

Request for Qualifications

**“La Grange Station Springs Park”
W. Main Street and S. 2nd Avenue
La Grange, Kentucky**

Issued On: June 7, 2019

By the

**City of La Grange Green Space Committee
La Grange Main Street Office**

208 E Main St
La Grange, KY 40031

Due on:

**June 28, 2019
12:00 noon EST**

Statements of Qualifications to be Delivered to:

“Statement of Qualifications for La Grange Station Springs Park”

Attn: Blake Haselton – City of LaGrange Park Board Chairman,
City Hall

307 W. Jefferson Street
La Grange, Kentucky 40031

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1. Purpose

The La Grange Green Space Committee is seeking Statement of Qualifications from consulting firms in the planning, design and construction administration of a downtown park. The La Grange Green Space Committee requests that interested firms describe their qualifications and experience in providing similar services.

The Committee is seeking a firm or team of firms that will provide the following services:

- Planning
- Surveying
- Architectural Design
- Mechanical, Electrical and Plumbing Design
- Civil Design
- Permitting
- Bidding Advertisement and Administration
- Construction Management, Administration and Oversight

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2. Background

The La Grange Green Space Committee is comprised of representatives from the La Grange City Council, La Grange Main Street Program, La Grange Park Board and the general public. It was formed in early 2018 with the sole purpose of creating a multi-use park on city owned property in downtown La Grange.

The Committee and the City of La Grange see great potential for this location to serve a variety of community recreation roles while benefiting the downtown businesses. The City of La Grange has recently acquired multiple tracts to expand the potential of the future park.

The Committee has developed a series on conceptual plans utilizing the approximately 8.6 acres property, comprised of several tracts recently acquired by the City of LaGrange. The Committee has conducted a series of public meetings over the past three years seeking input on various conceptual plans and general interest in the future park.

The Committee has identified the following elements that are to be included in the park.

- Retail/commercial building including a multi-use pavilion (farmer market, civic events, rental space, etc.)
- Pedestrian promenade and signature entrance
- Playgrounds (crawlers and climbers), that provides for inclusive play
- Splash Park, that provides for inclusive play
- Skate Park
- Amphitheater
- Basketball Court
- Restrooms for the various element locations
- Walking Trail and/or Hiking Trail with connection to the Oldham County Multi-use Trails
- Parking and Interior Road

The Committee has discussed a wide range of approaches to the elements identified above. The selected firm will enter into negotiations including seeking input from the Committee on the scale, nature and quality of the various elements.

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3. Statement of Qualifications Requirements

This document comprises the Request for Qualifications (RFQ) for the project. Responses to the RFQ should be submitted according to the instructions outlined herein. Statement content and completeness are more important. Although no page limitation will be imposed, clarity and conciseness is essential. Respondents are encouraged to print double sided to conserve paper. Each statement should include, at a minimum, the following items:

- a. **Transmittal letter** – Include contact information (physical address, telephone, fax and email address) for the primary person responsible for your proposal who will be the point of contact for the Committee on all correspondence and communications pertaining to this RFQ. State whether any addendums to this RFQ have been received by your firm and whether consideration of their content has been included in your proposal.
- b. **Statement of Project Understanding** – Provide a detailed discussion (in narrative and/or illustrated format, as necessary) of your understanding of the nature of the work.
- c. **Statement of Experience and Qualifications** – Present the qualifications and experience of the proposed key staff and any support staff proposed for the projects. Include descriptions of the projects undertaken by your proposed Project Manager(s) and members of the proposed professional staff within the last five years for your firm that are similar in nature to this project.
- d. **Statement of Availability** - Demonstrate their availability to pursue completion of this project in terms of the involvement in other projects that are presently in your firm’s backlog.
- e. **Areas of Interest** - Firms will identify service areas that their firm or team are expressing interest and available for this project including:
 - Planning
 - Surveying
 - Architectural Design
 - Mechanical, Electrical and Plumbing Design
 - Civil Design
 - Permitting
 - Bidding Advertisement and Administration
 - Construction Management, Administration and Oversight
- f. **Professional Services Rate Schedule** – Provide a detailed professional services rate schedule, identifying the billing rates for the various levels of your organization, project manager(s) and key staff members that will participate in the project.

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4. Addenda and Questions

Written addenda will be posted on the City Website at:

<https://www.lagrangeky.net/parks--recreation.html>

Written addenda will also be emailed to respondents who have expressed an intention to respond to the RFQ by 2:00 P.M., June 21, 2019 to the email address below. A lack of notification of interest may result in RFQ addenda not being transmitted.

Consultant questions pertaining to this RFQ shall be submitted no later than 2:00 P.M., June 14, 2019, by email to the address below. Responses to questions submitted in a timely manner will be answered within two (2) business days and distributed to all consultants that have requested the RFQ from the Committee.

Interest, Addenda and Questions:

Blake Haselton – City of LaGrange Park Board Chairman,
502-396-5707

Email: blake.haselton@louisville.edu

Neither the Committee nor the consultant will be bound by any oral representations, clarifications, or changes made to this RFQ unless provided in written addenda form. Consultant shall identify receipt of all responses and addenda in their Transmittal Letter.

5. Deadline

Five (5) paper copies and one (1) electronic copy (PDF) of consultant’s proposal shall be submitted by **12 noon, June 28, 2019** to the address indicated above. Qualification Statement will not be accepted after the deadline regardless of whether they are postmarked with the date of the deadline. Consultants submitting a Qualification Statement assume the risk of their selected method of delivery.

Delivery:

“Statement of Qualifications for La Grange Station Springs Park”
Attn: Blake Haselton – City of LaGrange Park Board Chairman,
307 W. Jefferson Street
La Grange, Kentucky 40031

Proposals shall be sealed and clearly marked on the outside of the envelope with the consultant’s name and the description **“Statement of Qualifications for La Grange Station Springs Park”**. The proposal shall be signed by an officer of the firm who is authorized to bind the firm to contract and shall contain a statement to this effect.

Costs incurred by consultants in preparing and submitting their proposals for consideration by the City shall not be reimbursed.

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6. Site Information

Survey, geotechnical, archeological and environmental studies and reports will be provided to the selected consultant/ team

7. Selection Process

The selection committee will evaluate the Qualification Statements based upon the following criteria:

Project Understanding and Community Context	30%
Experience and Past Performance on Similar Projects	30%
Quality of the Proposed Project Team Staff	30%
Cost Potential (Schedule of Professional Service Rates)	10%

Selection will be made to a team that presents the Qualification Statement that, in opinion of the Committee, is the most advantageous to the community, based on evaluation criteria outlined above. Having worked with the Committee or City is not a prerequisite for selection. All Qualification Statements must be fully responsive to this RFQ in order to be considered. The Committee reserves the right to reject any and all proposals for any reason whatsoever. The Committee may waive informalities or irregularities in the proposal received where such is merely a matter of form and not substance, and the correction or waiver thereof is deemed by the City not prejudicial to other proposals.

The Selection Committee will rank the proposals and may shortlist two or more firms. The committee will then enter into a detailed negotiation for the desired scope of services. If it is determined that the Committee and the Selected Team cannot come to an agreement on scope of services and fees, then the Committee reserves the right to cease negotiations and enter into negotiations with the team having the second highest score and so on.

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8. Anticipated Schedule

The Committee currently anticipates conducting the project and selection process proceeding in accordance with the following list of milestones.

This selection process schedule is subject to revision and the Committee reserves the right to modify this schedule as necessary, in its sole discretion.

RFQ Posted on City of LaGrange Website	June 7, 2019
Consultant questions pertaining to this RFQ	June 14, 2019
Statement of Qualifications Due	June 28, 2019
Selection Committee Meeting	July 12, 2019
Notification of Selection Rankings	July 19, 2019
Scope of Work and Contract Negotiations	July 19 – August 7, 2019
Contract Approval Recommendation to La Grange City Council	August 8, 2019
Notice to Proceed - Planning	August 16, 2019
Planning Meetings with Committee and Design Completed	August 16 – September 20, 2019
Notice to Proceed - Construction Drawings	September 20, 2019
Final Construction Drawings Complete	May 1, 2020
Advertise for Construction Bid (Phase 1)	May 15, 2020
Construction Administration	June 2020 – December 2021

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Appendices

- Conceptual Plan D
- Public Meeting Comments Summary