



REQUEST FOR QUALIFICATIONS

FY2023-065

OUTDOOR AQUATIC COMPLEX DESIGN AND ENGINEERING

DATE ISSUED: JANUARY 9, 2023

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1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

1.1 Public Notice

The City of Oak Ridge is soliciting qualifications for professional engineering and design services to redevelop the City's Outdoor Aquatic Complex. Such services shall generally include the planning, design, construction document development, bidding services, and construction administration services. Submittals in response to this Request for Qualifications ("RFQ") will be used to evaluate and rate consultants for the project based on the consultant's expertise and past performance.

Information related to this solicitation will be posted to the City's website, including any addenda. For questions related to this RFQ, please contact Lyn Majeski, Purchasing Manager, via e-mail at lmajeski@oakridgetn.gov.

1.2 Project Overview

The selected consultant should be prepared to provide the following services:

- Gather existing site condition information, including, but not limited to:
 - ◇ Zoning;
 - ◇ Utilities;
 - ◇ Conduct a field topographic survey;
 - ◇ Conduct a geotechnical survey;
 - ◇ Existing infrastructure (main pool, kiddie pool, buildings, parking, pedestrian access, pumps, filters, etc.);
 - ◇ Existing spring water source;
- Prepare drawings that identify and locate existing utilities and their impact on the project.
- Evaluate the historical significance of the pool to the community and develop potential themes associated with the design.
- Prepare three (3) Outdoor Aquatic Complex concept design options, with estimated construction costs, for review by the public and the Project Evaluation Committee. Design options will be based on the input of the City staff and community feedback, including the results of a community survey conducted by the City for the project.
- Attend two (2) to three (3) public meetings to present, discuss, and assist the City in narrowing design concept options to one final design for further development.
- Prepare stamped engineering and construction documents for the selected final design, incorporating all design elements and complying with all applicable standards and codes.
- Prepare detailed cost estimates of the final design for review by the City.

- Prepare all necessary applications to secure required permits and approvals for the project, including Storm Water Pollution Prevention Plans and any other permits required.
- Assist in the construction bidding process to include participation in the pre-bid conference, answering questions, assistance with accepting and evaluating bids, and recommendation for award.
- Construction Administration to include conducting the pre-construction conference, review of project progress, review and approval of shop drawings and submittals, certification of contractor request for payment, preparation of pre-final and final punch lists, and project close-out.
- Construction Engineering Inspection (CEI) services to monitor the project and complete all necessary inspections and documentation.

1.3 RFQ Schedule and Submission

The anticipated project schedule is as follows. This schedule is subject to change if necessary. All known respondents will be notified of any changes, and the City will also advertise such changes on its website.

RFQ Release	January 9, 2023
Deadline for Questions	January 24, 2023, by 5:00 PM EST
Submissions Due	February 16, 2023, by 2:00 PM EST
Interviews	Week of February 27, 2023
Contract Negotiations	Week of March 6, 2023
Award by City Council	April 10, 2023
Notice to Proceed	April 21, 2023

Submissions shall be enclosed in a sealed envelope or package addressed to the City of Oak Ridge. The name and address of the firm, the Request for Qualifications: Outdoor Aquatic Complex Design and Engineering, shall be placed on the outside of the package. All items required for a responsive submission shall be included. It is the sole responsibility of the firm to ensure that the package is received no later than the established due date and time at the proper location. Submissions received after the due date and time will not be considered. Submissions by e-mail, facsimile, or other electronic means other than those specified herein will not be accepted.

In-Person or Overnight Delivery:

City of Oak Ridge, Tennessee
 Attn: Lyn Majeski, Finance
 Department
 100 Woodbury Lane
 Oak Ridge, Tennessee 37830

Regular Mail:

City of Oak Ridge, Tennessee
 Attn: Lyn Majeski, Finance
 Department
 P.O. Box 1
 Oak Ridge, Tennessee 37831-0001

1.4 Evaluation Criteria and Process

A Consultant Evaluation Committee will review and analyze each firms' qualifications. The Committee will make an initial short-list selection of respondents deemed fully qualified and best suited based on the factors listed in this RFQ. Interviews may be conducted with short-list respondents. After the interviews are complete, the Evaluation Committee will make its selection. The City requires that the respondent's Project Manager attend any oral interviews. Contract negotiations will be initiated with the top-ranked respondent, and if unsuccessful in arriving at a mutually acceptable contract, negotiations will occur with the next highest-ranked respondent until a mutually acceptable contract is prepared.

- Consultant Evaluation Criteria: The evaluation criteria shall, at a minimum, include the following:
 - ◇ Qualifications, relevant expertise, and availability of the firm's personnel to perform the service.
 - ◇ Professional licensure.
 - ◇ Work experience in the required disciplines (Aquatic Facility Design & Engineering).
 - ◇ Any specialized expertise/experience.
 - ◇ Past performance on similar projects.
 - ◇ Technical approach (project understanding, innovative concepts, or alternatives, etc.).

1.5 Submission Format and Content

Interested firms must submit one (1) bound original submission and one (1) USB drive containing a digital copy of the complete submission package in PDF format. Interested firms shall submit the following information for consideration:

- A letter of interest and a demonstration of the firm's understanding of the scope of the work.
- Provide an organizational chart of all key team members who will be assigned to this project. Provide resumes of personnel to be assigned, including names, office locations, education, certification, registration, and years of experience. Identify specifically the names of the Principal in Charge and Project Manager. Should the firm choose to subcontract a portion of the work, the above information should be included for the subcontractor(s).
- Profile of the firm's facilities and equipment.
- At least five (5) client references with the contact name and telephone numbers where similar services were provided and work completed (Aquatic Facility design/engineering/ construction).
- A list of comparable projects that includes work accomplished, cost estimates, and final construction costs.
- Provide a time frame and approach for the completion of the design work.

- Provide a statement of insurance that provides sufficient coverage.
- Provide a statement that no officers or employees of the City of Oak Ridge, Tennessee, are members of, or have a financial interest in, the firm or business.

2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

2.1 Communications

All communication concerning this RFQ shall be addressed to the Purchasing Manager identified in this RFQ. Except for communications with the Purchasing Manager for this RFQ, prospective firms and their staffs are prohibited from communicating with elected City officials, City staff, and any selection committee member regarding this RFQ or submittals from the time the RFQ was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the firm's submission for consideration.

2.2 Duties and Obligations of Firms in the RFQ Process

Interested firms are expected to fully inform themselves of all conditions, requirements, and specifications of this RFQ before completing their submission. Firms must perform their own evaluation and due diligence verification of all information and data provided by the City and their own evaluation and due diligence of any consultants the firm proposes to engage to provide any professional services described herein. The City makes no representations or warranties regarding any information or data provided by the City. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency, or error in this RFQ. Failure to notify the City accordingly will constitute a waiver of the claim of ambiguity, inconsistency, or error.

2.3 Addenda

To clarify or modify any part of this RFQ, addenda may be issued and posted on the City's official website. Any requests for information or clarification shall be submitted in writing to Lyn Majeski at lmajeski@oakridgetn.gov by the deadline for questions, January 24, 2023 at 5:00 PM.

2.4 No Collusion, Bribery, Lobbying, or Conflict of Interest

By responding to this RFQ, the firm shall be deemed to have represented and warranted that the submission is not made in connection with any competing firm submitting a separate response to this RFQ and is in all respects fair and without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or sub-consultants, nor any employees of any of the foregoing have bribed, lobbied, or attempted to bribe or lobby an officer or employee of the City in connection with this RFQ.

2.5 Public Records

Upon receipt by the City, each submission becomes the property of the City and is considered a public record. Submissions will be reviewed by the City's evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public.

2.6 Cost of Preparation

The City shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a response to this RFQ agree that the materials and submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims

whatsoever for reimbursement from the City for the costs and expenses associated with preparing and submitting a response. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

2.7 Advertising

In submitting an RFQ, the proposer agrees not to use the results therefrom as part of any commercial advertising without the prior written approval of the City.

2.8 Vendor Registration with the City of Oak Ridge

The selected firm and its sub-consultants must be registered in the City's Vendor Registration System to receive payment for services and/or supplies provided under any City contract.

2.9 Financial Capacity; Insurance Requirements

The selected firm must have the financial capacity to undertake the work and assume associated liability. The selected firm will be required to provide certificates of insurance and copies of their insurance policies evidencing coverage for professional liability in the minimum amount of \$1,000,000; automobile liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; and workers' compensation insurance as required by Tennessee statutes.

2.10 Ownership of Work Product

The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents, and other work products prepared by, for, or under the direction of the selected firm according to any contract under this RFQ, including work product prepared by sub-consultants (collectively, the "Intellectual Property"), including, without limitation, the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose, or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

2.11 City Rights and Reservations

The City expects to select one or more firms, but reserves the right to request substitutions of any key team member, including staff and sub-consultants. The City reserves the right to contact any firm/team for any additional information, including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as a contract nor indicate a commitment of any kind. The City reserves the sole right to award a contract or contracts to the most qualified firm(s) based on the best overall submission package that is most advantageous to the City. The City also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City's best interest.

2.12 Contract

The contents of this RFQ and all provisions of the successful submission deemed responsive by the City may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City's perspective due to the RFQ process and submission(s) received. The final negotiated contract may include the scope of work as outlined in this RFQ, along with the successful firm's submittal and any additions or deletions made at the discretion of the City as a result of the RFQ process.