

WINTER HAVEN

The Chain of Lakes City

September 27, 2010

REQUEST FOR QUALIFICATIONS RFQ-10-73

Sealed responses marked "ENGINEERING, DESIGN & CONSULTING SERVICES-MUNICIPAL PARK, RECREATION & LEISURE FACILITIES" will be received by the City of Winter Haven until **2:00 P.M., October 20, 2010**, at the office of the Procurement Services Division, Central Stores Complex, 401 6th St. SW, Winter Haven, Florida 33880, for the following:

"Engineering, design and consulting services specific to municipal park, recreation and leisure facilities"

At that time, responses will be publicly opened and read aloud in the Procurement Services Office.

The City is requesting responses from those qualified firms with previous experience in this type of work. Firms submitting responses shall provide evidence of their experience and expertise in similar work performed. Bidders must submit one (1) **unbound original** and six (6) copies of their response.

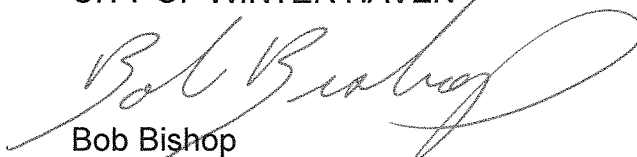
Questions concerning this bid must be submitted in writing on or before **3:00 p.m., October 13, 2010** to T. Michael Stavres at mstavres@mywinterhaven.com or Travis Edwards at tedwards@mywinterhaven.com Questions received after this time may not be answered.

The responses shall be furnished in accordance with the RFP, requirements, and any other documents prepared for this bid. **W-9** must be attached to the bid when returned by the responding vendor. Payment will be rendered to the name and ID appearing on the W-9.

For additional information, contact Travis Edwards at 863.291.5656, or T. Michael Stavres at 863.291.5600, ext. 239.

The City of Winter Haven reserves the right to reject any and all responses, to waive informalities, to re-advertise, and to enter into a contract determined to be in its best interest, in accordance with the documents referenced herein above.

Sincerely,
CITY OF WINTER HAVEN



Bob Bishop
Procurement Services Division Director

REQUEST FOR QUALIFICATIONS

RFQ-10-73

ENGINEERING, DESIGN AND CONSULTING SERVICES SPECIFIC TO MUNICIPAL PARK, RECREATION AND LEISURE FACILITIES

Statement of Intent

The City of Winter Haven is soliciting statements of qualification from Engineering, Design and Consulting Firms specific to the engineering, design and eventual construction of a regional park to be located in southeast quadrant of Winter Haven, Florida.

Background

The City of Winter Haven, centrally located in Polk County, Florida is a full service municipal corporation serving an estimated population of 34,404 permanent residents. The City presently provides for the recreational and leisure pursuits of residents and visitors alike through the ongoing operation and maintenance of 39 parks and recreation facilities covering 411 acres. In addition, the City has seven properties slated for future development that will result in an increase of 223 additional maintained acres.

One of the primary recreation sites within Winter Haven is the Chain O'Lakes Complex. Covering approximately 70 acres, the Chain O'Lakes Complex includes the following primary amenities:

Chain Of Lakes Park and Stadium:

Constructed in the 1960's and undergoing several renovations since, Chain of Lakes Park and Stadium has served as the Major League Baseball Spring Training home for the Boston Red Sox and the Cleveland Indians and accommodated minor league operations for both clubs. The facility includes a 7,000 seat stadium, five minor league practice fields, major and minor league clubhouse and administrative offices, indoor and outdoor batting tunnels and concession facilities. The Landscape Maintenance Unit of the Leisure Services Division is also housed on the property. Since the departure of Major League Baseball following the 2008 season, the venue has been used primarily for amateur athletic competitions including the RussMatt Invitational Tournament highlighting collegiate teams from across the country.

Chain O'Lakes Civic Center:

The Chain O'Lakes Civic Center (commonly referred to as the Southwest Complex due to a similar facility being located in the northeast quadrant of the City) was constructed in the mid 1970's to meet the indoor and programmatic recreation needs

of the community. The facility includes an Olympic size swimming pool with separate diving well, full size gymnasium, several classrooms, rental/banquet facilities including a full kitchen, 330 seat civic theatre, art gallery and administrative offices for the Leisure Services Division.

Winter Haven Orange Dome and Fairgrounds:

Constructed in the 1960's, the Winter Haven Orange Dome is one of the most unique landmarks in all of Central Florida due to its architecture and bright orange color. The facility hosted the Florida Citrus Festival and Polk County Fair for numerous years through 2008. In addition, a variety of special events and expositions are held annually along with larger private rentals and some athletic activities.

The Chain of Lakes Complex is located at one of the busiest and most commercially marketable intersections in all of Polk County, the intersection of US Highway 17 and Cypress Gardens Boulevard/SR540. It also marks the southern edge of the City's Downtown Community Redevelopment Agency District. Recognizing the potential value of the property due to its location and the perceived benefit a redevelopment project could yield for the community through increased tax base and related CRA revenues, the City began exploring redevelopment in the mid 2000's.

In 2007 the Leisure Services Division commenced a community wide parks and recreation master-planning initiative in which citizens were asked for input on the redevelopment option. The general feedback was supportive, so long as recreational amenities were relocated to other areas and not eliminated.

With several large economic projects slated for the immediate future (LEGOLAND, Florida; CSX Integrated Logistics Center; expansion of the Polk Parkway via southeast Winter Haven, etc.), the marketability of the Chain Of Lakes Complex is even greater and phased-redevelopment is now anticipated to begin within the next 18-24 months.

Because of the need to maintain service levels to the community without interruption, several of the current amenities/facilities must be constructed elsewhere before redevelopment can occur. Given the redevelopment plan, the first area needing to be relocated is the athletic fields (less the Stadium and MLB related elements) and the Landscape Maintenance Unit.

Scope of Services

It is the City's intent to select a qualified firm to provide the engineering, design, and consulting services necessary for the construction and subsequent delivery of athletic

field based park in southeast Winter Haven. Because a definitive location for the facility has not yet been determined, it is the City's intent to approach the engineering and design portion of the project from a phase approach. The initial work to be completed includes the following:

- Identification of the total spatial needs for desired facilities to include retention, parking and all support elements
- Design standards and specifications for the various components including but not limited to baseball/softball fields, multi-purpose fields, concession/restroom buildings, maintenance buildings, parking, spectator areas, walking trails, picnic facilities and playgrounds
- Potential configuration of amenities to ensure the most effective and efficient delivery of services and use of land
- Identification of all permitting requirements applicable to final construction and completion of the project

It is the City's expectation that work in the initial phase will be completed to the extent that it can be quickly/seamlessly furthered to full completion upon the identification of a definitive location for construction/development. The remaining phases will include bidding assistance and construction oversight. The following is a summary of the anticipated phasing:

Phase I	Preliminary Engineering and Design
Phase II	Final Engineering and Design
Phase III	Bidding
Phase IV	Construction Oversight Services

Submittal Requirements

Firms interesting in being considered for this project must submit one unbound original and six copies for a total of seven sets of the entire package including a letter of interest and the following items/information. Submittals are limited to 40 total pages inclusive of the letter of interest. Failure to comply with this requirement may result in the submittal being considered non-responsive.

Items to be included in submittal:

- Brief history of the firm, including the location of offices from which this project will be managed; location of corporate headquarters if different; total number of staff employed by the firm; years of incorporation, including any under a separate/different name.

- Demonstration of competence in completing the engineering, design and consulting services necessary for the development of a municipal park, recreation and leisure facility. Preferential consideration will be given to those firms that can demonstrate experience as the primary engineer/design/consulting firm on park, recreation and leisure specific projects as opposed to those who have only served in sub-consultant capacities and/or those whose experience is not specific to park, recreation and leisure projects. Interested firms should include specific examples of previous work and client references with all necessary contact information. The same information should be included for any sub-consultants intended to be used.
- Summary of the qualifications, education, expertise and experience of the proposed project manager and all anticipated team members.
- Evidence that the interested firm possesses the ability to meet project schedules, balance workload with other projects and maintain a reliable and sufficient working staff.
- Brief summary of the intended work plan/methodology/approach that would be implored for the completion of this project.

Interested firms are advised that failure to comply with the following will be grounds for immediate disqualification from consideration:

- Receipt of submittal by the specified cut-off date and time
- Receipt of the specified number of copies
- Adherence to the maximum number of pages
- Inclusion of all information designated above

Submittals are to be delivered to the City of Winter Haven Procurement Services Division Director, 401 6th Street, SW, Winter Haven, FL, 33880, Phone (863) 291-5664.

A Selection Committee comprised of City staff directly involved in the project will evaluate each submittal according to the **Submittal Requirements** listed above. Additional evidence of applicable skills and/or relevant experience will be considered were appropriate. Upon completion of the Committee's review, oral presentations may be required to further ascertain the firm's ability to meet the project requirements.

Any questions regarding this information should be directed to T. Michael Stavres, Community Services Director at (863) 291-5600 ext. 239 or via email at mstavres@mywinterhaven.com.