

**CITY OF DAPHNE
CITY COUNCIL WORK SESSION AGENDA
1705 MAIN STREET
DAPHNE, AL
OCTOBER 13, 2014
6:30 P.M.**

- 1. DISCUSS: RECREATION FACILITIES REQUEST FOR PROPOSAL**
- 2. DISCUSS: ANYTHING ELSE DEEMED NECESSARY**
- 3. ADJOURN**

ACTION ITEMS FROM RETREAT FOR UPDATE

1. Strategic Plan
2. Annexation
3. Grant writing
- ~~4. Pay scale Adjustment~~
5. Explore Nicholson Center maintenance and equipment timeline
6. Work with Village Point Foundation to procure Public/Private Partnerships for a Cultural Center and Amphitheater
 - a.) A Council liaison will work with them in this endeavor

**CITY OF DAPHNE
CITY COUNCIL**

ROLL CALL

CITY COUNCIL:

COUNCILWOMAN CONAWAY	PRESENT___	ABSENT___
COUNCILMAN RUDICELL	PRESENT___	ABSENT___
COUNCILMAN LAKE	PRESENT___	ABSENT___
COUNCILMAN SCOTT	PRESENT___	ABSENT___
COUNCILMAN LEJEUNE	PRESENT___	ABSENT___
COUNCILMAN DAVIS	PRESENT___	ABSENT___
COUNCIL PRESIDENT FRY	PRESENT___	ABSENT___

MAYOR:

MAYOR HAYGOOD	PRESENT___	ABSENT___
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CITY CLERK:

REBECCA HAYES	PRESENT___	ABSENT___
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CITY ATTORNEY:

JAY ROSS	PRESENT___	ABSENT___
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REQUEST FOR PROPOSALS

**PARKS AND RECREATION DEPARTMENT
PLANS FOR NEW RECREATION FACILITIES
CITY OF DAPHNE, ALABAMA**



**Proposal Due Date/Time
Friday, January 23, 2015
4:00 P.M. (CST)**

**CITY OF DAPHNE
Parks and Recreation Department**

SECTION 1. - GENERAL INFORMATION

This document is to solicit request for proposals (RFP) to prepare plans for new Recreation Facilities for the City of Daphne, Alabama. The City of Daphne recently completed a preliminary needs assessment and has developed a prioritized listing of needed facilities. This listing is included in this document and should serve to guide the objectives of this RFP.

The City of Daphne has two principal sports recreation facilities: Lott Park on Main Street and Trione Sports Complex on Whispering Pines Road. This city also owns 116 acres off of Park Drive that has been identified as a potential sports recreation park. The entrance to the property has been developed, however the bulk of the remaining property remains undeveloped. The proposals submitted may involve improvements, redevelopment, new constructions and/or repurposing of all three properties. Applicants are further encouraged to be creative in their proposals to deliver the maximum amount of quality facilities for the funds available. This may include feasible proposals to acquire available new property for new recreation facilities.

Contract Administration

All correspondence regarding this Request for Proposal (RFP) and the proposed work must be addressed to:

City of Daphne, Parks and Recreation Department
Attention: David McKelroy, Director
P.O. Box 400
Daphne, AL 36526

All firms whom receive or download this RFP are requested to register their name and email address by sending an email to: dmckelroy@daphneal.com. Any revisions or corrections to this RFP, after it has been posted, will be communicated to those registered RFP holders. Failure to register your contact information is at your own risk. A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

RFP Schedule

10/21/2014	Advertisement Begins
11/14/2014	Mandatory Letter of Intent to Submit Proposal due to City by 4 p.m.
12/01/2014	Mandatory Pre-Proposal Meeting: 10 a.m. – City Hall
12/23/2014	Deadline for written questions to the Department from proposers
01/09/2015	Deadline for Department responses to proposers questions
01/23/2015	RFP Submittal due to City by 4 p.m.
02/09/2015	Selected Proposers present to City Council at Work Session
03/02/2015	Final decision and announcement by Council Resolution

Mandatory Letter of Intent & Pre-Proposal Meeting

All firms who intend to submit proposals for the design of new recreational facilities shall be require to:

1. Submit a Letter of Intent by 4 p.m. – 11/14/2014 – Letter shall contain:
 - a. Simple statement of qualification and intent to submit proposal
 - b. Contact information for the firm
 - c. Name, phone number(s) and email of individual who will be the primary point of contact (POC) for the City
2. Firm must attend a Mandatory Pre-Proposal Meeting: 12/01/2014, 10 a.m. – Daphne City Hall – This meeting:
 - a. Will allow City Staff to meet your Firm
 - b. Allow proposers to ask questions and seek clarification concerning request
 - c. Allow for the issuance of addendums and revisions to this request

These two activities are mandatory. Proposals from firms who do not submit Letter of Intent and attend Pre-Proposal Meeting will not be accepted.

Any requests for additional information that may be needed for the preparation of the proposal should be directed to David McKelroy. All questions must be received before 4:00 pm, December 23, 2014. No questions after that time will receive a response.

Submittal of Proposal

Please provide twelve (12) bound paper copies and one electronic (pdf) copy of the proposal for the evaluation process.

Submittals shall be addressed to: David McKelroy at:

**Mail: P.O. Box 400
Daphne, AL 36526**

**Courier: 1705 Main Street
Daphne, AL 36526**

Submittals will be accepted until 4pm on January 23, 2015

SECTION 2. COMMUNITY BACKGROUND INFORMATION

Located on the 1-10 corridor connecting Texas to Florida, the City of Daphne (population 23,000+) is the largest of three Eastern Shore cities. The Eastern Shore Chamber of Commerce, which sits at the 1-10 exit to Daphne, estimates over the last three years, an average of 13,000 visitors to our Welcome Center each year. In 2012, upon reaching 50,000 population and being listed as a small urbanized area in US Census, the Eastern Shore Metropolitan Planning Organization was formed encompassing the cities of Spanish Fort, Daphne and Fairhope, a portion of Loxley and unincorporated areas near the municipalities. The US Census Bureau also listed the Daphne, Fairhope, Foley area as the second fastest growing population in the state and

this year the area is ranked as the ninth fastest growing Metropolitan Statistical Area (MSA) in the country.

Daphne is located in west central Baldwin County in the southwestern portion of the State. Encompassing 13.5 square miles, Daphne is a waterfront community, which lies on the eastern shore of Mobile Bay. The once Indian "Village" and later French Settlement in the 1700's became a resort area and later, a bedroom community of Mobile. Daphne often referred to as "The Jubilee city" has had a rich and colorful past and has tried hard to maintain the small town atmosphere, a trait that attracted many of its more recent residents. In 1868, the Baldwin County Commission selected Daphne as the County seat, which it remained until 1901. Daphne remained a small community until it annexed Lake Forest, Park City and Jackson Oaks in the late 1980's and instantly became the largest city in Baldwin County.

Over the past decade 2000-2010, Daphne's population continues to increase at a rapid pace. New businesses and developments continue to emerge along the commercial zones of US Highways 90 & 98 and State Route 181. As the economy grows along with Daphne's growth in population, there are increased demands for urban type services. Daphne continues to support and encourage parks and recreation facilities. The need for new facilities has been identified by citizens, elected officials and all those who are involved in team sports.

Daphne has done quite a remarkable job over the past decade in managing the tremendous growth and making community services and facilities available. Resources to provide these services come primarily from taxable revenues. These facilities and services, as listed above, increase the Quality of Life for Daphne's residents as well as the surrounding area.

SECTION 3. SCOPE OF SERVICES

The submitted proposal must include conceptual plans, architectural renderings, material samples, construction cost estimates, consultant fee estimates, project timeline and all other documents and data required for a full comprehension of the proposer's recreation facility plan for the City.

Prioritized Listing of Proposed Recreation Facilities

Below is a prioritized listing of needed facilities that should be included in the proposal:

Group A	Qty 5 300' Softball/Baseball Fields (Lighted) ^{See Field Notes, 3} Qty 1 Multi-Use Football/Soccer/Lacrosse Field (Lighted) ¹ Qty 1 Playground for Trione Park Qty 6 Tennis Courts (Lighted) ^{See Court Notes, 3} Qty 1 Playground for any new park(s) for which team sport fields are proposed
Group B	Qty 5 Youth Baseball Fields (1 Tee Ball, 3 Youth Fields) ^{See Field Notes, 2, 3}
Group C	Qty 1 Multi-Use Football/Soccer/Lacrosse Field (Lighted) ¹
Group D	Qty 4 Tennis Courts (Lighted) ^{See Court Notes, 3}
Group E	Qty 1 Splash Pad & Outdoor Gathering Area

Group F	Qty 1 Recreation Facility Building ⁴ <ul style="list-style-type: none"> - Administrative Offices (2,000 SF) - Indoor Basketball Court (stage/multipurpose capabilities) - 2 Multi-function Classroom/ Instructional Area (750 SF each) - Indoor Walking Track - Fitness Area (Cardio + Weightlifting) - Showers - Large Multi-function Classroom/ Instructional Area (2,000 SF)
Group G	Qty 1 Seniors Center Building ⁴ <ul style="list-style-type: none"> - Administrative Offices (1,000 SF) - Commercial Kitchen & Dining Area Meeting Space (Dining for 75) - Large Multi-function Classroom/ Instructional Area (2,000 SF) - 2 Small Multi-function Classroom/ Instructional Area (750 SF each) - Seniors Fitness Area (Cardio)
Group H	Qty 1 Community Pool
Group I	Qty 2 Bocce Courts (shaded)
Group Z	Other Amenities not specified but could be beneficial to community: <ul style="list-style-type: none"> - Outdoor Beach Volleyball Court - Outdoor Basketball Court - Any others no specified
NOTES:	<p>General:</p> <ol style="list-style-type: none"> 1. Include necessary restroom/concession facilities as appropriate 2. Include necessary maintenance/storage facilities as appropriate 3. Include necessary parking facilities as appropriate 4. Include walking paths for connectivity between elements. 5. Landscaping and aesthetics should be considered as part of design. 6. Shade and Shelter should be provided for in design. <p>Field:</p> <ol style="list-style-type: none"> 1. Each complex is to have a concession, restroom, storage building with a scorekeeping space with a separate office and restroom on the second floor. 2. All fields are skinned infields, no grass, grassed outfield 3. Covered dugouts with benches, wrapped with chain link fence 4. 30' tall backstop with distance from home plate of 30' 5. MUSCO Lighting with Control-Link System – 50 infield/30 outfield maintained foot candle.(Through City purchasing agreement) 6. Scoreboards – wireless with timers 7. 50 seat capacity bleachers (5 row – 15') – two per field 8. Concrete sidewalks and spectator seating areas 9. 6' outfield fence to terminate at dugouts, dugouts to be 8' chain link 10. Storage for field maintenance item (field liner, chalk machine, chalk, rakes, etc) 11. Batting cages with covered concrete surface – 6 minimum; 10 preferred – ½ with Group A and ½ with Group B 12. Maintenance building with office and bathroom 13. Asphalt surface parking area with concrete curbs

	<p>Court:</p> <ol style="list-style-type: none"> 1. On Court Benches and Shade 2. Wind Screen 3. Bleachers providing 20 seat capacity at each court 4. Concrete sidewalks and pads for seating area 5. Options for court surfaces: Base-level, Mid-level & High-end <p>Footnotes:</p> <p>¹If possible, include adjacent baseball/softball infields to extend multi-use capabilities to also provide to softball/baseball uses (two baseball/softball for each multi-use field)</p> <p>²To replace existing Baseball fields at Lott Park</p> <p>³Options (See Section e, f & j – Budget):</p> <ol style="list-style-type: none"> 1. Base-level - example: Galvanized chain link fencing with backstop 2. Mid-Level - example: Powder coated chain link fencing with backstop 3. High-end - example: Both options of chain link fencing with brick and net backstop <p>⁴This proposal may be made with three levels of materials/finishes</p>
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Groupings:

The Groupings A, B, C... are prioritized with A being the most urgent need and Z being the least. The proposal should accommodate the Groupings in terms of priority, timeline and budget. However, the proposer should feel empowered to “mix and match” elements from different groups if it yields economy of scales, is cost effective or advances the project development timeline. Regardless, the resulting final overall plan must recognize all groupings and their respective time of development and cost.

Proposed Recreation Facilities:

Proposals for Facilities (Group A-Z) listed above should be wholly inclusive of all work required to deliver them “turnkey” to the City. The work and associated cost should include, but is not limited to:

1. Minimum Specifications listed above
2. Surveying, Delineation, Design and Engineering that is site specific
3. All permits: Federal, State and Local – including building permits
4. All associated Civil Site Work: Grading, Drainage, Base & Paving
5. All utility services required
6. Compliance with City of Daphne Land Use Requirements

See Section 5. Project Budget for items that should be included as “add-alternatives” within the proposal.

Locations of Proposed Recreation Facilities

The City would prefer to keep all baseball/softball diamonds on the same property and keep fields in relative close proximity of each other. As stated in Section I, the proposers have available to them the three recreation properties currently owned by the City: Lott Park, Trione Sports Complex, and the Park City Sports Complex. The proposals should use these three properties to their maximum potential and deliver to the City the best scenarios of facilities fitted to their respective property. There is no predisposition by the City as to where each facility should be located; the City is looking toward the proposer to make a recommendation as to the best and highest use of the City’s Recreation Assets. See Section 6 - Creativity and Uniqueness of Plan – the City is looking for the proposer to present the best plan to deliver the maximum facilities for the best value. The proposer may recommend the acquisition of new property to achieve the development goal. However, the property must be available and the cost of acquisition must be included in the construction estimate.

Current City Recreational Facilities Inventory:

Lott Park	Qty 4 Youth Baseball Fields (1 Tee Ball, 3 Youth Fields) Qty 2 Tennis Courts (Lighted) (not regulation spacing) Qty 1 Playground Qty 2 Bocce Courts (1 regulation, 1 non-regulation, inadequate shade & drainage)
Trione Park	Qty 4 300’ Softball/Baseball Fields (Lighted) Qty 4 Soccer / Lacrosse Fields (Lighted) Qty 2 Football / Soccer / Lacrosse Fields (Lighted) Qty 1 Dog Park
DMS/Trione Field	Qty 1 Multi-use practice field (Lighted) at “Daphne Middle School Field”
Park Drive	Parking
Joe Patrick Lewis	Qty 2 300’ Softball/Baseball Fields – Practice Quality Only (Lighted) Qty 1 Playground
Daphne High School	Qty 1 Football Practice Field (“the Pitt”) – Practice Quality Only (Lighted) Qty 1 Beach Volleyball Court (COMING SOON)

Project Timeline

The proposal shall include a detailed, by phases (to include groupings), project timeline. Each phase should cover by (minimum and maximum) the following:

- A. Survey, Design, Specifications and Letting
- B. Required Permitting
- C. Project Construction
- D. Punch List/Closeout
- E. Time (post construction) Facility can be Used

F. Recommendation of best date for Construction to start

Loss of Use

Proposals submitted may involve improvements, redevelopment, new constructions and/or repurposing of all three City-owned properties. For properties proposed to be repurposed, there can be no loss of use of the current facility. Meaning: if the proposal recommends removing diamonds from Lott Park and replacing them with a Recreation Center then those diamonds may not be removed until the new diamonds are constructed and open for unrestricted use. The City has a limited number of facilities and any loss use is unacceptable. All timelines and construction estimates should factor all facilities being available for unfettered use until such time as replacement facilities are open for use.

Facilities to be Maintained in Current Condition

Final proposals shall preserve the following existing recreation facilities:

- Four baseball/softball diamonds at Trione Sports Park
- Four Soccer Fields at Trione Sports Park
- Two Football (multipurpose) Fields at Trione Park

These facilities are not subject to or candidates for repurposing, they shall be kept intact along with all associated support facilities (drainage, parking, concessions, bathrooms, lighting, etc...).

SECTION 4. SERVICES PROVIDED BY THE CITY

1. The Parks and Recreation Director for reference of city history and to act as project liaison on behalf of the City
2. Copies of earlier Preliminary Master Parks/Recreation Plans
3. Access to GIS Data possessed by the City
4. Copies of all existing studies, plans, programs, and other data including access to all applicable records
5. Assistance with on-going community engagement

SECTION 5. PROJECT BUDGET

The City of Daphne understands that in order to make significant gains in the construction of new recreation facilities, there must be an equal capital dollar investment. The proposer's ultimate goal is to deliver the most number of recreation facilities for the best value to the City.

Funding Phases

The scope indicates that the proposal shall be presented by a phasing plan. The City is anticipating two to three funding phases as follows:

Two Funding Phases:

- Phase I - \$5-8 Million Dollars
- Phase II - Up to a total of \$12 Million Dollars

Three Funding Phases:

- Phase I - \$4-5 Million Dollars
- Phase II - \$4-8 Million Dollars
- Phase III - Up to a total of \$12 Million Dollars

These are ranges and Project cost estimates need to be presented by phases. In addition cost estimates can include levels of quality of material and equipment finishes:

- Base-level - Example: Galvanized Chain-link Fence
- Mid-level - Example: Vinyl/Powder-Coated Chain-link Fence
- High-end - Example: Brick Veneer Stem Wall with Coated Fence and Netting

Project Cost Estimates must be inclusive of all costs associated with the described recreation facility. The project(s) proposed are to be “turnkey” in their delivery to the City. However, the use of add-alternatives should be used by the proposers for the following scope of work items:

1. Landscaping (beyond turf on fields and vegetative stabilization and erosion control)
2. Supplemental Landscape Irrigation
3. Parking/Roadway Lighting

Consulting Fees

Proposed Fees need to be presented as a percentage of the construction cost for the following activities by phase:

- Project Design: Survey, Design, Plans & Specifications, and Letting
- Project Management: Construction Engineering & Inspection and Material Testing

Respondents shall include a detailed budget with a breakdown, fee schedule and price for each for each phase of the project proposed. Note: the selected consultant will enter into an agreement with the City defining the term and parameters of fees to be paid for services rendered.

SECTION 6. CONSULTANT SELECTION

The Selection Panel will consist of the full City Council. The Mayor, Recreation Board Chairman, Recreation Board Council Liaison and Recreation Director will serve as advisory panel to the City Council. The Advisory Panel will review submitted proposals and select qualified firms to present to the City Council starting at the Work Session on January 12, 2015.

Selection Criterion

Proposals will be reviewed and evaluated on the basis of the following weighted criteria:

1. Creativity and Uniqueness of Plan	20%
2. Qualifications and Experience	20%
3. Proposed Project Timeline	10%
4. Panel's Confidence in Proposer's Plan	30%
5. Total Cost & Fee Structure Proposal	20%
Total	100%

1. *Creativity and Uniqueness of Plan* – The City is looking for a firm that can develop a plan that delivers the maximum amount of quality facilities for the budget outlined. The panel will evaluate how the proposer uses the City's current facilities to their maximum capacities while adding new facilities to address current and future needs. The City desire that the proposer submit a plan that brands the City and delivers a recreation facility upgrade and improvement that is unique to the City of Daphne and sets a standard for the eastern shore.
2. *Qualifications and Experience* - Provide a statement that portrays your firm's qualifications as related to the local office and experience in relation to the described work. The response should address the following:
 - a. General qualifications and experience of the firm. Please limit information to that which is specific to the local office.
 - b. Specific areas of expertise applicable to the described work.
 - c. Similar projects, by type, location and total project cost, which have been performed by the firm. Do not include projects that current personnel performed for another firm. (Please note proposals may be excluded from further consideration if projects are included that the firm did not perform)
 - d. If including a sub-consultant, include their role in the described work: prime consultant or sub-consultant
3. *Proposed Project Timeline* – The Panel will judge the overall presented timeline for the project as well as consider the proposer's ability to insure no loss of use of current facilities during construction and improvements.
4. *Panel's Confidence in Proposer's Plan* – The City Council will judge this by the submitted proposal and the presentation made at the work session.
5. *Total Cost & Fee Structure Proposal* – The panel will consider the details, options, add alternatives, etc. presented in the construction cost estimates, how well proposal fits within the city project budget funding phases and consulting fee structure proposed.

The City of Daphne reserves the right to (1) reject any or all proposals not in compliance with RFP procedures if it is in the best interest of the public to do so, (2) to take no action on the accepted RFP's (3) waive informalities in the proposals, (4) to select the proposals which appear to be in the best interest of the City, (5) limit the number of qualifying firms to present before the City Council and (6) select multiple firms and divide the work based on a negotiated scope of work.