

**REQUEST FOR QUALIFICATIONS: For Architecture and Engineering
Consultant Services**



**PROJECT TITLE: City of Iowa City
Robert A. Lee Recreation Center Remodeling Project
Phase II**

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1.0 INTRODUCTION

The City of Iowa City is soliciting proposals from qualified, licensed firms to provide architectural and engineering design and consulting services related to the preparation of design and bid documents and construction oversight for the Robert A. Lee Recreation Center Remodeling Project Phase II. The Phase II work is based on the priorities established in the 2017 Robert A. Lee Recreation Center Building Improvement Study and a request by the City Council to explore adding an additional building floor to the structure and a redesign of the locker rooms.

The project scope will include all applicable building systems, including but not exclusive to structural, mechanical, electrical, plumbing, signage, and information technologies and telecommunications.

2.0 INVITATION

Subject to having experience relevant to the noted scope of work, the City of Iowa City invites architectural and engineering firms, individually or in collaborative teams, to submit a proposal with qualifications for this work. It is expected that the prime consultant or members of their team have significant experience in institutional projects.

3.0 SITE LOCATIONS

The site for this project is in the Robert A. Lee Recreation Center is located at 220 S. Gilbert St, Iowa City, Iowa.

4.0 SCOPE OF WORK

This is a Request for Qualifications to provide architectural and engineering services for design, construction documents, cost estimates, bidding assistance and construction administration services to assist the City of Iowa City in the Phase II remodeling the Robert A. Lee Recreation Center.

A schematic design and preliminary projected cost was determined in the *2017 Robert A. Lee Recreation Center Building Improvement Study*, for Priorities A through C below. The project involves the following work:

Priority A- Lower Level Work

- 1. Redesign and renovation of two restrooms on the pool deck—combined into two family restrooms.
- 2. Redesign, renovation, and repurposing of the racquetball court and game room
- 3. Acoustical panel replacement in Natatorium and Gymnasium.

Priority B- First Level Work

- 1. Redesign and renovation of two restrooms to meet current code and accessibility requirements.
- 2. Redesign and relocation of the kitchen to renovated space adjacent to the social hall
- 3. Redesign and relocation of the scattered offices into repurposed space

Priority C- Signage/Wayfinding

1. Identify opportunities and ideas for new signage and wayfinding work to coordinate, clarify and enhance the user experience.
2. Meet current code and accessibility requirements.
3. Create a distinct color palette and low cost solutions for dynamic wayfinding signage throughout the facility.

Priority D- Lower Level Locker Rooms Remodel

1. Redesign, renovation and cost estimates locker rooms, shower and toilet stalls that meet the current code and accessibility requirements.
 - a. The Lower Level Locker Rooms were not part of the original *2017 Robert A. Lee Recreation Center Building Improvement Study*

Priority E- Additional floor level to the existing Recreation Structure

1. Study, Schematic design and cost estimates for adding an additional level to the facility.
 - a. City Council requested an exploration of an additional level to the Robert A. Lee Recreation Center
 - b. An additional of another floor level was not part of the original *2017 Robert A. Lee Recreation Center Building Improvement Study*

The work will be separated into two phases, in the first Phase, the consultant will help the owner prioritize ADA compliancy and renovation costs; this work will also help determine the best operational priorities between options B and D. The City is interested in looking not only at best practices, but also best life-cycle costs and future work.

The work will include the remaining four basic service phases of the project:

- I. Phase I
 - Schematic Design- based
 - Preliminary Project Phasing
 - Preliminary Projected Cost Estimates
- II. Phase II
 - Design Development
 - Construction Documents
 - Bidding and Negotiation
 - Construction Administration

The above represents an initial concept outline, subject to modification and validation. It is the intent that this work will be completed in planned phases, to minimize disruption to the public and staff.

Costs and construction schedule control are to be reviewed by the consultant throughout the process; any deviations from approved cost and schedule must be immediately addressed. The consultant will help track all project costs, including soft costs, and other project charges as provided by the City, to ensure that overall budget guidelines are followed.

Meetings and site visits with staff, commission and council will be required, and meeting minutes will be provided by the consultant.

All regulatory requirements of the Iowa City Building and Fire Codes, Workplace, Health and Safety, the State, OSHA and Controlled Product Standards and any other applicable codes/bylaws must be met. The consultant may be required to represent the owner for technical questions during the design process to the public, City Council, Administration or general staff meetings.

5.0 DESIGN TEAM PROPOSAL OF QUALIFICATIONS

Your design team's proposal of qualifications should have an introductory letter that includes:

- Primary consultant's name (show complete legal name)
- Contact person and contact information including phone number and e-mail address

- Number of years in business
- Type of business (sole proprietorship, partnership, corporation, other)
- Size of each firm (if collaborating)

Your design team and related experience must be identified in a statement of relevant experience. Projects should be listed where similar work was completed.

Attach a list with a minimum of three references of projects of similar scale and nature that the proposed project manager from the design team has been the direct lead. Include client contact information. Attach a proposed preliminary project schedule.

6.0 PRESUBMISSION MEETING TO TOUR THE SITE

A non-mandatory pre-submission meeting will be held at 10 a.m. on Wednesday, March 21, 2018. Attending this meeting will not be required to submit a proposal of qualifications. This meeting is to allow consultants to view the areas unencumbered and with staff present. The meeting will be held in the Meeting Room A in Robert A. Lee Recreation Center, 220 South Gilbert Street, Iowa City, Iowa. Metered parking is available east of the facility.

7.0 FEES

Within a separate sealed envelope enclose a letter, outlining your expected fees and schedule of work. All billable hours including client meetings and site visits should be included in a not to exceed fee for the phase I and a percentage of estimated construction costs for phase II, should the City continue in a Phase II contract.

Note: Items such as travel, accommodation and meal costs, for out of town consultants are to be covered by the proposed basic fee in phase I.

8.0 SELECTION & AWARD

Interviews may be conducted as part of the selection process.

The City of Iowa City may require clarification from applicants to assist in making its evaluation.

The City of Iowa City reserves the right to either select the proposal that in its view constitutes the best overall value for the City or to not select any proposal.

The responses and accompanying documentation submitted by Consultant Firms become the property of the City of Iowa City and will not be returned.

The Consulting Firm is obligated to inform the City of Iowa City, in a timely manner, of any changes to key personnel, ownership, financial position or any other information related to this project.

The City of Iowa City reserves the right to contact owners, owner's representatives and/or consultants on any construction projects that have been carried out by the proponent, as well as the references provided in this Statement.

It is the intent of the City of Iowa City to enter into a contract or a signed proposal with the selected team. The City of Iowa City reserves the right to conduct negotiations in the areas of scope of work and the identified deliverables, with the selected team. It is not the intent of the City to negotiate lower pricing nor is it the intent of the City to allow for new or significant altered proposals, but rather to ensure the City has the flexibility it needs to arrive at a mutually agreeable final contract.

9.0 QUESTIONS & RESPONSES

All questions arising during this proposal period must be in writing and directed to as follows:

Kumi Morris

City Facility Manager
City of Iowa City
Parks and Recreation Department
Robert A. Lee Recreation Center
220 South Gilbert Street
Iowa City, IA 52240
Phone: (319) 356-5082
Kumi-morris@iowa-city.org

- ❑ Questions must be submitted before 12 a.m. (noon) on Friday, March 30, 2018
- ❑ To receive a copy of the questions, responses and additional information send an e-mail request to Kumi Morris, with “**RFQ RALRC Phase II- Questions**” in the subject line.
- ❑ All questions and answers will e-mailed by 5 p.m. on Wednesday, April 4, 2018.

10.0 PROPOSAL SUBMISSION

- ❑ Before 5 p.m. on Friday, April 13, 2018
- ❑ Deliver proposals with Qualifications, entitled and addressed to:

“Robert A. Lee Recreation Center Remodeling Project Phase II”
City Clerk’s Office
City of Iowa City
410 East Washington Street
Iowa City, IA 52240

11.0 TENTATIVE SCHEDULE:

Tentative project schedule is as follows:

- ❑ March 14, 2018 Posting of *Robert A. Lee Recreation Center Remodeling Project Phase II RFQ*
- ❑ March 21, 2018 Pre-submission meeting
- ❑ March 30, 2018 Last date for questions from prospective firms
- ❑ April 4, 2018 Email list of questions and answers on City RFQ
- ❑ April 13, 2018 RFQ submission deadline
- ❑ April 16-20, 2018 Staff Committee Review of RFQ submittals
- ❑ April 25, 2018 Firms for Short list posted
- ❑ May 1-3, 2018 Tentative dates for interviews with short list firms

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