

## REQUEST FOR QUALIFICATIONS

Date: August 16, 2022

Project Name: Seward Wellness Center Project

Owner: The City of Seward, Nebraska

Submittal: Statement of Qualifications

Time and Date Due: 3:00 PM, CST September 16, 2022

### SUMMARY

The City of Seward (City) is seeking a qualified architecture and design engineering firm (Provider) to undertake the design of a proposed Seward Wellness Center (SWC), located approximately near the northwest corner of Waverly Road and Karol Kay Boulevard, Seward, NE. The main elements of the proposed facility include:

- Six (6) Lane Pool/Natorium – approximately 9,500 sq feet
- Gymnasium with two (2) full basketball courts – approximately 17,000 sq feet
- Men's/Women's/Family Locker Rooms – approximately 3,000 sq feet
- Weight Room – approximately 1,350 sq feet
- 3 Lane Minimum Walking/Running Track
- Office/Administrative Space – approximately 1,250 sq feet
- Cardio Workout Area – approximately 2,800 sq feet
- Three (3) Multipurpose Rooms - approximately 3,900 sq feet
- Studio Space – approximately 2,500 sq feet
- Weight Area - approximately 4,000 sq feet
- Parking Area (To City Zoning Standards)
- Circulation
- Mechanical/Custodial
- Public Bathrooms
- Lobby/Entry

Total Estimated building Area: approximately 61,000 sq feet

All designs shall comply with all applicable codes and ordinances. The services shall be performed in accordance with generally accepted professional standards, and all advice and consultation provided shall be within the architect's authority and capacity as a professional. Compliance with all applicable codes, laws, ordinances, and regulations is required.

The Statement of Qualifications (SOQ) is the first step in a multiple-step process to select the design firm with whom the City will negotiate a contract to manage, design and assist with bidding a project to create the SWC.

The selection process may include some or all the following:

1. Statement of Qualifications;
2. Short List of Providers;
3. Interview;
4. Negotiation with the selected firm to develop a signed contract.

Selection will be based upon qualifications demonstrated in the Statement of Qualifications and interview(s).

The City reserves the right to modify or truncate the selection process and begin negotiation with a single entity at any point in the steps listed above.

City is an equal opportunity employer and requires all contracts and consultants to comply with all applicable Federal and State laws and regulations.

### **OBJECTIVE**

The City seeks to identify a qualified architectural design and engineering firm who shall provide the necessary services to successfully deliver the Seward Wellness Center Project from conceptual development, through design, and resulting in a successful public bidding process that awards a qualified Contractor the contract to construct the SWC.

### **QUALIFICATIONS**

To be selected, the Provider shall be evaluated for the following:

1. Depth and breadth of experience in municipal and indoor athletic facilities.
2. Approach and understanding.
3. Capacity to accomplish the work.
4. Professional qualifications.
5. Project management and administration.
6. Quality of proposal.

This contract will include preliminary design and final design of the project. If additional field investigations are required, the Provider will be responsible for identifying the additional investigations required to support the project design.

### **BACKGROUND**

The City of Seward in partnership with Seward Changing the Game, Inc., are looking to build an approximately 61,000 square foot wellness facility to be located in the northeast corner of Seward. The final location to be directly north of the Seward Middle School on the northside of Waverly Road. The current location is a greenfield site utilized for agriculture. All City utilities are located adjacent to the site. The City will be utilizing a combination of City Sales Tax Dollars, Federal/State/Private Grant Funds, and Private Donations to fund the project.

The general needs and nature of use of the proposed facility has been identified in numerous public and private projects leading up to this RFQ process. The selected Provider will only need to finalize specific design needs and elements generally outlined in the summary above.

### **PROJECT BUDGET**

The project budget is anticipated to be \$18 million.

### **SOQ REQUIREMENTS**

The intention is for the SOQ to be less prescribed with a broader view of a firm's experience than a detailed proposal, allowing each Provider flexibility to best highlight their respective qualifications. Below are minimum requirements.

1. Letter of Intent. Include the name, telephone number(s), mailing address and e-mail address of the Provider's designated contact person.
2. Table of contents.

3. A statement of qualifications and experience describing why the Provider is qualified to provide the services required for the completion of this project.
4. A list of similar work performed by the firm within the last 12 years. Include project cost, project description, project manager, project team.
5. Project descriptions of key projects from the list. Include initial project cost, final project cost, project description, estimated completion date, final completion date and any other standard information. Photos, schematics, or other graphics are helpful. Please limit descriptions to two pages each. Please also list all relevant projects currently in progress.
6. Project organization chart. Any teaming arrangements and/or subcontractors should be clearly identified in this chart. Where a single individual may not yet be identified, multiple individuals may be listed.
7. Résumés for key personnel explaining their proposed roles in the project, their relevant experience, and their workplace location. Please limit résumés to a maximum four pages per person for senior personnel with substantial résumés, and fewer pages for others. Please limit résumés to relevant work, only.
8. Provide proof of professional liability insurance in the amount of \$1,000,000.
9. Certificate of Authorization. Since the work performed in the execution of the Scope of Services includes the performance of professional architecture or engineering work by the Provider, the Provider shall provide to the City, and maintain in good standing, a current Certificate of Authorization from the State of Nebraska as required by Neb. Rev. Stat. section 81-3436.

For ease in review of multiple SOQs, submit the hard copy SOQ in a three-ring binder with tab dividers, and the electronic copy as a bookmarked PDF stored on a USB flash drive.

An abbreviated project understanding and approach section is permissible.

Additional sections are permissible, if they help define the Providers qualifications and improve the readability and flow of the document.

#### **OTHER INFORMATION**

The City will maintain confidentiality of the contents of the SOQs and Proposals, not disseminating the contents of work from one team to another.

## SCHEDULE

Step	Item	Anticipated Date
0.	Advertisement	August 17, 2022
1.	Statement of Qualifications	September 16, 2022
2.	Short List of Providers	September 19, 2021
3.	Interview(s)	September 26 and 27, 2022
4.	Negotiation with the selected firm to develop a contract	September 28 – October 3, 2022
5.	Recommendation to City Council for approval	October 4, 2022
6.	Notice to Proceed	October 5, 2022
7.	Final Design Complete	Approximately March 1, 2023
8.	Substantial Completion	June 1, 2025

## REFERENCE

The proposed preliminary improvements described herein are derived from a Preliminary Layout and Budget dated March 2022, prepared for Active People Healthy Seward and Seward Changing the Game, Inc., by BVH Architecture. Electronic copy available upon request.

## SELECTION COMMITTEE

The selection committee includes the following City officials:

1. Greg Butcher, City Administrator (ex-officio);
2. (3) Members selected by the City of Seward;
3. (2) Members selected by the Seward Public Schools Board;
4. (2) Members to be selected by Seward Changing the Game, Inc.

The City reserves the right to add to or amend selection committee members.

## POINT OF CONTACT

Questions regarding the SOQ shall be directed to:

Greg Butcher  
City Administrator  
537 Main St  
Seward, NE 68534  
(402) 643-2928  
[greg.butcher@cityofsewardne.gov](mailto:greg.butcher@cityofsewardne.gov)

Answers to questions will be sent to all Providers via email.

## SUBMISSION

For consideration, three hard copies and one PDF copy of the Statement of Qualifications shall be received by 3:00 PM CST on September 16, 2022 to:

Derek Bargmann  
City Clerk  
537 Main St  
Seward, NE 68534  
(402) 643-2928  
[derek.bargmann@cityofsewardne.gov](mailto:derek.bargmann@cityofsewardne.gov)

Receipt will be acknowledged by email to the Provider's designated point of contact.