

# CITY OF GRANDVIEW

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Sue Yerkes, Director  
Department of Parks & Recreation



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13500 Byars Road  
Grandview, Missouri 64030-2498  
[www.grandviewparks.org](http://www.grandviewparks.org)

## REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES SHALIMAR BALL FIELDS COMPLEX

### INTRODUCTION

The City of Grandview is seeking Statements of Qualifications for the above-referenced design-build project. City of Grandview bond funds are being used to fund this city-led project.

### PROJECT DESCRIPTION

The purpose of this project is to develop a pin-wheel of ball fields, and auxiliary structures and features including concession stand, storage building, restrooms and a graded multi-purpose area. The property address is 7200 E. 155<sup>th</sup> Street, Grandview, MO 64030.

### PROJECT GOALS

The following goals have been established and prioritized for this design-build project:

- Design and build ball fields, and auxiliary structures and features including concession stand, storage building, restrooms and a graded multi-purpose area.
- Coordinate with other contractors for site and ball field lighting

### PROJECT SCOPE

The scope of this project includes but is not necessarily limited to the following items, subject to meeting the project goals and working with the available funds.

- Design and renovate/replace bathrooms, storage and concession stand, including building lighting, electrical, and plumbing/water for concession stand.
  - All work to comply with current city building codes.
- Renovate existing ball fields with “skinned infields.”
  - Fields are used for Youth Baseball and Youth Softball
- Connect the bathroom sewer to the closest public sewer line possible
  - Currently on a pump and haul system
- Design and install Irrigation for sports fields
- Design and provide drainage of Infields
  - To handle minimum of 3 inches of rain in one hour
- Design and place concrete along perimeter of fence
  - Not just for fence posts
- Install Black Vinyl Fence
- Restore turf surfaces
  - Sod to be used
- All Play surfaces to be Laser Graded

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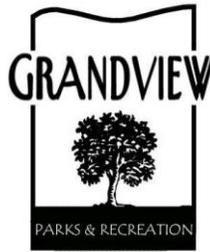
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## **ESTIMATED PROJECT COST**

The funds available for this project is no more than \$1,700,000. The target time frame for construction is a Spring of 2017 start, with specific schedule details to be provided as part of the Design-Build selection process. The youth baseball season takes place between April 15<sup>th</sup> – July 15<sup>th</sup> and so allowance will need to be incorporated in schedules to allow this activity to take place.

## **RFQ PROCESS**

The City of Grandview will use a two-phase procurement process to select a design-build contractor to deliver the new/upgraded Shalimar Ball Field complex. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of statement of qualifications (SOQ's) that the City will evaluate to determine which submitters are most qualified to successfully deliver the project. The City will short list up to two of the most highly qualified submitters of SOQ's. If an entity intends to submit a proposal as part of a team, the entire team is required to submit a single SOQ as a single submitter. No stipends will be paid for submitting a SOQ.

In the second phase, the City will issue a Request for Proposals (RFP) for the Project to the short listed submitters. A \$5,000 stipend will be paid to those forms submitting a RFP. Additional information will be provided to these teams regarding the specific requirements of the proposal. Only the short listed submitters will be eligible to submit proposals for the project. Each short listed submitter that submits a proposal in response to the RFP is referred to herein as a Proposer. The City will award a design-build contract for the project to the Proposer offering the best value, to be determined as described in the RFP.

DBIA standard documents will be utilized as the basis of the agreement. The final agreement between the City and the selected Design Build Team (DBT) will be based on "Standard Form of Agreement Between Owner and Design-Builder Lump Sum" (DBIA 525), "Standard Form of General Conditions of Contract Between Owner and Design Builder (DBIA 535), Accepted DBT proposal, and RFP Design Criteria.

**Interested firms must submit five (5) copies of their Statement of Qualifications to the following address and attention:**

**City of Grandview Parks & Recreation  
ATTN: Sky Smothers, Recreation Services Manager  
13500 Byars Road  
Grandview, MO 64030**

**RESPONSES MUST BE SUBMITTED AS NOTED IN THE PROCUREMENT SCHEDULE.**

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## COMMUNICATIONS

Grandview Parks and Recreation Services Manager, Sky Smothers, will be the sole contact person for receiving all communications regarding this project. Each submitter is responsible for providing a single contact person. Inquiries and comments regarding the project and the procurement must be sent to Sky Smothers as shown below:

Sky Smothers  
City of Grandview  
Parks & Recreation  
13500 Byars Road  
Grandview, MO 64030  
Phone: 816-316-4998  
Email: [ssmothers@grandview.org](mailto:ssmothers@grandview.org)

Questions and requests for clarifications must be submitted via email and received as noted in the Procurement Schedule.

## PROCUREMENT SCHEDULE

The schedule for the procurement of services described here is shown below and is subject to change depending on City staff workload.

| ACTIVITY  | DATE                  |
|---|-----------------------|
| Issue RFQ   | June 20, 2016         |
| Deadline for Submitting RFQ Questions               | June 27, 2016 @2:00pm |
| Statement of Qualifications Due                     | July 13, 2016         |
| Selection Meeting                                   | July 14, 2016         |
| Firms Notified for Oral Interview (if necessary)    | July 15, 2016         |
| Interviews 50 minutes each (if necessary)           | August 1, 2016        |
| Select Design-Build Team's to Prepare Proposals     | August 2, 2016        |
| Design-Build Team's Prepar Proposals - submit by    | September 12, 2016    |
| Evaluate Proposals                                  | September 13, 2016    |
| Select Design-Build Team                            | September 19, 2016    |
| Execute Contract with Selected Design-Build Team by | October 1, 2016       |
| Project Completed By                                | December 31, 2017     |

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## TEAM QUALIFICATIONS

Architecture, Engineering, Landscape Architecture, and Land Surveyor professionals on the Design-Build Team (DBT) shall be licensed professionals in the State of Missouri. Contractors on the DBT must show proof of experience in successfully delivering similar improvements. Contractor must also be able to provide proof of either ownership or lease of equipment that will be utilized to construct the project. The Design-Build Team will be required to obtain a City Occupational License before any construction begins.

## CONTENTS OF SOQ

The SOQ must be printed on standard letter-size pages (8.5" x 11") having a minimum font size of 11 points. Front and back printing is acceptable and both the front and back will count as one page. The SOQ shall be organized as follows:

| ITEM   | MAXIMUM NUMBER OF PAGES              |
|--|--------------------------------------|
| Cover Letter   | 1                                    |
| Submitter Experience   | 4                                    |
| Key Staff (excluding resumes) being committed to design and construction services and organization of team |                                      |
| Appendix A - Project References  | 4 (no more than one page per person) |
| Appendix B - Key Staff Resumes (submitters forms)  | 7 (no more than one page per person) |
| Appendix C - Work Authorization Affidavit and E - Verify MOU   | 2                                    |

## COVER LETTER

A single page cover letter should be submitted, which includes the business name, business type (corporation, joint venture, partnership) and the name, title, email address and phone number of the single-point of contact person for the Design/Build Team.

## SUBMITTER EXPERIENCE

The SOQ must contain enough information to clearly show the Team's experience with similar projects. It should identify team member's ability to meet the goals of the referenced project and at a minimum show experience in each of the following areas:

- Experience in design-build projects of similar function and scope.

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- Experience in delivering projects within budget.
- Experience delivering projects early or on schedule.
- Integration of design, construction and safety activities.
- Delivery of quality product, both in design and construction.

A maximum of three (3) reference projects should be included by each submitter. Work on the reference projects must be within the past five years, and should be summarized on the attached forms. At the submitter's option, project reference sheets can be submitted in other formats provided they contain all of the requested information outlined on the attached form. Each reference project shall be summarized on no more than one page.

## **KEY STAFF**

Each Submitter shall define Key Staff members and a corresponding organizational chart that demonstrates the Submitter's knowledge of the Project and approach to meeting the project goals. Each Submitter shall describe the organization style of the team and indicate how the qualifications of each Key Staff member increase the Submitter's ability to meet or exceed the Project goals.

- **PROJECT MANAGER** – The Project Manager is responsible for all aspects of the Project, including, but not limited to, overall design, construction, quality management, and contract administration. The Project Manager should have at least five years of recent experience managing the design and construction of similar projects. This project shall be the primary focus of the Project Manager and the Project Manager shall be readily available for the duration of the Project.
- **DESIGN MANAGER/ARCHITECT** – The Design Manager/Architect is responsible for ensuring the project design is completed and all design requirements are met. This project shall be the primary focus of the Design Manager/Architect when design activities are being performed. The Design Manager/Architect should have at least five years of recent experience managing the design of similar projects. The Design manager/Architect shall insure the project will conform in its entirety to current City of Grandview City Codes including current Building and Fire Code Requirements.
- **LANDSCAPE ARCHITECT** – The Landscape Architect is responsible for ensuring that ground and landscape components conform to the themes established in the City of Grandview for its recent major capital projects
- **CONSTRUCTION MANAGER/SUPERINTENDENT** – The Construction Manager/Superintendent is responsible for ensuring the project is constructed according to the project plans and specifications, project contract, and uses building methods that meet current sustainability best practice.

## **SOQ EVALUATION**

The responsive SOQ's will be evaluated based on Submitter Experience (50%) and Key Staff and Organization (50%) according to the criteria outlined above.

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