

**CITY OF MENTOR
NOTICE OF REQUEST FOR PROPOSALS (RFP)**

Design Project Title: New Slide Structure Design and Construction Administration Services

Park Name: Civic Center Park

Address: 8600 Civic Center Blvd., Mentor, Ohio 44060

Issue Date: March 14, 2024

Response Date: April 12, 2024 (If additional time is required to complete proposal, please contact City contact via e-mail.

PROPOSAL DUE TIME: By 12:00 PM (local time)

LOCATION: Return Proposal: 8500 Civic Center Blvd., Mentor, Ohio 44060 (Attn: City Manager's Office)

DESCRIPTION: The City of Mentor is issuing a Request for Proposal (RFP) to qualified professional consulting firms to perform services as detailed in Attachment A, Statement of Work.

INDEX: Included in this RFP are the following:

- RFP Form (this form)
 - Attachment A – Statement of Work (and attachments, if any) Attachment A.1 Proposed Site Plan
Attachment A.2 Proposed 3-slide Slide Structure
 - Attachment B – Standard Professional Services Agreement form (for information only)
- ✓ A copy of the complete RFP has been provided to qualified professional consulting

firm Proponents responding to this RFP are strongly encouraged to carefully read the entire

RFP Direct inquiries regarding this RFP to Robert Fowler, Project Representative,

of the City of Mentor, at (Phone)440-974-9570; Email: fowler@cityofmentor.com

This Proposal is Offered By: Name: _____

Address: _____

City, State: _____ Zip: _____

Phone: _____ Email: _____

INSTRUCTIONS TO PROPONENTS

1. PROPOSAL SUBMITTAL

- A. It is the responsibility of the Proponent to insure that the Proposal is received in the City Manager's Office prior to the designated date and time.
- B. Proposals must be submitted in a sealed envelope with the Project Title, Proponent's Name and full address shown on the envelope, and delivered during normal business hours (8:00 AM – 5:00 PM EST, Mon.- Fri.) to the address shown above.
- C. Proposals shall be submitted in duplicate, unless otherwise required herein.
- D. All Proposals submitted in response to this RFP shall become the property of the City of Mentor and shall be matters of public record available for review.

- 2. **PREPARATION OF PROPOSALS:** The Proposal should be prepared in the format as described in Section 3, "Proposal Format". The Proposal may otherwise be in accordance with Proponent's standard format. The Proposal must be signed by a person authorized to bind and commit the Proponent to provide such services offered to the City.

3. PROPOSAL FORMAT

Part I - Technical

- A. General Information and Project Team: State the Proponent's full name, address, and federal I.D. number and, if applicable, the branch office, subconsultants or other entities that will provide or assist in providing the service. Indicate whether Proponent operates as an individual, partnership, or corporation. If a corporation, include the state of incorporation, and indicate licensure in the State of Ohio.
- B. Understanding of Project and Tasks: Proponent must understand the Project and the professional services needed to achieve the city's goal. State understanding of the Project requirements and summarize the plan for accomplishing the Project. Indicate experience with similar projects, sites, and clients as examples.
- C. Management Summary, Work Plan, and Schedule: Describe proposed methodology for and quality of services and deliverables to be provided. Describe the proposed plan for accomplishing the Project. Describe concisely each professional task, event, and deliverable required for Project completion. Describe constructability review and quality control plan. Include a Project sequence and timeline for meeting the Project schedule.
- D. Personnel: Proponent must have sufficiently qualified staff with expertise necessary to undertake the Project. Include the full names of all personnel by classification that will be employed in the Project and resumes of key personnel. Describe lines of communication for personnel, subconsultants and City of Mentor.
- E. Budget Review: Review the proposed Project budget for adequacy for meeting the Statement of Work for the Project. If in the Proponent's opinion the proposed budget is inadequate, provide the basis for the opinion and offer suggestions for addressing the issue. Such opinion will not adversely affect review of the Proposal.

- F. References: Provide references, with contact information, of previous clients, particularly for similar projects. Provide an outline of experience with similar projects, sites, and clients.

Part II – Cost Proposal

- A. Cost Proposal: The Cost Proposal shall correspond to phases and tasks of the work plan outlined in the Technical Proposal and the RFP. The cost proposed shall be estimated using billable hourly rates and the hours expected to be necessary by staff to complete the phases of work. Include fees of sub-consultants, with applicable markups as a percentage of sub-consultant fees. The City of Mentor is exempt from federal excise and state sales taxes, and such taxes shall not be included in Proponent's costs.
- B. Reimbursable Expenses: The City of Mentor will reimburse the Professional for the actual cost of printing and reproduction of Project deliverables such as survey and/or study report and bidding documents (drawings and specifications). The City of Mentor will also reimburse for shipping or postage, soil borings, site surveys and any required laboratory testing as stipulated in the RFP. A mark-up of reimbursable expenses will be allowed; include the applicable markup as a percentage of the reimbursables.
- C. Other Costs: All other costs, such as fringe benefits, vacations, sick leave, insurance, meals, lodging, travel, computer time, and clerical/secretarial services (not Project-related), telephone services, miscellaneous travel, reproduction services for other than bidding documents, employees not providing a direct service, other indirect costs, overhead and profit, shall be included in the calculation of the Proponent's billing rates.
- D. Completeness of Proposal: The cost proposal for each phase or task of the work shall include all services required associated with that phase or task, as necessary to achieve the intent of the Project. Any contract issued by the City of Mentor pursuant to this proposal anticipates that the Professional will provide, but shall not seek compensation for, services necessary to respond to and resolve contractor claims arising wholly or in part from the Professional's design errors or omissions or other aspects of the design or for any aspect of the Professional's performance which is inconsistent with the Professional or construction contracts. No task or part thereof may include costs for such efforts.
- E. Compensation Information: Provide compensation information for the Professional, its employees, and for any subconsultants. Provide information by employee name and classification. Identify any hourly billable rate change anticipated during the of the Project.
- F. Cost of Phase or Task: Identify the estimated cost for each phase or task. The combination of all phases or tasks shall become the maximum not-to-exceed cost for all services provided under the Agreement.

4. REQUESTS FOR INFORMATION

- A. All requests for information shall be made within a reasonable time prior to the date and time fixed for receiving Proposals, in order that a response can be issued.
- B. For minor information or clarifications not requiring written addenda, the City Manager's Office may provide verbal responses.
- C. For other requests for information the City Manager's Office will issue addenda as required.

- D. Record drawings or other documents may be attached to the Statement of Work as deemed applicable to the Project. Additional record drawings or documents on file at the City of Mentor's offices are available for inspection upon request and will be made available to Proponents as deemed applicable.
 - E. Proponent is encouraged to inspect the Project site to become familiar with the existing conditions present at the site. By submitting a Proposal, the Proponent represents it is sufficiently knowledgeable of the site to achieve the intent of the Project. Proponent may contact the Project Representative to schedule a site inspection.
5. **CHANGES AND ADDENDA TO RFP DOCUMENTS:** Changes or addenda issued regarding this RFP will be issued to all proponents or firms to which the City has issued RFPs; however, it shall be Proponent's responsibility to make inquiry to the City Manager's Office as to changes or addenda issued. All such changes or addenda shall become part of the RFP and Agreement.
6. **REJECTION:** Submittal of terms, conditions or agreements which are in conflict with the RFP is grounds for deeming a Proposal non-responsive and may result in rejection.
7. **WITHDRAWAL:**
Withdrawal of Proposal: Permission will not be given to withdraw or modify any proposal after it has been deposited as provided above. Negligence on the part of a Bidder in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.
8. **RFP AN OFFER TO AGREEMENT:** The Proponent's response to the RFP will be deemed an offer to enter into Agreement with the City based upon the terms and conditions of the RFP and the Agreement.
9. **AWARD:** The successful Proponent will be notified of award of Agreement in writing by the City, and a duly completed purchase order will be issued by the City to the Professional. Services may not commence under the Agreement until the Agreement form is executed by the Professional and returned to the City of Mentor, unless otherwise stipulated in the notification of award. The City reserves the right to reject any or all Proposals and to waive any informalities and irregularities in Proposals, and to accept any proposal it deems in the best interest of the City.
10. **EQUAL OPPORTUNITY:** The City is committed to ensuring that all citizens have the opportunity for the equality of treatment in service and employment.
11. **PROPOSAL RESULTS:** Proponents wishing to receive a tabulation of proposals received may contact the City Manager's Office. A tabulation of proposals will be on file and available for review after notification of award has been issued to the successful Proponent.
12. **NOTICE TO PROCEED:** The successful Proponent shall not commence work or services under this Agreement until authorized to do so in writing by the City.
13. **DEFINITIONS**
- "Agreement" – The agreement or contract the City enters into with the Professional to provide the services as stipulated this RFP, which includes RFP Form, Statement of Work, Professional's Proposal, Professional Services Agreement, and any other documents referenced herein.
- "City" - The City of Mentor, established and operating under Title 7, of the Ohio Revised Code, acting by and through its City Manager's Office.

"Proponent" - The person or firm submitting the Proposals.

"Project" – The work or services contemplated under the Agreement.

"Professional" – The individual, partnership or corporation undertaking the Services under the terms of the Agreement and acting directly or through agents, employees or subconsultants; the successful Proponent with whom the City enters into Agreement for the providing services as stipulated in this RFP.

"Request for Proposals" or "RFP": The request or invitation to qualified professional services firms to submit proposals in accordance with this RFP form, the Statement of Work, Professional Services Agreement form, and any other document referred to or attached herein.

STATEMENT OF WORK

Project Title: New Slide Structure Design and Construction Administration Services

Park Name: CIVIC CENTER PARK

Project Description: Proposer shall Provide turn-key design services for the construction of a 3-flume 35'- 40' tall self-contained water slide structure. Design services shall include but are not limited to Aquatic, Architectural, Civil, Mechanical, Electrical and Plumbing Engineering Design, Permitting, Project Cost Estimation and Construction Services. The desired design services would be completed by fall of 2024. Components of the design may include ancillary of a new 3-slide Slide Structure (including mechanical building and systems, site work, decks, irrigation, landscape, fencing and utilities to/from existing in the vicinity) within the Civic Center Park, 8600 Civic Center Blvd., Mentor, OH, 44060.

Brand or Trade Name: Brand names, if mentioned in these specifications, are not intended to be restrictive, but rather to indicate the level of quality required by the City. In any instance where a brand name is mentioned, it is assumed that the phrase "or equal" shall follow.

Detailed Statement of Work: The proposer in consultation with Recreation Department staff shall facilitate discussions for the development and design of construction specifications and drawings. Those services shall incorporate all State and local government requirements for the successful implementation of the project. Provide Design Development and Construction Documents for 3-slide structure at Civic Center Park. During schematic design help determine structure location and orientation at proposed site location, estimation of mechanical and building space requirements to support proposed slide structure. Based on the existing catalog cut of 3-slide Body Slide Structure from Splashtacular, Consultant will recommend structure to house Mechanical Systems to Owner and Probable Opinion of Cost. If a building structure is recommended for the slide structure mechanical systems, a building mimicking the existing buildings or structures within the facility will be desired. Based on the existing catalog cut of 3-slide Body Slide Structure from Splashtacular or similar slide, Slide Structure to include structure, foundations, grounding, fabric canopy, slides and powder coating. Additional Tasks include Design Development and Final Design for Site Elements including Mechanical Building and pump pit, surge tank, piping, filtration and chemical treatment, supply and return lines, drainage lines, water disinfection, and water filtration. Utilities design includes water and electrical supply, sanitary, stand-by power unit, and end-of-season feature draining to sanitary. Sitework design includes patron control points, selective demolition, relocations, walks, fencing, landscaping and other site elements as necessary. Include an opinion of probable cost to Owner for review at phases specified. Prepare permit drawings and procure all necessary permits for installation.

During Project Bidding, Contract Negotiation, Construction Administration and Project Start-Up, answer questions during bidding and contract negotiations. Provide proper and timely addenda information, clarifications and supplemental drawings for inclusion in Owner's addenda. Assist in the interview of the pool contractors if requested by City. Review of low bidder's qualifications and assistance in making recommendation for award of contract.

During Construction phase, Consultant will coordinate review of all requested shop drawings and submittals, assist with construction coordination issues, participate in meetings with contractors, consultants, and City. The visits will be at appropriate intervals of construction. Prepare field orders and supplemental information, including bulletins and clarifications; respond to contractor requests for information (RFIs). Also, during construction phase, resolve Ohio Department of Agriculture questions and comments. Make final inspection, review the contractor prepared punch list, coordinate with sub-consultants as necessary on respective punch-list items and follow-up through completion of punch list.

During Project Start-Up phase, Consultant will review and edit operating instructions provided by the contractor, coordinate with start-up inspections as necessary, coordinate with sub-consultants during start-up requirements, continued consultation during the start-up process and follow-up on operations during the first year. Also, Consultant shall provide one (1) copy of reviewed and corrected operating instructions, as prepared by the contractor, issue field reports documenting start-up discussions and issues.

Consultant shall coordinate with sub-consultants during all phases of project.

Budget: Per the Owner's approved 2024 Budget, dated December 9, 2023, amount for the entire project including design, management services and construction is \$600,000. Components included in 2024 bid package may be revised by Owner to meet budget amount with a follow-up project bid in 2024 for remaining components.

Record Drawing shall be provided via secure link as requested by consultant.

Proposed Schedule (Example Below, Consultant to provide their schedule with Proposal)

Authorization	Week 0
Pre-Design Meeting	Week 1
Schematic/ Concept Design Complete; Submit to Owner	Week 2
Owner Approval Schematic/ Concept Design	Week 3
50% Design Complete; Opinion of Probable Cost; Submit to Owner	Week 5
Owner 50% Review Comments to Professional	Week 5
90% Design Complete; Opinion of Probable Cost; Submit to Owner	Week 7
Owner 90% Review Comments to Professional	Week 8
Drawings and Technical Specifications to Owner	Week 10

Owner Target Dates (Example Below)

25% Design Drawing Completion	TBD
Design Completion Date	June 21, 2024
Bid Available Date	July 1, 2024
Project Bid Opening Date	July 28, 2024
Construction Project Award by City Council	August 6, 2024
Project Construction Completion Date (Opening of Slide)	May 30, 2025

Consultant Requirements

- Generate Agenda for Meetings
- Send out draft Meeting agenda to the owner at least two days before the meeting with tasks and discussion points listed
- Take notes at and compile notes from Monthly Progress Meetings and distribute to Project Team (Include update chart listing design progress)
- Communicate with Owner as issues arise
- In months when no progress meeting is scheduled with the Owner, the Consultant will provide the Owner with a written report.
- Coordinate with sub-consultants as required
- Generate Basis of Design as necessary
- Design Progress Drawings
- All Drawings shall include up-to-date labeling when submitting to Owner for Review 25% Complete
- Site Plan based on conceptual Plan Approval
- 50% and 90% Progress Items

- 50% Complete
- Draft List of Drawings
- Building Preliminary Floor Plan and Site Plan as necessary for discussion
- Details Cross-Section Drawings at key tie-ins to existing features as necessary for discussion
- Consultant's Estimate of Construction Costs at 50% Design Complete to the Owner for Review.
- 90% Complete
 - a. Construction Drawings to Owner for Comment
 - b. Construction Specifications to Owner for Comment
 - c. Draft Bidding Documents and Drawings to the Owner for Review including Sub-consultant tasks.
 - d. Consultant's Estimate of Construction Costs to the Owner for Review including Sub-consultant tasks.
- Bid Administration
- Bid Documents and Drawings, Planholder's list and Request for Information during Bidding Phase
Provide resident engineering and contract administrative services
- Field construction survey services shall be included as a Special Provision in Bidding Documents and provided through the Contractor awarded the Construction Contract
- Assist in Coordination of Permitting to State and Local Agencies
- Provide schematic blue prints and As-built Drawings upon completion of the project

Items Provided by Owner

Schematic Site Location (*Provided in the Design RFP as Attachment A.1*)

Drawing Templates

Bidding Document Template

Record Drawings as available,

Survey services, as needed shall be provided by third party and coordinated through City

Testing during Construction Phase shall be provided by sub-contractor to Contractor awarded the Construction Contract

Attend training sessions conducted by the Contractor.

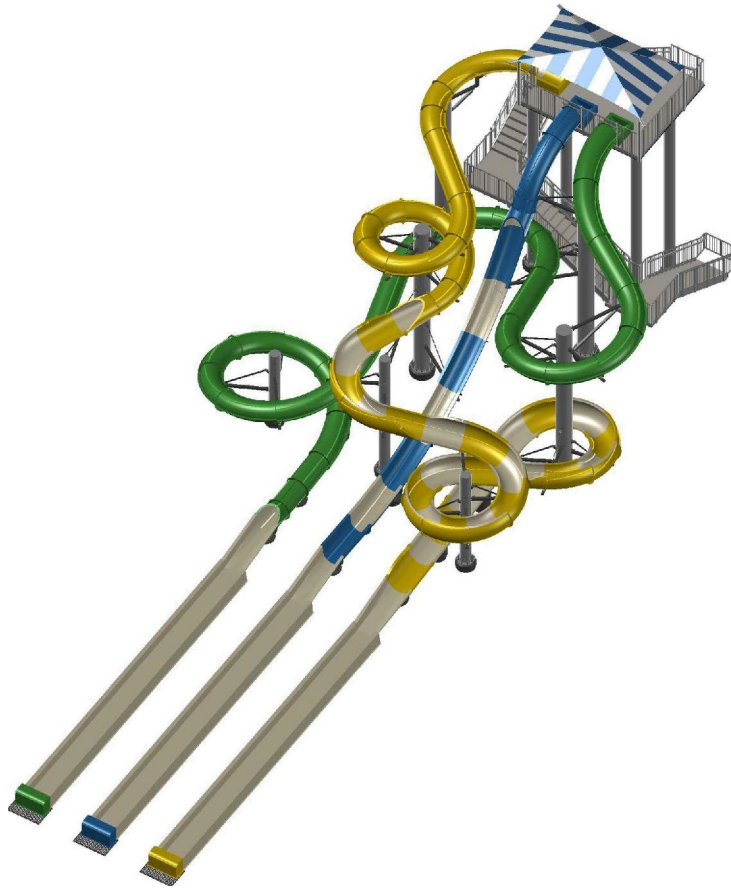
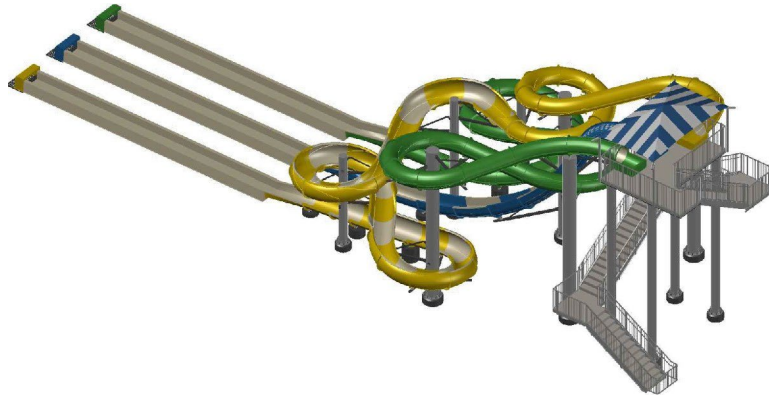
Assist in the preparation of the punch list.

Initiate and accept procedures, including insurance, keying, chemical deliveries and other facility requirements.

Pre-proposal Conference: City of Mentor is available for a pre-proposal meeting with consultant via video conference prior to submission of proposal. Please contact Robert Fowler to schedule. Also, City will provide Consultant with clarifications as-needed based on written request-for-information. Please submit request-for- information to contact e-mail provided.

INSERT PROJECT MAP HERE

INSERT SLIDE EXAMPLE HERE



CITY OF MENTOR**REQUEST FOR PROPOSAL STANDARD COST FORM**

(TO BE SUBMITTED WITH PROPOSAL PART II)

PROJECT TITLE: New Slide Structure Design and Consultation

PARK NAME: Civic Center Park

DUE DATE: April 12, 2024

PROJECT PHASE	ESTIMATED HOURS	ESTIMATED COST
Site Schematic Design, Records Research		
Design Development and Construction Documents		
50% Design Completion		
90% Design Completion		
100% Design Completion		
- In-person Meetings (Consultant)	1 Meetings	
- Tele-Conference Meetings (Consultant)	4 Meetings	
- In-person Meetings (Sub-Consultant-Architect)	1 Meetings	
- Tele-Conference Meetings (Sub-Consultant-Architect)	3 Meetings	
- Permit Preparation and Applications		
Additional Phases/Task As Proposed		
Bidding Assistance (Allowance)	16 hours	

REQUEST FOR PROPOSAL STANDARD COST FORM (Cont'd)

	ESTIMATED HOURS	ESTIMATED COST
Construction Administration - Consultant (Allowance)	160 hours	
- In-Person Meetings Allowance (Consultant)	4 Meetings	
- In-Person Meetings (Sub-Consultant-Architect)	4 Meetings	
Additional Phases/Task As Proposed		
Project Start-up (Allowance)	10 hours	

Include estimated hours for all work performed
except provided by subconsultant as lump sum

Proposal Cost (Not to Exceed)