

REQUEST FOR PROPOSAL

Dublin Community Pool North – Redesign 2018-GR115-CIP

EXECUTIVE SUMMARY

The City of Dublin is requesting proposals for design of a new pool complex to rework / replace the existing pool complex located at 5660 Dublinshire Drive. This project is fully funded by the City of Dublin.

The Department of Parks and Recreation would like to request the professional services from a Nationally Recognized multi-disciplined design firm that have extensive experience in large scale public pool design. The qualified firm must either have all design disciplines within their firm or have an established team that is documented in the proposal. The selected firm will be contracted to prepare (3) preliminary design concepts, investigate options to meet the budgeted construction amounts through possible renovations and/or complete re-design, prepare detailed construction drawings, exhibits, and cost estimates for the pool complex. The selected firm will provide the professional services for this project in accordance with the Scope of Services described below.

SCOPE OF SERVICES

PROJECT DESCRIPTION

- The City of Dublin has programmed the design of a Community Pool to replace the current Dublin Community North Pool. These improvements will include the following:
 - a. Pool Facility
 - i. Commercial grade security fencing with emergency exit mechanisms
 - ii. Commercial grade security gates with separated patron, maintenance, and filtration / chemical delivery entrances
 - iii. Customer service / check-in reception area with controlled entry for patrons
 - iv. Concessions room
 - v. Pool offices (increased area from current facility)
 - vi. Storage areas (increased area from current facility)
 - vii. Locker Rooms
 - viii. Restrooms
 - ix. Filtration system for facility with access to all equipment at ground level
 - x. Bike racks (increased number from current facility)

- xi. Parking lot expansion
 - xii. Security cameras and control center
 - xiii. Ensure full perimeter sight lines
 - b. Leisure pool (separated from lap pool)
 - i. Zero-depth entry
 - ii. Low profile play amenities
 - iii. Water jet bubblers
 - iv. Two tube slides with separate landing pools (minimum)
 - 1. Body slide
 - 2. tube slide
 - c. Lap pool (separated from leisure pool)
 - i. 8 swim lanes
 - ii. Dive blocks at both ends (removable type)
 - iii. 1 meter Diving Board (with diving well)
 - iv. Minimum 4.5 foot depth
 - v. Four-season structure (winter - heated enclosure / summer - open air feel)
 - vi. Scoreboards/Seating (for holding tournaments)
 - d. Tot Pool / Spray Pad (or combination tot pool / spray pad)
 - i. Commercial fencing and gates to separate Tot / Spray pad area from main pool in accordance with pool regulations
 - ii. Potential option of re-using the existing Spray Pad or enhancing it with additional items / Tot Pool.
- Three preliminary designs of site and facility layout that allows for four-season operation of the pool facility and lap pool.

DESIGN CRITERIA/TECHNICAL REQUIREMENTS

- Provide construction plans and specifications to be complete and biddable set of construction documents.
 - The following specifications and guidelines shall be followed as applicable:
 - City of Dublin Stormwater Management Design Manual
 - City of Dublin Standard Drawings; Standards for Title Sheet, General Notes, Driveway Standards, and Electronic Submission Standards are available through the City of Dublin's website, Development, Engineering, and Parks and Recreation Departments (as applicable).
 - City of Columbus 2012 Construction and Material Specifications
 - ODOT's 2016 Construction and Material Specifications
 - ODOT's "Location and Design Manual"
 - ODOT's 2011 "Minimum Specifications for Aerial Photography and Mapping,"

- ODOT's Right-of-way plan preparation
- "Transfer and Conveyance Standards" as adopted under ORC 319.203
- Plans will be in a format as required by the City of Dublin's E-Plan submission requirements. Supplemental specifications shall also be prepared by the consultant to be added to the City of Dublin's front end documents. Final bidding packages will be assembled by City of Dublin and will bid the construction project. The Consultant will provide bidding assistance with answering questions during the bidding and construction period, attend the pre-bid meeting, create any required addendums and RFI responses, and provide recommendations as to the best bidder for the job (price and quality measured).
- Permits: Consultant will prepare any permit applications necessary and provide the permit check. The City of Dublin will reimburse the Consultant for the permit fees.
 - If greater than 1 acre is disturbed, The Consultant will prepare NOI permit application and associated map.
- Utilities: In general, design work to minimize utility relocations where possible. The Consultant will contact all existing utility providers in the area and map accurately horizontal and vertical alignments. Non-destructive testing may be required to locate existing utilities at critical utility crossing locations with proposed work. The Consultant shall submit plans to each utility provider at each stage for their record. The Consultant will document that each utility provider either provides a "No Conflict" letter or their intent to relocate their facilities. The Consultant will make all CAD files available to the utility companies as necessary.
 - Design Consultant shall submit with proposal a fee to perform up to five non-destructive test holes, if warranted, to be taken to determine locations of underground utilities. Fee shall be "if authorized", "per excavation", and separate from the main proposal fee.
- Maintain existing storm drainage facilities and flow.
- Field survey information will be obtained as necessary for design and plan preparation. Survey information will supplement Franklin County Auditor's mapping and will include: Design consultant shall include in their proposal fee to provide an existing conditions survey of the south western corner area of the existing Dublin Community Pool North property. The area shall encompass the western edge of property, north 50 feet beyond the existing outer pool fence line, to the east side 15 feet beyond the entrance drive serving the pool parking lot, and south to include the entire width of the Dublinshire Drive right of way. The survey should also include all utilities, contours, spot grades, and trees / shrub vegetation (4" diameter and larger trees and all shrubs in landscape beds).
 - Establish a survey baseline for horizontal control. Horizontal datum will be State Plane Coordinates, Ohio South Zone.

- Establish benchmarks for vertical control based on existing control monumentation in the area. The vertical control datum will be NAVD 1988.
 - Obtain property corner information by field survey and property research to establish property boundaries for plan preparation.
 - Provide project control.
 - Prior to and during the field survey work and data collection, gather existing utility information from: The Ohio Utilities Protection Service (OUPS), private utility companies, public utilities and the City of Dublin. Utilities shall include, but not limited to the locations of existing water mains, services, water taps per tap cards if not visible in the field, sanitary sewers, sanitary sewer taps, and storm sewers.
 - Gather topographic information to supplement mapping, which includes: utility information; detailed topographic information; and existing plans of road improvement projects.
 - Spot grades (minimum): along the edges of the parking lot and connected sidewalks (top and bottom of curb), finish floor of existing structures, ground elevations at the corners of existing buildings and pool decking, rim and flow elevations of all utility structures.
 - Vegetation: All trees 4" and larger are to be identified by diameter, species (e.g., red maple, not just maple), and their condition on the plans. In addition to trees, include all vegetation in maintained landscaped areas, regardless of size shall be located and identified on the plans too.
- Geotechnical information: Design consultant shall submit with proposal a fee to get geotechnical testing done on the site to inform design of new facility.
 - Existing parking lot access shall be maintained as needed during school operations during construction.
 - Post-Construction Stormwater BMPs. Earth disturbing activities are less than 1 acre. Post-construction BMPs are not required.
 - For the preliminary design concepts, the design consultant shall meet/work with City staff to develop the overall design intent and goals. Then the consultant shall create three preliminary renderings and preliminary cost estimates for the facility layout and architectural concepts.

For the 30% plan preparation, the consultant shall prepare schematic layout of site that incorporates the above described survey information with selected preliminary design layout. This should demonstrate an understanding of the site constraints and begin to make minor

alterations based on those constraints. This phase will also have a 30% cost estimate that begins to build upon the associated preliminary concept estimate.

SUBMISSIONS

- The City of Dublin will provide timely review comments after all submissions.
- The Consultant shall submit plans to the City of Columbus, if applicable, and all private utility companies at the same time plans are submitted to the City of Dublin. The Consultant will also be responsible for following up with the various utility companies and City of Columbus to obtain their comments and the incorporation of their existing facilities into the plans.
- All review submissions shall include: two (2) full-size plan sets; three (3) half-size plan set; a digital PDF plan set, and the previous Dublin review comments; and the current CAD files.
- Interactive plan review with the City is anticipated with at least 4 meetings to obtain the 100% plan set. The Consultant shall provide the necessary plots for these meetings. Anticipate meeting to go over each submission phase (after comments have been generated and submitted back). These will occur at the 30%, 60%, 90%, 95% plan submissions to ensure review comments have been addressed.
- Preliminary – Concept Design:
 - Attend project kickoff meeting
 - Review and establish Design Consultant design tasks
 - Discuss facility requirements / potential phasing strategy / pool operations
 - Discuss schedule
 - Attend review meeting before 30% submission
 - Provide (3) Concept Designs and Cost Estimates
 - Provide Renderings of selected concept
- 30 % Submittal includes:
 - Title Sheet
 - Existing Conditions (Survey)
 - Preliminary schematic plan of project elements
 - Grading Plan – (building finish floors, key spot grades around site)
 - Landscape plan – (rough ideas of forms and opacity)
 - All utilities identified, horizontal and vertical
 - Typical sections
 - Printed sets
 - Preliminary construction cost estimate
 - Attend review meeting before 60% submission

- Attend public meeting – develop exhibits and renderings for meeting before 60% submission
- 60 % Submittal includes:
 - Title sheet
 - Existing Conditions (Survey)
 - General notes
 - Maintenance of Traffic (notes and plan details)
 - Layout plan
 - Utility plan
 - Grading plan: proposed grading with 1-ft. contours and spot grades
 - Erosion and sediment control general sheet with notes (to the extent necessary)
 - Landscape plan
 - Typical sections
 - Typical details
 - Printed sets
 - Construction cost estimate
 - Attend review meeting before 90% submission
 - Attend public meeting – develop exhibits and renderings for meeting before 90% submission
- 90% Submittal includes:
 - Title sheet
 - Existing Conditions (Survey)
 - General notes
 - Maintenance of Traffic (notes and plan details)
 - Layout plan
 - Utility plan
 - Grading plan: proposed grading with 1-ft. contours and spot grades
 - Erosion and sediment control general sheet with notes
 - Landscape plan
 - Typical sections
 - Typical details
 - Printed sets
 - Construction cost estimate
 - Attend review meeting before 90% submission
 - All information and design integrated into the plan set
 - Dublin Bid Schedule
 - Attend Review Meeting for Back Check comments
- 95% Submittal includes (Sealed set of drawings / Not for Construction):
 - Title sheet
 - Existing Conditions (Survey)
 - General notes

- Maintenance of Traffic (notes and plan details)
 - Layout plan
 - Utility plan
 - Grading plan: proposed grading with 1-ft. contours and spot grades
 - Erosion and sediment control general sheet with notes
 - Landscape plan
 - Typical sections
 - Typical details
 - Printed sets
 - Construction cost estimate
 - Attend Review Meeting for Back Check comments before submission of 100% Documents
 - All information and design integrated into the plan set
 - Submission to the City of Dublin's E-Plan review (will require applications signed by consultant and owner; this process may take multiple submissions for final approval)
 - Draft Specifications
- Final Submission (100% complete)
 - Title sheet (Mylar – for signatures)
 - Existing Conditions (Survey)
 - General notes
 - Maintenance of Traffic (notes and plan details)
 - Layout plan
 - Utility plan
 - Grading plan: proposed grading with 1-ft. contours and spot grades
 - Erosion and sediment control general sheet with notes
 - Landscape plan
 - Typical sections
 - Typical details
 - Printed sets
 - Final Construction cost estimate
 - Attend Review Meeting for Back Check comments before submission of 100% Documents
 - All information and design integrated into the plan set
 - Approval and signed Mylar from the City of Dublin's E-Plan review
 - Schedule of Values (based on cost estimate)
 - Final Specifications
- Mylar title sheet (four-mil, double mat) for signatures
 - Two (2) sets of all electronic files on compact disc in both Auto Desk's AutoCAD Civil 3D Release 2012 or higher DWG format and PDF format to the City for record purposes. All AutoCAD files shall be provided for: base maps; individual plan sheets; and easements.

- Three (3) bound half-sized sets and two (2) full-size bound sets of plans on standard paper.
- Up to two (2) bound full-size and four (4) half-size bound sets of plans and electronic files to be provided at the request of the City for contractor use.
- The Design Consultant will prepare and submit one (1) set of all final technical specifications, quantity estimates and final construction cost estimate prepared in Excel (per schedule of values format).

TIME OF COMPLETION

- The Consultant affirms that time is of the essence regarding the execution of this project and furthermore accepts the City's commitment to have completed all design services by early October, 2018. Construction is scheduled as soon as possible in 2019. Consultant to provide design schedule.
- Completion of the Final Design shall be defined as delivery to the City of Dublin, Department of Parks and Recreation of all final detailed plans and technical specifications, estimate of quantities, and estimate of construction costs.
- Status Reports. Consultant will provide project updates via email bi-weekly during the project. Reports shall include status of ongoing tasks, action items, issues or problems to be addressed, impacts to the project schedule and a revised schedule if necessary.

PROPOSAL CONTENT & EVALUATION CRITERIA

Evaluation of the Proposals, and selection of the consultant to provide these professional consulting services, shall be based on the following criteria:

- **Firm and Individual Qualifications**
 - The competence of the firm to perform the required services as indicated by its background and experience on similar projects. Consultant should list and describe no more than five (5) projects that best demonstrate their experience on similar type projects and provide the Estimated Construction Cost and the Final Construction Cost of each project along with the final design cost.
 - Demonstrate the firm's "cutting edge" design abilities in conjunction with the (5) projects to ensure this facility will be at the forefront of municipal pool innovation and evolution.
 - Name and experience of principal responsible for the work.

- Name and experience of project manager(s) that would be responsible for managing the project for the Consultant and would be the primary contact(s) with the City during the progress of the work.
- Name and experience of Architects, Landscape Architects, Engineers, Surveyors, Interior Designers, and/or technicians that would be assisting in the performance of the work.
- Name and experience of key personnel from all sub-consultants that would be assisting on the project.
- Resumes shall only be included in the Proposal for those individuals who will actually be involved in the project and assisting in the performance of the work. No other resumes shall be included.
- Provide an organization chart indicating the hierarchy of the project team and who is reporting to whom.
- **Capacity to Perform the Work**
 - Consultant shall submit a statement of understanding for the work to be performed, as well as Consultant's planned approach to the Scope of Services.
 - Consultant shall submit a statement of understanding for successfully completing this project within the established timeframe.
- **Time of Completion**
 - Consultant shall demonstrate their commitment to perform the work expeditiously and without delay.
 - Consultant shall demonstrate their ability to adhere to the project schedule and complete all professional consulting services by the project deadline.
- **Project Approach**
 - Project understanding: Consultant shall demonstrate their understanding of the project and their approach to performing each project task in accordance with industry standard of care.
 - Project schedule: Consultant shall provide a project schedule outlining the critical path that meets or exceeds the completion date. The schedule shall allow for timely City reviews.
- **Compensation**
 - All professional services will be provided on a cost plus fixed fee basis. Hourly rates for staff assigned to the project shall be fully budgeted rates. Fees for additional items, as requested and authorized, will be established separately. Failure to submit fee proposal may cause the City to reject Proposal for this project.

- **References**

- Quality, responsiveness, timeliness, and cost of work previously performed and completed for the City of Dublin or other jurisdictions.
- Completeness of thoroughness of work performed. Accuracy of previous estimates of professional fees and estimated construction costs relative to final construction costs.
- Capabilities of key technical personnel who were assigned to perform and complete the work.
- Capabilities of key technical personnel from all sub-consultants who were assigned to perform and complete the work.
- The ability of the consulting firm to meet schedules and deadlines.
- The ability of the consulting firm to control costs and meet budgets.
- Overall communication and cooperation of the consulting firm and its principals and key technical personnel with the client.

PROPOSAL REQUIREMENTS

- Responding firms shall include in their Proposals all the information that is requested in Section 5, Proposal Content & Evaluation Criteria. Firms are encouraged to provide any additional information they feel will further demonstrate the firm's qualifications and abilities to acceptably complete this project but are hereby instructed to limit such additional information to that which is directly relevant to the services being requested.
- The Proposal shall not exceed twenty-five (25) pages (double sided is acceptable). Sub-consultant information may be attached after the 25 pages. Any superfluous information included not relevant to the services being requested only lengthens the review of a Proposal and could certainly detract from the true merits of the Proposal. Three (3) copies shall be submitted, if submitting hard copies.
- Electronic submission will be accepted for the Proposal. The submission must be compatible with Adobe v 10.0, in a single file, and be formatted to print on standard office paper sizes. No pages shall be larger than 11"x17". Fax submissions will not be accepted.
- All materials submitted in accordance with this RFP becomes property of the City and will not be returned.

PROPOSAL SELECTION

The City will use a Selection Committee to review and evaluate the proposals. From this process, the City will select up to (3) candidates to present your experience and vision of what a "cutting edge", "innovative", and "evolutionary" community pool is today. This interview presentation will be done in person at the City of Dublin. From those interview presentations, the Selection Committee will make the final selection within a week period. Once this final selection has been made and a contract is executed, we will inform all candidates of the design firm selection.

PROPOSAL DEADLINE

Proposals are due by **Friday, March 9, 2018, at 4:00 p.m.** Proposals delivered after this deadline will not be considered.

LEGAL CONSIDERATIONS

If you have any questions regarding this RFP, please contact Shawn Krawetzki at (614) 410-4707 or skrawetzki@dublin.oh.us. Any other contact with City personnel related to this RFP, prior to the formal selection of the Consultant, is expressly prohibited without the consent of the City's Project Manager.

Consultants should submit their Proposal to:

Shawn Krawetzki, PLA,
City of Dublin, Ohio
Department of Parks and Recreation
6555 Shier-Rings Road
Dublin, OH 43016

Requests for clarification shall be sent via written request / email and received by the City at least four business days prior to the due date for responses. Any response by the City to a request for clarification will be made in the form of an addendum to this RFP and will be publicized on the City's website at www.dublin.oh.us/business/bids . All addenda shall become part of this RFP and shall be attached as an exhibit to your proposal. This additional information will not count in the sheet total allowed.

Non-Responsive RFP - The RFP shall be prepared and submitted in accordance these instructions. Any omission or limitation to the RFP may be sufficient grounds for non-acceptance of the response, at the sole discretion of City.

The submission of a response to this RFP shall be deemed a representation and certification by the Consultant that the Consultant has investigated all aspects of the RFP, is aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and has read and understood the RFP. No request for modification of a RFP shall be considered after

its submission on grounds that the Consultant was not fully informed as to any facts or condition.

Public Nature of Proposal Material - Responses to this RFP become the exclusive property of the City. All responses to the RFP when received become a matter of public record and shall be regarded as public records. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Disqualification - Factors such as, but not limited to, any of the following may be considered just cause to disqualify a response to the RFP without further consideration:

- Evidence of collusion, directly or indirectly, among Consultants in regard to the amount, terms, or conditions of this proposal;
- Any attempt to improperly influence any member of the selection staff;
- Existence of any lawsuit, unresolved contractual claim or dispute between Consultant and the City;
- Evidence of incorrect information deliberately submitted as part of the RFP;
- Evidence of Consultant's inability to successfully complete the responsibilities and obligations of the proposed scope of work; and
- Consultant's default under any agreement, which resulted in termination of the Agreement.

Non-Discrimination/Non-Preferential Treatment - The successful Consultant shall not discriminate, in any way, against any person on the basis of race sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of Dublin contracts.