

ROME TENNIS CENTER AT BERRY COLLEGE - INDOOR TENNIS FACILITY
ARCHITECT/ENGINEER SERVICES
REQUEST FOR PROPOSALS (No. 021-18)

EXHIBIT A – Initial Information

Program Information: The City has previously developed the Tennis Center at Berry College campus with 60 outdoor courts, parking, a clubhouse and other support facilities. The City now intends to utilize additional funding to develop an Indoor Tennis Facility. The proposed Project includes enclosing six tennis courts, spectator seating and circulation space, required site development and utilities to complete the project. The exact on-campus location of the proposed Indoor Tennis Facility will be confirmed during the design phase, and may involve constructing additional tennis courts depending on site selection and budget.

Project Budget: The City's budget for construction cost is \$2,900,000 and for FF&E/Technology is \$200,000, for a total stated cost limitation of \$3.1 million. Design, consultants, and other costs are in addition to the stated cost limitation. The Owner may adjust the project budget due to final programmatic requirements, funding availability, or other circumstances. If feasible within the stated cost limitation, the City wishes to also build programmed space integral to the Indoor Tennis Facility, which by way of illustration, may include lobby space, public restrooms, team locker rooms, storage space, officials' meeting and support space, etc. The design consultant shall assist the City with confirmation of the program, site selection, and providing a final design solution that meets the City's requirements for facility space, function, quality, and cost.

Design Requirements: This facility will require the following design elements:

1. The facility shall cover six (6) courts and associated spectator seating and circulation space, at a minimum. Additional space may be included, depending on budget constraints as outlined above.
2. The facility shall be designed to accommodate NCAA Division I, II, and III collegiate tournament-level play, with respect to court construction and fixtures, horizontal and vertical dimensions and clearances, and required light quality and foot-candle levels.
3. The facility shall have ventilation, heating, and humidity management to create a comfortable indoor environment for tennis competition in all weather conditions.
4. The architecture and materials shall be compatible with the existing campus buildings.
5. Spectator seating for 350 persons shall be provided, including the proper location and quantity of handicapped person seating.
6. All areas of the facility shall meet ADA regulations and be accessible by tennis competition wheelchairs.
7. Fire protection and alarm systems shall meet City of Rome requirements and all applicable codes.
8. Provide design and engineering for required storm water collection, detention, and water quality facilities; coordinate design with existing campus facilities.

Building Type & Specification of Materials and Systems: It is anticipated that the Indoor Tennis Facility will be developed as a pre-engineered metal building. The consultant team is required to provide the necessary architecture and engineering services to ensure the following objectives:

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1. That the building design is clearly articulated to the Owner, for final approval before bidding, including dimensions, materials, finishes, equipment, systems, etc., and fully documented in the final design drawings and specifications;
2. That the final design package is complete in all respects to gain required permits for construction of the Project, in accordance with the project schedule;
3. That the final design package is proper and suitable for competitive bidding by general contractors, and sufficient to convey all scope of work for competitive pricing of the engineered metal building component of the Project by multiple metal building manufacturers;
4. That the final design package contains no sole-source materials or systems and is appropriate for non-proprietary competitive bidding;
5. That the final design package will include sufficient Alternates to ensure the City will receive base bids within its budget, and will have the option to select some, or all, Alternates to enhance the basic scope of construction.

Tennis Courts: Given that the new facility will cover up to six existing courts, depending on the outcome of the site selection process, there will be the need to repair and/or construct tennis courts within the new building footprint.

Utilities: All required utilities shall be provided to support this facility, including but limited to, potable water, sanitary sewer, storm water collection and detention, power, communications, irrigation, etc.

Sustainable Design Objective: The Owner does not anticipate seeking LEED certification for this project, however the project design shall provide for a sustainable, durable, and energy efficient facility that is cost-effective to maintain and operate.

Low Voltage Systems & Equipment: The design team shall work closely with the City's Information Technology Department to design all low-voltage systems including: fire alarm, burglar alarm, intrusion detection, access control, security cameras, telecommunications and wireless coverage, CATV, audio-visual and public-address systems, and including all head-end equipment and software required. Where feasible, the low-voltage systems shall integrate with existing infrastructure and equipment on the Tennis Center campus, and provide for supplemental equipment as needed. Assume that there will be no Owner-furnished low-voltage infrastructure, equipment or software. All required cabling, equipment, devices, software, etc. must be designed and specified to accomplish a complete functioning system at turn-over to Owner.

Scoreboards: The design team shall assist the City with selection and specification of scoreboards for this facility, and the design shall include all equipment and necessary structural support, power, controls, wiring, etc.

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Signage: The final design package shall include interior and exterior sign systems, including but not limited to: exterior building identification, room naming/numbering, and code-related signs.

Site Hardscape and Landscape: The final design package shall include landscape, irrigation, pedestrian walks, service vehicle access and paving, site lighting, and site furnishings on the Indoor Tennis Facility project site; coordinate with existing campus improvements.

Furniture, Fixtures & Equipment: The design team shall design and specify furnishings and equipment as required by the Owner for operation of this facility, including but not limited to: office furnishings, public space furnishings, umpire stands, safety pads, nets/posts, waste containers, scorecards/boards, athletes' benches, divider curtains, spectator seating/bleachers, maintenance equipment, etc.

Deliverables: The following items are to be provided to the Owner:

- During design phases, the consultant team shall provide and present progress drawings to the Owner's Steering Committee and City Commissioners. It is required that the consultant team provide sufficient color-rendered plans, sections, elevations, three-dimensional renderings, and other illustrations to adequately convey the design intent and gain consensus and formal approval from the City. The above drawings are to be provided in hard copy (30"x42" foam-core boards and 11"x17" hand-outs) and in electronic PDF file format.
- Three (3) bound hard copy sets (and storage device with PDF and DWG files) of design documents at the conclusion of preliminary design (equivalent to 50% construction documents) and final design (100% construction documents);
- Construction cost estimates in hard copy and PDF format, to accompany the preliminary and final design packages;
- Permit submittal drawings for the Land Disturbance and Building Permits, in format and quantity as required by public authorities.
- One (1) bound hard copy set of "as-built" documents (and storage device with PDF and DWG files), sixty days after Substantial Completion of the project. The consultant shall collect and incorporate "as-built" information from the general contractor for this documentation set.



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EXHIBIT B - SCOPE OF SERVICES

	Basic Service	Additional Service	Provided by Others
Architecture/Engineering Design			
Program Confirmation & Conceptual Design	X		
Site Selection / Site Master Planning	X		
Preliminary Design	X		Equivalent to 50% construction documents
75% Design	X		Package for Land Disturbance Permit submittal
Final Design	X		Equivalent to 100% construction documents
Bid / Negotiation Assistance	X		
Construction Administration	X		
Bi-weekly site visits during construction	X		Includes preparation of field reports by architect and consultants
Submittals review	X		Review of Mock-ups, Samples, Submittals, and Shop Drawings
Supplemental drawings	X		ASI's, Bulletins, etc. to clarify design intent during construction
Evaluation of proposed substitutions	X		
Response to requests for information	X		
Punch list and final inspections	X		
Full-time on-site project representative during construction		X	
Sub-consultant coordination	X		Includes consultants under contract to the prime architect.
Interior Design			
Design of interior architectural finishes, materials, colors	X		
Furniture, fixtures and equipment	X	*	Includes selection and specification by design firm. *Procurement of FF&E will be either through the general contractor or Owner, based on the design consultant's Final Design Documents.
Construction administration services	X		Support prime architect as necessary
Engineering & Other Consultants			
Structural Engineer	X		
Mechanical Engineer	X		
Fire Protection Engineer	X		
Plumbing Engineer	X		
Electrical Engineer	X		
Lighting Design	X		
Code Consultant	X		
Audio-Visual systems/equipment design	X		
Telecommunications systems/equipment design	X		
Security systems/equipment design	X		
Civil Engineer	X		
Landscape / Irrigation / Hardscape Design	X		
Signage Design	X		
Cost Estimating Consultant	X		
Construction administration services	X		Consultants shall support prime architect as necessary
Other Services			
Permitting	X		Submittal of permit documents and assistant to Owner with obtaining permits
Presentation renderings	X		Refer to Exhibit A - Initial Information for deliverables
Value Engineering services	X		Re-design services as required to achieve the Owner's project budget
Meetings and coordination with other project team members	X		Owner's consultants, contractors, and vendors
As-Built Drawings	X		Delivery of record drawings to Owner after construction
Multiple construction document packages		X	
One-year warranty review	X		Inspect Project and prepare punch list of non-conforming work
Land survey and/or existing conditions drawings			X Owner's vendor*
Geotechnical investigations			X Owner's vendor*
Construction & Materials testing			X Owner's vendor*
Scheduling			X PM and general contractor
Commissioning & Test/Balance services			X Owner's vendor*
Consultants other than listed above		X	

*Architect shall coordinate with Owner's vendors to incorporate their work into the project design.

** Owner reserves the right to approve all consultants.

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EXHIBIT C – Project Site Aerial



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EXHIBIT E – Cost Proposal

***** Cost Proposal to be submitted separately as instructed in Section 6 of RFP *****

SUBMITTING FIRM: _____

DATE SUBMITTED: _____

AUTHORIZED FIRM REPRESENTATIVE: _____

SIGNATURE: _____

TITLE: _____

A. Fee: _____ % (As percent of stated cost limitation.)

B. Reimbursable Expenses

(To be billed at actual cost, i.e. 1.0 multiplier, with back-up documentation.)

Travel \$ _____

Document reproduction \$ _____

Postage & delivery \$ _____

Renderings Cost Included in Basic Services

Other (list)

• _____ \$ _____

• _____ \$ _____

Total not-to-exceed Reimbursable Expense amount: \$ _____.

C. Hourly Rates: Attach a list of hourly rates for all prime firm and supporting consultants' staff positions that will be involved with this project.