



REQUEST FOR PROPOSALS

Architect/Engineering Services

RFQ Issued: January 7, 2022

Response Deadline: 2:00PM CST
March 3, 2022

The Town of Munster, Indiana, Parks and Recreation department is seeking requests for proposals from qualified architects and engineering firms to provide development design to the Town of Munster for a Centennial Park golf course pro shop facility in the State of Indiana.

This document is posted on the Town of Munster website at www.munster.org.

Responses shall be submitted to:

Town of Munster
Parks and Recreation Department
ATTN: Mark Heintz, CPRP
1005 Ridge Road
Munster, IN 46321

SUBMITTAL PROCEDURES

The Town of Munster, Indiana is issuing this request for proposals (RFP) from qualified architectural and/or engineering firms to provide architectural design to the Town of Munster for the existing Centennial Park golf course for the purpose of constructing a new golf pro shop at Centennial Park at the 'top of the hill' near the entry to the golf course and golf course driving range.

Deadline for Questions: Questions regarding this RFP must be made in writing via email to Mark Heintz mheintz@munster.org and submitted by January 21, 2022 at 12:00p.m. (CST).

Submittal Deadline: Response submittals must be received at the Munster Town Hall Parks and Recreation office, no later than **March 3, 2022 at 2:00 p.m.** (CST). Responses received after that time and date will not be considered. Faxed or emailed Responses will not be accepted.

Submittal Contents: To have your Response considered, it must be submitted in a sealed envelope containing one (1) unbound, one sided original and one electronic copy (in .pdf format on a flash drive), plainly marked "Centennial Park Golf Course Pro Shop" to:

Town of Munster Parks and Recreation Department
Attention: Mark Heintz, Director of Parks and Recreation
1005 Ridge Road
Munster, Indiana 46321

All responsive submittals will be reviewed according to the criteria listed in this RFP and will become property of the Town of Munster Parks and Recreation Department.

BACKGROUND AND PROJECT GOALS

The Town of Munster Parks and Recreation department has a mission to provide and maintain quality parks, facilities, open/natural space, programs, and services which will enhance the physical, social, and emotional well-being of all the citizens of Munster and the surrounding Communities.

This new facility will replace the existing pro shop, office, and cart storage that is currently located as part of the Centennial Park clubhouse facility to meet the needs of the golf facility. Additionally, the plan should include general storage, washroom facilities, and food/beverage area to serve the golf course. Architectural style will be sought to match existing facilities in the Town of Munster Parks and Recreation system. The solution is expected to be approximately 4,000-7,000 square feet.

Centennial Park is a 200-acre regional park that attracts around 1 million visitors annually. It is the premier park in the Town's park system. Most of the golf course is built upon a former landfill which operated at this site for many years.

The 2018 Munster Parks and Recreation Master Plan can be viewed here:
https://www.munster.org/egov/documents/1555354130_57531.pdf

The 2010 Munster Comprehensive Plan can be viewed here:
<https://www.munster.org/egov/apps/document/center.egov?view=item;id=1756>

Expected Deliverables from selected Firm:

While the complete scope of work will be negotiated between the Town and the firm upon selection, the project is anticipated to contain the following components.

1. Review current golf course, driving range and golf maintenance facilities and plan a pro shop facility to adequately meet the need for golf operations
2. Evaluate park use of adjacent facilities including pathways, parking, driving range, dog park and fitness stairs to design improvements to support a positive experience for golfers and other park users
3. Meetings with key staff and golf management firm staff

4. Meet with necessary permitting agencies to ensure design plan fits with allowances for location of improvements
5. Conceptual design plans
6. Cost estimation
7. Suggest the best delivery method
8. Presentation to Board of Parks and Recreation
9. Attend public meetings to present conceptual plan
10. Review public comments and make revisions as appropriate
11. Prepare final design plan including utility coordination between existing and new structures
12. Acquire all necessary permits for design and construction
13. Put plan out for bid and oversee project construction
14. Allow for continuous operations of existing golf course during entire process

The firm should be prepared to propose a strategy to engage the Town's elected and appointed officials, residents, and staff in the design planning process.

Additionally, the precise scope may include for Pro Shop Phase and the existing Clubhouse Building footprint phase:

1. Feasibility design phase
2. Design development phase
3. Permitting phase
4. Construction document phase
5. Bidding or negotiation phase
6. Construction phase

The exact scope will be finalized with the selected firm.

INFORMATION TO INCLUDE/FORMAT FOR SUBMITTALS:

1. **COVER LETTER:** A cover letter introducing the firm, including the name of the firm and the name, telephone numbers and email address(es) of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. **COMPANY INFORMATION:**
 - a. The legal entity name, Federal Employer Identification Number (EIN), and form of business (i.e. Corporation, LLC, etc.).
 - b. The date of the firm's establishment.
 - c. A description of the firm's team and organizational structure.
 - d. The location of company headquarters or offices which will directly support activities identified in the proposal.
3. **PORTFOLIO OF COMPARABLE PROJECTS:** Descriptions of at least 3 comparable projects undertaken by firm and/or team member. The list should include:
 - a. The total cost of the services by phase (if applicable).
 - b. Photos and renderings.
 - c. A brief description of the approach used to engage stakeholders and the client.
4. **STAFF EXPERTISE:**
 - a. Brief description of general qualifications.
 - b. Specific evidence of relevant experience.
 - c. Résumés of key personnel that may work with the Town. Resumes should list all relevant licenses and certifications.
5. **REFERENCES:** Provide at least three references for similar, recent projects completed by the assigned personnel.
6. **PROPOSAL:** The proposal should also clearly identify the architect's methods for providing:

PHASE 1: Pro Shop

- a. Comprehensive architectural and engineering services for the project described herein.
- b. Initial visioning and design concepts for new pro shop including sketches or drawings.
- c. Recommended timeline for project completion of phase 1 and phase 2.
- d. Initial suggestions for expected deliverables as shown above.
- e. Analysis on the recommended construction delivery method.

PHASE 2: Existing Clubhouse Building footprint

- f. Submittal of hourly rates of Firm/Team for design (including temporary utility service), demolition and construction of new Clubhouse facility.

- 7. **INITIAL CONCEPT DESIGN:** Provide sketches of initial facility design as proposed including exterior and interior elevations. This can include illustrative drawings of floor plans or similar type of projects the firm has designed. Include any other information that would aid in the evaluation of the designs such as costs, durability, energy efficiency, etc.
- 8. **FINANCIAL PROPOSAL:** A total design and construction cost for architectural and engineering services to be provided, broken down for each phase, along with hourly rates for staff working on the project. Provide a statement of Fee Compensation on a percentage basis of the total budgeted construction cost or on a flat fee basis for each phase.

EVALUATION OF SUBMITTALS:

Firms will be evaluated based on the following:

1. Technical Qualifications

Based on the information provided in the submitted resumes, the firm and personnel assigned to the project will be evaluated to determine whether they have the knowledge, experience, education, and qualifications necessary to successfully perform the work.

2. Experience with Comparable Projects

Based on the information provided in the portfolio of comparable projects, the Town will review whether the firm and personnel assigned to the project have completed projects of similar size, complexity, scope and have experience working with Chicago area (IN and/or IL) agencies, municipalities, and stakeholders.

3. Quality of Comparable Projects and Initial Conceptual Design

The creativity, quality, style, and functionality of comparable projects will be evaluated to determine whether the firm and personnel assigned to the project have completed projects that are consistent with the character of the Town of Munster and the vision of its leadership to meet the needs of the Town's golf facility.

4. Interviews

Selected firms may be asked to visit with the Board of Parks and Recreation and Town staff for an oral interview process to discuss the firm's experience, past projects and approach to a plan for the selected site.

TERMS & CONDITIONS

- 1. The Town of Munster reserves the right to reject any and all responses and to waive minor irregularities in any Response or terminate the proposal process at any time.
- 2. The Town of Munster reserves the right to request clarification of information submitted and to request additional information from any firm submitting a Response.
- 3. The Town of Munster shall not be responsible for any costs incurred by any firm in preparing, submitted, or presenting its Response.
- 4. Upon receipt and review of all Responses, the Town may enter into negotiations with the selected professional services firm with a detailed scope of service.