

NORTH LOGAN CITY



Request for Proposal

October 14, 2017

Design of Community Center

Introduction:

North Logan City is seeking a qualified, licensed, architectural firm for the purpose of designing:

A COMMUNITY CENTER, THAT INCLUDES:

- a new City Library
- a Childrens Museum
- a Village Green Masterplan adjacent to the Community Center

The proposed site is at ~2150N 300E —the middle of the proposed North Logan City Center. The preliminary budget for the project is \$12,000,000.

The professionals selected will be responsible for all phases of programming, solicitation of public input, design, engineering, construction drawings, preparation of bidding documents, construction administration, and such other services as may be negotiated upon final selection of the team.

Background:

North Logan City has gone through several design iterations for the City Center Area over the past fifteen years. This City Center will be a vibrant center to the community that will consist of retail, professional offices, restaurants, and medium/high density residential development. In the heart of the City Center, North Logan would like to construct the Community Center building, along with an adjacent Village Green that will be the focal point for year-round indoor and outdoor community programming and events. After the discussions regarding a Community Center started several years ago, the City has experienced a large amount of support along with generous financial donations.

Proposed Project:

Based on these considerations, the intent is that the Community Center would draw individuals of all ages to a state of the art City Library, Childrens Museum, and adjacent Village Green.

- Library:
 - North Logan City has set the standard for innovation, programming, and attendance with its current library. The goal would be to continue to elevate this standard by building a state of the art library that will house collections, programming for all ages, a maker space, computer laboratories, community event/convention halls, kitchens...etc.

- Childrens Museum:
 - With the exceptionally large amount of children currently frequenting the existing library, North Logan City would like to construct a childrens museum and discovery center that would be housed in the same building as the newly proposed library. These two facilities would compliment one another and provide an area of learning. We anticipate that several local businesses would sponsor and aid in the capital costs and ongoing maintenance costs of the several learning areas of the Childrens Museum.

- Village Green:
 - To the east of the Community Center building an outdoor plaza/green space is proposed. The purpose of this amenity will be to provide a home for several community events, along with daily programming provided by the library, recreation dept, and childrens museum.

Project Description:

The following are features the City is considering incorporating into the Community Center Project. The list is not intended to be exhaustive, nor are the specifications shown for the individual features binding.

Library Necessary Features

- ~14,000 square foot library.
- Adequate space designed for children, teens, adults, and seniors, including book and audio-visual storage, computer access, study, program, small group study rooms, and lounge areas.
- Multiple meeting rooms/classrooms, with after-hour access by the public from at least one room when the library is closed.
- Project creation space for staff use (i.e., creating marketing and display materials, crafts, and other items intended for public programs offered by the library)

- Maker space similar to that included in other new libraries
- Employee work and office space
- Storage for library processing, business office, and janitorial supplies
- Truck accessible delivery/loading dock
- Small environmentally-controlled and secure area for Special Collections materials
- Flexible data service infrastructure capable of supporting current and future delivery of information resources in various and changing formats.
- Large Community Halls/Convention Rooms
- Serving Areas/Kitchenettes
- Drive-through book drop service
- Adequate parking and efficient vehicle circulation on the block

Possible Features to Be Considered

- Commercial lease space for a cafe
- Other commercial lease space
- Roof top gathering space

Childrens Museum features will be based on community input, along with sponsorship from local businesses. Features that are common to successful childrens museums focus on the following themes/areas:

- ~12,000 - ~14,000 square foot Childrens Museum.
 - Medical Themed Area
 - Music/Theatre Themed Area
 - Recreation Themed Area
 - Construction/Building Themed Area
 - Arts/Crafts Themed Area
 - Technology/Computers Themed Area
 - Grocery/Food Production Themed Area
 - Local Industry Themed Area
 - Mechanics Themed Area
 - Photography Themed Area
 - General Science Themed Area
 - Weather Themed Area
 - Space Exploration Themed Area

Village Green Necessary Features:

- Amphitheatre/Outdoor Classroom area
- Large Open grass area(s)
- Walking Paths
- Playground/Tot lot
- Picnic Areas
- Benches/Relaxation
- Parking

- Potential Splash Pad/Water Feature Areas
- Potential Ice Skating Area for Winter Use

Interested Firms (Teams) Must Submit the Following:

- Qualifications

Provide a brief description of the firm’s history, its focus, and the scope and nature of services routinely provided by the firm on projects of this type. Include relevant contact information. Collaboration between firms is acceptable.

- Project Team

Provide an organizational chart showing all major participants of the firm’s proposed project team. Include the resumes of the key team members who will be directly involved in working on the project. For each person, provide the roles and responsibilities that each person will play as well as the percentage of time the person is projected to work on the project. By listing the individuals in the proposal, the firm is committing that those personnel will be assigned to the project. The City will have the right to approve any changes.

- Relevant Experience

Include a table detailing similar municipal library, children museum, and municipal park projects, and including the date, name of project, owner, location, description, and if applicable, the general contractor, original bid price, final contract price, square footage, cost per square foot, and contact person, sample photographs and other supporting documents. Provide contact information for owner/managers of the projects.

- Project Schedule

Include a timetable indicating milestones for each critical phase of the project. The first deliverable will be a preliminary façade rendering suitable for promoting the project to the public and to potential donors.

- Solicitation of Community Input

Describe the firm’s proposed approach for gathering input from citizens to guide the project design. Describe examples of past work in this area.

- Fee Schedule

Provide a fee schedule as a percentage fee for the design, bid, and construction portions of the projects. The fee schedule must be broken down into project phases. If additional fees apply, the total cost of any items, such as deliverables not covered, should be detailed.

The City reserves the right to suspend the work on the project at any time. If this occurs, the payment to the firm will be based on the proportion of the work completed at the time of suspension.

Submissions, including all supporting documents, are limited to twenty-five (25) single-sided pages, including cover pages, dividers, table, and photos, with a minimum font size of ten.

Procedure for Selecting the Design Team:

All applications will be reviewed by a steering committee consisting of the North Logan City Mayor and one City Council member, two members of the Library Board, the City Administrator, and two citizens at large.

Following the review, the steering committee will determine a shortlist of the most qualified firms for an interview to be held Thursday, November 9, 2017. Based on submission of materials and the interview, a final agreement will be negotiated using the City's standard contract. Subject to successful contract negotiation(s), the contract will be signed and work will commence on or about November 20, 2017.

Selection Criteria:

Selection will be based upon experience, qualifications, demonstrated understanding of the project(s), and ability to perform the tasks and meet the required deadline(s). The fee may influence the decision if the proposed fee is outside of the norms for this type of project. The City reserves the right to reject any or all offers, and to select the firm that it believes best meets the stated qualifications and who will best serve the interests of residents of North Logan City.

Proposals will be evaluated and ranked by the steering committee. Evaluation criteria are as follows:

Firm's Qualifications

1. The firm's demonstrated ability to perform the required services.
2. The firm's understanding of the proposed project as evidenced by the information provided in the proposal submitted.

Project Team

1. The professional experience, qualifications, and educational background of the individuals assigned to this project in working together and conducting

- work of comparable size and complexity.
2. Demonstrated capability to deal effectively with the City and with the public.

Relevant Experience

1. The firm's background and related experience with similar projects.
2. The firm's experience with community outreach to determine citizen preferences.

Proposed Approach

1. The overall approach the firm proposes for the project
2. The overall approach the firm proposes to determine citizen preferences.

Project Schedule

The schedule submitted by the firm for key tasks required for the project.

Proposed Fee

The cost the firm proposes for the services required under this solicitation.

Where and How to Submit Responses:

Interested parties must respond to this Request for Proposals by submitting eight (8) copies of the information requested (plus an electronic copy on a flash drive) to Alan Luce, City Administrator, 2076 North 1200 East, North Logan, Utah 84341.

Deadline:

To be considered, applications must be received by Friday, November 3, 2017 at 5:00 P.M., Mountain Daylight Time.

Questions and Clarifications:

All inquiries regarding this Request for Proposal should be directed to Alan Luce by email at alan@northlogancity.org no later than 5:00 P.M., Mountain Daylight Time, Thursday November 2, 2017. No other persons on the steering committee or in city government should be contacted.

Insurance and Bond Requirements:

See Appendix B

APPENDIX A:

1. Site Plan (Community Center footprint—approximately 14,000 square feet)



APPENDIX B: North Logan City Insurance and Bond Requirements

The Contracting party shall procure and maintain for the duration of the contract insurance and bonds against claims or liability which arises out of or in connection with the performance of the work hereunder by the Contracting party, his agents, representatives, employees or subcontractors. The cost of such insurance and bonds shall be included in the Contracting party's bid or proposal.

A. MINIMUM LIMITS OF INSURANCE

Contracting party shall maintain limits not less than:

1. **GENERAL LIABILITY:** \$1,000,000 combined single limit per occurrence, personal injury and property damage, \$2,000,000 aggregate. Broad Form Commercial General Liability is required. (ISO 1993 or better) to include Products - Comp/OP aggregate of \$2,000,000. Limits to apply to this project individually.
2. **PROFESSIONAL LIABILITY:** \$2,000,000 per occurrence.
3. **AUTOMOBILE LIABILITY:** \$1,000,000 per occurrence. "Any Auto" coverage required.
4. **WORKERS' COMPENSATION and EMPLOYERS LIABILITY:** Workers' Compensation statutory limits as required by the Workers Compensation Act of the State of Utah and Employers Liability limits at a minimum of \$100,000 per occurrence.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retention exceeding 5% of the policy limits must be declared to and approved by North Logan City. At the option of North Logan City, either (1) the insurer may be required to reduce or eliminate such deductibles or self-insured retention as respects North Logan City, its officers, officials and employees; or (2) the Contracting party may be required to procure a bond guaranteeing payment of losses and related investigations, claim distribution and defense expenses.

C. NOTICE OF INCIDENT OR ACCIDENT

Contracting party shall agree to promptly disclose to North Logan City, all incidents or occurrences of accident, injury, and/or property damage covered by the insurance policy or policies.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

General Liability and Automobile Liability Coverages

A. North Logan City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the contracting party; products and completed operations of the Contracting party; premises owned, leased, hired or borrowed by Contracting party. The coverage shall contain no special limitations on the scope of protection afforded to North Logan City, its officers, officials, employees or volunteers.

B. The Contracting party's insurance coverage shall be a primary insurance as

respects to North Logan City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by North Logan City, its officers, officials, employees or volunteers shall be in excess of the Contracting party's insurance and shall not contribute with it.

C. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to North Logan City, its officers, officials, employees or volunteers.

D. The Contracting party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

E. ACCEPTABILITY OF INSURERS

Insurance and bonds are to be placed with insurers admitted in the State of Utah with an A. M. Best rating of not less than A-: IX, and in the limits as listed in this document, unless approved by the City's Risk Manager, or his designee, **a minimum of five (5) business days prior to bid or proposal deadline.**

F. VERIFICATION OF COVERAGE

Contracting party shall furnish North Logan City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms acceptable to North Logan City before work commences. North Logan City reserves the right to require complete, certified copies of all required insurance policies, with all endorsements, at any time.

G. SUBCONTRACTORS

Contracting party shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.