



**Request for Proposals
for
Architectural/Design Services
for a New Community Recreation Center**

**Proposals Due:
5:00pm, January 31, 2023**

**Redmond Area Park and Recreation District
465 SW Rimrock Way
Redmond, OR 97756**

**Redmond Area Park and Recreation District
Notice and Request for Proposals for:
Architectural/Design Services for a new Community Recreation Center**

Proposals Due 5:00pm, January 31, 2023

Redmond Area Park and Recreation District (RAPRD) is soliciting proposals for a qualified professional and experienced consultant for the purpose of providing architectural and design services for a new Community Recreation Center. The Architect will work with the Owner, Project Manager/Owners' Representative (PM/OR) and General Contractor for the design and construction of a new Community Recreation Center.

Interested individuals or firms may download the RFP from <https://www.raprd.org/bidding-contracting> or at www.oregonbuys.com.

If you have questions about obtaining the RFP of the process, or need clarification please contact Katie Hammer, Executive Director at 541-548-7275 or katie.hammer@raprd.org. All requests for clarification must be by email or through the Oregon Buys website no later than January 19, 2023, at 5:00pm (PST).

All proposals must be submitted by email and received by Katie Hammer, Executive Director at katie.hammer@raprd.org by 5:00pm on Tuesday, January 31, 2023. The email subject should be "Community Recreation Center Architect RFP – Firm Name". Late submissions will not be accepted.

Redmond Area Park and Recreation District reserved the right to reject proposals not in compliance with the prescribed procedures and requirement set forth in the RFP and may reject for good cause any or all responses upon a finding of the district that it is in the public interest to do so.

Publish:	RAPRD Website	January 2, 2023
	OregonBuys.com	January 2, 2023
	Bend Bulletin	January 4, 2023

SECTION 1: BACKGROUND

The Redmond Area Park and Recreation District (District) is an Oregon Special District that provides recreation programming and park services. Redmond is located in Deschutes County, with a service population of approximately 45,000. The District is governed by a Board of Directors comprised of five elected directors. The board acts as the Local Contract Review Board for the District.

The new Community Recreation Center is expected to be constructed at SW 35th and Lava Ave in Redmond, Oregon. This land, approximately 9.5 acres was purchased by RAPRD in January 2009. The new community recreation center is needed because the RAPRD currently operates a 25-meter swim facility that was constructed in 1979 and is located on property that RAPRD leases and no longer meets the needs of the growing population.

Voters in the Redmond Area Park and Recreation District boundary approved a \$49 million bond for the construction of this approximately 74,000 square foot facility in November 2022. The new community recreation center will provide the ability to meet current and future recreation needs of the greater Redmond community.

The facility is planned to include the following amenities:

- Pools for swimming lessons, aquatic exercise classes, therapy, recreation and lap swimming. (Both a competitive pool and a separate leisure pool)
- Gymnasium for multipurpose programming use
- Indoor Walking track
- Exercise facilities and equipment
- Group fitness room(s)
- Classroom/special events and meeting space for recreation programming, events and meetings
- Administrative and support spaces including locker rooms, lobby and office space
- Other amenities; which may include outdoor sports fields, sport courts, playground and walking paths

In 2022, RAPRD worked with an architect to create a concept design and produce a cost estimate for this new facility. This report is available on the RAPRD website at: <https://www.raprd.org/proposed-recreation-center>. The goal is to develop and construct a new community recreation center by Fall 2025 at a total cost of less than \$49 million.

SECTION 2: GOALS AND OBJECTIVES

Introduction

Redmond Area Park and Recreation District (District) is soliciting proposals for a qualified professional and experienced consultant for the purpose of providing architectural and design services for a new Community Recreation Facility, located at SW 35th and Lava Ave, Redmond, OR 97756. The selected consultant will be tasked with performing the scope of work identified in Section 3 for this Project based on the needs of RAPRD. The Community Recreation Center Architect/ Design RFP

Consultant should have the capacity and experience to manage all design and architecture aspects of development to achieve successful build-out of the Project.

Purpose

The purpose of the RFP is to solicit a Design Firm with demonstrated qualifications to enter in a collaborative relationship with RAPRD. The goal is to develop and construct a new community recreation center by Fall 2025 at a total cost of less than \$49 million. Responses to the RFP will allow RAPRD to evaluate and determine the Consultant that best fits the evaluation criteria listed within the document. It is RAPRD’s intent to enter into an Exclusive Negotiation Agreement with the selected consultant.

District Point of Contact and Requests for Clarification

Questions, inquiries or comments regarding this RFP must be submitted by email no later than 5:00pm on January 19, 2023, and shall be directed to katie.hammer@raprd.org.

Responding to the RFP

All proposals must be submitted by email and received by Katie Hammer, Executive Director at katie.hammer@raprd.org by 5:00pm on Tuesday , January 31, 2023. The email subject should be “**Community Recreation Center Architect RFP – Firm Name**” . Late submissions will not be accepted.

The proposal should address, at a minimum the information requested in Proposal Requirements.

Addenda and Interpretation

No verbal interpretation given to any Proposer as to the meaning or consequence of any portion of the RFP documents shall be considered binding. Every request for clarification of the RFP documents shall be made in writing and delivered via email to the Executive Director, Katie Hammer at katie.hammer@raprd.org or posted on www.oregonbuys.gov. All such requests must be received no later than 5:00 pm. on January 19, 2023.

Any addenda or amendments to this RFP will be in writing and posted by January 23, 2023, on the District’s website <https://www.raprd.org/bidding-contracting>. It will be the responsibility of potential proposers to check the website for addenda or amendments.

Tentative Schedule for Selection Process

January 2, 2023,	RFP Issued
January 19, 2023,	Deadline for request for clarification
January 23, 2023,	District issuance of Addendum via e-mail to all proposers addressing submitted questions or requests for clarification.
January 31, 2023,	Deadline for submission of proposals.
February 1 – 3, 2023	RFP Proposal Review
February 6 – 9, 2023	Optional Interviews
February 14, 2023	Target date for selection of firm/Notice of Intent to Award

The District reserves the right to reject any or all proposals, to waive any irregularities in the RFP, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interview with any one or more respondents. By requesting proposals, the District is not in any way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the District reserves the right to reject any and all proposals prior to execution of a contract with no penalty to the District.

Evaluation Process

The District intends to select the most qualified Consultant that exhibits the strongest ability to provide the highest quality service at a fair price.

Proposals will be ranked according to the following:

Criteria	Maximum Points
1. Knowledge, Experience & Qualifications (Firm & Team)	30
2. Technical Approach	20
3. Project Experience & References	25
4. Compensation	10
Total	85

The evaluation Committee reserves the right to select a short list of the highest scoring proposers for interviews. Additionally, the Evaluation Committee may require submission of supplemental materials.

Upon completion of the evaluation process, the District will advise the proposer of the selection and negotiate the appropriate agreement(s) with the highest ranked proposer to finalize a contract. If a contract cannot be successfully negotiated with the highest ranked proposer, then negotiations will be terminated with that proposer and the District will enter into negotiations with the next highest ranked proposer until an agreement is reached or an impasse is declared.

The District shall provide to all proposers a copy of the intent to award notice. A proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked proposer may submit a written protest of the selection to the District no later than seven (7) calendar days after the date of the selection notice. Any protest must be in accordance with OAR 137-048-0240 (2) (a). Protest(s) must be delivered to Katie Hammer, RAPRD Executive Director, katie.hammer@raprd.org or to 465 SW Rimrock Way, Redmond, OR 97756. The protest must state the grounds on which it is based. The District will review the protest and present a decision to all involved parties within forty-five calendar days.

Compensation and Duration

The select consultant shall be designated as the District’s Consultant until successful

completion and build-out of the project which is estimated to be completed late Fall 2025.

The Redmond Area Park and Recreation District Board of Directors must approve the contract prior to commencement of work. Work will be paid for on a Time and Materials basis per the negotiated fee schedule, up to a maximum not-to-exceed amount. The Consultant shall invoice the District monthly for services incurred. Should significant additional work to be performed in excess of the amount set forth in the contract, additional costs shall be negotiated prior to commencement of the work.

Acceptance or Rejection of Proposals

The District reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the District is in no way obligated to award a contract or to pay expenses of the proposing firms in connections with the preparation or submission of a proposal. Furthermore, the District reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the District.

SECTION 3: SCOPE OF SERVICES

The architect will support the District through all phases of the project leading all design and engineering efforts. The architect will work in collaboration with the Owner, Project Manager/Owners Representative (PM/OR) and General Contractor throughout all phases of this project.

Schematic Design and Community Engagement

- The architect shall provide the services necessary to prepare Schematic Design Documents. Reference conceptual plan Exhibit A.
- Energy efficiency must meet or exceed the Oregon energy code. Collaboratively define and establish sustainability goals with the Owner and PM/OR and provide documentation for Energy Trust of Oregon incentives.
- Development and participation in outreach programs enabling public and internal communication and feedback.

Design Development

- The architect shall provide services necessary to define and refine Schematic Design Documents to Design Development level of completion.
- Assist with Value Engineering effort to ensure that the project will meet budget requirements.
- Provide all documentation necessary to describe the scope and appearance of the project, all landscape, architectural, structural, mechanical and electrical systems by means of plans, sections, elevations, typical construction details, and equipment layouts.
- Prepare furnishing layouts for all spaces.

- Develop specifications that identify major materials and systems, and establish, in general, their quality levels.
- Presentations of Design Development to owner and other stakeholders as needed.
- Review/confirm zoning, building, life safety, access and other applicable code compliance issues.
- Obtain approval from the Owner and Project Manager before proceeding with Construction Documents.

Construction Documents

- Prepare Construction Documents based on the approval of the Design Development Documents. The Architect shall ascertain, consistent with professional standards that the Construction Documents are complete, accurate and fully coordinated between the architectural work and the work of the engineering and other involved disciplines for the project.
- All A&E construction documents must be stamped by architects and engineers licensed in the State of Oregon.
- Participate in regular meetings with Owner's team to assure project communications.

Bidding and Permitting

- The successful Proposer shall submit the final and complete Construction Document's to the Project Manager and shall be responsible for printing the number of sets determined by the Design Team to be necessary. Printing costs to be paid by the District.
- The successful Proposer shall attend the pre-bid and pre-construction meetings. Successful Proposer shall respond to any substitution requests and may be asked to respond to questions and to provide additional information to bidders during the bid phase.
- The Architect will take the lead on preparing the Land Use Application and securing the Land Use permit with assistance from the Owner and PM/OR.
- The Architect with coordinate Design Review Approval, Plan Check and assist the Owner and CM/GC in the procurement of the Building Permit.

Construction Administration

- The Architect, PM/OR and CM/GC, as applicable, will work in close collaboration to provide project coordination and Construction Administration.
- The Architect is to assist in the identification of long lead items to assist CM/GC in development of construction and installation schedules.
- After CM/GC has completed their review, the Architect shall review shop drawings and submittals for compliance with approved design concepts and specifications set forth in the Construction Documents.
- The Architect shall participate in site visits and site meetings to observe and document quality of the work and guard against defects or deficiencies in the work of the contractors, manufacturers, or vendors.

- In coordination with the PM/OR, the Architect shall review the General Contractor's application for payments, noting contradictions between the amount requested and the actual work in place.
- During construction and installation, remain available, as needed, to ensure that installation is in accordance with the documents.
- In conjunction with the Owner's team, conduct a punch list inspection and produce a document detailing items for CM/GC to remedy.

SECTION 4: PROPOSAL REQUIREMENTS

Each proposal shall be no longer than 15 pages, not including the cover letter, references or section dividers.. All proposals must be submitted via email to katie.hammer@raprd.org no later than the proposal deadline; January 31, 2023 at 5:00pm

All Proposers are required to comply with the provisions of Oregon Revised Statutes Chapters 279 A, B, and C for Public Contracts and Purchasing and the RAPRD Public Contracting Rules.

Proposals should be prepared generally in the following format:

Cover Letter

All proposals must include a cover letter that indicated your understanding of the services to be performed and be signed by a person authorized to contractually bind proposer to both its proposal and cost schedule.

Organization and Project Team

Include a brief summary of your organization describing its ability, knowledge, and experience performing architectural and engineering services for public agency capital projects. Include information regarding your company: its principals, size, and location(s); experience levels as they relate to this RFP; number of years in business; and what makes you stand out over your competitors. Identify the proposed project team and their roles to execute the proposed scope of services. For each key personnel, provide a brief description, relevant experience and available capacity. Note: The design team must have aquatic design and construction experience. Indicate what aquatic facility project that each team member has been involved with.

Technical Approach

This section of the Proposal should provide the information necessary to determine if the Proposer's work products will meet the District's needs. Describe your ability to provide the services requested in this RFP, your proposed plan/project calendar to complete the work, and demonstrate your understanding of the Project. Detail your general approach to project management and the tools you use through each project phase.

Project Experience and References

Provide a summary of indoor recreation/sports/aquatic facilities projects in progress or completed with the following information for each project (eight projects maximum):

- References, preferably municipal or government agencies. References shall be able

to comment on Respondent's performance for similar work. Reference information shall include name, title, affiliation, email address, and telephone number.

- Current status of the project (in progress or completed).
- Client type (public, private, others). Please clarify the role of the client/owner.
- Size and scale of the project

Compensation/Pricing Proposal

The Pricing Proposal must include the total not-to-exceed cost of all in-house and subconsultant services sufficient to satisfactorily complete the Section 3 Scope of Services.

For all services provided in-house, the Pricing Proposal must include:

- a schedule of hourly rates that the prospective consultant will charge for the work of each individual or each labor classification that will perform the professional services.
- a reasonable estimate of hours that the prospective consultant will require to perform the professional services.
- a list of expenses, including travel expenses, that the prospective consultant expects to incur in connection with providing the professional services.