CITY OF THREE RIVERS

THREE RIVERS AREA YOUTH SPORTS COMPLEX

REQUEST FOR PROPOSALS

333 West Michigan Ave.
Three Rivers, Michigan, 49093
269-273-1075
www.threeriversmi.org

Consulting Services for
Schematic Design of Youth Sports Complex

Key Dates

Request for Proposals Issued ..... November 16, 2015
Due Date for Proposals ..... December 3, 2015 @ 2:00 pm
Bid Opening ..... December 3, 2015 @ 2:00 pm

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PART I - INSTRUCTIONS TO CONTRACTORS

1. PURPOSE OF CONTRACT

The City of Three Rivers intends to secure the service(s) outlined in this Request for Proposal (RFP) at the lowest price and earliest delivery of service(s). Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

2. HOW TO PARTICIPATE IN THE CONTRACTING PROCESS

Contractors interested in responding to this RFP must follow the bidding process outlined below.

2.1. Proposal and Contract Examination

Any interested Contractor must email (aebenstein@threeriversmi.org), call (269-273-1845), or fax (269-273-1042) Alex Ebenstein their contact information in case any changes or additions need to be made to the bid document.

Before submitting a proposal, contractors should carefully examine the entire RFP. By the submission of a proposal, the contractor will be understood to have read and be fully informed as to the contents of this RFP.

Should a Contractor find any discrepancies, omissions, ambiguities, or conflicts within the RFP, or be in doubt about their meaning, they should bring such questions to the attention of Alex Ebenstein at City of Three Rivers Department of Public Services.

2.2. Bid Submission – due by 2:00 p.m. on December 3, 2015.

Bids shall be submitted in a ***sealed envelope,*** mailed or delivered to:
City of Three Rivers, Clerk
333 West Michigan Ave.
Three Rivers, MI 49093

The outside of the envelope will show the contractor's company name as a return address (for identification purposes during bid opening). It is the sole responsibility of the contractor to ensure that the proposal reaches or is delivered to the City as specified above by the hour and date due.

2.3. Bid Opening – at 2:00 p.m. on December 3, 2015.

All bids received will be publicly opened at the City of Three Rivers, City Hall, at 333 W. Michigan Ave. Contractors may be present, but attendance is optional. Proposals will be announced and taken into record.

3. PROPOSAL EVALUATION AND CONTRACT AWARD

In evaluating and awarding contracts, the City follows the process outlined below.

3.1. Proposal Evaluation

Proposals will be evaluated by the Committee, which will make a recommendation to the Three Rivers City Commission. The Commission will vote and award the contract at a regular City Commission meeting.

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

- **Experience and Qualifications of the Proposer**
  Consideration will be given to firms (including the individuals assigned to the project) demonstrating strong capabilities, experience, and reputation in undertakings similar projects to those described in this RFP. The firm should demonstrate specific expertise in civil, geotechnical, environmental and electrical engineering and landscape architecture.

- **Proposal Completion**
  Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, technical approach, and proposal presentation.

- **Financial Terms**
  Consideration will be given to proposals that present the most cost efficient terms to the Three Rivers Sports Complex.

3.2. Contract Award

The award will be made by the Committee and shall be based on the respondent's qualifications including, but not limited to the following: references, knowledge and interpretation of the needs, and experience with similar projects. Upon award, the Contractor will be contacted to plan and schedule work.

3.3. Rejection of Bids

The City reserves the right to reject any and all bids or to accept the bid or any part thereof which it determines to best serve the needs of the City and to waive any informalities or irregularities in the bids. While cost is a factor in any contract award, it is not the only factor and may not be the determining factor.

4. PRICE QUOTATIONS

The following items should be taken into consideration when making price quotations.

4.1 Taxes

The City of Three Rivers is exempt from Federal Excise Tax and Michigan Sales Tax and same shall not be charged to the City or included in the cost proposal.

5. DELIVERY AND/OR COMPLETION

Contractors shall indicate proposed date of service(s) and estimated completion time (**no later than May 1, 2016**). These dates may be taken into consideration in making the award.

6. CANCELLATION
Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be canceled by the Committee for any other reason(s) and or without explanation(s) upon 15 days written notice by registered mail to the bidders last known address.

7. ADDITIONAL TERMS AND CONDITIONS
Proposals and prices must remain valid for three (3) months after receipt by the Committee

8. FREEDOM OF INFORMATION ACT
Contractors should be aware that information submitted with a proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposals are opened. All proposals shall be available for review after City staff has evaluated them.

9. FURTHER INFORMATION AND CLARIFICATION
Should prospective contractors require further information or clarification, contact Alex Ebenstein at City of Three Rivers Department of Public Services (p. 269-273-1845).

PART II - SCOPE OF WORK

1. INTRODUCTION

The Three Rivers Area Youth Sports Complex Planning Committee (hereafter "Committee") is soliciting proposals from qualified firms to provide consulting and engineering design services for the development of a youth sports complex in Three Rivers, Michigan.

www.threeriverssportscomplex.com/

2. OVERVIEW

The Three Rivers Community and Area have growing needs in the youth sports organizations and facilities, specifically Three Rivers Little League, Three Rivers Rocket Football, and Three Rivers American Youth Soccer Organization 1197. Currently these youth sports organizations require the use of multiple sites to meet their needs. Due to this, the organizations established the Committee and began discussing cooperative efforts to increase the quality of the programs and develop future growth opportunities. The Committee targeted centralized, higher quality fields, adequate parking, and fields with the potential for regional tournaments, camps, and clinics. Below is a summary of the Committee's vision (from the Three Rivers Multi-Sport Complex Feasibility and Needs Analysis):

> The vision is of a multi-sport complex that meets the field needs of the Three Rivers Rocket Football, Three Rivers Little League, and AYSO 1197 programs. A concession stand will be managed by volunteers and will house restrooms. A storage shed will house field and sports equipment as well as lawn care equipment. A trail will wind around and within the complex for recreational use, non-motorized transportation, and as a pathway between fields to avoid wear on the lawn.

After study and review of several sites the Committee selected a site with parcels totaling approximately 80 acres in size (see Appendix). Based on the selection the Committee would like to select a site planning/engineering firm to further develop the concept for the selected 80 acres site, specifically using input from adjacent property owners and residents of the City and Lockport Township. The complex planning and design will be completed in several Phases. Phase 1, the scope of this request, is outlined in below in the SCOPE OF WORK.

The following is a list of the needs and desired features of the proposed sports complex, as noted in the Feasibility and Needs Analysis:

- Soccer Fields: one U-19 size field; six U-12 size fields that can be split into the following: one U-12, two U-10, one U-8, four U-6, and two U-5
- Football Fields: three full-length
- Baseball Fields: two 13 & Up; two U-12; one T-Ball
- Softball Fields: two Regular; one T-Ball
- Parking Lot: Initial Phase & Final Phase
- Equipment Storage
- Bleachers
- Concession and Restroom Facility
- Trail System
- Landscaping
- Decorative Concrete Plaza
- Field Lighting

3. SCOPE OF WORK

The site planning process shall take into consideration all zoning, user group input, community/area input, and neighborhood input. The final layout presentation must satisfy the aforementioned needs, including the sports fields, trail, parking lot, access driveways, and buffer zones to protect adjacent property owners.

3.1 Scope of Work

- Initial meeting with the sports complex steering committee and user groups (Little League, Rocket Football, AYSO) to establish and clarify needs
- Apply zoning requirements to schematic design layouts
- Investigate possible utility connection options
- Initially develop three (3) concept plans that also explore various roadway access options
- Initial review of concept plans with the Committee
- Hold three (3) public meetings with stakeholders, including community members and adjacent property owners, to gather input
- Select and revise one (1) concept of schematic design in accordance with final inputs
- Provide one (1) colored schematic design rendering for future presentations and fundraising
- Final review of the concept plan with the Committee
- Final presentation meeting with the steering committee and the public

3.2 Tentative Project Schedule

- Proposals Due – December 3, 2015
- Programming Session w/ User Groups – January 2016
- Schematic Design Concept Review #1 w/ Committee – January/February 2016
- Community Visioning Sessions – February 2016
- Schematic Design Concept Review #2 w/ Committee – March 2016
- Final Presentation – April 2016

PART III - PROPOSAL AND CONTRACTOR REQUIREMENTS

1. PROPOSAL REQUIREMENTS

General Considerations:

Before submitting a proposal, the contractor should carefully examine the entire RFP and have a full understanding of the contents needed for the proposal. Submission of a response constitutes the contractor's understanding of the contents of this RFP.

2. PROPOSAL CONTENT

A signed letter stating the contractor understands the City's needs as outlined in Part II – Scope of Work and is committed to performing the requested services.

Proposed Work Plan or Services:

Describe the work plan or services to be provided to address the City's needs as outlined in PART II – Scope of Work, as well as:

- A history and description of the firm indicating principal business of firm and complete description of in-house services. Include detailed information on how the firm meets the qualification and scope of work requirements as listed herein. Include the resumes of the individuals that will be assigned to the project.
- A list and description of similar project experience for athletic complexes.
- A list of references
- A fee proposal for work outlined in PART II – Scope of Work.

3. INVOICING AND PAYMENT TERMS

Invoices:

All invoices must reference property address, itemize services rendered and be sent to:
City of Three Rivers
333 W Michigan Ave.
Three Rivers, MI 49093

Payment Terms:

The City will accept payment terms of Net 30 days, or as negotiated.

4. INSURANCE COVERAGE

The selected contractor must have and maintain the following insurance during the term of the contract. If any listed insurance coverage expires during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.

Professional Liability/Workers' Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: "City of Three Rivers, all elected and appointed officials, all employees and volunteers,

all boards, commissions, and/or authorities and board members, including employees and volunteers thereof."

Proof of Insurance Coverage: The Contractor shall provide the City at the time the contracts are returned for execution, the certificates and policies as listed below:
a.) A copy of Certificate of Insurance for Workers' Compensation Insurance;
b.) A copy of Certificate of Insurance for Commercial General Liability Insurance;
c.) A copy of Certificate of Insurance for Vehicle Liability Insurance;

If so requested, Certified Copies of all policies mentioned above will be furnished.

5. BID FORM

The undersigned having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for the project in accordance with the specifications as prepared by the City of Three Rivers, Michigan, for, including Addenda No. _____ issued thereto, the following unit prices:

COMPANY _____

ADDRESS _____

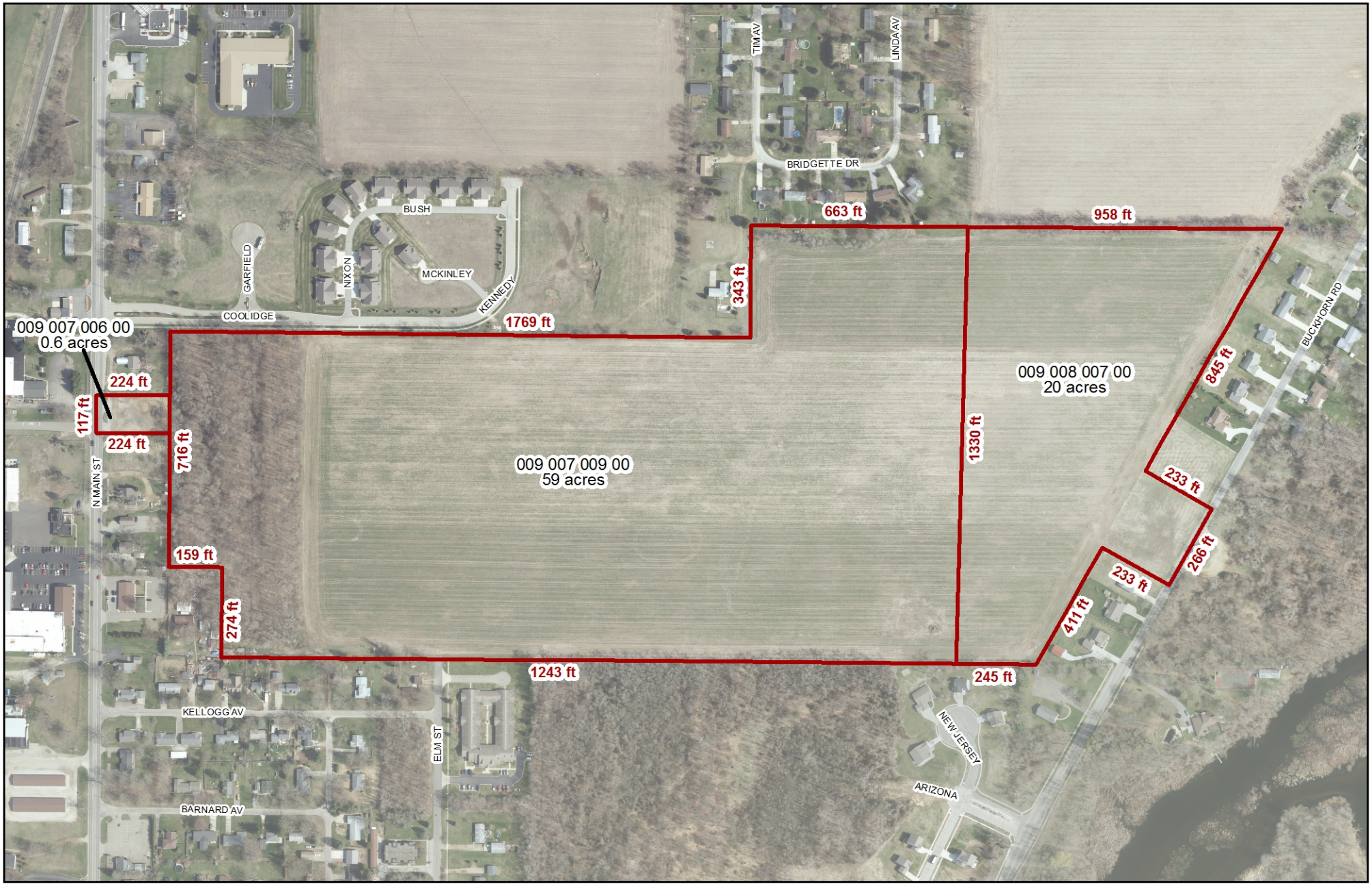
CITY _____ STATE _____ ZIP CODE _____

SIGNATURE _____ TITLE _____

TELEPHONE _____ DATE _____

TOTAL COST _____

APPENDIX – AERIAL SITE OVERVIEW



THREE RIVERS MICHIGAN

Produced by: City of Three Rivers, MI
Department of Public Services - AE
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Proposed Sports Complex Site

0 250 500 1,000 ft

N W E S

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