

REQUEST FOR QUALIFICATIONS/PROPOSAL

Splash Pad Design/Build Services

ISSUE DATE: January 15, 2024

The City of Venice, Illinois and the Venice Park District seek professional services qualifications for the design and construction of a Non-reciprocating Splash Pad at the Venice Recreation Hall , Venice Illinois. All proposals must be sealed and received no later than **5:00 pm on Friday, February 21, 2024.**

No late proposals will be accepted.

Send proposals to: Venice Park District
Attn: Park District President
Reference Proposal: **No. 305**
305 Broadway
Venice, Illinois 62090

Introduction

The City of Venice, Illinois and the Venice Park District are seeking qualified firms to provide Design-Build Services for the design and construction of a Splash Pad facility (“Project”). The project location is the Venice Recreation Hall, 305 Broadway, Venice, Illinois 62090 (See Exhibit B). Design-Builder shall be responsible for furnishing design, engineering, and construction services for the satisfactory completion of the Project.

The cost of the work shall include all fees, material, fixed equipment, labor and services necessary, including design and engineering, to produce the construction required by the Contract.

The General Contractor will be responsible for establishing a professional “design-build” team and responding to this RFQ/P. The team should consist of professionals (licensed where required) in the areas of splash pad design, splash pad construction, architectural design, structural design, site design, and geo-technical, along with various subcontractors.

Proposals provided in response to this RFQ/P that comply with the submittal requirements will be evaluated in accordance with the criteria and procedures described herein. Based on the results of the evaluation, the City and Park District will award the project to the most advantageous Proposer based on the cost and the evaluation factors set forth in the request.

Selection Process

Each proposal will be reviewed to determine whether it has been submitted in accordance with the proposal requirements. Proposals deemed non-responsive will be rejected from further review. Proposals deemed responsive will be evaluated based on the evaluation criteria set forth in this RFQ/P. The City and Park District will determine which proposals are reasonably susceptible of being selected for award based on the evaluation criteria.

The City and Park District may conduct a Best and Final Offer (BAFO) process and each Offeror determined to be susceptible of being selected will be given the same opportunity to participate in the discussions, negotiations, and revisions of the proposals for the purposes of obtaining the BAFO. The City and Park District may also conduct oral presentations/interviews.

City and Park District staff will evaluate all proposals. It is possible that interviews will be performed with a select number of contractors prior to formulations of a bid award recommendation to the City Council. Evaluation of the proposals shall be based upon, but not limited to, the factors listed below, not necessarily in the order of their importance:

- Experience, qualifications, and general abilities of the “design-build” team
- Quality of the overall project approach
- Cost proposal
- Proposed project schedule
- Specified warranties and other after-service provisions
- Bonding capacity, insurance coverage, and other legal matters
- Quality of references, prior business experience with the contractor, or reputation of contractor with other local municipalities/clients
- Responsiveness to items as set forth in this RFQ/P

The City and Park District will make an award to the responsible and responsive Offeror whose proposal is determined to be the most advantageous to the City and Park District taking into consideration the evaluation factors set forth in this RFQ/P.

Pre-Proposal Meeting

The Park District will hold a Pre-Proposal Meeting on **Thursday, January 30 at 4:00 pm** at the Venice Park District at the project site location (305 Broadway).

The Park District will hold a follow-up Pre-Proposal Meeting via Zoom on **Thursday, February 6 at 1:00 pm** to answer any additional questions. The link will be posted on the Park District website by **Monday, February 3** at <https://veniceparkdistrict.com/index> and sent via email to all interested parties.

Contact Person and Inquiries

Any questions or suggestions regarding this RFQ/P must be submitted in writing by **Friday, February 7 at 5:00 pm** to the Venice Park District by email at info@veniceparkdistrict.com. Any response made by the City and/or Park District will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative. Responses to the questions will be posted on the Park District's website: <https://veniceparkdistrict.com/index> within one week of the questions deadline.

Special Instructions

Parties interested in acquiring this contract with the City of Venice Illinois and the Venice Park District shall submit one (1) original and four (4) copies of the proposal package to meet the requirements below:

1. All bids must be labeled "**Venice Illinois – Splash Pad Design/Build Services**"
2. Proposer must be properly licensed and secure necessary permits wherever applicable.
3. The City and Park District strongly encourages the inclusion of a sketch plan accompanying your bid.
4. Preservation of Rights: The Owner reserves the right to reject any and/or all proposals/bids and waive all minor technicalities, informalities and irregularities. The Owner reserves the right to accept the proposal/bid, which in the judgment of the Owner, is in their best interest.
5. The City of Venice and the Venice Park District, and their representatives, are the sole determiners of a qualified professional services firm and may request other information sufficient to determine bidder's ability to meet these minimum standards listed above. Request for information contained in this section may also occur at any time during the effective period of this Contract, or any extension/renewal thereof.
6. Provide a minimum of 3 references of similar projects to include Company name, contact person, address, phone number, e-mail and project cost. Forms to be submitted are on Exhibit A attached at the end of this document.
7. Termination of Contract: The City of Venice and the Venice Park District may, at any time they deem necessary, terminate this agreement with thirty (30) calendar days written notice.
8. Freight Terms: Unless otherwise noted, all freight and shipping must be prepaid. All freight charges must be included in the prices submitted on proposal.
9. Discounts: Any discounts allowed prompt payment, etc., must be noted and reflected in bid figures and not entered as separate pricing on the proposal form.

Instructions to Offerors

Design/Build Team must have a minimum of 5 years' experience in commercial pool building and design/construction of outdoor aquatic facilities including filter rooms, spray pads and pool decking. Submit qualifications and references, including job experience, certifications, licenses, and professional references.

All work proposed by the qualified Design/Build Team must be complete to the City and Park District, meet all State of Illinois and Federal laws, codes and regulations and meet or exceed industry standards. Submit examples of similar work including drawings, equipment specifications and photos of facilities completed.

The proposal must include a written strategy that clearly defines how the team will go about completing the project – both design and construction. This strategy must include detailed information for:

- Project management, assignments, and responsibilities
- Project design process, including review stages by City and Park District Staff and Representative
- Cost estimating procedures and value engineering opportunities
- Construction process, including sub coordination and procedures
- Procedures for shop drawings, submittals, and design changes
- Construction inspections and quality control procedures
- Project wrap-up procedures and Specified Warranties (1 Year minimum)

Submit a copy of Business License and proof of the company's insurance for Design/Build Team members. Each proposal must also include information regarding the following legal matters:

- Any litigation filed within the past three (3) years
- The current bonding capacity of the General Contractor
- The financial strength of the General Contractor

There is no obligation on the part of the City and Park District to award the contract to the lowest Offeror and the City and Park District reserve the right to award the contract to the responsible Offerors submitting responsive proposals with resulting agreements most advantageous and in the best interest of the City and Park District. The City and Park District shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final.

This Project is expected to commence on or around April 2024 and to be substantially completed within six months from the date the Notice to Proceed is given to the successful Design/Build Team, with a **desired** opening during the Summer of 2024.

PROJECT SCHEDULE: The proposed project schedule would be as follows (subject to changes):

• RFQ/P deadline	Friday, February 21, 2024
• City and Park District award	No earlier than Monday, March 10, 2024
• Design Services completed	Friday, April 4, 2024
• Construction commencement	Monday, April 21, 2024

Project Description

Contracted Design/Build Team will survey the site and design, engineer and provide architectural drawings and documents to:

- a. Design and construct a new Splash Pad water feature with above ground features and ground level features
- b. Grade site as needed to accommodate construction and drainage
- c. Coordinate with the City and Park District and include review at critical points, such as conceptual, 50% complete, 90% complete, and Final
- d. Explain this coordination process clearly in your proposal
- e. Incorporate a process of construction cost estimating and procedures for value engineering.
- f. Explain the estimating and value engineering process clearly in your proposal
- g. Receive approval of selected equipment and finishes as part of the design process

The City and Park District reserve the right to amend, alter, or delete the above list of services in order to deliver a project within acceptable budget parameters. The successful contractor will be required to work closely with City and Park District staff and Representative to control costs and potentially value engineer certain components of this project.

Terms and Conditions

Contracts – The successful contractor shall enter into a binding contract with the City and Park District. The contractor shall prepare:

- Agreement Between Owner and Design-Builder, AIA Document A141-2014 and applicable amendments

Any reference to mandatory arbitration or mediation shall be deleted. Final contract documents must be approved to the satisfaction of the City and Park District. All contract documents shall be executed and returned to the City and Park District with fifteen (15) calendar days after receipt of Notice of Award (NOA).

Securities – The successful contractor shall furnish, within fifteen (15) calendar days after receipt of NOA, a Performance Bond and a Payment Bond, each in the amount of one hundred percent (100%) of the Contract Price.

The bonds shall be issued by a surety company licensed and authorized to conduct business in the State of Illinois. Bonds shall clearly refer to this invitation by title and shall show the City as holder.

Insurance Requirements – The selected *firm* agrees to provide Liability Insurance containing contractual Indemnification Coverage in the amount of two million dollars (\$2,000,000.00), The firm shall include the following on the Certificate of Insurance as Additional Insured:

The City of Venice, Illinois
329 Broadway
Venice, Illinois 62090

Reserved Rights – The City and Park District reserve the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the City and Park District. The City and Park District reserve the right to award the order to the most responsible contractor submitting a proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the City and Park District. The City and Park District shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Additionally, The City and Park District reserve the right to make such investigation or to request clarifications, as it deems necessary, to determine the ability of any contractor to complete the delivery of the order.

Cost of Proposal – This RFQ/P is not to be construed as a contract or as a commitment of any kind; nor does it commit the City and/or Park District to pay for any cost incurred in the submission of a response or for any cost incurred prior to the execution of a formal contract.

Submission Requirements - Submission of qualifications shall include, but not be limited to:

- a. A brief profile of the firm's history, principals, staff and facilities;
- b. A statement that neither the firm nor any of its principals or licensed staff has ever been disbarred, suspended or otherwise prohibited from professional practice;
- c. A statement on the firm's ability to provide the professional services listed above. Evidence shall be submitted in the form of project profiles and recently completed relevant project concepts and layouts of similar scope. Descriptions of previous projects must identify the firm's principal and staff who were primarily assigned to such projects along with owner representative and contact numbers;
- d. The firm shall identify the professional(s) to be primarily assigned to this project (including resume and history of projects) and note the approximate percentage of time each listed principal or key staff member will be committed for direct participation;

- e. Firms are required to identify any relevant sub-consultants they propose to engage for this project and describe previous experience of working together;
- f. Firms shall include a section in their submission that articulates their understanding of the nature of the project and site;
- g. The firm is required submit at least three (3) references on the forms provided;
- h. Firms are required to submit their Cost Proposal in a separate sealed envelope;
- i. Any special conditions that the firm intends to propose should be disclosed in their response to this RFQ/P.

Hold Harmless Statement – The following statement must be included in the accepted contract – The firm (*your name*) agrees to hold harmless, indemnify and defend the City of Venice, the Venice Park District, their officers, commissioners, employees, successors and assigns from and against any and all losses, costs, judgments, suits, liabilities, claims, demands and expenses (including reasonable attorney fees) incurred by any one or more of said indemnities and arising out of or connected with any personal injury, property damage or death resulting from the performance or malperformance.

Exhibit A - Reference Submittal Form

REFERENCES

Company Name: _____

Street Address: _____

City/State/ZIP code: _____

Primary Contact: _____

E-mail Address: _____

Phone Number: (_____) _____

Project Cost: _____

Exhibit B – Location Aerials

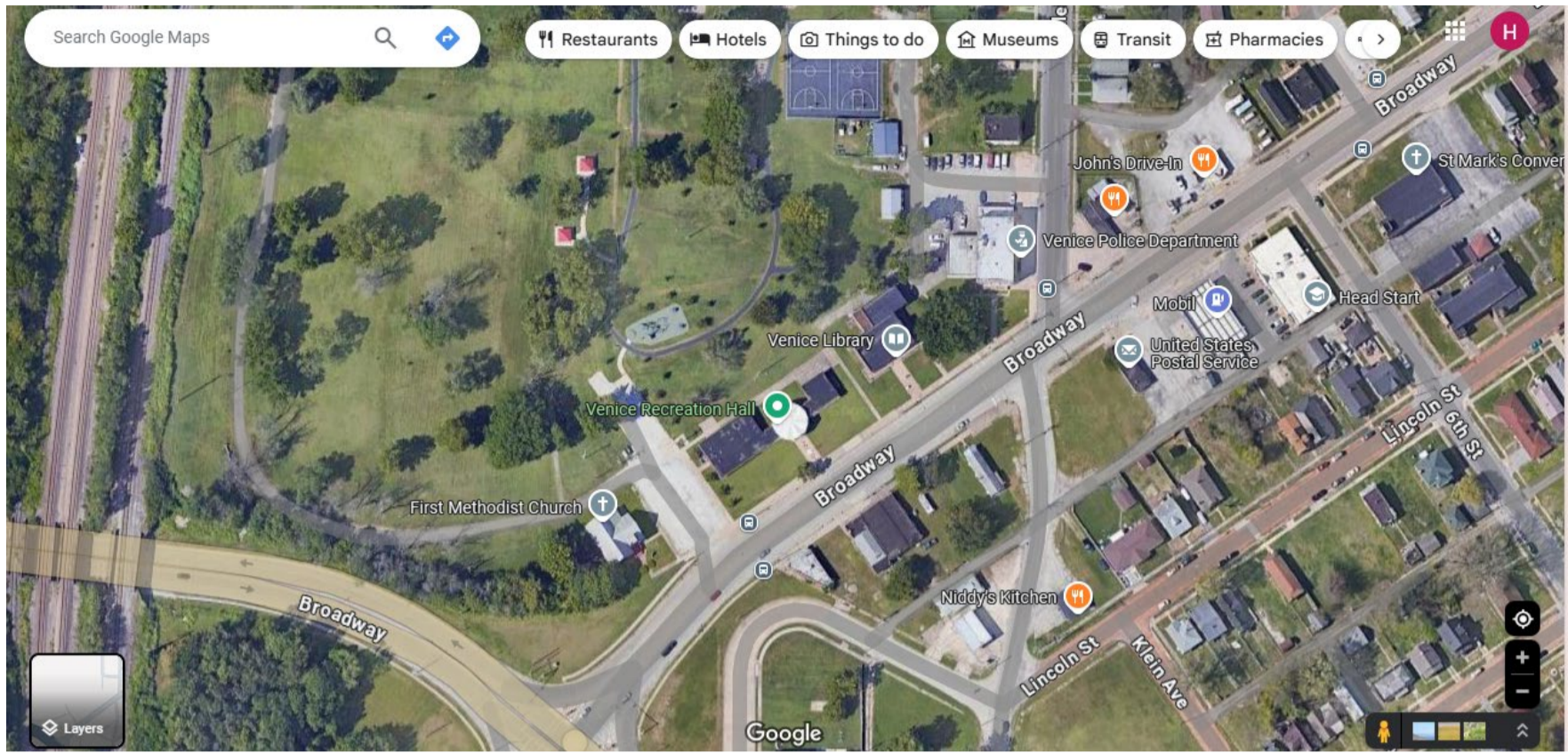


Figure 1 – Aerial View of Venice Illinois

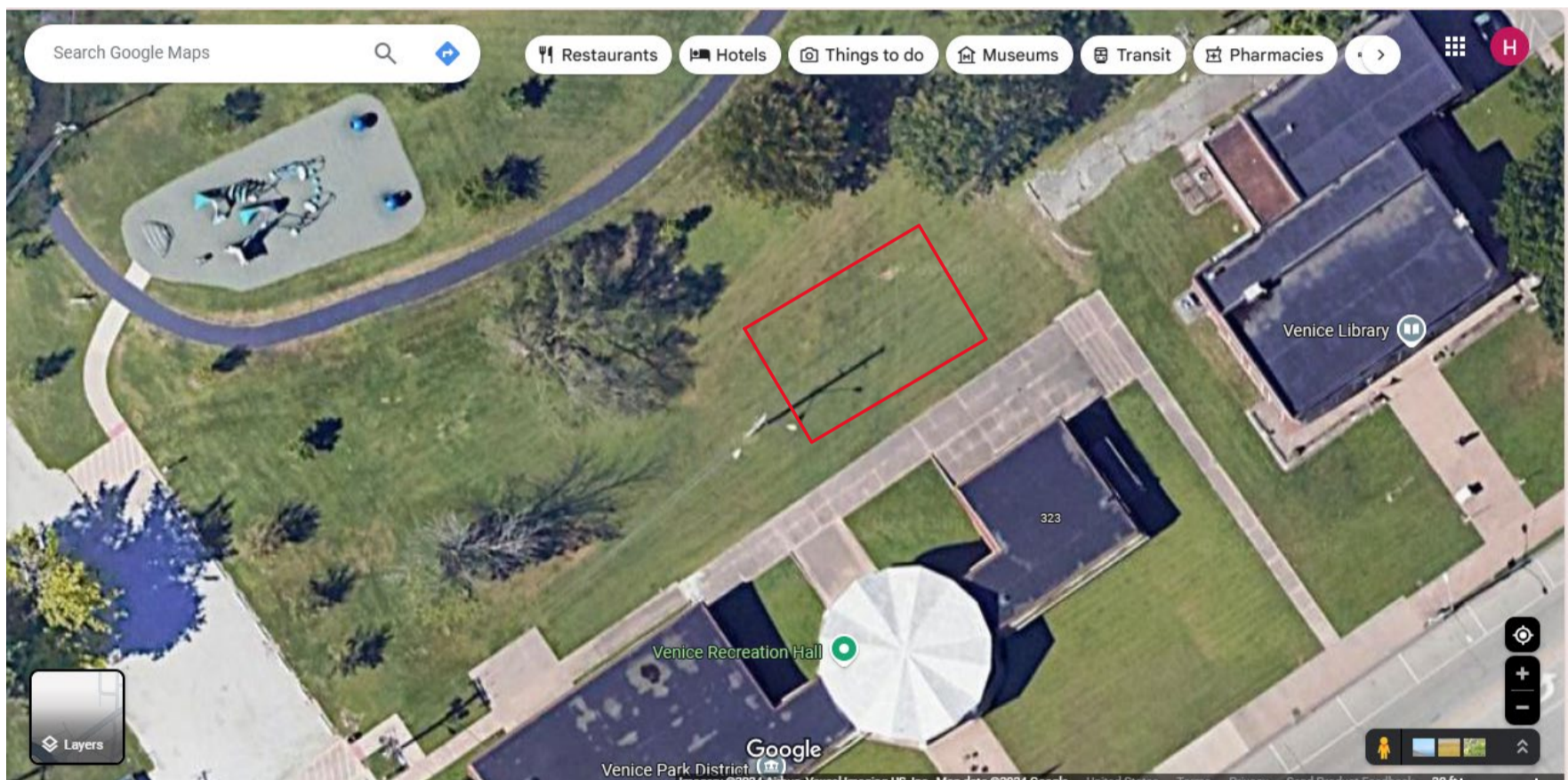


Figure 2 – Aerial View of Proposed Splash Pad Location (Rear of Venice Recreation Hall)