



REQUEST FOR PROPOSALS

**Design and Construction Administration Services
Robert Coleman Spray Ground and Restroom Facility**

Paducah, Kentucky

ISSUE DATE: August 17, 2024

DUE DATE: September 6, 2024

Contract Manager: Amie Clark, Director of Parks & Recreation

Contact Information: aclark@paducahky.gov



CITY OF PADUCAH, KENTUCKY
REQUEST FOR PROPOSALS
DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES
Robert Coleman Park Spray Ground and Restroom Facility

INVITATION

The City of Paducah Parks and Recreation Department is seeking proposals for design and construction administration services for the renovation of a spray ground and restroom facility at Robert Coleman Park in the City's southside region.

The City of Paducah is accepting responses to this Request for Proposals (RFP) from organizations that are:

- a) licensed/certified to operate in the Commonwealth of Kentucky;
- b) experienced in working with Kentucky Building Code;
- c) experience in working with Department of Health and Human Services, in the area of aquatics;
- d) experienced in designing aquatic facilities, according to the national standards for Parks and Recreation Agencies;

Organizations responding to this RFP must be prepared to undertake, in the most efficient manner, all aspects of design services and construction administrative services.

Respondents to this RFP will be expected to meet or exceed the minimum qualifications set forth in this RFP. The intent of this RFP is to identify those entities that are qualified and capable of completing the contracted services for the City of Paducah, Parks and Recreation Department. Organizations are invited to submit a proposal as described herein by the submission deadline set for **10:00 am on Friday, September 6, 2024**.

BACKGROUND

In 2005, the City of Paducah Parks and Recreation Department converted a city pool to an above ground spray pad with restroom facility. Since that time, the spray ground facilities have undergone several repairs to the filtration system and replacement of the features.

QUALIFICATION PROCESS AND SELECTION CRITERIA

The Selection Committee, comprised of representatives from the City of Paducah, will review and evaluate all responses to this RFP and will identify qualified entities according to the evaluation criteria.

Respondents must meet or exceed the following criteria:

- The entity must be legally capable of operating within the State of Kentucky.
- The entity must, at its own expense, procure all permits, certificates, and licenses required by the law for the execution of this project.
- The entity must comply with all federal, state and local laws, ordinances or rules and regulations relating to the performance of the work.

- The entity must provide no fewer than three references from clients with similar projects.
- The entity must be able to provide insurance in accordance with the City's requirements.
- The entity will be required to obtain a Paducah Business License to perform the work and the business license will need to be kept current throughout the duration of the contract.
- The entity will be required to withhold and submit payroll tax to the City of Paducah.
- The entity may be asked to provide a roster of employees and subcontractors used for the contracted services with the City of Paducah.

The City of Paducah reserves the right to accept or reject any or all proposals. All proposals become the property of the City of Paducah. The City of Paducah has the right to waive any irregularities in the Request for Proposals process. The City of Paducah reserves the right, at its sole discretion, to terminate this process at any time or reject any or all proposals without penalty prior to the execution of an agreement with the selected agency. Any agreement resulting from this process shall be done so as deemed in the best interests of the City.

The City has a variety of ordinances and policies which may or may not apply to a subsequent agreement including, but not limited to background checks of employees, licensing requirements, and others. Application of these requirements will be determined based on the structure of any subsequent agreement.

SELECTION

The City's selection committee will review all proposals after the RFP deadline has expired. We may contact a representative of your team to seek additional clarification and/or information. The selection committee will determine the best bid from the short list of finalists, based upon the criteria referred to herein.

CONTRACT NEGOTIATION

The City will enter into contract negotiations with the preferred agency soon after the completion of the selection process. The finalists not selected will be placed on standby pending the successful completion of contract negotiations and ratification of the contract by all parties.

RECOMMENDATION

The selection committee will make a recommendation to the Board of Commissioners for approval of a negotiated contract with the selected agency.

APPROVAL

The City of Paducah Board of Commissioners will be required to approve the contract prior to ratification by the City.

SCOPE OF SERVICES

The Scope of Work, including but not limited to:

- Programming
 - Coordination of meetings with owner to discuss needs and building program to include requirements of the spaces to be designed.
 - Written program and scope of work narrative to include site needs, building and facility renovation and construction needs, architectural design, civil, electrical, and mechanical engineering needs.
- Schematic Design
 - Development of site and facility plans, and exterior elevations.
 - Development of schematic drawings, and opinion of cost.
- Construction Administration

- Development of construction documents
- Management of bid release, collection, review, and evaluation of bids.
- Project coordination and construction management.
- Completion of design is expected within 210 days of the executed contract date.

It is understood that except as otherwise specifically stated in the contract, the vendor shall provide and pay for all materials, labor, tools, equipment, and transportation of every item, necessary to execute, complete and deliver the work within the specified time. Permits and licenses (including the City of Paducah) necessary for the execution of work shall be secured by the vendor but no fees will be charged to the vendor. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the City of Paducah.

EXISTING CONDITIONS

The vendor, in undertaking the work under this contract, is assumed to have reviewed the site and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

Site can be viewed online via Google Earth, as well as the City’s website at the following addresses:

Google Earth – 1100 Walter Jetton Blvd

City’s website – [Robert Coleman Park | City of Paducah \(paducahky.gov\)](http://RobertColemanPark|CityofPaducah(paducahky.gov))

The existing site is 3000 sq ft of aquatic facility space that includes in ground and above ground water features and sprays, a 600 sq ft building housing 2 restrooms, mechanical room and storage, and a recirculating filtration system. The site includes one confined entry space that is a water holding tank with 2200 gal capacity.

TIME LINE

1. RFP Issued

This RFP is officially issued on Saturday, August 17, 2024.

2. Qualification Proposals Due

Your completed qualification proposals are due back to the City Clerk’s Office by 10:00 am, Friday, September 6, 2024. Please submit 3 hardcopies by mail or hand deliver to:

**City Clerk’s Office
 City of Paducah
 Attn: Coleman Park Project
 300 S. 5th Street
 Paducah, Kentucky 42003**

Digital copies will not be accepted.

3. Review and Selection

Proposals will be reviewed and scored using Rubric attached. Lowest evaluated bid price will be recommended to the Board of Commissioners for approval.

4. Board of Commissioners Project Award

The Contract Agreement must be considered for approval by the Board of Commissioners prior to execution of the contract.

CONTENT OF PROPSAL

At a minimum, the following information should be included in the response to this RFP. This outline is not all-inclusive, and respondents can provide additional information as deemed appropriate. To ensure a uniform review process and to obtain the maximum degree of comparability, the submissions in response to this RFP must be organized in the following manner:

A. General Information

- 1) Provide a transmittal letter that specifically states the respondent's understanding of the work to be accomplished and briefly outlines the respondent's strengths in providing the required services. The letter should also state that the respondent meets or exceeds the minimum qualification criteria outlined previously. The letter should also clearly express any specific competitive advantage the responding firm brings to the project. This letter should be signed by an authorized corporate officer for each entity included as a team proposal. Provide confirmation that the respondent is authorized to make the proposal.
- 2) Include the name of respondent's firm/entity, address, telephone number, name of contact person, and the title of the RFP.
- 3) Provide a description of the proposing entity's current legal status (i.e. Corporation, Partnership, Sole Proprietor, Joint Venture, etc.)
- 4) Provide the proposing entity's current Federal Identification Numbers.
- 5) Provide estimated project completion date.

B. Background and Qualifications

- 1) Provide a profile of the responding organization and describe its legal and organizational structure. The respondent must identify and distinguish between its own experience and qualifications and that of any parent entity, predecessor and/or wholly-owned or partially-owned subsidiary of the respondent. If the respondent is a newly formed entity comprised of multiple individuals or entities that is compiling projects from prior experience, respondent must state this clearly.
- 2) Provide a copy of any organization profile, sales brochure, or other documentary information pertaining to the organization.
- 3) Provide resumes of key personnel of the organization. To include the name and contact information for the **primary contact** that will be tasked with the completion of the scope of services described herein.
- 4) Provide the year and month when the organization was formed.
- 5) Provide the organization's experience in providing scope of services to other similar organizations.
- 6) Provide the organization's past experience with the City of Paducah or McCracken County (if applicable).

C. Compensation Proposal

The respondent shall provide a proposed cost for the provision of the scope of services defined herein for the City's consideration, to include an itemized cost for products, materials, freight, and labor.

COMPLIANCE WITH LAWS

The selected consultant agrees to be bound by all Federal, State, and Local laws, regulations, and directives as they pertain to the performance of the agreed upon contract.

TITLE VI

The selected consultant agrees to abide by Federal, State, and Local laws and regulations, and directives as they pertain to Title VI.

DURATION OF PROPOSALS

All proposals must be valid for a minimum of 60 days after proposal opening.

PROPOSAL COSTS

Proposers responding to this RFP do so solely at their own expense, and the City is not responsible for any Proposer's expense associated with responding to this RFP.

RETURN OF PROPSALS

All proposals become the property of the City and will not be returned to the firm. Once received and opened, the contents of the proposal will be placed in the public domain and be open to public disclosure pursuant to state law.

WARRANTY

Warranty information on materials and labor should be provided by the vendor as part of the bid proposal and include a minimum 1-year workmanship warranty.

SITE VISIT

To arrange a site visit, please contact the Parks office at 270-444-8508 or email to aclark@paducahky.gov.