

**“RFQ 17-111:  
CITY OF HUTCHINSON, KANSAS  
REQUEST FOR QUALIFICATIONS**

**City of Hutchinson Project Manager:  
Justin Combs, Director of Parks and Facilities  
1600 S Elm Hutchinson, KS 67501  
620-694-1912  
[Justin.combs@hutchgov.com](mailto:Justin.combs@hutchgov.com)**

**Design Services for Orchard Park Pavilion and Hobart-Detter Field  
Maintenance Building with Locker Room**

**Submission Deadline: April 28, 2017 5:00 PM CST**

**1. INVITATION TO SUBMIT QUALIFICATIONS**

- 1.1 The City of Hutchinson, Kansas seeks a qualified firm/individual to design and furnish the City with rendering, constructions drawings and specifications for a new enclosed community pavilion located at Rivers Banks Orchard Park and for a maintenance building with attached locker room at Hobart-Detter field. All interested firms/individuals are invited to submit their statement of qualifications, in the form specified by this Request for Qualifications.
- 1.2 Statements of qualifications will be received at the City of Hutchinson Park Maintenance Facility located at 1600 S Elm Hutchinson KS 67501 on the above-referenced Proposal submission deadline. Statements of qualifications shall be submitted within a sealed envelope, in care of **Justin Combs, Director of Parks and Facilities**, and identified on the outside with Proposer’s name and address and clearly marked **“RFQ 17-111: Orchard Park Pavilion and Hobart-Detter Maintenance Facility/Locker Room”**
- 1.3 Submissions must be hand-delivered, or sent via return receipt delivery effected by certified mail, priority mail, commercial courier service, overnight delivery service, or other reliable personal delivery service to the City’s above-referenced address. Facsimile or electronic submissions will not be accepted. Submissions received after the specified time and date will be returned unopened.
- 1.4 All questions concerning this project during the solicitation process shall be forwarded to the Project Manager listed above.

**2. DEFINITIONS**

- 2.1. City: The City of Hutchinson, Kansas.
- 2.2. Contractor: The firm/individual retained by the City for the Project.
- 2.3. Project: The design, rendering, and specifications including materials and construction drawings for a pavilion and maintenance facility/locker room as generally described in this RFQ

- 2.4. Proposer: A person or entity who submits a SOQ in accordance with, and in response to, this RFQ.
- 2.5. RFQ: This Request for Qualifications and all attachments hereto.
- 2.6. SOQ: A completed and properly signed and submitted statement of qualifications in response to this RFQ, which includes all required information and other submittals.

### 3. OVERVIEW OF PROJECT

- 3.1. Rivers Banks Orchard Park is located at 2911 E 43<sup>rd</sup> Ave Hutchinson Kansas 67502. The park is a medium sized regional park containing a Shane's inspiration all-inclusive playground, fishing pond and walking trail. Coming soon is a multiuse sports field and an 18 hole disc golf course. Orchard Park began development in 2013 and this project is Phase IV A&B of the master plan.

The City seeks a qualified firm to design, and produce all necessary construction documents for a pavilion to be located at the south end of the parking lot expansion noted on attached graphic. The project has an approximate budget of \$883,000

Historic Hobart-Detter Field located in Carey Park is known as one of the premier natural grass baseball fields in Kansas. Hobart-Detter field is home to Hutchinson Monarchs, the Hutchinson Community College Blue Dragons and Hutchinson High School Salthawks baseball teams. Also the field facilitates several tournaments and baseball showcases each year.

The City seeks a qualified firm to design, and produce all necessary construction documents for the maintenance facility with locker room to be located beyond the left field fence. The project has an approximate budget of \$262,000

### 4. SPECIFICATIONS & GENERAL SCOPE OF WORK

- 4.1. The pavilion at Orchard Park is part of the overall Park Master Plan completed by Engineering Consultants, P.A. (see attached graphic for approximate location). Design work related to all site improvements and parking lots **shall be completed by Engineering Consultants, P.A.** The City will not be contracting with Engineering Consultants for site work improvement so it is the responsibility of the each firm submitting a response to this RFQ to make all necessary arrangements with Engineering Consultants, P.A. Site improvements are defined as all improvements outside the basic footprint of the pavilion with the exception of attached patios and any related structures.
- 4.2. The chosen design firm shall provide conceptual drawings, building plans, and specifications for construction covering all aspects of construction of an enclosed rental pavilion to be used as a multiuse facility.
- 4.3. The chosen design firm shall provide conceptual drawings, building plans, and specifications for construction covering all aspects of construction of a maintenance building with attached locker room for Hobart-Detter Field.



## **5. GENERAL INFORMATION AND REQUIREMENTS**

- 5.1. All responses to this RFQ must comply with the instructions outlined herein, including the specific submittal requirements set forth in Section 6 below.
- 5.2. All questions concerning this Project during the RFQ solicitation process shall be forwarded to the Project Manager listed above. Any questions about the meaning or intent of this RFQ or its requirements are to be submitted in writing to the above Project Manager, not less than three (3) days prior to the date of SOQ opening. Questions thus submitted will be answered by written addenda issued to all prospective Proposers. Oral or other interpretations or clarifications will be void, without any legal effect, and do not bind the City.
- 5.3. Proposers shall be solely responsible for all costs of preparing and submitting the SOQ. The City is not liable for any costs incurred by a Proposer.
- 5.4. Before submitting a SOQ, each Proposer shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the proposed services; and to verify any representations made by the City upon which the Proposer will rely. If the Proposer receives an award, failure to have made such investigations and examinations will in no way relieve the Proposer from its obligations to comply in every detail with all provisions and requirements of the contract.
- 5.5. Site visits are not mandatory, but interested Proposers are encouraged visit Rivers Banks Orchard Park and Hobart-Detter Field before submitting a SOQ.
- 5.6. Proposers may withdraw or modify their submitted SOQ at any time before the submission deadline.
- 5.7. The City reserves the right to accept or reject any or all SOQs received as a result of this RFQ, or to negotiate separately with competing contractors. The City also reserves the right to waive any informalities, defects, or irregularities in any SOQ, or to accept such SOQs as shall be deemed to be in the best interest of the City.

## **6. SOQ FORMAT AND REQUIRED SUBMISSIONS**

7.

- 6.1. To be considered by the City, each SOQ submission shall be organized in accordance with, and shall include the information required by, the SOQ Content Sheet attached hereto as Exhibit A. There is no express page limit for SOQs, but the City encourages Proposers to prepare their SOQs simply and economically, providing a straightforward and concise description of the information requested. Each Proposers shall include five (5) copies of the SOQ. Each SOQ shall be in letter format, on the firm's letterhead, containing the information identified in Exhibit A.

## **8. SELECTION PROCESS; CONTRACT AWARD**

- 7.1. In evaluating SOQ submissions, the City will consider each Proposer's qualifications, experience, references, ability to meet the Project timelines, and overall ability to satisfy the City's needs for the Project. However, the City is not obligated to award a contract based solely on these factors, or on any one factor alone.
- 7.2. After evaluating the SOQ submissions, the City may to develop a "short list" of one or more of the most qualified Proposer(s), and to conduct discussions or interviews with the short-listed Proposer(s). The City reserves the right to request additional information and materials during this

process. The City will negotiate with the top-ranked Proposer(s), which negotiations will include a detailed discussion of the firm's specific scope of work, fees, and other contractual matters. The form and details of the agreement between the City and the Contractor will be negotiated prior to contract award.

**9. PROJECT TIMELINE**

8.1. The following is a tentative schedule that will lead to the solicitation and selection of a Contractor for the Project:

Advertise RFQ-----	March 27, 2017
SOQs Due-----	April 28, 2017
Interviews/Negotiations-----	May 15, 2017
Governing Body Approval of Contract-----	June 4, 2017

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**CERTIFICATE OF NON-DISCRIMINATION**

The undersigned Contractor hereby agrees to observe all the provisions of Chapter 3 of the Code of the City of Hutchinson, Kansas, 1988, and any subsequent amendments thereto and provisions of K.S.A. 44-1030 and 1031, as amended, including subsection (a), paragraphs (1) through (5) inclusively of Section 1030, which reads as follows:

- (1) the Contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present Contract because of race, religion, color, sex, disability, national origin or ancestry;
- (2) in all solicitations or advertisements for employees, the Contractor shall include the phrase, "Equal Opportunity Employer," or a similar phrase to be approved by the Commission;
- (3) if the Contractor fails to comply with the manner in which the Contractor reports to the Commission in accordance with the provisions of K.S.A. 44-1031, and amendments thereto, the Contractor shall be deemed to have breached the present Contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency;
- (4) if the Contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the Contractor shall be deemed to have breached the present Contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and
- (5) the Contractor shall include the provisions of subsections (a) 1 through 4 in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

Signing of this certificate acknowledges inclusion of the same in the base Contract before signing thereof and acceptance of the terms of this certificate.

\_\_\_\_\_ Date \_\_\_\_\_ Name of Contractor  
 By \_\_\_\_\_ Name and Title

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**CERTIFICATION OF PAID PERSONAL AND REAL ESTATE TAXES**

In compliance with City of Hutchinson purchasing policies, the following certification on property owned within Reno County must be completed and returned with the quotations in accordance with the City's policy on delinquent property taxes.

- A. \_\_\_ "The owner(s) or corporation hereby certifies that all personal and real estate taxes within Reno County are paid."
- B. \_\_\_ "No property is owned by the owner(s) or corporation within Reno County."

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_ NAME OF SIGNEE: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_ TITLE OF SIGNEE: \_\_\_\_\_

PLEASE NOTE: This form is to be attached to the proposal when the quotation is submitted.

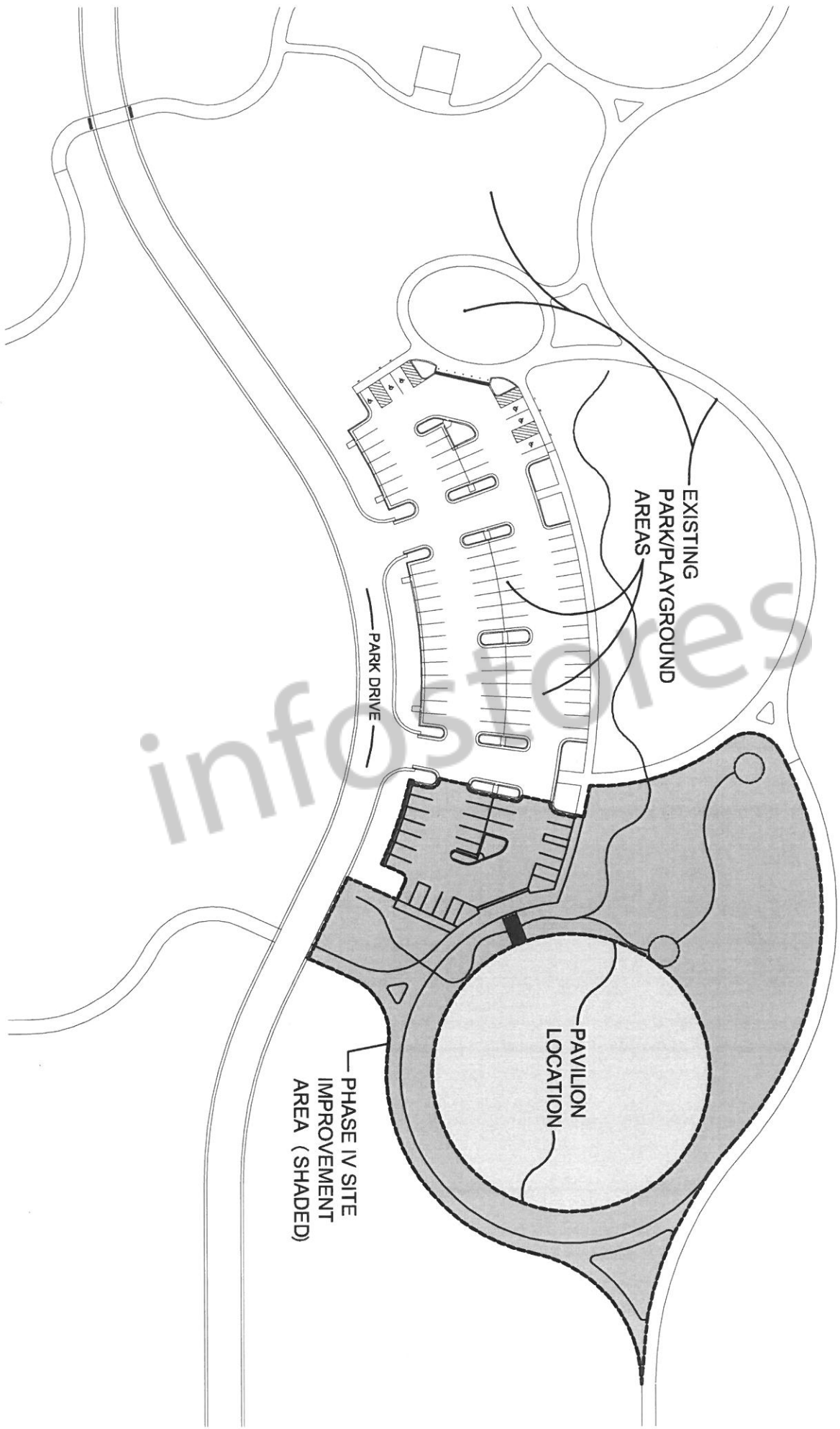


## EXHIBIT A

### City of Hutchinson, Kansas Statement of Qualifications Content Sheet

Each SOQ should be include and address the following items:

- A. The name, address, and telephone number of the Proposer submitting the SOQ, and the names and contact information of the individuals who are authorized to bind and make representations on behalf of the firm.
- B. A summary of the Proposer's understanding of, and interest in furnishing, the goods and services required by the City as described in this RFQ.
- C. A brief overview of the firm's history, philosophy, and credentials, including a summary of any licenses or certifications maintained by the Proposer.
- D. Provide the name and resumes of the project manager(s).
- E. Discuss the particular expertise your firm/team offers and how you propose to use such expertise to benefit the City and add value to the Projects.
- F. A list of five (5) projects undertaken by the Proposer and/or team members in the past (5) five years, including:
  - Reference name, with current contact information;
  - Brief description of project, and similarity to the City's proposed Project; and
  - Color images of the referenced completed projects.
- G. Provide a statement on the availability and commitment of the Proposer and assigned professionals to undertake and provide the goods and services during the proposed timeframes.
- H. Provide a proposed fee for the work described in this RFQ
- I. Provide a list any additional design/engineering firms that are part of the overall design team for these projects.
- J. NON-DISCRIMINATION. During the performance of this contract, the contractor/vendor will not discriminate against any employee or applicant for employment because of race, sex, religion, color, age, national origin, ancestry or physical handicap, unless based upon a bonafide occupational qualification. The contractor/vendor will take affirmative action to insure applicants are employed, and that employees are treated during employment without regard to their race, sex, religion, color, age, national origin, ancestry or physical handicap.
- K. PROPERTY TAX STATEMENT. The attached statement on property owned within the City of Hutchinson must be complete and returned with the bid in accordance with the City's policy on delinquent property taxes. "The City reserves the right to reject all bids from bidders who are delinquent in personal or real estate property taxes to Reno County, Kansas."
- L. Additional relevant information not requested elsewhere in the RFQ.



EXISTING  
PARK/PLAYGROUND  
AREAS

PARK DRIVE

PAVILION  
LOCATION

PHASE IV SITE  
IMPROVEMENT  
AREA (SHADED)

info@stora.com