



CITY OF LAWRENCE REQUEST FOR PROPOSAL (RFP)

RFP Number: R1202

Purpose of RFP: The City of Lawrence is seeking proposals from qualified architectural firms for a new Lawrence Activity/Wellness Center (estimated 5 gym facility with associated wellness components). Estimated total project cost \$15M.

RFP Description: Architectural services to include facility conceptual planning, site selection, and construction estimates of for proposed concepts. Estimated price and terms for services should be provided listing breakdown of scope of services.

Department: Lawrence Parks and Recreation

Contacts: Ernie Shaw/ Mark Hecker
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(785) 832-3454
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Site Visit Requirements: To be determined by firm

Copy Requirements: Submit five (5) copies of proposal and one electronic copy in PDF format.

Due Date & Time: Friday, January 6, 2012 5:00 PM.

Deliver Proposals To:

City Of Lawrence, Kansas
Parks and Recreation Department
947 New Hampshire Suite 200 B
Lawrence, Ks. 66044

Project Background:

On October 25, 2011, the City Commission reviewed conceptual plans for a new recreation and wellness facility. At the November 8, 2011 City Commission meeting public comment was solicited and received substantial public support. The Commission directed that staff proceed with further development of this project, including seeking partners for the new facility and moving forward in a process to select firms to assist in architectural design and fundraising.

The proposed facility is anticipated to include a minimum of five gyms, a track, and wellness facility, with an estimated total cost of approximately \$15 million.

Scope of Services

1. Review and refine the goals and objectives with City Commission, City Staff and other appropriate parties to ensure understanding of type of facility to be built.
2. Analyze site alternatives and recommend preferred site.
3. Conduct necessary soil testing to be used in site analysis and selection.
4. Prepare preliminary site plans and facility conceptual plans.
5. Prepare construction estimates for City Commission, City Staff and public review – include cost estimates, identify operation and maintenance needs and evaluate budgetary implications.

Architects Role

1. Work cooperatively with City Commission, City Staff, and the general public to gather input for the project. (Minimum of 2 public meetings).
2. Analyze potential sites as requested to evaluate the appropriateness of locations based on facility size, geographic location, access, infrastructure, community need, etc.
3. Advise the City of similar projects in the area for review.
4. Prepare a minimum of two preliminary design schematics for the facility and site selected. Designs will include facility floor plans, parking, landscaping, lighting and utility locations. Each design must include budget estimates.
5. Provide architectural renderings of the proposed building showing interior and exterior views. These will be used for public presentations and meetings.
6. Prepare estimated operating and maintenance budget costs for each design.
7. Provide support services for possible fund raising efforts for phases of the facility (the City is in the process of soliciting professional firms to assist in coordinating fund raising efforts).

Firm Qualifications

The selected architectural/engineering firm is expected to have experience in large recreation/fieldhouse facility design and development. Management and facilitation of similar projects of this scope will be evaluated.

Proposals should include

1. Name, address, email, fax and telephone numbers

2. Name(s) of principal(s) of firm assigned to this project along with resume(s) of experience
3. Names and information of other key personnel to be involved in the project team
4. Discussion of firm's approach to planning and consensus building with elected officials, city staff, foundations and public.
5. A list of similar work experiences with the past 5 years along with a client list we can contact for references.
6. What makes you the best fit for us? Why should we select your over another firm?
7. Provide information on experience you have working with government agencies

Submittal of proposal for services should be delivered to Parks and Recreation Department, 947 New Hampshire St., Suite 200B, Lawrence KS. 66044, by 5 p.m. Friday, January 6, 2012. Question should be referred to Ernie Shaw, Department Director (785) 832-3453 or Mark Hecker, Department Asst. Director (785) 832-3454.