


Memorandum

To: Bill Hanson
Kerry Lieder

From: Dave Spooner 

Date: July 25, 2016

Re: RFP 306 Request for Architectural and Engineering Services

The District received 3 responses to our request for Architectural and Engineering Services - Phase one – District Wide Playground Fall Protection.

Facilities Management has reviewed all three proposals, and has determined all firms to be qualified. Due to similar qualifications, we recommend award to be based on the lowest not to exceed hourly fee.

Therefore, I am recommending we enter into agreement with SAS+Associates, for a not to exceed amount of \$10,500, with additional owner authorized reimbursable expenses for survey work if or where needed as per proposal.

However, I am aware that School Board or Community review and input may be required prior to any agreement or award, so am forwarding the proposals for that process with this recommendation letter.

Thank you, and please contact me with further questions.

June 29, 2016

RFP No. 306

ARCHITECTURAL & ENGINEERING SERVICES Relating to Various Playground Projects

All proposals are due by 10:00 a.m., July 8, 2016

I PROJECT DESCRIPTION

Preliminary Design Services: ISD 709 intends to remove and replace the rubber mulch (impact attenuation surfacing) currently installed at ten sites. This removal and reconstruction project will be scheduled for construction in the spring of 2017 and completed by August 31, 2017. The sites include Lakewood, Lester Park, Ordean East, Homecroft, Lowell, Myers-Wilkins, Piedmont, Lincoln Park, Laura MacArthur, and Stowe School. The successful firm or individual will be responsible for surveying, planning, designing, administration and possibly construction management relating to these sites where this type of work is required.

II PROJECT WORK SCOPE

The selected firm(s) will work with the School District's Facilities Management staff and individual school site teams and community group to do the following:

A) Phase I - On an hourly not-to-exceed fee basis: 1) Provide site plan and onsite reviews and evaluations of existing conditions, research and make recommendations pertaining to at least four types of alternative surfaces to replace the rubber mulch, at a minimum: engineered wood fiber, poured in place rubber, rubber tiles, and artificial turf. 2) Develop a preliminary scope of work that will be required for each type of surfacing material including any regarding replacement of drainage system and structures, and adjustment to play structures/equipment. Create weighting criteria for positive and negative features for each surface type being evaluated. NOTE: Work to measure or survey playgrounds is not part of this Phase I proposal. 3) Present findings to School Board and community to collect feedback on options and cost estimates. Verification of costs with a playground contractor would be appropriate. Existing conditions vary at each of the sites including depth of existing rubber, base material and drain tile. Assume some of the alternatives may require re-grading of sub-base and repositioning of drain tile and related connections.

B) Phase II - On a lump sum fee basis to be provided after completion of Phase, and after the School Board has confirmed work scope and budget, to: 1) Develop bid documents for one or up to ten (10) bid packages. 2) Coordinate appropriate and necessary site surveys and soils sampling or civil engineering services as required for the design process. 3) Prepare appropriate drawings and bid documents required to receive bids or quotes, and to facilitate

appropriate volunteer labor efforts. 4) Provide construction administrations services and or construction management services to allow for multiple contracts in completing projects.

III QUALIFICATIONS

Design professionals shall be experienced in playground design and have an understanding of both CPSC guidelines and ASTM standards for impact attenuation and accessibility. Submit at least three of your most recent examples of constructed playground designs (Photos or drawings with descriptions will suffice). Also, list any recent work as a consultant to ISD 709.

IV PROJECT COMMUNICATIONS

The primary District contact person for the Architect will be the Property and Risk Manager for the District or his/her designated representative. The Architect will also communicate with, administrators, contractors, etc. The Architect shall take minutes of all project related meetings, telephone calls, and furnish the District with a copy of minutes within three working days of such meeting.

V CONDITIONS

CONTRACTOR'S RECORDS: The books, records, documents, accounting procedures and practices of the successful firm relevant to these services are subject to examination by the District or its designated representative and the State Auditor or Legislative Auditor as deemed appropriate for three years after final payments are made and all other pending matters are closed.

HOLD HARMLESS: The successful firm(s) agrees to defend and hold the District harmless from any claims, demands, actions or causes of actions arising out of any act or omission on the part of the firm, their subcontractors, agents or employees in the performance of, or with relation to, any of the work or services provided to be performed or furnished by the firm as described in the scope of work above.

COMPLIANCE: The successful firm agrees to perform these services in compliance with all federal, state and local laws, ordinances and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the company's performance of the provisions of this agreement or the product they provide.

VI PROPOSAL CONTENTS

Two (2) copies of the Proposal are required.

The cover sheet shall contain: the Proposal date, title "2016 Proposal for Architectural and Engineering Services – Rubber Mulch Removal from Playgrounds", name, address and telephone number of the firm making the proposal, and the name of the contact person responsible for the proposal.

Identify the team who will be assigned to perform services as outlined above including any consultants. Include the education, degrees, professional registration and resumé of experience for all principle team members. Indicate the name of a person who will perform the role of lead project manager (the person who would be directly responsible for designing and organizing the major elements of the planning, design and construction administration work.

State your firm's experience in playground facilities planning, design and construction administration/management/maintenance with special emphasis on governmental and school districts projects. Include the name, address and telephone numbers of other school districts for which you have performed similar services.

Provide the signature of the person responsible for the proposal and a statement that said person has the authority to bind the company with this proposal.

VII FEE

Provide an hourly not-to-exceed fee for completion of Phase I scope of work, and provide a list of hourly rates for persons in your firm and the rates of any consultants you will consider part of your team. Hourly fees provided shall be good for a period of at least one year beginning August 15, 2016.

NOTE: The Architect will be asked to provide the District with construction cost estimates as the project design effort proceeds, and if at any point prior to bidding, the estimated cost is projected to exceed the pre-defined budget, the firm must notify the District. At the District's option, the Architect may be requested to modify the design or reduce the scope of work to achieve a design that is estimated to bid within budget. There will be no redesign fee allowed when it is required to complete the project within budget established by the Firm in completing Phase I services.

If bids exceed the approved budget by more than five (5) percent, the Architect may be requested to modify the project specification and design, and re-bid the project to bring it within budget. No additional fee will be allowed for the redesign and re-bid effort when a budget is determined and communicated prior to the Architect beginning services described in Phase II.

VIII SELECTION PROCESS

The staff of the District's Facilities Management department will review all proposals evaluating and determining the firm/individual with the best qualifications, availability to perform work on the timelines discussed, and best value as it relates to the firm's proposed fee for Phase I work scope, and the hourly fee of the primary individual who is expected to perform a majority of the work.

The terms of the agreement will utilize a modified AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect (Addendum attached). This form will establish the underlying terms of the relationship including LUMP SUM FEE and a schedule

of hourly rates. The agreement will then be supplemented with FEE terms specific to each project to be designed in PHASE II, and as those terms are successfully negotiated.

In negotiating project-specific terms, the District will consider the proposed fee as it relates to the project and the described services. If the District and the selected Architect are not able to negotiate what the District deems an appropriate fee, the District reserves the right to reassign the project and to negotiate terms of an agreement with another firm.

The District reserves the right to award work to firms not selected, including firms that did not respond to this request for proposal.

IX PROPOSAL CONSIDERATION

The District reserves the right to accept or reject any or all proposals received if such action is deemed in the best interest of the District.

X QUESTIONS

Submit written questions to:
Independent School District #709
Kerry M. Leider, Property and Risk Manager
215 North First Avenue East
Duluth, MN 55802

XI PROPOSAL DELIVERY

Submit proposals to:
Independent School District #709
RFP 306 Attn: Supervisor of Purchasing, Room 212
215 North First Avenue East
Duluth, MN 55802

All proposals are due by 10:00 a.m. **July 8, 2016** at the above address.

RFP No. 306 - Architectural & Engineering Services Relating to Various Playground Projects

LHB

Kevin Holm, Project Principal

Partnering with St. Croix Recreation

45 day turn-around

Fee: **\$16,000**

Miller Creek

Trish Crego, Design Lead

Partnering with Northland Consulting Engineers, David Bolt

Fee: **\$17,740**

SAS+ Associates

Luke Sydow, Project Manager

Fee: **\$10,500**