

anthem[®]

Community Council, Inc.



REQUEST FOR PROPOSAL AND QUALIFICATIONS FOR DESIGN AND CONSTRUCTION SERVICES

January 17, 2018

ANTHEM PICKLEBALL COURTS PROJECT

41130 N. Freedom Way, Anthem, Arizona
Contact: Dawn Dworak, ddworak@anthemcouncil.com
Response due by 5:00 p.m. on February 7, 2018

REQUEST FOR PROPOSAL AND QUALIFICATIONS

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REQUEST FOR PROPOSAL AND QUALIFICATIONS

ANTHEM PICKLEBALL COURTS PROJECT DESIGN AND CONSTRUCTION SERVICES

The Anthem Community Council Inc. is seeking a qualified Architectural and General Contracting Team to submit a proposal and qualifications for design and construction services for the new Anthem Pickleball Courts project to be located at 41130 N. Freedom Way, Anthem, AZ 85086 (aerial photo of site attached).

SECTION I – BACKGROUND AND PROJECT DESCRIPTION

The Anthem Community Council, Inc. (ACC) is a 501(c)4 organization that owns and maintains community amenities and provides services to Anthem residents through an elected board of directors and professional staff. Anthem has a population of 27,000+ residents.

After an extensive public input process in 2016/17, the ACC Board of Directors approved four new capital projects to be completed by 2020, including ten pickleball courts.

The selected design/build team for the pickleball project will not be starting from scratch. A suitable project site has been selected on land owned by the ACC, located south of the existing Anthem Community Center and adjacent to the Anthem Elementary School playground, within unincorporated Maricopa County. Also, the ACC staff developed a preliminary project cost estimate of \$600,000 (as a guideline) using the attached concept sketch (Exhibit B) and in consultation with area contractors and suppliers.

It is the ACC's intent to select a design/build team that can complete this project within the desired time schedule and within the preliminary project cost estimate or as approved by the Board of Directors. The ACC staff seeks a collaborative relationship with the design/build team that will allow for efficient decision making regarding design and procurement options to control costs while delivering an outstanding pickleball complex. The basic project scope includes:

- 10 post tension concrete pickleball courts (including play surface, striping, posts and nets). The minimum court dimensions should meet the USAPA preferred standards for new construction including total court space of 64' x 34' with overruns of 10' at the end and 7' at the sides of each court.
- LED lighting for each court that maximizes court coverage while minimizing the number of light posts required.
- 8ft. coated chain link fencing with windscreen on the outside perimeter.
- 4ft. coated chain link fencing between side by side courts.
- Individual entry gates to each numbered court.
- Concrete walkway with broom finish to provide access to each court and a minimum 10' wide perimeter walkway that ties into the existing sidewalk and allows space for limited spectator seating (e.g., backless benches or two step aluminum bleachers).

This project will also include discretionary project scope elements to enhance player convenience, aesthetics and security that will be identified in consultation with the design/build team in advance of the Board approving the final project design and budget. These discretionary scope features include but are not limited to:

- An exterior concrete seating area with shade features. This is shown on the concept sketch as a ramada but we are open to alternative ways to provide seating and shade that may be more flexible, attractive and cost effective.
- Signage and a lighted mounted display board for posting rules, court schedules, tournament information, etc.
- Trash receptacles.

- Spectator benches (backless) or two step aluminum bleachers.
- A post mounted security camera with pan, tilt and zoom capabilities.
- Landscaping including trees, shrubs and decomposed granite groundcover, as needed to meet County requirements and to provide sound buffering along the school boundary (south side).

Pursuant to discussions with the design/build team, the ACC is open to assuming responsibility for completing some of these discretionary scope features, such as ordering and installing furnishings (benches/bleachers, display board, trash containers, security camera, etc.) and self-performing landscaping improvements through our landscape services contractor to control project costs and simplify the scope for the design/build team.

Parking: Upon the ACC's initial inquiry to Maricopa County, it was confirmed that the existing parking lot for the Anthem Community Center can accommodate this new amenity, therefore, no parking adjustments are required.

Electrical: Existing panel LPB has space for new circuits to power 277 volt court lighting. This existing electrical panel is located approximately 300 feet to the north in the Community Center pool pump building. Landscaping and sidewalk repairs would be needed after running this power. Call Dawn Dworak to arrange a site visit and field verification of electrical services at 623-742-4550.

ACC Project Team: The ACC COO and Management Analyst will act as the primary ACC project team and take responsibility for interfacing and communicating with other ACC staff, the ACC Board, the Anthem Pickleball Association and the general public on an as needed basis.

Pending design/build team selection, final design completion and ACC approval, County plan review approval and permit issuance, project construction could begin as early as July/August 2018 with anticipated completion during the 4th quarter of 2018. This schedule will require a collaborative effort between the ACC, architect and general contractor to make design, cost and scheduling decisions in a proactive manner. Proper coordination with ACC staff should facilitate project timeliness, help avoid delays, cost overruns, and ensure that all parties are heading in the same direction throughout the project.

SECTION II - SCOPE OF WORK

The design and general contracting team shall:

DESIGN/BIDDING/CONSTRUCTION:

- Provide architectural costs with timeline to complete an initial site plan for ACC approval. Include two meetings with ACC staff to complete this process.
- Provide architectural and engineering costs with timeline to produce a complete set of plans for county submittal and plan review, permitting and construction. Architect to include necessary meeting time with ACC staff to complete this work.
- Collaborate with the ACC staff to finalize the design, project budget, project approach and associated timeline. The design/build team will attend the ACC Board meeting to assist in presenting the final design and project budget for Board approval.
- Report to the ACC staff throughout all construction phases of this project including attending progress meetings to review critical issues and budget status, discuss and maintain the project schedule, coordinate any facility closures and provide minutes of these meetings.
- Produce monthly status reports and other documents and reports as required.
- Provide an insurance certificate including all insurance as outlined in Exhibit C of this RFP/Q package.
- Review the Staging & Logistics Plan included as Exhibit D representing project location and contractor staging area (temporary fenced area for material storage, dumpster, toilet location, etc.).

PROJECT CLOSE OUT

- a. Manage project close-out, including assisting in the final inspections, preparing a project punch list including the ACC's concerns and correct all the items indicated on the list prior to final acceptance.
- b. Provide all documentation required of the general contractor per the construction contract in a method acceptable to the ACC.
- c. Verify that all correspondence, shop drawings, submittals, directives, RFI's, record drawings, warranties and close-out paperwork are delivered to the ACC.
- d. Provide complete set of As-built drawings to the ACC.
- e. Verify that unused construction and "attic stock" materials are delivered to the owner.

SECTION III – SUBMITTAL AND EVALUATION CRITERIA

The design and construction team selection will be based on overall qualifications, experience, proposal pricing and project timeline. Firms are required to submit the following information for review and consideration:

A. Proposal must include the following information:

1. Breakout of Architectural and Engineering Fees for plan services including any additional administration fees.
2. Timeline for plan services.
3. Line Item cost proposal for the items listed under the basic project scope section and as shown on concept sketch (Exhibit B) with comments as needed.
4. Preliminary line item cost estimate for the items listed under the discretionary project scope section with comments as needed.

B. Design & Construction Team experience and qualifications.

1. Provide the following general information:
 - a. List the Arizona professional and contractor licenses held by the firm and the key personnel that will be assigned to this project.
 - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
 - c. If selected as a finalist for this project, you will be required to provide a statement from an A- or better surety company describing the Company's bonding capacity.
2. Identify at least three comparable projects in which each firm has served as the design and/or construction firm. Ideally at least one of the projects should be a previous collaborative effort between the specific design and construction team on a similar project.

For each project identified, provide the following:

- a. Description of the project
- b. Concept rendering
- c. Project's original contracted construction cost and final construction cost
- d. Construction dates
- e. Project owner

- f. Reference information (two current names with telephone numbers and/or email address per project)

C. Experience of key personnel to be assigned to this project.

1. For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. Also advise as to other projects they will be working on concurrently with this project, if any, and time allocation.
 - a. Description of project
 - b. Role of the person
 - c. Project's original contracted construction cost and final construction cost
 - d. Construction dates
 - e. Project owner
 - f. Reference information (two current names with telephone numbers per project)

D. Understanding of the project and approach to performing the required services.

1. Outline the major issues your team has identified on this project and how you intend to address those issues including procurement of any long-lead materials/products and cost considerations.
2. Describe your firm's project management approach and team organization during construction. Describe systems used for planning, scheduling, estimating, and managing construction. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.

E. Overall evaluation of the firm and its perceived ability to provide the required services.

This is to be determined by the selection panel members. No submittal response is required.

SECTION IV - SUBMITTAL REQUIREMENTS

Design and Construction Teams interested in this project should reply with an electronic Statement of Qualifications and Construction Proposal including Architectural and Engineering Fee breakout. Submittal should not be more than ten (10) pages plus a one-page cover letter. Resume information is to be included in the 10 pages. Maximum document size is 10MB. Submittals shall be in Adobe PDF format and sent by **5:00 p.m. on February 7, 2018** to:

Ms. Dawn Dworak, Management Analyst
ddworak@anthemcouncil.com
Anthem Community Council, Inc.
3701 West Anthem Way, Suite 201
Anthem, Arizona 85086

SECTION V - SELECTION PROCESS AND SCHEDULE

At the conclusion of the selection process, the ACC will recommend the selected design and construction team to the Board of Directors for authorization to proceed. Once this authorization is received, the ACC will enter into contract negotiations with the firm and move forward with review of contract terms and execution. If the ACC is unsuccessful in negotiating a contract with the best-qualified team, the ACC may then negotiate with the second most qualified team and so on down the line until a contract is executed.

The following tentative schedule has been prepared for this project.

RFQ Response Deadline:	February 7, 2018
ACC Evaluation/Interviews:	Thru February 21, 2018
Board Meeting to Approve Design/Build Team	February 28, 2018

Finalize Contract:	Thru March 14, 2018
Finalize Design & Project Budget:	Thru April 18, 2018
Board Meeting to Approve Design & Budget	April 25, 2018
Complete Set of Construction Documents:	Thru June 1, 2018
County Submittal & Plan Review:	Thru July 31, 2018
Permit & Construction Start:	July/August 2018
Project Completion:	December 2018

SECTION VI – GENERAL INFORMATION

Instructions. The ACC shall not be held responsible for any oral instructions. Any changes to these RFP/Q instructions will be issued in the form of an addendum, which will be furnished to all interested parties.

Owner Rights. The ACC reserves the right to reject any or all RFP/Q responses, to waive any informality or irregularity in any responses received, and to be the sole judge of the merits of the respective parties and evaluation criteria received.

Payment for Submittal. The ACC does not commit to pay any costs for the preparation, presentation, or return of the submittal.

Available Documents. All documents are listed as exhibits to this RFP/Q.

Release of Project Information. The ACC shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the ACC.

Contact with Owner Employees. All firms interested in this project (including the firm’s employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, ACC employees, and ACC Consultants. This policy is intended to create a level playing field for all potential firms, assure that contract decisions protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Questions. Questions pertaining to the design and construction services selection process or contract issues should be directed to Ms. Dawn Dworak/Management Analyst of the Anthem Community Council, Inc. at (623) 742-4550 or at ddworak@anthemcouncil.com.

Exhibit A

Submittal Signature Page

The undersigned hereby offers and agrees to undertake the Anthem Pickleball Courts Project, in compliance with all the terms and conditions, instructions, specifications, and any addendums or amendments contained in this Request for Qualifications document and subsequent contract terms.

The bidder also certifies it is in compliance with all legal requirements pertaining to their business operations and as included in this document.

By submitting a response, the design and construction team certifies that it is aware of the Insurance requirements (Exhibit C) and will provide the required certificates of insurance if selected for this contract. Respondent also agrees to accept the Indemnification requirements (Exhibit C). The selected design and construction services team will also be required to provide a federal W-9 form.

Registrar of Contracting License Number(s) _____

Other License data, if applicable _____

Company Name

Signature of Authorized Person

Address

Printed Name

City, State, Zip

Title

Telephone Number

Email Address

The Officer hereby acknowledges receipt of and agrees this submittal is based on the following Addenda, if applicable.

Addendum # _____ Dated: _____

Addendum # _____ Dated: _____

Proposal must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

Exhibit B
Conceptual Sketch



FACILITY STUDIES
ANTHEM, ARIZONA

PICKLEBALL COURT AT COMMUNITY CENTER CONCEPT
1" = 20'-0"

MARCH 28TH, 2017

epg 4141 NORTH 32ND STREET
SUITE 102
PHOENIX, ARIZONA 85018
PHONE: 602-966-4370
FAX: 602-966-4374
CONTACT: MICHEL PARK, P.L.A.

Exhibit C

Contractor's Insurance Requirements for the Anthem Pickleball Courts Project

1. Insurance companies should have an A.M. Best Company financial strength rating of at least A- / V.
2. Contractor shall name and include the Anthem Community Council (ACC) as ADDITIONAL INSURED on the following required policies and provide the ACC with copies of the certificates of insurance.

Employers Liability / Workers Compensation

\$1,000,000 each per accident / per disease / per employee disease

Business Auto Liability

\$1,000,000

Commercial General Liability

\$1,000,000 per occurrence

\$2,000,000 aggregate

Umbrella / Excess Liability (over auto, employers and general liability)

\$5,000,000

Indemnification Requirements

To the fullest extent permitted by law, the selected Contractor shall indemnify and defend the Anthem Community Council, Inc., and all of its respective directors, officers, members, employees, agents and volunteers from any and all damages arising out of Contractor's work, including attorney fees, damages for bodily injury, sickness, disease, or death, and tangible property damage other than the work itself.

Exhibit D

Staging & Logistics Plan

