



**REQUEST FOR QUALIFICATIONS**

**Site Selection, Design and Construction Administration Services**

**Paducah, Kentucky**

**Athletic Fields and Associated Facilities**

**ISSUE DATE: June 26, 2019**

**Addendum Date: July 19, 2019**

**Mandatory Pre-submittal Meeting: August 22, 2019 at 3 p.m. CDT**

**Submittal Date: August 30, 2019 at 3 p.m. CDT**

**Project Manager: Mark H. Thompson, Parks and Recreation Director  
mthompson@paducahky.gov**

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Addendum: Issued July 19, 2019

Potential Request for Qualifications Respondent:

In order to keep up with local changes being considered by the City of Paducah and McCracken County with the possibility of a new Convention Visitors Bureau and a Sports Commission, we are taking this time to notify the potential design firms we are going to extend the RFQ due date to August 30, 2019 at 3:00 pm. The pre-proposal meeting will be held on August 22, 2019 at 3:00 pm at Paducah City Hall, 300 S. 5<sup>th</sup> Street, Paducah, Kentucky 42003. This will allow us the time to adjust the current RFQ requirements to be better tailored to the needs of the community.

Current RFQ Addenda:

- There will be an allowance for ten additional pages for the respondents submittal.
- Site selection for softball/baseball and soccer facilities are to be included in the project.
- Stuart Nelson Park will remain under as a facility under consideration but is not weighted as a requisite location.

We are looking forward to your participation in this continuing RFQ process.

## PURPOSE OF THE RFQ

The City intends to contract with one firm to develop a working design/plan that is acceptable to the City of Paducah and McCracken County; to develop an athletic field facility design into the larger site plan that includes Stuart Nelson Park and other lands to be acquired; to prepare drawings, specifications and contract documents for the Facility; to provide estimates of project cost at appropriate stages of the design project; to assist the City in advertising the project for bids and execution of a contract for the construction work; to provide inspection and contract administration services during construction; and to provide a combined short term and long term operations and maintenance plan.

## PROJECT DESCRIPTION

The softball/baseball portion of the Facility is located at Stuart Nelson Park in Paducah and is shown on the map appended to this RFP. The soccer portion of the Facility will be at a yet to be determined site to be acquired either adjacent to Stuart Nelson Park or at a stand-alone location. The Firm will also be responsible for coordination and connection of all building systems and utilities necessary for complete and functional athletic facilities.

The Athletic Facility has yet to establish a final construction budget. It shall be the Firm's responsibility to insure that the design and contract documents provide for a functional facility which can be delivered within the limits of this to be established construction budget. To insure delivery within budget, the Firm shall provide up-to-date and professionally-developed cost estimates; provide clear, detailed and unambiguous contract documents; specify cost-effective materials and construction techniques; develop bid schedules that, if necessary, allow flexibility in making post-bid adjustments to the size and scope of the construction contract to be awarded; and prepare designs and solicitations that maximize competitive interest in the work.

## SCOPE OF SERVICES TO BE PROVIDED

The firm hired will work under the direction of City of Paducah staff in cooperation with staff from McCracken County. The following is a general outline of the required basic services. The selected firm shall perform, at a minimum, the following tasks:

1. Conduct an initial project meeting with City staff to assure a full understanding of the City's vision for the Athletic Facility and the requirements for the project. Prepare architectural/construction drawings, specifications and contract documents for the Facility, and develop a construction fixed budget with the agreement of the City.
2. Conduct a site investigation (to include an assessment of prevailing geotechnical conditions, utilities, wetlands and other environmental constraints, accessibility, etc.) as necessary to determine the suitability of the site for the development of a new athletic facility or facilities.
3. Prior to initiating the facility construction drawings, develop plan and conceptual drawings to serve as the basis of design for various softball, baseball soccer amenities (seating, scoring, timing, communications, meet management, warm up areas, batting cages and others) that will convey the concept and overall look of the Facility to be approved by the City.

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4. Prepare detailed plan view layouts of the facility including the access road, parking, track/field event stations, and ancillary facilities. Ancillary facilities should include restrooms/concessions/storage space. Appropriate elevation drawings of the facilities shall be developed that will convey the concept and overall look of the proposed project.
5. Develop a preliminary estimated construction cost for the proposed facility, to include soft costs (estimates should include A/E design services and construction costs for buildings). Consult regularly with the City regarding the progress of design and the implications for cost. Conduct a 60% and a final design review meeting. Provide written cost estimates to the City at the initiation of design and at the 60% and final design review meetings.
6. Develop a preliminary milestone schedule for the design, permitting, advertisement/bid, and construction of the proposed track and field facility.
7. Provide a colored site rendering as required by the City for its use in publicizing the Facility.
8. Prepare construction documents for advertisement and bid.
9. Provide necessary copies of the contract documents and assist the City in receiving bids for the work. Taking into account the bids received and the budget limitations, prepare a letter giving the Firm's recommendation of award. Assist the City in the preparation and execution of a construction contract with the selected contractor. Conduct a preconstruction conference and issue a notice-to-proceed.
10. Provide inspection and contract administration services during and immediately following construction. Maintain records of changes during construction. Upon project completion, furnish three paper sets and one electronic copy of the contract record drawings. Assist the City in obtaining full completion and satisfaction from the contractor and in the enforcement of product guarantees.

The City and County desire to begin the first phase of construction in June 2020.

If services such as geotechnical investigations, topographic surveys or initial wetlands delineations are required as a part of this project, these services and their costs should be included in the Proposal submitted to the City.

#### STATEMENTS OF QUALIFICATIONS

Statements of Qualifications for the Project should include the following:

1. Information regarding the firm and the firm's history including, but not limited to, location of main and satellite offices, length of time in business, annual design service workload for the past three (3) years;
2. Education, technical training, and experience of owners and key personnel;

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3. The team's experience in designing and construction of similar projects, stating the names, dates of completion, locations, and owners of such similar projects, a brief description of such projects, the cost of such projects, and whether there were any cost or completion date overruns for such projects;
4. Past performance as reflected in evaluations by previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. The firm should include references from no more than five public owners for which the firm has performed work that is substantially similar to the proposed Project or that is relevant to the City's consideration. Please include the name of the owner's representative and the telephone number at which the representative can be contacted, a brief description of the project and any other relevant information;
5. The firm's past experience with the City of Paducah or McCracken County (if applicable);
6. The ability of the individuals identified by the firm who will be responsible for document production and communication with the City during the Project,
7. Other similar factors (any specific requirements can be included).

In addition to the qualifications identified above, the firm's proposal should include the following:

1. Identification of the any partners who would be associated with the Project, as well as other personnel assigned to the Project, together with the education, technical training, and experience, to the extent that it has not been provided in the firm's statement of qualifications;
2. Description of the firm's pre-construction phase services, and how such services are provided;
3. Description of the firm's construction phase services, and how such services are provided, including the procedures used to coordinate the construction documents;
4. Description of the firm's quality control program and an explanation of how that program is implemented at each stage of the Project;
5. Description of the steps the firm will take in coordinating the project with respect to scheduling the phases of the Project, maintaining the construction schedule, and close-out of the Project;
6. The firm's practices with respect to site visits and oversight of the Project.

Statements of Qualifications and proposals will be evaluated and ranked in order of their qualifications. Based upon its review of the evaluation and selection criteria itemized in the Content of Proposals section, above, the Selection Committee may short-list the two or three firms deemed to be best suited to the needs of the City. If selected, these firms will then be interviewed by the committee. During the interview process, the short-listed firms will be given the opportunity to discuss anticipated methods and their approach for furnishing the required services, and to seek further

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clarification of project elements. Based on the proposals and interviews with the short-listed firms, the Selection Committee will select one Firm for contract negotiation. The City Manager or his designee will attempt to negotiate a scope of services and contract price that is satisfactory to the City and the Firm. Should initial negotiations fail the Committee will recommend the second firm for negotiations. Upon completion of negotiations the City Manager will make its recommendation to the Joint City County Commissions.

The appointed City/County committee shall have sole discretion in evaluating the proposals. The committee reserves the right to select the proposal that it may determine to be in the best interest of the City/County. The City/County also reserves the right to reject any and all proposals, including that of the selected Firm if satisfactory contract negotiations cannot be concluded.

The City/County wishes to select and enter into a contract with the selected firm by September 3, 2019 to begin working immediately on the Project. Design professionals wishing to submit a statement of qualifications and proposal for the Project must do so in writing by submitting seven copies of the statement of qualifications and proposals in a sealed envelope marked "Athletic Field & Facility Design RFQ" on or before August 1, 2019 at 2:00 pm. Deliver to the City of Paducah, Office of the City Clerk, 300 South 5<sup>th</sup> Street, Paducah, Kentucky 42002.

#### Reserved Rights

**Right to Amend RFQ:** Should it become necessary to revise any part of this RFQ, provide additional information necessary to adequately interpret provisions and requirements of this RFQ, or respond to written inquiries concerning the RFQ, the City reserves the right to issue an Addendum to the RFQ to all companies who received the initial RFQ. Any changes to the RFQ will be forwarded to the responding contractors via email. No hard copies will be distributed.

**Right to Extend Submission Schedule:** The City/County reserves the right to extend the Submission Date by a reasonable time.

**Right to Reject Responses Waive Irregularities, and Conduct Ex Parte Communications with Contractors:** The City/County reserves the right to accept or reject any and all responses, at its sole discretion, received as a result of this RFQ, to waive minor irregularities, and to conduct discussions with any or all prospective applicants, in any manner necessary, to secure helpful information.

**Right to Request Additional Information from Any or All Contractors:** The City reserves the right to request additional information from any or all prospective applicants, if necessary, to clarify that which is contained in the proposals.

Contractors are requested to submit seven (7) copies of the proposal. Due to time limitations of the Selection Committee members, responses should be limited to no longer than fifteen (15) single-sided pages. Please include tab dividers for easy access to each section of the proposal (tab dividers do not count toward the 15-page limit). Additional supplemental information may be submitted, under separate cover, in order to aid in firm selection. This information may include staff resumes, descriptions of similar municipal projects, project references, etc.

#### EVALUATION CRITERIA

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The City shall have sole discretion in evaluating the responses and the suitability of responder to meet the City's needs. The City reserves the right to select the response or responses deemed to be in the best interest of the City. The City also reserves the right to reject any and all responses.

Proposals of interested firms should provide the following information, which will be used to establish qualifications and to select a firm.

1. The firm's qualifications and experience with this type of work. (15 points)
2. Previous successful work experience with the City of Paducah or McCracken County. (5 points)
3. The location of the office where the work will be performed. (5 points)
4. Not to exceed three previous projects, picture(s) or conceptual rendering(s) by the firm which demonstrate the concept and style for softball, baseball and soccer facilities. (30 points)
5. A statement of the firms understanding of, and approach to the work. (25 points)
6. A statement of the firm's commitment to meet the desired completion date. Provide the firm's current workload/availability of personnel. (20 points)

Total 100 points are possible.

Contract and fees will be negotiated.

The City of Paducah and McCracken Co. have formed a Selection Committee to review the Proposals and recommend a firm. The Selection Committee will be comprised of the following members:

- City Engineer/Director of Public Works • City Planning Director • City Parks and Recreation Director, Deputy County Judge, County Grants Administrator, Appointed City Commissioner and Appointed County Commissioner.

Any questions regarding this RFQ should be addressed to the City of Paducah Parks and Recreation Director, Mark H. Thompson, 1400 HC Mathis Drive, Paducah, Kentucky 42001, [mthompson@paducahky.gov](mailto:mthompson@paducahky.gov), 270.444.8508  
Please do not attempt to contact other members of the Selection Committee.

#### MANDATORY PRE-PROPOSAL MEETING

The pre-proposal meeting will be held on July 23, 2019 at 3:00 pm at Paducah City Hall, 300 S. 5<sup>th</sup> Street, Paducah, Kentucky 42003. The purpose of the pre-proposal meeting is to review the scope of work, specifications, and to receive questions from interested responders. Attendance by a responsible representative of the firm is required at the pre-proposal meeting. Firms not properly represented at the pre-proposal meeting will not be considered for evaluation.

#### BUSINESS LICENSE REQUIREMENT

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Entities that provide goods and services within the City limits are required to have and maintain an up to date City of Paducah business license.

**PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION**

The successful company shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful company shall name the City of Paducah, Kentucky and McCracken County, Kentucky, its elected and appointed officials, officers, and employees "Additional Insureds" as their interests may appear but only with respect to services performed or provided by successful company on behalf of the City under Consultant's commercial general liability insurance policy. The successful company shall, within 10 days of the full execution of any contract resulting from this RFQ, provide the City's Human Resources Department with a certificate(s) of insurance evidencing the coverage required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 days after the insurer or the selected company gives written notice to the City.

Without limiting the provisions of paragraph above, the selected company shall during the term of any contract resulting from this purchase and maintain insurance with limits not less than those set forth below: The successful company shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the company shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such. Employer's Liability Insurance - \$1,000,000 each accident, \$1,000,000 disease policy limit, \$1,000,000 disease each employee Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate

Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident  
Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate Professional Services: The selected company shall indemnify and hold the City of Paducah and McCracken County, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected company's professional services under any contract resulting from this RFQ, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose acts, errors, or omissions the selected company may be liable, regardless of whether or not caused in part by a party indemnified hereunder. Other Than Professional Services: With respect to all acts or omissions of the selected company, or any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose acts, errors, or omissions the selected company may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected company shall indemnify and hold the City of Paducah and McCracken County, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses

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(including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by or arising out of the selected company's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose actions or failure to act the selected company may be liable) during the performance of this Agreement. The selected company shall require any subconsultants and subcontractors to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected company. In addition, the selected company shall require any subconsultants and subcontractors to assume the selected company's indemnification obligations under any contract resulting from this RFQ to the extent they relate to the subconsultant's or subcontractor's obligations under any contract with the selected company. Any subcontractor or sub consultant shall purchase and maintain a City of Paducah business license.