



REQUEST FOR PROPOSALS (RFP)
PROFESSIONAL ARCHITECTURAL/ENGINEERING DESIGN SERVICES
CITY OF HOPKINSVILLE, KY
NEW MULTI-PURPOSE INDOOR SPORTS FACILITY

I. General Information

The City of Hopkinsville is soliciting proposals for the selection of architectural/engineering firms interested in providing professional services for the project listed in this RFP (“Proposal(s”).

II. Project Services

The City of Hopkinsville is seeking professionals to assist in the design and construction of a new indoor multi-purpose sports facility and related site improvements (“sportsplex”). The City previously engaged Pinnacle Indoor Sports as a consultant to provide a market demand report, financial pro-forma, and economic impact study for the proposed facility. These documents are available at www.hoptown.org/wins. In summary, the consultant recommended the facility contain the following: 48,000 SF; three (3) regulation HS basketball courts 50’ x 84’; basketball courts convertible to six (6) HS regulation volleyball courts; one (1) indoor turf soccer field 80’ x 180’ (average indoor dimensions); retractable or portable basketball goals; drop down baseball/softball hitting cages; concessions stand area; men’s restroom/changing area – 4 toilet/3 urinal; women’s restroom/changing area – 7 toilets; large conference/party room; smaller conference/party room; three (3) office spaces; modular design recommended for easy expansion, if needed; and ample room for portable bleacher spectator seating. These improvements will be designed and managed by a single architectural/engineering team.

III. Project Budget

The total approved project budget for the facility is \$4,608,000. This includes property acquisition, construction, architectural/engineering, and all related testing and fees. Property acquisition is expected to be \$250,000.

IV. Scope of Work

Professional services will be project specific and may include, but are not limited to:

- Finalize Design Program and Conceptual Design

- Schematic Design
- Design Development
- Construction Documents
- Bidding Phase Services
- Contract Administration
- Construction Administration

V. Consultant Selection Process

Upon receipt of Proposals by the stated deadline, the selection committee will evaluate the respondents’ proposals and rank them based on the criteria in Section VIII of this document. The selection committee may select the highest ranked firm or may interview a short list of firms. The City will then begin negotiations with the selected firm. If negotiations are not successful, negotiations will commence with the next highest rated firm.

Acceptance of Evaluation Methodology: By submitting a Proposal in response to this RFP, respondents accept the evaluation process as outlined in Section VIII and acknowledge/accept that the determination of the “most qualified” firm may require subjective judgments by the City.

Public Information: All information, documentation and other materials submitted in response to this solicitation are considered non-confidential and/or non- proprietary and may be subject to public disclosure after the solicitation has been completed and the contract executed with the selected firm.

Collaboration: Firms associating with other firms in order to bring specific expertise and experience to the project is encouraged.

Tentative Schedule:

Issue Request for Proposal	February 28, 2017
Receive Proposals	March 21, 2017 (2 pm CST deadline)
Review Proposals	March 22-23, 2017
Interview Short List (if applicable)	March 27, 2017
Execute Contract	March 31, 2017

VI. Requirements for Proposals

Respondents shall carefully read the information in the following evaluation criteria and submit a complete Proposal answering all questions as formatted below:

- A. Ability to Provide Services:
- Legal name of firm
 - Contact person

- Date of firm formation
- Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
- Evidence of licensure to do business in the City of Hopkinsville and State of Kentucky
- Evidence of liability insurance and amount of coverage

B. Qualifications and Availability:

- Provide a statement of interest for the project including firm's history, a narrative describing the firm's specific expertise, and your unique qualifications as they pertain to this particular project.
- Provide a statement on the availability and commitment of the team to undertake the project.
- Provide an organizational chart for personnel (including consultants) who are to work on this project. Include the role they will play in the project.
- Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- Provide a proposed project schedule with design beginning April 1, 2017.

C. Project Experience:

- Provide verifiable examples of at least three (3) similar projects completed over the past five (5) years. Include descriptions of: services provided, project completion dates, final construction costs, client names and contact information for persons associated with the owners.
- List other similar projects completed by lead members of the team.
- Provide example piece(s) of potential end products and any brochures or marketing pieces you wish to submit.

D. History of Successful Performance:

- Provide information related to past experience related to meeting project schedules and budgets. Provide examples comparing projected budgets vs. actual completion costs for recent projects.
- Provide contact information for any additional references.

VII. Responsiveness to Request for Proposals

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFP. All responses should be no longer than 30 pages in length. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City's needs. All text and exhibit products shall be computer-based and provided in both hard copy and electronic format compatible with Microsoft Office and/or Adobe Acrobat. Faxed

submittals will not be accepted.

VIII. Evaluations of Qualifications

The following criteria will be considered in the evaluation of qualifications and selecting a consultant:

- Firm experience, capability, credentials, and experience of team members assigned to the project – 20%
- References and quality of comparable work performed for other public agencies – 15%
- Quality and organization of the RFP response – 10%
- Likelihood of ability to produce a quality product and meet project timeline – 20%
- Demonstrated understanding of City's needs – 10%
- Fee proposal – 25%

In addition, up to another 5% will be awarded for local bidder preference. The City also reserves the right to request additional information from consultants submitting proposals. The City reserves the right to reject any or all proposals and the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest. The City further reserves the right to reject all proposals and seek new proposals when such procedure is deemed reasonable and in its best interest.

IX. Due Date and Contact Information:

Eight (8) printed copies of submissions are required. Proposals are to be delivered by March 21, 2017, prior to 2 p.m. CST, to:

City of Hopkinsville – Sportsplex RFP
Attention: Nate Pagan,
City Administrator
P.O. Box 707
Hopkinsville, KY 42241

All technical questions concerning the RFP must be submitted to Nate Pagan at the above address or by email to: npagan@hopkinsvilleky.us. Questions submitted and responses will be available at www.hoptown.org/wins.

