

REQUEST FOR QUALIFICATIONS

Issued: October 24, 2017

Prepared By: Board of Park and Recreation Commissioners of Morgantown
City of Morgantown

Morgantown Ice Arena
White Park
1001 Mississippi Street
Morgantown, WV 26505

Pre-Proposal Site Visit
November 14, 2017
11:00AM
Morgantown Ice Arena

Proposals Due
November 30, 2017
1:00PM
BOPARC Administrative Office
Marilla Park
799 East Brockway Ave.
Morgantown, WV 26501

Questions and Contact Information
Melissa Burch, Executive Director, BOPARC
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A. Introduction

The Board of Park and Recreation Commissioners is seeking Statements of Qualifications from architectural and engineering consulting firms for the design and administration of upgrades, improvements and renovations to the Morgantown Ice Arena, a City of Morgantown owned and BOPARC operated community recreational facility.

The existing facility is a 30,000 Square-Foot facility with one NHL ice sheet and spectator capacity of 400. The facility was previously an outdoor ice rink, converted to an indoor facility and serves as a 7.5 month ice arena and 4.5 month indoor sport court.

Funding for the project is recreational levy based, anticipated at \$2,500,000 (funding fluctuation based on tax received). Anticipated project schedule is dependent upon design model and season of use for facility. Desire is to phase project and complete most disruptive construction during non-ice season(s).

B. Scope of Services

The scope of anticipated services includes, but may not be limited to:

- Investigation of the useful life remaining in the current ice rink slab, roof and existing overall structure
- Proposed improvements to the facility including renovation and/or upgrades to the facility (initial Capital Improvement Plan and Comparative Analysis studies have been completed and are available for review).
- Expansion/Rebuilding of locker rooms, restrooms
- Potential for increased spectator space
- Evaluation of and improvements to concession and retail space
- Evaluation of and improvements to administrative space, mechanical and storage space
- Evaluation of and improvements to mechanical, electrical, plumbing systems, chiller system
- Existing landscaping as it relates to external building maintenance and expansion
- ADA compliance/accessibility
- Consideration of sustainable features as appropriate with regard to water and energy efficiency, sustainable materials and environmental quality

C. Anticipated Project Schedule

BOPARC anticipates entering into a professional services contract by January, 2018. The completion date for the study will be determined during the professional services negotiation but the submitted qualifications should include a proposed timeline for project completion, phases of work and order of priority in terms of the scope of services.

D. Proposal Submission Requirements

Please submit an RFQ package that includes the following:

1. Detailed Project Scope for each service area.
2. Explain how consultant will approach the analysis and tasks necessary to accomplish the services.
3. Provide information for not-to-exceed schedule for the work and a list of deliverables.
4. Firm profile and contact information.
5. List Project Manager and his/her qualifications.
6. List all sub-Consultants with project role and their qualifications.

7. Describe two (2) to four (4) previously completed projects, include client references. Must show experience with municipally owned recreation facilities, experience involving ice arenas is a plus. A list of relevant scope of work requirements would include:
 - a. Experience with athletic facility rehabilitation
 - b. Understanding of athletic support operations
 - c. Experience with space analysis and programming
 - d. Conceptual estimating experience
8. Project Approach – Describe technical approach in sufficient detail to show an understanding of the type of work involved and disciplines necessary to accomplish project.
9. Describe sustainable features as appropriate with regard to water and energy efficiency, sustainable materials and environmental quality.

E. Evaluation and Selection Criteria

BOPARC will review proposals for, and select a consultant based on, the elements listed below. A contract will be negotiated and awarded based on assessment of these factors:

1. Completeness of the qualifications submission, to include all information requested in the submission requirements. The information must be complete and clear.
2. BOPARC will evaluate the consultant's understanding of the project and the approach utilized to complete the project.
3. It is important that the consultant have similar relevant experience, particularly working with a municipally owned recreational facility. Working with a municipal ice arena is a plus. BOPARC will examine previous projects documented in the proposal and will contact references.
4. Qualifications and experience of the consultant firm:
 - a. Primary and sub-consultant firms
 - b. Project Manager and technical staff
 - c. Previous Collaboration/Performance
 - d. Certifications
 - e. Similar project experience
 - f. Budget and schedule management
 - g. Knowledge of capital improvement process
5. A minimum of two (2) firms will be selected to be interviewed.

BOPARC is an Equal Opportunity Employer and prohibits, in accordance with the law, discrimination on the base of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. BOPARC intends to interview one or more firms submitting the best qualifications to meet the needs of the project and the requirements of this RFQ, as deemed to be in the best interests of the project. Acceptance of any qualifications will be subject to execution of a contract between BOPARC and the entity submitting the proposal. BOPARC reserves the right to reject any and all Statements of Qualifications in its discretion. BOPARC reserves the right to negotiate with alternate firms if it is unable to reach an agreement with the initial selection.

Any successful firm shall be responsible for obtaining any and all permits required to conduct business in the City of Morgantown and shall provide proof of insurance with coverage acceptable to BOPARC.

Attachments: Ice Arena Preliminary Capital Improvement Plan

Ice Arena Utilization and Financial Analysis

