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## Request for Proposals

The City of Excelsior is requesting proposals for professionals interested in providing design services and bid document preparation services to renovate The Commons Ballfield.

**Release date:** December 4, 2023

**Due Date:** Responsive proposals may be delivered by hand, by U.S. Mail, or electronically submitted (via the email address below) and must be *received* by the City by **5 PM on Thursday, January 18, 2024.**

**Contact Information:** City of Excelsior, City Hall, 350 Highway 7, Suite 230, Excelsior MN 55331;  
Attn: Nalisha Williams ([nwilliams@excelsiormn.org](mailto:nwilliams@excelsiormn.org)).

### **Background:**

The City of Excelsior is in the process of upgrading our historic baseball field, The Commons Ballfield. The goal of this project will be to have the selected proposer review the existing conditions of the field, propose designs for the baseball field based on the criteria outlined in this RFP and direction from the City. The proposer will assist the City with the bidding of a redesigned version of the field, including the drafting of bid documents and specifications for this project. Depending on the costs of the project and other relevant factors, the City may decide to proceed with certain design criteria.

### **Scope of Work and Project Goals:**

The purpose of the project is a design exercise to determine the best fit and most cost-effective construction/renovation project to achieve multiple upgrades to the ballfield that are both functional for youth and adult sports leagues as well as pleasing for the nature of the park.

Proposers should consider these factors:

- New LED lighting directed on the field to be less distracting to neighbors
- Regrade Outfield, install drain tile, and new sod
- Move Homeplate and Backstop towards the historic ballfield seating
- Replace backstop with Pole and Netting System
- Build a Knee Wall to incorporate into the Pole and Netting System
- Replace Dugouts using similar materials as incorporated in our recent Plaza Project with the possibility of a Green Roof
- Create Bullpens and extend fencing 1<sup>st</sup> and 3<sup>rd</sup> base lines to outfield fence
- Use of Donor Pavers for area between Knee Wall and historic ballfield seating
- Add Storage Space at end of Seating Area on 3<sup>rd</sup> base Side
- Replace manufactured stone pavers at Flower Beds with Materials that Compliment Plaza

### **Phase of Work:**

It is envisioned that this project will have two phases.



## **Phase 1**

Phase 1 is the design phase. This will include the preparation by the design professional of conceptual drawings for the baseball field that include the layout of the field. The designs must include the probable costs of undertaking each option/field and an assessment of the challenges and benefits of each option/field. The design professional will assist City Staff and the City Council in the selection of the preferred options, as requested.

## **Phase 2**

In Phase 2, the design professional will draft the bidding and construction documents, including the project specifications that are necessary for the implementation of the selected option by the City for construction/reconstruction. The specifications will need to include detailed drawings of the field designs and their features. The design professional will also assist the City with the bid process, the award and tabulation of the bids, and with issues that may arise during the construction of the project.

## **Budget**

The City has budgeted \$500,000 for the proposed improvements and work of the design professionals.

## **Timeline for Deliverables; Track Record of Success**

Proposals shall include an anticipated timeline for completion, a description of previous successful projects seeking similar results, and a description of the approach the proposer will take to completing the project.

## **Information to Proposers**

To be considered a qualified consultant, the proposer must demonstrate that his/her organization has the necessary experience, skill, and financial resources to undertake and successfully complete the services and work required. The following specific information is required of each respondent in the qualification statement:

- Name, address, and telephone number of the proposer
- The name and contact information of the principal contact person for the proposer
- The proposer's type of organization (corporation, limited liability company, partnership, sole proprietorship, etc.) including a list of any officers/partners and an organizational chart
- If there is a potential for subcontracting any portion of the services, the information requested above must be furnished for each of the subcontractors
- Identify the key personnel that would be involved in the project and include brief resumes for each person
- A concise statement of the proposer's understanding of the intended services and the approach the proposer will take to accomplish the project tasks
- The proposer's familiarity with the fields of real estate design, building design, construction, and planning
- The proposer's approach to design in historic communities like Excelsior



### **List of Similar Projects**

The proposer must provide a list identifying similar design/bid projects that it has performed for similar types of clients. The list must include detailed information regarding each individual project and the role of the proposer.

The proposer must provide a list of references for similar projects that it has worked on and include the name, phone number, and email address of a contact person for the project.

### **Rates**

The proposer should identify the proposed total hours of the design completion in a lump sum cost.

The proposer must provide information on their professional services hourly rates. The hourly rates must be inclusive of any overhead and indirect costs. The proposer must list any expenses that will be charged outside of the hourly rates such as mileage, copying costs, and postage.

### **Additional Information**

Any proposer who has a conflict of interest or potential conflict of interest shall disclose the same in their proposal. The City will review any potential conflicts of interest in its evaluation of the proposals. The City will review each proposal to verify that the necessary documents have been submitted with the proposal package. Proposal packages failing to submit the necessary documentation may be rejected without further evaluation at the sole discretion of the City and the proposer will be informed.

City staff will evaluate and select a proposer. Proposals shall be evaluated based on the following criteria:

- Demonstrated understanding of the services being requested and the community's needs;
- Experience and capabilities for Project Management for similar projects;
- Experience and qualifications;
- Ability and track record of timely and successful completion of similar projects; and
- Projected Cost.

The City will inform proposers when the selection process has been completed. The City reserves the right to reject all proposals.