City's criteria and the standard of ordinary professional care. The plan should detail the products to be reviewed for this project, reviewer's identity, review timing and frequency, review documentation, dispute resolution procedure, and sign-off requirements.

C. Overall Qualifications Of Firm/Team – 15 Points

Provide a brief description of the overall qualifications of your firm and project team.

Provide examples (not more than three) of similar projects performed by your team within the last five years. The examples should include the nature of your involvement in the project, any special environmental, political or technical problems involved in the project, how the problems were resolved, the name and phone number of the owner's representative in charge of the project, the fee for the project, the total project cost, and when the project was performed.

D. Previous Experience With The City – 10 Points

Consulting firms having previously worked with the City will be evaluated according to (1) Quality of Work, (2) Performance Against Schedule, and (3) Performance Against Budget. The project

names, tasks involved, and the year the work was performed should be identified. A maximum of ten points will be awarded to firms having previous experience with the City. If a firm has no previous experience with the City, a maximum of 8 points will be awarded following a reference check using the contacts provided in the above section.

FINAL PROPOSAL RANKING INCLUDING COMPENSATION

Following review of all submitted proposals, compensation packages will be opened for the top three (3) ranking proposals. At that time, the highest scoring proposal will be given 25 points, the second highest 20 points and the third highest 15 points. The proposals will then be ranked from lowest cost to highest cost based upon their compensation packages. The proposal with the lowest compensation cost will be awarded 75 points. The next lowest will be awarded 70 points unless the proposal exceeds the lowest cost proposal by more than 5% and will lose 1 point for each percent that the cost of the proposal exceeds the lowest cost proposal. The highest cost proposal of the three will be given points based on the percentage that its cost exceeds the cost of the lowest quote or proposal but the points given shall not exceed 70 points.

Final ranking and consultant selection will be determined by the final ranking and a recommendation will be taken to the Redevelopment Commission for contract award based on these criteria.

V. OTHER PROPOSAL INFORMATION

A. Deadline for Questions

The deadline for any and all questions shall be 12:00 PM EST, on *Monday, April 23, 2018*. Questions should be directed via e-mail to:

Becky Hershberger,
Department of Community Development
beckyhershberger@goshencity.com

Responses to questions will be provided in a formal Addendum no later than Wednesday, April 25th, and will be posted to the City's website at <http://goshenindiana.org/bidding-opportunities> under "Request for Proposals". **It is the proposing consultant's responsibility to check the City website for any addendum prior to submissions. Proposals submitted that do not include information provided via an addendum will not be considered complete.**

B. Proposal Deadline

1. Proposals must be received no later than 12:00 PM EST on Monday, April 30, 2018, by Carla Newcomer, Department of Community Development. No proposals will be accepted after that time unless the City has extended the deadline by a written addendum. The City reserves the right to refuse any submission not delivered by the deadline.

Proposals or unsolicited amendments to proposals arriving after the closing will not be accepted.

2. The proposal shall consist of six (6) hard copies [one (1) original and five (5) duplicate copies] and one (1) electronic (digital) copy on compact disc or flash drive.
3. Proposals shall be mailed or delivered to the following address which must be clearly identified on the outside of the sealed envelope(s):

Ms. Carla Newcomer
Department of Community Development
204 E. Jefferson Street, Suite 6
Goshen, IN 46528

"Proposal for Professional Architectural and Engineering Services for the Ice Rink/Multi-Use Pavilion Project"

C. Project Schedule

The following is the proposed project schedule for this project:

March 30, 2018	Distribute RFP
April 23, 2018	Deadline for clarifications and questions
April 30, 2018	Deadline for Receipt of Proposals
May 1 – 18, 2018	Selection Committee Proposal Review
May 23, 2018	Committee Recommendation to the Goshen Redevelopment Commission for Award
May 25, 2018	Notice to Proceed
December 2018	Deadline for Project Completion with plans and specifications and a final Review Meeting

D. Proposal Acceptance

The City reserves the right to accept proposals, in whole or in part, to reject any or all proposals or portions thereof, to waive irregularities, informalities, and technicalities, to re- issue or to proceed to obtain the services(s) desired otherwise, and to negotiate separately, as necessary, to serve the best interest of the City of Goshen. The City may, at its sole discretion, modify or amend any provision of this notice, or the RFP. Firms whose proposals are not accepted will be notified in writing. The Director of Community Development, or his designee, will make notification of the award. For this Request for Proposal, the proposal must remain valid for **90 days** after submission.

E. Costs Incurred

The City is not liable for any costs incurred by any responding firms before execution of a contract and issuance of written Notice to Proceed.

F. General Format for Proposal Submissions

All proposals shall contain concise written material and illustrations. Legibility, clarity and completeness are essential. All submittals must use 8-1/2" × 11" vertical format, but may be supplemented using 11" by 17" illustrations.

G. Agreement

The RFP and the successful Proposer’s proposal will become part of an agreement. In the event of any conflict between the RFP and the Proposal, the RFP will govern.

EXHIBIT A
Site Location Map



The City of Goshen's Digital Data is the property of the City of Goshen and Elkhart County, Indiana. All graphic data supplied by the city and county has been derived from public records that are constantly undergoing change and is not warranted for content or accuracy. The city and county do not guarantee the positional or thematic accuracy of the data. The cartographic digital files are not a legal representation of any of the features depicted, and the city and county disclaim any assumption of the legal status they represent. Any implied warranties, including warranties of merchantability or fitness for a particular purpose, shall be expressly excluded. The data represents an actual reproduction of data contained in the city's or county's computer files. This data may be incomplete or inaccurate, and is subject to modifications and changes. City of Goshen and Elkhart County cannot be held liable for errors or omissions in the data. The recipient's use and reliance upon such data is at the recipient's risk. By using this data, the recipient agrees to protect, hold harmless and indemnify the City of Goshen and Elkhart County and its employees and officers. This indemnity covers reasonable attorney fees and all court costs associated with the defense of the city and county arising out of this disclaimer.

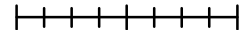
**Exhibit A
Site Location Map**

2017
Aerial Photo



Feet

0 115 230 460



1 inch = 400 feet

The City of Goshen

Department of
Planning & Zoning

204 East Jefferson Street, Goshen, Indiana 46528
Phone: 574-534-3600 Fax: 574-533-8626