

## **REQUEST FOR PROPOSALS**

### **Park site planning and Pre-engineering services for the renovation of Bob Shelden Athletic Complex City of Brookings, South Dakota**

#### **INTRODUCTION & BACKGROUND**

The City of Brookings, South Dakota is seeking proposals from qualified consultants for services related to park facility site planning and associated pre-engineering leading to the eventual renovation of the Bob Shelden Athletic Field Complex.

The project site is located at 621 Medary Avenue in Brookings is one of the primary amenities of the Dwiggin-Medary Community Park and Athletic Complex. It is also adjacent to the Brookings High School. The facility is a dual-purpose athletic field and hosts youth baseball activities under the auspices of the Brookings Department of Parks, Recreation, and Forestry. It also hosts sub-varsity football games for the Brookings School District. The facility is owned by the City of Brookings.

#### **FACILITY DESCRIPTION**

The current Bob Shelden Field Complex was originally constructed in 1968 and includes a joint use, full-sized natural grass baseball field and a full-sized football field. The entire boundary footprint of the complex is fenced. The baseball field dimensions are approximately 318 feet to left field; 355 feet to left-center field; 412 feet to right-center field; and 357 feet to right field. The field includes a lighting system installed in 1980, permanent bleachers installed in 1989, irrigation system installed in 1990, bullpen area, electronic scoreboard, concrete dugouts, roofed grandstand seating with a press box. Other buildings within the complex include a ticket both/utility building and a maintenance/garage building originally built with the facility in 1968. Finally, the concession stand/restroom building was replaced in 2011. A shared-use parking lot services the baseball field complex as well as adjacent youth baseball/softball fields of the Dwiggin-Medary Complex and the Brookings High School Track Facility. Photos are provided of existing amenities.

#### **SCOPE OF WORK FOR FACILITY PLANNING AND PRE-ENGINEERING**

The Owner envisions the following components to be evaluated and designed as part of the overall facility site plan. It is anticipated the overall layout/configuration of the field will remain as is.

##### **Planning Scope:**

1. Re-design and replacement of the grandstand building to provide at least a partially-covered seating capacity of 400-500 to include a press box and underneath storage for teams and equipment. Buildings and structures must be handicap accessible.
2. Re-design of the fencing, lighting, signage, baseline spectator seating (permanent and temporary) and dugouts.
3. Updating the exterior appearance of the ticketing/utility and the maintenance/garage buildings.
4. Re-design the parking lot for capacity of 175 – 200 vehicles with proper ingress/egress for entire Dwiggin-Medary Complex.

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5. Landscape plan
6. Infield and Outfield design options:
  - a. Natural grass for the infield, outfield and the football field.
  - b. Artificial turf for the infield, outfield, and the football field.
  - c. Artificial turf for infield with natural grass for outfield (NOTE: this option eliminates the combined use for a football field since the location of the football field overlaps these two different surfaces.)
7. School District Track Facility: (NOTE: this is a separate amenity in the Dwiggins-Medary Complex.)
  - a. Facility lighting option for the potential of lighted football games.
  - b. Relocating the long jump pit area, shot put area and any potential current fencing to enlarge the current natural turf space inside the track area.
  - c. Addition of bleacher seating to the west of the existing bleachers to allow for the centering of seating relative to the 50-yard line.

#### Pre-engineering Scope

1. Location and preliminary specifications for all utilities to the site and throughout the site to include water, sanitary sewer, natural gas, telecommunications, electricity.
2. Preliminary engineering of electrical system to existing and new buildings and field lighting.
3. Preliminary engineering of replacement field lighting and parking lot lighting
4. Preliminary engineering of the parking lot analyzing options for asphalt and concrete surface with curb and gutter.
5. Preliminary engineering of surface and underground drainage and stormwater management.
6. Preliminary engineering of irrigation system for infield, outfield and football field for areas with natural turf.
7. Preliminary engineering of the following for the school district track facility: Stadium lighting, relocation of the long jump pit and shot put areas, fencing, addition to the existing bleachers and preliminary specifications for all utilities within the track facility. (NOTE: this is a separate amenity in the Dwiggins-Medary Complex.)
8. Develop preliminary itemized estimate of probable construction costs for options and alternatives of the facility amenities.

The pre-engineering work should be of sufficient detail to ascertain the feasibility and cost estimates of the design and not to the detail so as to constitute plans and specifications suitable for construction.

The successful respondent will be expected to suggest and develop various options and alternatives of the amenities in an effort to allow the owner the ability to consider a 'mix and match' approach among the various options and alternative for a final selection.

**DELIVERABLES**

The selected firm will work under the direction of the Parks, Recreation & Forestry Director and will be responsible for consultation with City staff and possibly other stakeholders. In addition, the consultant is responsible for the following items:

1. General management of the design process.
2. Data collection and analysis.
3. Drafting and preparation of the design plan documents, conceptual drawings, graphics, projection of project timeline and probable cost budget estimate.
4. Design Plan text and graphics provided in PDF, Microsoft Word format and/or mutually agreed upon format.
5. Design plan in a digital format for utilization in presentations.

**PROPOSED PROJECT SCHEDULE**

The project deadline for deliverables will be April 16, 2018. At a minimum, monthly progress meetings shall be held and may be conducted in person or through phone/video conferencing and organized by the consultant. The selected firm is expected to present the draft and final plan to the various stakeholders.

**TENTATIVE SCHEDULE OF DATES**

Advertise for Consultant Proposals	Date: September 29, 2017
Deadline for Proposal Submission	Date: October 20, 2017
Review Proposals	Date: October 27, 2017
Interviews Completed by	Date: November 8, 2017
Estimated Notice to Proceed	Date: November 15, 2017
Project Completed	Date: April 16, 2018

**SELECTION CRITERIA**

The City will begin the evaluation process immediately after the deadline for submittal. The City reserves the right to request additional information and to reject any and all proposals. As a part of the evaluation process, respondents may be asked to present their proposal to City staff.

Proposals will be evaluated based primarily on the following criteria:

1. Overall proposal quality and responsiveness to the Request for Proposals, including but not limited to the completeness, clarity, conciseness, and overall comprehension of the scope of work.

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2. Qualifications of the respondents as evidenced by the knowledge, skills and experience of the firm's proposed team with similar projects.
3. Demonstrated proven experience with similar projects.
4. Respondent's personnel and available resources devoted to the project.
5. Ability to complete the work in the designated time period.
6. Project cost.

### **PROPOSAL CONTENT**

Proposals shall address the following items in numerical order with the total length of the submittal not to exceed 25 pages. Electronic proposals are strongly encouraged to utilize hyperlinks when referencing work samples.

1. Qualifications and Experience. Detailed information on the history, qualifications, and experience of the firm and key personnel participating on project, including identifying the project manager.
2. References. A minimum of three project references with contact information for similar projects completed or substantially completed within the last five years. Project references shall be applicable to the specific project manager and key team members proposed for this project. Project references shall include the size of the contract, community size, and final outcome. The City has permission to contact any project references.
3. Review of Preliminary Scope of Work and Schedule. Review the scope of work and provide comments concerning the firm's understanding and role in meeting the scope of work and recommendations for additional services beneficial to the development of the plan. Provide a schedule aligned with key tasks as described in the RFP, with any additions or modifications recommended in the proposal.
4. Project Approach. Provide a detailed description of the project approach proposed for this project.
5. Cost Proposal. Submit a not-to-exceed fee for professional services, plus expenses, which shall be itemized by various components of the work. Also, provide an itemized estimate of reimbursable expenses. Items labeled Planning Scope (7) and engineering Scope (7) should be itemized separately from the rest of the proposal. The cost proposal shall be submitted in a separate sealed envelope.

The City of Brookings shall not be responsible for any expense, which consultants may incur in the preparation and submitting of a proposal to include travel expenses for pre-award interviews.

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**INSTRUCTIONS TO PROPOSERS**

Proposers must submit one (1) hard copy and one (1) electronic pdf copy, preferably on a USB or similar media device, of the proposal by 1:00 p.m. CST on Friday, October 20, 2017. Proposals shall be directed to:

Dan Brettschneider, Parks, Recreation & Forestry Director  
City of Brookings  
520 3rd Street, Suite 130  
Brookings, SD 57006

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

**OWNERS CONTACT INFORMATION**

Questions about this Request for Proposal may be directed to the owner's representative:

Dan Brettschneider, Director of Parks, Recreation, and Forestry; City of Brookings  
520 Third Street, Suite 130, Brookings, SD 57006  
[dbrettschneider@cityofbrookings.org](mailto:dbrettschneider@cityofbrookings.org)  
605-692-2708

Inquiries may be made up to the deadline of submission for acceptance of proposals.

**PREPROPOSAL SITE VISIT**

Proposers are encouraged to contact the Brookings, Parks, Recreation & Forestry Department at (605) 692-2708 to schedule a site visit prior to submitting a proposal.

**ATTACHMENTS/EXHIBITS**

Aerial photo of Dwiggin-Medary Community Park and Athletic Complex.  
Aerial photo of Bob Shelden Baseball Field Complex.  
Aerial photo of High School track facility.  
Various photos of existing amenities.