

CITY OF LONGVIEW, TEXAS
NOTICE OF REQUEST FOR QUALIFICATION STATEMENTS
FOR PROVIDING DESIGN SERVICES FOR
BROUGHTON PARK AND RECREATION CENTER

The City of Longview desires to engage a qualified and experienced firm to provide professional architectural/landscaping/engineering design services for the most practical and cost effective design to renovate and expand the Broughton Park and Recreation Center. The City of Longview will use 2018 Bond Election funds to complete the project. Any qualified firm desiring to provide the specified professional services should submit a packet with the required information to the City of Longview, 933 Mobile Dr. Longview, Texas 75604, Attn: Rolin McPhee, P.E. Director of Public Works, (903) 237-1240.

Background:

The Broughton Park and Recreation Center is located at 801 Martin Luther King Blvd. The Park area is outlined on a map in Figure 1. The Park area consists of 19.3 acres and was acquired prior to 1960. The Center was built in 1978 and opened in 1979. The size is 15,151 square feet.

The Park consists of 2 pavilions, 2 basketballs courts, a playground, water spray pad, trail, restroom and softball field. The Center consists of a gym with one stage, 3 classrooms and a library.

The Park was updated in 2005 with restrooms. The Center was updated with a gym floor and restrooms in 2000 and the Louis Armstrong spray pad was installed in 2007.

Additional Park Amenities

- Picnic area
- 2 Pavilions (bbq, lighted and electrical plugs)
- Softball field (lighted)
- Hike/Bike trail – 0.25 Mile
- Play Area (lighted)
- Multi use courts (lighted)
- 2 drinking fountains



Figure 1: Broughton Park and Recreation Center Location Map

Project Scope Overview:

The goal of the project is to provide professional architectural, landscaping and engineering services to make recommendations for and the design of proposed renovations and new construction for the Broughton Park and Recreation Center. Additional services will include some conceptual design, stakeholder/public meetings, as well as responding to public questions. Once the conceptual design is approved, services will include preliminary design, final design, construction documents, bidding, award and construction administration assistance. The scope of work may consist of, but is not limited to:

Recreation Center

- Addition of a new Gym to include 2 basketball courts (~15,000 sq ft)
- Improving the façade of the Recreation Center and Park including renovating the main building front and signage to enhance the appearance. (Figure 2)
- Relocating the existing branch library to the front of the building
- Renovating the meeting room space

- Renovating the existing gym wood floor
- Expanding the parking lot (~40 spaces)

Broughton Park

- Installing connecting asphalt trail (Approx. 200 ft) and resurface existing trail.
- Resurfacing, striping and installing 2 goals and post at existing basketball court
- Updating the splash pad with new water features. Figure 3 shows existing splash pad.
- Removing and replacing the existing pavilion.
- Constructing a new pavilion with a concrete pad.
- Installing new trail (Approx. 1,700 ft).
- Overlaying the existing parking lot (Approx. 2,900 SY).
- Upgrading the softball field and lighting. Including alternative for a multiuse football field in the outfield.
- Providing conceptual renderings of the Recreation Center front entryway renovation, including entry sign and Park improvement landscaping.
- Providing a summary of options/recommendations for Park and Recreation Center including estimated design fee and construction cost.



Figure 2: Broughton Recreation Center front side view



Figure 3: Broughton Park Splash Pad

Submittal Format:

All submittals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the submittal format must address all required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components:

<u>Section</u>	<u>Topic</u>
1	Cover Letter
2	Firm Profile
3	Project Services
4	Project Team
5	Related Experience and References

Submittal Components:

- A. **Cover Letter:** Provide a one or two page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The cover letter should provide the following:

- A brief statement of the firm's understanding of the project
- The name, title, phone number, fax number, e-mail address and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the project services

- B. **Firm Profile:** Provide the following information about your firm:

- The firm's name, e-mail address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firm's background, demonstrating longevity and financial stability
- Current workload
- Demonstrate the ability of your firm to complete deadlines.

- C. **Project Services:** In this section, which is intended to be the heart of the submittal, describe the respondent's expertise with the methods necessary to perform the project services.

- D. **Project Team:** Start the section by introducing the designated project manager and each key person involved on the team. Include project experience, education and professional registration. Only submit resumes for individuals that will actually be assigned to the project. Include what percentage of time each person will spend on the project. When a firm has been selected, the City will expect those individuals to be assigned to the project.

- E. **Related Experiences and References:** For at least 3 relevant projects (Park and Recreation Facilities) within the past 10 years, include a one or two page project description that demonstrates capabilities in the project services, experience with similar cities, and/or local project experience within the past two years. List the construction cost of the project, year completed and whether it was completed on time. Include the name of the organization and the name and phone number of the person to contact for a reference.

- F. **Project Approach:** Describe the project approach to fulfill the scope of services listed within this RFQ. The following minimum should be addressed:
 - a. Describe your firm's understanding of the project
 - b. Describe how your firm will organize to perform the services
 - c. Provide procedures for coordination with consultants, quality and cost control and approach to communication with the city.
 - d. Provide a schedule for the completion of the project. Include start and end dates and milestones. Describe your resources available to complete the project.

- G. **Additional Information:** At your discretion, include additional information that supports your submittal. However, the additional information section should be used carefully; this section of the submittal should not constitute the bulk of your submission.

Evaluation of Submittals and Selection Criteria:

The City of Longview intends to select a firm that demonstrates, in the City's opinion, the highest degree of technical merit, expertise and RFQ response. With that firm, the City of Longview will negotiate the technical aspects of the scope of work, deliverables, schedule and fee.

However, if a negotiated agreement cannot be reached, the City of Longview may open negotiations with the firm that demonstrates the next highest degree of technical merit.

Response to this RFQ will be evaluated in accordance with:

- A. **Compliance with Instructions:** The submittal will be evaluated for general compliance with instruction issued in the RFQ. A noncompliance with significant instruction may be grounds for dismissal.

- B. **Quality Control:** The submittal will be evaluated on the quality-control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.

- C. **Staff Qualifications:** The submittal will be evaluated on the basis of the firm's demonstration of staff qualifications.
- D. **Experience with Similar Projects:** The submittal will be evaluated on the basis of project experience that is a similar nature and complexity for cities that are similar size and type to the City of Longview
- E. **Schedule and Availability:** The project schedule and resource availability will be evaluated in the choice of a firm, although the City of Longview understands that the actual beginning and completion dates are subject to the "notice to proceed."
- F. **Overall Approach:** Consider the firm's ability to fulfill the scope; understanding of the project; how work will be accomplished; project coordination; and resources

Questions related to the work scope should be directed to Kevin Chumbley, Facility Services Manager, City of Longview, P.O. Box 1952, Longview, TX 75606, (903) 237-1112.

Submission Instructions:

Please submit five (5) hard copies of your proposal along with an electronic submittal. Faxed transmittals will not be considered.

Label the outside of the sealed package as follows:

**SUBMITTAL OF A REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES AS REQUIRED FOR
THE RENOVATION OF BROUGHTON PARK AND
RECREATION CENTER**

Deadline: Submittals must be received at the location stated above no later than 5:00 p.m. on Tuesday March 12, 2019. Submittals received after the deadline will not be accepted.

Presentations: Any and/or all respondents may be invited to make a presentation. If so, the City of Longview will notify the respondents of the date and time of the presentation.

All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations or demonstrations, submittals may be evaluated again.

Submittal Acceptance and Rejection: The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.

Questions: If there are any technical questions related to this RFQ, please contact Kevin Chumbley P.E, Public Works Facility Services Manager, City of Longview, P.O. Box 1952, Longview, TX 75606, (903) 237-1112.