



CITY OF ADA
A Municipal Corporation

Engineering Department
231 SOUTH TOWNSEND
ADA, OKLAHOMA 74820
580-436-6300 Ext. 236
FAX 580-436-8152

August 18, 2023

Re: Request for Qualifications for site planning, building plans, construction plans and specifications as well as bid documents for construction of a new Multi-use Center and site expansion as part of the Ada Sports Complex and Recreation Area.

The City of Ada is seeking Statements of Qualifications from qualified architectural firms interested in providing professional services for the expansion of the existing Sports Complex and a new 50K-75K SF Multi-use Facility.

The sixty-five acre site plan and facility should consider inclusion of basketball courts, walking trails, multiple flat fields, and playground area.

The City is also considering utilization of Construction Manager at Risk (CMAR) method of project delivery, instead of traditional low-bid approach. The project delivery method is anticipated to be finalized in advance of final contract approval with the selected design firm.

A non-mandatory pre-submittal meeting will be held on September 25, 2023 at 9:00 a.m. at the Irving Community Center, 530 West 5th, Ada, OK.

If your firm is interested in providing services for this important project, please respond to the enclosed Request for Statement of Qualifications no later than **4:00 p.m. on September 28, 2023**. The RFQ is also published on the city's website at <http://www.adaok.com>. Statements of Qualifications will be reviewed by City staff members. A brief presentation may be requested for further evaluation in the selection process.

The City of Ada looks forward to reviewing the RFQ submittals and working with the selected team in a successful development of this project.

Respectfully,

City of Ada

Shelly Williams, PE
Engineering Project Manager

cc:

Cody Holcomb, City Manager, City of Ada
Angie Stout, Assistant City Manager, City of Ada
Frank Stout, City Attorney, City of Ada
Tommy Eaton, Parks and Public Facilities Director

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

for

Ada Sports Complex and Recreation Area including Multi-use Facility

CITY OF ADA / PARKS AND RECREATION

Date: **August 18, 2023**

Subject: Request for Qualifications to provide site planning, building plans, construction plans and specifications as well as bid documents for construction of a new Multi-use Center and site expansion as part of the Ada Sports Complex and Recreation Area.

Submittal Address:

Statements of Qualification shall be mailed or hand delivered to the following:

City of Ada
Attn: Pam McKinzie
512 N. Stockton
Ada, OK 74820
580-436-6300 Extension 256

Due Date and Time:

Statement of Qualifications are due by 4:00 p.m. on September 28, 2023

Questions:

All questions regarding this Request for Qualifications should be submitted **via email only** prior to 4:00 p.m. on September 26, 2023.

Please address questions to Shelly Williams, Engineering Project Manager, at the following email address:

Shelly Williams, PE
Email: shelly.williams@adaok.com

I. PROJECT INTRODUCTION:

The City of Ada has secured funding through a Penny for our City Sales Tax initiative to expand and improve the Sports Complex and Recreation Area including the construction of a new 50K-75K SF Multi-use sports facility to accommodate activities such as basketball, pickleball, volleyball, indoor fitness and walking. The intent of the expansion is to accommodate various sporting activities for youth and adults in and around the Ada area. The proposed outdoor site modifications potentially include walking trails, pickle ball courts, corn hole, soccer fields, intramural football fields, baseball fields, and new playground area.

The City is also considering utilization of Construction Manager at Risk (CMAR) method of project delivery instead of a traditional low-bid approach. The project delivery method is anticipated to be finalized in advance of final contract approval with the selected design firm.

II. MINIMUM QUALIFICATIONS:

Consultants must be knowledgeable of federal, state and local regulations, standards, policies, procedures and be able to demonstrate experience in providing similar architectural design services for a municipality of comparable size and complexity. To be eligible to submit a proposal for the work, consultants must meet the following minimum requirements:

1. Must have demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.
2. Must have design experience directly relating to multi-use sporting facility projects.
3. Must have adequate experience and staff to perform the work required. Consultant's staff must be qualified to conduct all necessary architectural or engineering work including written documents and graphics.
4. Must have adequate numbers of qualified personnel to accomplish the work and meet the required time schedule and established budget for the work.

A statement of systematic steps proposed to provide the services as identified in this RFQ shall be submitted as part of the proposal. Items shall include but not be limited to pre-design services, design phase services, construction phase services, post-construction services and project close-out.

III. GENERAL SCOPE OF SERVICES:

The City of Ada desires to contract with a qualified person or firm(s) to provide site planning, layout and design services for a Sports Complex and Recreation Area and 50K SF Multi-use Sports facility.

The architect /engineer will be responsible for providing all consultant services including but not limited to architectural and engineering in the fields of civil, mechanical, electrical and structural services as necessary, including geotechnical and site survey information.

The selected firm will coordinate with city staff in confirming/evaluating items listed in the scope of work. Additionally, the selected design firm will provide all services necessary to review and verify all design standard requirements, prepare bidding documents, provide permitting services, estimate construction costs, provide value engineering, assist with bidding and award activities, arrange and conduct meetings, perform construction phase services and assist in the warranty review.

1. Project Master Plan
 - Prepare Master Plan/Report which will contain schematic layouts, sketches, and conceptual design criteria, considerations involved, and architect/engineer's recommended layout and project costs.
 - Preliminary layout of roads, paving/parking and utilities. The location of the planned facilities on the project site should maximize land use.
 - Drainage needs and facilities should be considered in Master Plan.
2. Preliminary Design Phase
 - Prepare Preliminary Design plans based on Master Plan approved by the city.
 - Coordination of any/all required survey services.
 - Preliminary Design should include final design criteria, preliminary drawings, outline specifications, and written descriptions of the Specific Project.
 - Obtain sub consultants for other as needed professional architectural/engineering services related to environmental processes and surveying.
3. Final Design Phase
 - Preparation of final design plans and specifications.
 - Assist Owner in preparing and filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design.
4. Bidding or Negotiating Phase
 - Prepare all bid related documents.
 - Assist the City in advertising, soliciting, and obtaining bids. Attend Pre-bid Conferences, respond to Requests for Information and issue Addenda if necessary.
 - Attend the bid opening, prepare a bid tabulation, and contract recommendation.
 - Issue Notice of Award, prepare Contract Documents and participate in the pre-construction conference.
5. Construction Phase
 - Provide the services of a Resident Project Representative at the Site, issue Field Orders, Change Orders and Work Change Directives, review and approve Contractor's submittals and review and recommend approval of Contractor's Applications for Payment. (Based on CM decision by the City of Ada)
 - Coordinate and attend the Final Inspection, issue a Final Inspection Report. Collect and review Operating and Maintenance Manuals and any other Close-Out Documents required by the Construction Contract.

IV. ADDITIONAL SCOPE OF SERVICES:

The consultant shall also be capable of performing or providing the following services:

1. Conduct coordination meetings with City of Ada to become completely knowledgeable on the needs, obligations, legal requirements, schedule, and community expectation for work.
2. Make presentations as required to the city and the public, explaining, and allowing for generation of support for the program to include design and construction expectations.
3. Provide written progress reports to the city as directed, not less than monthly.

V. CONFLICT OF INTEREST:

The person or firm, by submitting a proposal, certifies that to the best of its knowledge or belief, no elected or appointed official of the City of Ada, is financially interested, directly or indirectly, in the purchase of materials and/or services specified in this Request for Qualification (RFQ).

VI. PROPOSAL FORMAT:

The Statement of Qualifications shall include at a minimum the following:

1. The firm's general qualifications for any and all services provided.
2. Specific qualifications that would make the firm especially suited to provide Engineering services for infrastructure improvements in the City of Ada.
3. Exhibit capability to achieve proposed projects. Information should include the number of staff members and credentials of key personnel.
4. List of all infrastructure projects currently in process or which have been accomplished over the past three years to include:
 - a) Type of professional, construction, and management service(s) provided.
 - b) Names of the individuals who worked on the project and their role.
 - c) Estimated and actual cost of work completed.
 - d) Time to complete project.
 - e) Reference contact information including name, phone number and address for each project listed including name, phone number and address.
5. Identification and background of design team (principals, engineers, and support staff) who will work on the project. Include resumes and Organization Chart.
6. Certificates of Insurance.
7. Executed officer authorization form (See attached).

DO NOT INCLUDE PRICE INFORMATION IN YOUR SUBMITTAL. Selection of a firm will be based on qualifications. Consultant's fees and costs will be negotiated prior to issuance of a contract.

VII. CITY RIGHTS AND RESPONSIBILITIES:

The City of Ada reserves the right to verify the qualifications as provided, or ask for further qualifications for performance of the services described herein. In addition, the City of Ada reserves the right to:

1. Reject any or all of the submitted Statement of Qualifications.
2. Issue clarifications to the RFQ or rejection of the RFQ.
3. Execute an Agreement (Task Order Edition) with one or more of the Consultants.
4. Waive informalities and irregularities in the RFQ

The issuance of this RFQ will not commit the City of Ada to enter into a contract or reimburse any or all costs associated and or incurred in the development of Consultant's Statement of Qualifications.

It is the intent of the City of Ada to select one firm that best fits the needs of the city as determined by the review of proposals and presentations (as applicable) and negotiate a contract for providing professional services as identified herein.

A contract may or may not be negotiated as a result of this proposal as determined by the City of Ada.

VIII. INSURANCE:

Consultant shall include a Certificate of Insurance in their Statements of Qualifications.

PLEASE NOTE: If Consultant is selected for inclusion on the On-Call List the terms of the Task Order Agreement require Consultant to maintain insurance coverage with minimum limits of liability as set forth below:

- | | | |
|----|--|----------------|
| 1 | Workers' Compensation: | Statutory |
| 2. | Employer's Liability | |
| | a) Bodily injury, each accident: | \$1,000,000.00 |
| | b) Bodily injury by disease, each employee: | \$1,000,000.00 |
| | c) Bodily injury/disease, aggregate: | \$1,000,000.00 |
| 3. | General Liability – | |
| | a) Each Occurrence (Bodily Injury and Property Damage): | \$1,000,000.00 |
| | b) General Aggregate: | \$1,000,000.00 |

4. Excess or Umbrella Liability –

- | | | |
|----|--------------------|----------------|
| a) | Each Occurrence: | \$1,000,000.00 |
| b) | General Aggregate: | \$2,000,000.00 |

5. Automobile Liability - Combined Single Limit (Bodily Injury and Property Damage): –

\$1,000,000.00

6. Professional Liability –

- | | | |
|----|-------------------|----------------|
| a) | Each Claim Made: | \$1,000,000.00 |
| b) | Annual Aggregate: | \$2,000,000.00 |

IX. DIRECTIONS FOR SUBMITTING QUALIFICATIONS:

Each Statement of Qualifications is to be delivered to City of Ada Purchasing Department, 512 N. Stockton, Ada, OK 74820 by 4:00 p.m. on September 28, 2023. A non-responsive or incomplete proposal will not be considered.

Proposals shall be marked “**Statement of Qualifications – Sports Complex and Multi-use Facility**”

OFFICER AUTHORIZATION FORM

I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein is accurate and true;

Printed Name

Signature

Title

Date

CONSULTANTS CONTACT INFORMATION:

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Website: _____