

# Haverford Township

## **Request for Proposals**

*Architectural & Engineering Services*

*For*

*Community Recreation/Environmental Building*

Issue Date: April 10, 2009

Proposal Due Date: April 27, 2009

## General Instructions

1. Sealed Proposals will be received until 4:00pm on April 27, 2009 at the following address:

Mr. Larry Gentile Manager- Secretary  
Haverford Township Commissioners  
2325 Darby Rd. Havertown, Pa 19083

2. No verbal, e-mail, telephone or faxed proposals will be accepted.
3. The outside of the envelope must be clearly marked "REQUEST FOR PROPOSALS FOR HAVERFORD TOWNSHIP RECREATION/ENVIRONMENTAL BUILDING". Seven (7) hard copies of the proposal and a CD must be submitted.
4. Pre-proposal meeting will be held on April 17, 2009 at 2 pm at the Township Building followed by a visit to the site.
5. All questions shall be directed to Tim Denny, Assistant Township Manager, solely by e-mail at: [tdenny@haverfordtownship.org](mailto:tdenny@haverfordtownship.org). Questions will be answered collectively (by e-mail) on April 21, 2009.
6. The Township reserves the right to reject any/or all proposals and reserve the right to waive any informalities or irregularities in the proposal or examination process. The Township reserves the right to award any proposal and/or contract in the best interest of the Township of Haverford.
7. The Township is not under any obligation to award a contract and reserve the right to terminate the request for proposal process at any time and to withdraw from negotiation with all or any of the firms who have responded.
8. The township will utilize the AIA B141 Standard Form of Architect's Services.

## **I. Invitation**

The Haverford Township Board of Commissioners invites your firm to submit a Proposal for Architectural/Engineering Design and Construction services for a Recreation/Environmental Center at the former Haverford State Hospital site.

## **II. Project Background description**

### **A. Site Background History**

In December 2002, Haverford Township purchased the hospital site, which closed in 1998, from the state for \$3.5 million. The site contains 209 acres. Deed restrictions required that a minimum of 120 acres remain as open space and a minimum of 15 acres is used for active community recreation.

The township has done a comprehensive analysis of the site and the desires of the residents in terms of uses at the site. Surveys and numerous public meetings showed that the majority sentiment was to preserve open space and create community recreation facilities. The survey also showed the majority favored financing the development through a combination of public and private funds.

In December 2006, the township finalized an agreement with a private developer to sell 40 acres of the site to be developed as high end residential units, geared towards the over 55 market. Of the remaining acres, 124 will remain as open space and 45 are dedicated to active community recreation. There is a public park road which goes through the site. The agreement required the developer to grade the active community area to be used for ball fields, and a 30,000 sq. ft. pad for an indoor recreation building. The agreement also called for the township to create trails in the open space and build some type of environmental nature facility.

In 2007 the township acquired a grant from the National Fish and Wildlife Foundation to do an ecological inventory of the streams, fauna, wildlife and habitat in the 124 acres of open space. This inventory was completed by the Natural Lands Trust in December 2008. That study will help in determining the trail system and future environmental education programs which will be held both indoors and outdoors at the site.

In 2007, the Board of Commissioners authorized township officials to hire a planning consultant team. The purpose was to determine the estimated construction and operating costs of a facility that included the identified active recreation needs and benefits recommended by the Park Board and the Parks and Recreation Department. The consultant's report was presented at public meetings in 2007 and again in 2008. The report included options related to an aquatics center. That work is a guideline and may be used for subsequent design work but is not required. The environmental nature component was not included in that analysis.

In May 2007, the Board of Commissioners approved the final land development plans for the site, which included a traffic impact study. Based on the consultant's work it is anticipated the

building will be between 35-40,000 square feet at a cost of \$6-8million without a natatorium. If a natatorium is added, the estimate is 55-60,000 square feet at a cost of \$10-12 million. The estimated cost includes design, construction, furnishing and the outdoor amenities.

In 2006 and 2007, the Park Board organized bus trips for residents and elected officials to visit several area community recreation facilities including Plymouth, Ephrata, Bethlehem and West Deptford Townships. The purpose of the visits was to learn from those communities about the benefits, design and operation of their facility; and to understand the difference between a community - owned facility and a high school athletic facility, a YMCA or a private facility.

## **B. Facilities**

The need for an indoor facility has existed for a number of years. The township does not own any significant indoor space and must rely primarily on the school district for gym time, classroom space and auditoriums to offer indoor athletics, art, dance and fitness classes and community programs. The township offers a wide range of multi -generational recreation activities and programs throughout the year. Some of the activities are tax supported and some are fee based. The fee based programs are self- sufficient and the revenue generated from the fee based programs has grown continuously for 25 years. In 2008 the revenue was over \$600,000.

The outdoor components at the site will be an integral part of how the indoor facility will be used. A splash park and a dog park are planned in proximity to the facility. In addition to the ball fields, walking paths, and picnic areas, there will be a system of trails through the open space and a scout camping area. Plans are being developed to use the outdoor and indoor areas for environmental education activities related to the habitat and ecology of the site. The ideal facility would allow for rooms and meeting spaces which can be adjusted for multi – purpose uses and numbers of people.

The pro-forma developed by the consultant shows a combination of program fees, rental fees, daily entrance fees, and seasonal fees to help off-set operating costs. There will be some areas of the building restricted to specific user groups and some areas open to the general public and those using the outdoor facilities.

## **C. Other**

Haverford Township is a mature suburb, encompassing 10 sq. miles; with almost 50,000 residents. We have a mix of residential units ranging in price from \$125,000 to well over \$1,000,000. One third of our population is between the ages of 40-60.

The township wants to make the facility energy efficient and environmentally responsible and will be especially interested in sustainable design strategies for this project. The designer will be asked to use LEED guidelines as a way to evaluate strategies. The project will likely seek a LEED certification of silver or better. The selected designers will be required to help in preparing necessary applications for the certification. If pursued the LEED certification will be broken down into design and construction. The township will pay the certification application fees.

The township expects to acquire some grant monies to assist in funding the facility. The chosen firm will be required to insure the proper documentation is kept and to assist in completing the paperwork to meet the terms of those grants.

A review of the site's storm water calculations should be completed to determine storm water control. Infiltration and water quality must be designed and constructed in accordance with Haverford Township ordinances and all other state and federal requirements. Electric and sanitary are available at the site behind the west curb. Potable water is via the 12 inch main on the park road. Natural gas, cable TV and phone are north of the site at the circle where the park road meets Valley Ridge Rd.

The project is subject to all the normal public bid procedures. The owner does not anticipate using an operations manager.

### **III. Scope of services**

#### **A. Basic services:**

The design team will provide architectural design, structural, mechanical, (HVAC) plumbing, site/ civil engineering, landscaping, and electrical and fire detection and protection engineering design services for schematic design, design development and construction document services for a Community Recreation/Environmental facility which will incorporate the components listed below. Cost estimates will be required at the end of each phase. Exterior and interior color renderings will be required.

The design will be required to solicit proposals and coordinate other professional services needed to complete the project – all required Geotechnical evaluations, Percolation Tests, Third party Testing & Inspections etc. on behalf of the township.

- 1) The design team will develop a RFP for a Construction Manager for the project.
- 2) The Tele/data and Audio/Visual will be part of the electrical engineer's fee.
- 3) Provide furniture, fixtures and equipment Selection/Specification.
- 4) Document and prepare any necessary paperwork related to grants acquired for the project.

#### **B. Additional Services:**

- 1) The design team will also assist in preparing application for LEED certification if requested. Cost estimates will be required at the end of each phase.

## **IV. Project Program**

### **A. Main components**

1. A double gymnasium to be used primarily for basketball, volleyball and indoor soccer; also could be used for flea markets, community events or indoor shows.
2. An elevated indoor walking track used primarily by those over age 50.
3. Environmental/Nature Area to be used for environmental education and nature activities.

### **B. Other components**

- Senior activity room
- Teen activity room
- Arts and Crafts room
- Fitness/ Wellness area
- Aerobics/dance room
  
- Conference room/s
- Kitchen/concession area
- Lobby and reception area

### **C. Support areas**

- Administrative offices
- Locker rooms
- Bathrooms
- Storage rooms
- Mechanical room
- Maintenance storage
- Required parking

**(Add – alternate)** - A multi- use community pool to be used primarily for Sr. aerobics, youth (13 and under) competitive swimming, adult lap swim, swimming lessons, young families, and rental parties.

## **V. Submission Requirements**

### **A. Submission**

Firms/Design Teams to be considered for providing the scope of services described herein shall submit a brief and concise proposal in the following format:

1. Description of the firm/design team's size, history, qualifications and achievements.
2. A narrative of the firm's understanding of the project scope, its location, context, technical, budget and schedule issues. Inclinations of an approach to addressing problems and a proposed delivery methodology are strongly encouraged.
3. A complete list of names and the roles of proposed key professionals (including sub-consultants as appropriate) who would carry out work under this contract, including resumes and relevant experience, with an organizational chart showing team structure.
4. Description of relevant recently completed, projects by the proposing firm (including sub-consultants as appropriate) include project location, scope, construction cost, year completed cline.

### **B. Experience**

1. Provide contact information and if you wish letters of recommendations for at least two (2) relevant projects that you or members of the Project Team participated in that followed LEED guidelines or sought LEED certifications.
2. Provide a listing of municipal or recreational projects for which you are currently providing architectural services or have in the past 5 years.
3. Indicate whether in-house personnel or consultants will be employed in each of the required disciplines.
4. Provide a statement of unique qualifications your firm possesses which would be of benefit to the Township for the project.

### **C. Methodology**

1. Specifically address how your firm will work with the Construction Manager to assure the construction budget is adequate for the Township.
2. How will your firm work with the Administration and Board of Commissioners in determining the overall schedule?
3. How will your firm keep the project team and the Township informed

4. How will your firm maintain adherence to project schedule?
5. Briefly describe how your firm will keep abreast of continuing development and trends in recreational/environmental facility design.

**D. Fee Structure**

Basic services:

Because the aquatics component is a significant add-alternate which may be included at a later date, proposed fees for the design services may be in the form of a fixed lump sum for the project or a percentage of construction cost. For purposes of this proposal percentages should be based on contractor costs at estimate of construction documents. The fee proposal is broken down into three categories: Design Phase (both phases), Construction Phase and LEED Certification. Cost should be based on the following: A recreation/environmental facility between 35-40,000 square feet with the amenities described with a construction cost of \$6,000,000.

1) Provide a lump sum fee not to exceed \_\_\_\_\_

**Or**

2) Provide a fee% based on percentage of construction cost \_\_\_\_\_

Design Phase – Services

Provide a lump sum fee or percentage for basic services identified above for \_\_\_\_\_.

Design Phase – Reimbursable Services/Rate Schedule

We anticipate reimbursable services identified above will cost approximately \_\_\_\_\_.

Construction Phase – Services

Provide a lump sum fee or percentage for basic services identified above for \_\_\_\_\_.

Construction Phase – Reimbursable Services/Rate Schedule

We anticipate reimbursable services identified above will cost approximately \_\_\_\_\_.

LEED Certification – Design Phase Services

Provide a lump sum for basic services identified above for \_\_\_\_\_.

LEED Certification – Construction Management Phase Services

Provide a lump sum fee for basic services identified above for \_\_\_\_\_.

LEED Certification – Reimbursable Services/Rate Schedule

We anticipate reimbursable services identified above will cost approximately \_\_\_\_\_

1. For this proposal your fee should be based on the understanding that all reimbursable services/expenses are to be invoiced to the Township at cost. The Township requires zero mark up on all reimbursable expenses.
2. Include with your proposal a copy of the Project Team's Hourly Rate Schedule and mark ups if any, for additional services.
3. Include with your proposal the cost of reproductions, plots, renderings, models and mock ups.
4. Standard Hourly Rate Schedule – Please provide fully burdened hours rates for:
  - Principal
  - Senior Project Manager
  - Project Architect
  - Draftsman
  - Clerical

## **VI. Project Schedule**

Submitting firms should include a detailed project schedule.

## **VII. Project Budget**

Firms should provide a project budget, in addition to the construction budget, to the degree possible. This would include, but may not be limited to; Architect- Engineering Services, Furniture-Fixtures-Equipment, Insurance, Permits& Fees, Project Contingency, Site Amenities, Construction Manager Fee, Printing bid Documents etc.

## **VIII. Evaluation/Selection Process**

### **Selection Schedule**

RFP Available	April 10
RFP due	April 27
Shortlist selected	May 4
Interviews	May 5 - 7
Firm selected	May 11

The Township will review all submitted qualification proposals and conduct an evaluation considering, but not limited to, the factors identified below:

1. Capability to perform required services and qualifications of key personnel.
2. Extent of experience and past performance in similar projects.
3. Project understanding, design approach to methodology.
4. Ability to be responsive to the Township's needs.
5. Proposed schedule and approach to perform required services in a timely manner.
6. Fees for Services
7. Experience of the firm and project team in "green" design and LEED certification.

The Township will evaluate the submitted information and rank the architects accordingly. Based on this review the Township will create a short list of applicants.

The Township will invite the short listed firm(s) for an interview to allow each firm the opportunity to support or clarify their qualifications. These interviews are likely to be approximately one hour in duration and will be attended by township staff and elected officials. From this process the Township will choose a firm to submit a proposal.

Although the township plans to select the design firm through a quality based selection process not solely based on fee, the selected firm's proposed fee will be examined. If agreement upon a fee for services from the firm of first choice cannot be reached, the Owner may choose to engage an alternate firm.

The township will utilize the Standard Form of Agreement Between Owner and Architect with Standard Form of Architect's and Construction Services.