

REQUEST FOR PROPOSALS

**Professional Services to the City of Billings Parks, Recreation and
Public Lands Department**

For a
**Multi-Generational Community
Recreation Center – Design Concept**



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SECTION 1 – GENERAL INFORMATION

1.1 Previous Planning Effort

- A. In September 2017, the Billings Parks and Recreation Department did a City of Billings Parks, Recreation and Public Lands Comprehensive Parks and Recreation Master Plan study that was adopted by the City Council in which it identified a Multi-Generational Recreation Facility needed to incorporate expanded recreational Programming to meet the needs of the residents of Billings.
- B. In 2018, the Yellowstone County Sports facility Market Needs Assessment was commissioned by regional stakeholders to conduct an independent analysis of Yellowstone County's sports tourism venues and sports marketing opportunities.
- C. The South Billings Aquatic & Recreation Center Master Plan & Feasibility Study was completed July 2019. The focus of the study was to review the feasibility of an indoor recreational center. The goal was to create a framework for a multi-generational facility that best reflects the needs of the community, best practices for programming a recreation center, site visibility and budget. The Billings Parks, Recreation and Cemetery Board considered the study and on December 11, 2019 voted to recommend adoption of this plan to City Council.
- D. The intent is to build on the master plan and feasibility study to develop a concept design as set forth in the Scope of Work in this RFP.

1.2 Purpose

A. Part One – Concept Design

Council recognizes additional planning and design is necessary in determining the size, configuration, features and cost of this proposed Multi-Generational Community Recreation Center Facility. The City of Billings Parks, Recreation and Public Lands (PRPL) Department is soliciting proposals from qualified Consultants to provide professional design services for this facility. The consultant will work under the direction of PRPL staff to utilize the master plan and feasibility study to provide deliverables as outlined in the Scope of Work.

B. Part Two – Final Design Services

To provide continuity in design services, upon successful completion of part one in this RFP and subject to successful negotiation of final design services and fee, the PRPL Department intends to retain the successful consultant for the remainder of the project.

It is the intent of the PRPL Department to review and assess the RFP responses to determine if the responding firms can meet the needs of the City of Billings.

1.3 General Submission Information

The PRPL Department intends to award a single contract for this portion of the project. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested. The official title for this project is **Multi-Generational Community Recreation Center – Concept Design**.

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

1.4 Questions

Questions regarding this proposal shall be submitted to:

Mark Jarvis
Billings Parks, Recreation and Public Lands
390 North 23rd Street
Billings, MT 59101
(406) 657-8367
jarvism@billingsmt.gov.

from 8:00 a.m. to Noon and 1:00 p.m. to 5:00 p.m., local time, Monday through Friday.

1.5 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days** after the due date, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Eight (8) copies of the proposal must be received by the City PRPL Department prior to 5:00 PM on Friday September 24, 2021. All copies of the proposals must be under sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

Mark Jarvis, Project Manager
Billings Parks, Recreation and Public Lands
390 north 23rd Street
Billings, MT 59101

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the PRPL Department.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Billings. One copy shall be retained for the official files of the PRPL Department and will become public record after award of the Contract.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the City.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN SECTION 2.6 WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The City of Billings reserves the right to reject any or all proposals if determined to be in the best interest of the City.

2.13 Insurance Requirements

- A. The proposer certifies that it/they can comply with the City of Billings minimum insurance requirements of:**
 1. Workers' compensation and employer's liability coverage as required by Montana law.
 2. Commercial general liability, including contractual and personal injury coverage's -- \$1,500,000 per occurrence.
 3. Commercial automobile liability -- \$1,500,000 per accident.
 4. Professional liability in the amount of \$1,500,000 per claim.
- B. Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the City of Billings prior to cancellation.**
- C. The City of Billings SHALL be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies. In**

addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against Billings.

2.14 Conditions and Non-Collusion Form

To receive consideration, consultants must sign the Conditions and Non-Collusion Form (see attachment A).

SECTION 3 – SCOPE OF WORK

3.1 Project Scope

Part One – Concept Design

The City has available approximately 10 to 15 acres of land next to Amend Park for the purpose of constructing a Mulit-Generational Community Recreation Center on this land. Working under the direction of PRPL the consultant will provide planning and design services to create a framework that best reflects the needs of the community and identifies best practices for programming the facility. Services will include program confirmation and facility pro-forma modeling, conceptual design and cost estimating of probable costs.

Part Two – Final Design Services

Upon successful completion of part one in this RFP and subject to obtaining sufficient funding, it is the intent of the PRPL Department to retain the successful consultant to provide final architectural design services. This work will include but not necessarily be limited to, design development, bid documents, cost estimates, bid recommendations, construction observation, and review and recommend approval of all pay applications submitted by the contractor, conducting periodic site visits, and provide project closeout documents. After the completion of Part One, The City reserves the right to issue an RFP for Part Two - Final Design Services provided it cannot successfully negotiate a suitable scope of work and consulting fee with the successful consultant or if it is in the best interest of the City to do so.

It is expected that the consultant will begin work on part one upon contract signing and complete the concept design portion of the project within approximately a six month timeframe.

Scope of Professional Services

The scope of professional services required by this RFP may include, but not necessarily be limited to:

A. Program Confirmation and Facility Pro-Forma Modeling

1. This work includes a further exploration to find the right mix of program types (aquatics, courts, ice, gym, fitness, etc.) from the aforementioned studies taking into account community input and needs along with cost recovery analysis. The “right Mix” of program areas will be crucial to identify each space type and their impacts to both construction costs and operations costs (cost Recovery) of the facility. The consultant will explore different building program mixes with a pro-forma model of each.
2. Conducting meetings with commissions, task forces, boards, stakeholders, staff, SBURA, Council and the general public. Prepare Agendas and necessary exhibits and materials for the meetings. Prepare and schedule advertisements of meeting. Prepare mailing lists of neighbors, officials, and stakeholders to be notified of the meeting time and place and purpose. Tabulate input and conduct review of meeting results with staff.
3. Develop a narrative, color graphics and visuals as needed.

B. Concept Design

1. Complete a concept design to graphically illustrate the Recreation Center. Incorporate the user needs and program scope as well as potential revenue and operational cost targets as determined during the master planning phase.
2. Develop potential scenarios that illustrate key features of each program requirement.
3. Develop graphics/documents that show the conceptual designs.

C. Conceptual Estimating and Probable Cost

1. Provide cost analysis and estimates of probable costs based on a final program report and building design.
2. Work with the City to design a facility that targets a budgeted amount.

D. Requirements

3. Conform to all purchasing and contract procedures of the City of Billings.
4. Comply with all Federal, State and local laws and guidelines pertaining to this project. Comply with current ADA rules. Conform to applicable industry standards.
5. Provide all necessary printing and reproduction.

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Core Content of the proposals shall not exceed five (5) pages in length (items 1, 2, 3, and 4 in section 4.1 item D. below). Supporting Attachments (see section 4.1 item E. below) to the proposal shall not exceed eight (8) total pages. Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed,

8½" x 11" sheet of paper with 1-inch margins. The typeface of all pages in this proposal shall be 12 font or greater.

4.1 Proposal Narrative

All proposal information shall be presented in a single-bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains items A through D below (item E is optional), and that it be presented in the following order:

A. Cover

Show the RFP title being proposed on and the name of your firm.

B. Letter of Transmittal (1 page)

1. Identify the RFP project for which the proposal has been prepared, the name of your firm, address, telephone number(s), e-mail, name of contact person, and date.
2. Briefly state your Firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
3. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
4. A corporate officer or other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

C. Table of Contents (1 page)

Clearly identify the materials by Section and Page Number.

D. Core Content (5 pages maximum)

1. Recent Recreation Center Planning and Design Experience

Include as a part of your proposal a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposed effort. *Do not include firm experience unless individuals who will work on this project participated in that experience.*

If the consultant proposal includes sub-consultants, a list of such sub-consultants shall be submitted and qualifications and experience stated for each sub-consultant.

2. Consultant Work Plan

The proposal must include a brief description of the Proposer's over all approach to architectural planning and any unique capabilities the Firm can bring to the project.

Also include information addressing how the Proposer plans to provide project management, quality assurance, contract deliverables, budget and

cost control, schedule control, and internal/external coordination for this project.

3. Key Project Personnel

It is recommended personnel have a thorough knowledge and understanding of community recreation center operations and facilities to provide perspective related to recreation center design, analysis and recommendations.

Specific background information on key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project.

It is intended that personnel assigned will carry this project to conclusion. If for unforeseen reasons a key personnel can no longer contribute to the discipline specialties for which they have been selected, the Consultant may petition the Project Manager in writing within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the key personnel has been selected.

The City reserves the right to approve all personnel changes. The City also reserves the right to cancel any task request in effect should it determine that the proposed personnel is not available or assigned to the task order.

4. Past Project Performance

Information is to be provided on the firm's performance on past projects (include City projects if applicable), in regards to the project management items identified.

Provide the names, addresses, current telephone numbers, and a brief project description of three past or current clients who are able to comment on aspects of your work relevant to this proposal. Include reference contact information.

E. Supporting Attachments (if necessary 8 pages maximum)

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm's capabilities.

Items D and E should be separated with either color-coded or tab-type dividers so that information may be quickly located. Please note that grammar, spelling and conformance to RFP instructions will be a scoring factor of each proposal submitted.

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

Firms will be ranked using the points available for each RFP criterion. The criterion categories and points available for each are as follows:

Category	Points
Recent Recreation Center Planning and Design Experience	35
Consultant Work Plan	25
Key Project Personnel	25
Past Project Performance	10
Grammar, Spelling and Conformance to RFP Instructions	5
Total	100 points

A committee of individuals representing the City of Billings will evaluate the proposals. The committee will rank the proposals as submitted.

The City of Billings reserves the right to award contract(s) solely on the written proposal. The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranked firms is to allow expansion upon the written responses. The City reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from each short-listed firm. If interviews are conducted, a maximum of three firms will be short-listed. The Consultant's project manager identified in the proposal will be required to attend the interviews. By submitting a proposal, it is understood that the Proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

A second score sheet will be used to score those firms interviewed. If oral interviews are conducted, the final selection will be based on the total of all evaluators' scores achieved on the second rating. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract award.

SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Billings. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The right is reserved to reject any or all proposals received, to waive irregularities, and to accept that proposal which is in the best interests of the City of Billings, Montana.

ATTACHMENT A

CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

Legal Name of Firm/Corporation	Authorized Signature
Address	Printed Name
City/State/Zip	Title
Date	Telephone Number