



TO: Daniel Thornberry, Johnson Early Architects

DATE: June 23, 2023

SUBJECT: Contract #035-2023 Consultant Services – Valley Park Building Renovation
Form of Proposal – Additional Services

Complete the attached *Form of Proposal – Change Order 1* for the following additional project scope for the Valley Park Building Renovation & Addition:

In addition to the requirements outlined in RFP #64-2022, the Consultant shall design a building addition up to 1500 square feet that includes multipurpose space and one unisex restroom. The Consultant shall use an economic approach to maximize the building footprint while aligning with proposed additional project funding. Two schematic design options shall be explored, and the associated cost estimates shall be provided prior to LFUCG selecting a plan to develop in the next phase of design.

- Option 1 shall explore enclosing the existing exterior canopy to utilize existing building components. This option shall include cost estimating associated with a new 1500 sf exterior shelter located within Valley Park.
- Option 2 shall be a new building addition located in a way as to maximize existing site grading and adjacencies of existing building components and utilities.

The Consultant shall modify the approved Schematic Plan for the existing building renovation as required for both options. The design of the addition in each scenario shall meet all necessary building codes and design requirements defined by RFP #64-2022, including low maintenance, vandal resistant interior and exterior finishes.

The project shall be designed as two phases. Phase 1 will include the renovation of the existing building. Funding for construction of Phase 1 has already been secured through American Rescue Plan Act funding. Phase 2 will include the new addition and is currently unfunded; however, the Design Development cost estimate will be used to attempt to secure funding for construction of Phase 2. It is yet to be determined whether both phases of construction will be advertised as one bid package.

The design consultant shall comply with the attached schedule.



ATTACHMENT A
FORM OF PROPOSAL – CHANGE ORDER 1

Design Services for the Valley Park Building Renovation & Expansion
Request for Proposal # 64-2022
Form of Proposal

Consultant: _____

Address: _____

1. General:

- a. The undersigned Consultant, having read and examined the specifications and associated documents for the above designated work, affirms agreement to complete all work in accordance with the contract documents.
- b. The selected Successful Consultant (SC) shall verify all mentioned requirements in these contract documents. The SC shall confirm in writing any discrepancies found within one week of being informed of successful proposal.
- c. The undersigned agrees that this proposal constitutes a firm offer to LFUCG which cannot be withdrawn for one hundred twenty (120) calendar days from and after the stated closing time, or until a contract is fully executed by LFUCG and a third party, whichever occurs earlier.
- d. The Consultant shall include Technical Information as required herein.

2. Submittal Requirements: Interested firms are encouraged to submit their qualifications, which will include the information below. Failure to comply with this requirement may lead in disqualification of the Consultant's proposal:

- a. Signed cover letter stating interest in the project. The cover letter should indicate the proposer's willingness to enter into an agreement with LFUCG (see Sample Contract **Attachment B**). An officer of the company who has authority to commit their firm to the proposed project must sign the letter.
- b. Additional company information to be provided shall include company history, key management members, major accomplishments, inter-company or third party alliances or partnerships, and any major pending litigation and facts of the case(s).
- c. Narrative on how customer satisfaction is tracked.
- d. Copies of written continuing education/professional training program and quality control/quality assurance program.
- e. Provide the current number of employees and employee types.
- f. Statement of general firm qualifications and capacity that should include firm location, where the work will be performed, and the firm's background and demonstrated ability to perform the required services for this project.
- g. Project Team list including sub consultants indicating key professionals that will be specifically assigned to work on each discipline and phase of the project. Identify project manager. Detailed resumes for the key professionals and project manager should be included with the proposal. Describe team members' educational background, related experience, experience in providing like services to governmental entities, and individual references within such entities. Describe how the team has worked together on similar projects in the past.
- h. Summary of firm's recent (5 year) experience in similar/representative projects including

- i. Physical project size
 - ii. Estimated and Actual Cost of the resulting construction and/or renovation work
 - iii. Identification of any involved sub-consultants and/or joint-venture partners
 - i. Conflict of Interest Statement clearly stating the proposer has no conflicts of interest in providing professional services on the project.
 - j. A narrative of design approach, preliminary design concepts, approach to project inclusive of proposed work scope, and related considerations.
 - k. Ability to meet required deadlines (See Project Schedule **Attachment C**). Demonstrate integration of this project into the firm's present workload through current and projected staff workload data.
 - l. References: names and contact information of previous clients on similar projects within the past five (5) years with a description of the type of project completed on schedule and on budget. A minimum of three references is required.
- 3. Proposal Format:** Proposals are limited to 20 single-sided pages not including the required LFUCG documents as outlined in the RFP. Proposals in excess of these requirements may not be considered. The twenty (20) page limitation includes any written, photographic or graphic material contained in the body of the statement and any appendices. The limitation does not include:
- i. The cover (although narrative on the reverse side of the front cover or front of the back cover will be counted)
 - ii. A title page
 - iii. A table of contents and/or index; or blank tab pages
- 4.** Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. LFUCG assumes no responsibility for such costs. LFUCG reserves the right to waive any formality in the submitted statements of qualifications, to reject any and all statements of qualifications or to re-advertise for additional statements of qualifications.
- 5. Work Plan:** Consultant shall provide a plan to complete the work described herein in submitted proposal within the submittal limit. Included in work plan shall be:
- a. A checklist of what specific deliverables will be provided at each design phase and/or milestone and the team member that will provide the deliverable.
 - b. A specific budget and schedule (See Project Schedule **Attachment C**) to complete services described herein.
 - c. An explanation of the communication/documentation and collaboration plan.
 - d. An explanation of the approach that will be used to assure quality and well-coordinated documents between all disciplines through the design process.
 - e. An explanation of the team Quality Control Program throughout all phases of design, and through construction administration.
- 6. Lump Sum Pricing:**
- a. All Lump Sum Pricing shall include all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction. It shall also include the labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc. disposal fees tool allowance, equipment, materials, profit and all other costs used on the job.)
 - b. Provide Firm Lump Sum Cost for providing LFUCG with services as noted in these specifications.

Design Stage (Total Services Below)

\$ _____

Schematic Design Phase:
(percentage of total services)

\$ _____
_____ %

Design Development Phase:
(percentage of total services)

\$ _____
_____ %

Construction Documents Phase:
(percentage of total services)

\$ _____
_____ %

Bid Phase:
(percentage of total services)

\$ _____
_____ %

Construction Administration Stage

\$ _____

(percentage of total services)

_____ %

Total Architectural/ Engineering Services

\$ _____

7. Payment for Additional Services: Additional Services, as permitted under Section 2 of the Contract, shall be compensated at the unit rates listed below. LFUCG reserves the right to increase or decrease frequencies of unit cost. If Additional Services are requested, the base contract may be increased or decreased on the basis of the unit rates. No price adjustments will be made unless mutually agreed to in advance through the Change Order process to the contract. All Unit Pricing Hourly Rates shall include all direct labor, any supervision required, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A., sick and vacations, etc.) disposal fees, tool allowance, equipment, materials, profit, and all other costs used on the job.

<u>Title/Skill Level</u>	<u>Hourly Rate</u>
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR

- a. Additional Services may require procurement beyond the base contract. Procurement shall comply with the specifications set forth herein. The Consultant markup over the invoiced price shall be zero percent (0%).
- b. Approved reimbursable expenses will be based on actual costs and shall be mutually agreed to in advance through the Change Order process to the contract.

Signature

Name

Title

Date

VALLEY PARK BUILDING RENOVATION & ADDITION- Revised 6.23.23

Task	Duration	Start	Finish
RFP	75 Days	10/1/2022	12/15/2022
Advertisement - Design RFP	26 Days	12/15/2022	1/10/2023
Pre-RFP Meeting	1 Days	12/20/2022	12/20/2022
RFP Opening	1 Day	1/12/2023	1/12/2023
RFP Selection Committee Review	5 Days	1/12/2023	1/17/2023
RRP Selection Committee Review Meeting	1 Day	1/17/2023	1/17/2023
LFUCG Bid Evaluation /Law & Purchasing Review/Contract	6 Days	1/17/2023	1/23/2023
Approved in Legistar Date	1 Day	1/23/2023	1/23/2023
Council WS	1 Day	1/31/2023	1/31/2023
Council 1st Reading & 2nd Reading	1 Day	2/9/2023	2/9/2023
P.O. & NTP	1 Days	2/17/2022	2/17/2022
Design Phase - ARPA \$1M Scope	64 Days	3/6/2023	5/9/2023
Schematic Design	50 Days	3/6/2023	4/25/2023
SD Document + Cost Estimate Review	1 Day	4/25/2023	4/25/2023
Owner Review & Comments	7 Days	4/25/2023	5/2/2023
Schematic Design Final Deliverables Due	7 Days	5/2/2023	5/9/2023
Approved in Legistar Date	1 Day	7/3/2023	7/3/2023
Council WS	1 Day	7/11/2023	7/11/2023
Contract Amendment - Council 1st Reading & 2nd Reading	1 Day	7/11/2023	7/11/2023
P.O. & NTP	1 Days	7/11/2023	7/18/2023
Design Phase - Expanded Scope	196 Days	7/18/2023	1/30/2024
Schematic Design	14 Days	7/18/2023	8/1/2023
SD Document + Cost Estimate Review	1 Day	8/1/2023	8/1/2023
Owner Review & Comments	7 Days	8/1/2023	8/8/2023
Schematic Design Final Deliverables Due	7 Days	8/8/2023	8/15/2023
Design Development	35 Days	8/15/2023	9/19/2023
DD Document + Cost Estimate Review	1 Day	9/19/2023	9/19/2023
Owner Review & Comments	7 Days	9/19/2023	9/26/2023
DD Markups	7 Days	9/26/2023	10/3/2023
Design Development Final Deliverables Due + 3rd Party Cost Estimate	1 Days	10/3/2023	10/3/2023
Construction Documents	105 Days	10/3/2023	1/16/2024
98% CD Document + 3rd Party Cost Estimate	1 Day	1/16/2024	1/16/2024
Owner Review & Comments	7 Days	1/16/2024	1/23/2024
CD Markups	7 Days	1/23/2024	1/30/2024
100% Construction Documents	1 Days	1/30/2024	1/30/2024
Ready to Advertise Final Deliverables	7 Days	1/30/2024	2/6/2024
Advertisement - Construction	28 Days	2/6/2024	3/5/2024
PreBid Meeting	1 Days	2/13/2024	2/13/2024
Bid Opening	1 Day	3/5/2024	3/5/2024
LFUCG Bid Evaluation /Law & Purchasing Review/Contract	7 Days	3/5/2024	3/12/2024
Approved in Legistar Date	1 Day	3/13/2024	3/13/2024
Council WS	1 Day	3/21/2024	3/21/2024
Council 1st Reading & 2nd Reading	1 Day	3/23/2024	3/23/2024
P.O. & NTP	1 Days	3/23/2024	3/30/2024
Construction Phase	365 Days	3/30/2024	3/30/2025
Substantial Completion/Punch Inspection	1 Day	3/16/2025	3/16/2025
Final Completion	1 Day	3/30/2025	3/30/2025
PROJECT COMPLETION ESTIMATE - MARCH 2025			