



REQUEST FOR PROPOSAL

Marshall N. White Community Center Analysis and Community Outreach



Prepared by Edd Bridge

July 7, 2020

REQUEST FOR PROPOSAL

Ogden City Corporation

Marshall N. White Community Center Analysis and Community Outreach

Purpose

Ogden City Corporation is requesting proposals from a qualified consulting firm to conduct an in-depth building analysis of the current Marshall N. White Community Center and recommend future programming and amenities offerings to meet the diverse needs of the Ogden community. Recommendations on building re-design, with construction drawings, to facilitate new programming and future programming based on extensive community outreach should also be included.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

A **mandatory** pre-proposal meeting will be held on July 21, 2020 via an online format in lieu of an in-person meeting. Attendance at the meeting is **mandatory** to qualify to submit a response for the project. Please send an email to purchasing@ogdencity.com if you are interested in attending. Details will be provided.

Responses to this Request for Proposal shall be submitted to the office of the City Purchasing Agent, 2549 Washington Boulevard, Suite 510 (5th Floor) Ogden, Utah, **no later than 3 PM, July 29, 2020. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes bids from women and minority-owned businesses.

Published: July 11 & 18,2020

REQUEST FOR PROPOSAL

Ogden City Corporation

Marshall White Center Analysis and Community Outreach

I. INTRODUCTION

The City of Ogden is located at the foot of the Wasatch Mountains and is home to approximately 89,746 residents. As of 2018, the median household income in Ogden is \$46,845. Ogden is the principal city of the Ogden–Clearfield, Utah Metropolitan Statistical Area, which includes all of Weber, Morgan, Davis, and Box Elder counties. Ogden is one of the older and more mature communities in the region, and has few undeveloped areas remaining. As a result, future growth is slated to occur primarily through infill, redevelopment, and densification. The city is also more ethnically diverse than other cities in the region, with 62% of the population white, 32% Hispanic, and the remaining 6% black, native American, Asian, Pacific Islander, or other.

In 1968, Ogden City opened The Marshall N. White Community Center and it remains the only community recreation center in Ogden City. The Center has provided the Ogden Community a safe haven for youth, adults, and seniors, to recreate since its opening. The center houses a basketball gym, weight room, multiple classrooms, a boxing gym, a locker room/shower area, and a pool. Ogden City would like to invest in a re-design of the Community Center and identify future needs and amenities of the facility and desired programming from all community members of Ogden. Some minor improvements have been made to the facility, including a new roof in 2020, new bleachers, higher definition cameras, and upgraded Wi-Fi. Additional restrooms were recently added to the back of the facility.

Ogden City Corporation desires to acquire feedback from the community members, as well as an analysis of the current structure and the potential amenities of the Marshall N. White Community Center, to determine what are the next appropriate steps in regards to the facilities future.

Goals/Objectives

1. Analyze and identify current facility conditions and expected life
2. Conduct extensive community outreach on future desired programming, amenities, and offerings at the Marshall N. White Community Center, with feedback from the Ogden Community as a whole
3. Recommend any changes to the layout of the Marshall N. White Community Center to improve facility efficiencies to better facilitate program offerings
4. Cost estimates of future programming
5. Provide three renderings options with construction cost that will allow Ogden City Corp to base a decision to move forward on
6. Life expectancy with upgrades to the Marshall N. White Community Center

II. OVERVIEW

The Marshall N. White Community Center first opened in 1968 and has provided the Ogden Community with a safe space to recreate. Since the opening of the facility there have been no major renovations. In 2018, a crack was discovered in the Marshall White Pool. Engineers determined that the pool was unsafe to reopen. Ogden City wishes to conduct a building analysis of the Marshall N. White Community Center to better understand the concerns with the facility that need to be addressed, changed, or altered to operate at the highest level of efficiency. Ogden City desires to attain a combination of statistically-valid surveying, direct meetings and interviews, and on-line engagement methods to provide an accurate picture of what the community wants the Marshall N. White Center to be. The City desires to create a space to meet the diverse needs of the Ogden City Community as a whole.

III. SCOPE OF WORK

The assessment must evaluate the ability of the Marshall N. White Community Centers capability to meet current and future amenities and programming needs of the Ogden community through community outreach and building analysis. Provide a current building analysis and assessment of the anticipated life of the Marshall N. White Community

Center and its systems. Provide an extensive public outreach effort that would encompass feedback from the entire Ogden Community, including but not limited to public open houses and public surveys. The study must provide statistically valid data from feedback by Ogden City Community. Outreach must cover all four Ogden City Districts. The contractor should include a plan on how they will best obtain statistically valid survey data and community outreach amid the COVID-19 environment as part of submittal. Renderings will show what the re-design of the Marshall N. White Community Center will look like, along with potential construction drawings. Below is the detailed Scope of Work of what Ogden City Corp is requesting.

A. In-depth analysis of the Marshall N. White Community Center's physical condition and functionality

Conduct a detailed facility and systems condition assessment of the Marshall N. White Community Center and infrastructure. The assessment should be structured and include all the necessary information to assign an industry-standard building system classification. The assessment must include all spaces of the Marshall N. White Community Center.

The following minimum assessments will be accomplished:

1. Identify all maintenance, repair, and replacement requirements.
2. Recommend upgrades and improvements where applicable, considering efficiency and environmental improvements
3. Perform a thorough assessment of all architectural, civil/structural, mechanical, electrical, fire and safety, plumbing, and sewer components/systems of the facility.
4. Identify and report all civil, structural, roof, mechanical, electrical, deficiencies and recommended upgrades and improvements
5. The facility conditions assessment will focus on the following property elements:
 - a. Assess the structural integrity of the building
 - b. Integrity of mechanical, plumbing, electrical, ADA/Accessibility components
 - c. HVAC System
 - d. Floors, walls, windows, exterior doors, gutter guards, and drainage.
 - e. Image and appeal
 - f. Safety – weight loads
 - g. Building substructure: foundation, boiler room.

- h. Interior and exterior lighting
- i. Storm sewer, underground plumbing
- j. Parking
- k. Programming space functionality
- l. Asbestos
- m. Facilities ability to meet new amenities
- n. Associated costs with any afore mentioned repairs, replacements or damaged systems
- o. Provide current life of the facility as is and current life of the facility with re-design

B. Marshall N. White Center Community Outreach needs assessment

Engage the community in an extensive outreach needs assessment regarding programming and amenities at the Marshall N. White Community Center. Obtain statistical valid information from all four Municipal Districts in Ogden City. Conduct focus groups with stakeholders, use data that has been collected by different forms of outreach such as Trails, Parks and Recreation Master Plan, Jefferson Community Plan.

- a. Conduct a needs assessment
- b. Feedback from all four Municipal Districts in the Ogden Community
- c. Review of previous planning efforts, city historical information, and recent statistically valid community interest and opinion surveys
- d. Consideration of the profile of the community and demographics, including population growth
- e. Extensive community involvement effort including focus groups, meetings with key stakeholders, and community-wide public meetings.
- f. Consider Jefferson Plan, Ogden General Plan, Ogden City Strategic Plan, and Make Ogden
- g. Trails, Park and Recreation Master plan
- h. Facilitate meetings with Marshall N. White Community Center Advisory Committee, Park and Recreation Advisory Committee, and the Competitive Youth Sports Board
- i. Identification of recreation needs and amenities in the Marshall N. White Community Center and categorize into high, medium and low priorities based on all the information available

C. Demand for services/facilities - determine the demand for existing and/ or additional programs and the ability of the existing facilities to support such programs

- a. Determine sizing and space allocation requirements for each program component area to meet current and future demands. Determine overall building size, materials to be used, parking, and required acreage
- b. Provide a financial analysis assessment of potential new programs. expenditures and estimated revenue
- c. Analyze local, state, and national recreation facility amenities and make recommendations

D. Three renderings of a re-designed Marshall N. White Community Center with all associated cost

Based on the response from the community and stakeholders with feedback of desired amenities and programing at the Marshall N. White Community Center, the contractor will provide renderings with three different options for re-design.

- a. Provide three renderings of what a re-design of the Marshall N. White Community Center could look like including new layout

E. Construction drawings based on chosen re-design

F. Presentations

- a. Contractors will be expected to formally present and meet with Ogden City Administration, City Council and/or planning commission a minimum of 3 times to give updates
- b. Contractor will provide an executive summary of all afore mention findings

G. Timeline:

Time-line for the completion of work including phases completion report with detail analysis of the Marshall N. White Community Center with renderings

		Completion Date
Phase I	Community Outreach	February 1, 2021
	Facility Analysis	February 1, 2021
	Renderings	February 1, 2021
Phase II	Decision Making Process (Meet with decision makers)	March 15, 2021
Phase III	Construction Drawings	September 1, 2021

Note that the scope of work will be an attachment to the final contract

IV. RESPONSE TO REQUEST FOR PROPOSAL

Company Information

The City will consider proposals of calibrations of firms, utilizing outside consultants and/or contractors that are capable of providing all of the work described in the above Scope of Work including Attachments. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services.

- A. Each Proposal must include, as a minimum, the following information:
 1. Name, address, email and telephone number of the company submitting the proposal
 - a. Include the name and contact information of the person designated as the firm's representative
 2. Evidence of Insurability
 3. A description of the firm's experience and capability of fulfilling this contract if awarded
 4. A detailed breakdown of the proposed costs and timeframes to complete the project. Include a price guarantee period
 5. Company history with biographies and/or resumes for principal contacts
 6. A list of three references. Include project dates, scope, summary of work performed, and contact information
 7. The names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project
 8. Construction drawings can be a fixed set price or percentage of construction cost
 9. A description of the firms experience in the Utah market
- B. Proposals are to be no longer than 20 pages. Double-sided pages count as two pages
- C. For City record keeping purposes, please do not use spiral or wire binding methods
- D. *Being selected and entering into an agreement does not guarantee contractor will be extended any specific amount of work*

V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the following criteria, listed in descending order of importance:

- | | |
|------------------------------|-----|
| 1. Capability and Experience | 40% |
| 2. Methodology and Resources | 25% |
| 3. Cost/Fee Proposal | 25% |
| 4. References | 10% |

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures.

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. Non-responsive proposals (those received after the deadline or not conforming to RFP requirements) will be eliminated. The remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each bidder bears sole responsibility for the items included or not included in the response submitted by that bidder. The City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist proposals will be selected for detailed review and evaluation. The City may require an in-person presentation by a bidder to supplement their written proposal.

VI. Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Commercial General Liability: Minimum of \$2,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form
 - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos
 - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident
 - iv) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence
- b. Each insurance policy required by this Agreement shall contain the following clauses:
 - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation"
 - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
 - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period

VII. ADDITIONAL INFORMATION – GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations
- D. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price

- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.
- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at:
<https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

VIII. GOVERNING INSTRUCTIONS

This Request for Proposal will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

IX. CONTACT PERSON

For any questions related to this RFP, please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

The question and answer period ends at 10 AM on July 23, 2020.

X. SUBMISSION OF PROPOSALS

Firms shall submit six (6) copies of the proposal in a sealed envelope to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510, Ogden UT 84401 **no later than 3PM on July 29, 2020.** On the envelope, indicate your company's name and the "Marshall N. White Community Center Analysis and Community Outreach."

LATE PROPOSALS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted. All submittals must be delivered by the mail or other delivery service or hand-carried to the 1st Floor Information Desk (back entrance of the Municipal Building) at the same address. It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from women and minority owned businesses.