

IWQ 16-11 Design and Permitting of Baseball Facilities at Peachtree Charter Middle School

BACKGROUND

The City of Dunwoody plans to construct two baseball fields and supporting structures on approximately 8 acres of property to be purchased at Peachtree Charter Middle School. The fields will be located at the corner of North Peachtree Road and Barclay Drive. The City is seeking cost proposals for design, permitting and construction administration for the project. Please see the attached site plan for location and site layout of the baseball facility.

SCOPE OF WORK

The scope of work will consist of assisting the City from preliminary concept design to final design, bid preparation and construction administration for the baseball facility.

TIMELINE

Event	Earliest	Latest
Approve Design Firm	10/14/2016	11/14/2016
Design Completed	12/13/2016	01/13/2017
Release ITB	12/14/2016	01/17/2017
Prebid Conference	TBD	TBD
ITB Due	01/13/2017	02/16/2017
Bids Reviewed and Scored	01/17/2017	02/20/2017
Council Approves Construction Bid	01/23/2017	02/27/2017
Notice to Proceed to Contractor	01/24/2017	02/28/2017
Construction Complete	06/23/2017	08/28/2017

DESIGN PROCESS

The City anticipates the full process will include the following phases:

1. Preliminary Design
2. Final Design
3. Construction Documents/Bid Preparation
4. Construction Administration

1. Preliminary Design

In order to successfully navigate the preliminary design process with the City, the selected consultant will need to review all base data provided in preparation for an initial kick-off meeting with the key City staff. This meeting will be used to assure complete understanding of the scope of work and to prepare the initial schedule for the development of the construction documents.

The Preliminary Design phase will include consideration and planning for items including but are not limited to:

- Site furniture and amenities
- Hardscaped spaces or structures associated with building and future playground footprint.
- Landscape - including any concrete pavers and plaza areas
- Parking areas and any new pavement
- Storm water detention facilities – including any necessary hydrology studies (specifically related to the impact completed parks and landscaped areas will have on the site as a whole).
- Grading plan – including cut and fill calculations
- Locations for signage and way finding.

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- Provision of all water, storm sewer, and electrical service to park facilities
- Demolition as required
- Fire main and hydrants as needed to comply with applicable regulations

Consultant shall provide the following minimum expected deliverables in this phase.

- Base Sheet – prepared in AutoCAD
- Preliminary Design
- Schematic building footprints – including raw utility needs and square footage. Building design should be based on the design criteria of the Georgetown Park Facilities located at 4400 Chamblee Dunwoody Rd.
- Cost estimate - identifying all major components and elements of the project by unit cost and total cost for design items
- Preliminary utility routing
- Preliminary grading/clearing plan

2. Final Design

Upon the City Council's approval of the preliminary design, the Final Design and subsequent construction phases will be coordinated with City staff.

Key deliverables from the Final Design phase include, but are not limited to:

- Revised Site layout plan
- Typical Site construction details
- Architectural footprints plans and elevations
- Preliminary grading and drainage layout
- Site clearing limits layout
- Utility routing plan
- Site lighting details and layout
- Proposed erosion control measures
- Materials list, samples and descriptions including unique items
- Preliminary planting plan
- Outline of Specifications required
- Updated itemized cost estimate
- Special plans and details for all unique elements
- All other plans and details necessary to convey consultant's design

Upon the City's approval and acceptance of the Final Design deliverables, the Consultant shall proceed to prepare final Construction Documents for the project as well as assist the City with the preparation of bid documents.

3. Construction Documents

Consultant shall submit a set of 90% documents for review and comment. These documents shall include, but are not limited to:

- Demolition and clearing
- Grading and drainage plan

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- Planting layout plan and material list
- Irrigation plan
- Final utility routing plan with irrigation hookup
- Lighting layout plan
- Final Architectural, mechanical, electrical and plumbing plans, elevations and details
- Structural wall details
- Sections/Elevations as needed to illustrate the requirements of construction for all special and major elements
- Erosion, Sediment and Pollution Control Plan as required to conform with the NPDES General Permit – including documentation needed for the permit of the BMP's and preparation of the NOI and the NOT required by the permit.
- Final cost estimate based on final quantities and unit costs of detailed elements of construction necessary to build the project (with 10% contingency)
- Technical Specifications
- Outline information for Bidding Advertisement

Consultant shall present set of 100% Construction Documents at least two weeks prior to date of Bid Advertisement. Bid Documents shall include all Plans and Specifications necessary to bid and construct the project. The consultant shall be responsible for obtaining all review department approval signatures needed for obtaining development and building permits before the project is bid.

The Consultant shall assist the City with the bidding process by providing the following services, as requested:

- Provide deliverables stated below to City Project Manager
- Recommend and review List of Contractors
- Attend Pre-Bid Conference
- Respond to clarification questions
- Evaluate and submit addendum for approval
- If requested, assist in the review and evaluation of the bids
- If requested by the City, provide value engineering to achieve budget

All permit approvals required for construction of the baseball facility must be obtained by the consultant prior to bidding of the project. The permits may include, but are not limited to: land disturbance permit, building permit(s). The consultant is not responsible for fees associated with the City permits.

4. Construction Administration

The Consultant shall be an integral part with the City in working with the selected contractor, ensuring the designs are implemented properly, arranged in logical sequence and in accord with local practices. Anticipated construction administration services include, but are not limited to, the following:

- Provide deliverables of conformed documents stated below to Program or Project Manager
- Perform 7-day letter of inspection for erosion control measures
- Attend Pre-construction meeting
- Provide permit documents to Contractor as required
- Attend, along with all appropriate design discipline personnel as may be required dependent upon work being performed on site, monthly site meetings

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- Provide observation of contractor's operations and work to determine compliance with plans and specifications, quality of workmanship and progress including a written report to City Project Manager every two weeks at a minimum until final acceptance of work
- Clarification of Requests for Information from Contractor
- Assist Project Manager in working with contractor to make recommendations to resolve conflicts and problems that may arise during the course of the project
- Review shop drawings and other contractor's submittals
- Respond to contractor's request for change orders, and assist in evaluation of need as well as cost.
- Provide revised plans to compensate for construction problems that arise due to an insufficiency of information on the construction documents
- Review and approve contractor's applications for payment.
- Secure warranty packages
- Final Inspection punch list and approval
- After the first year of occupancy, a warranty inspection of all disciplines with the City and the contractor

After award of the construction contract, Consultant shall provide to the City two (2) complete bound sets of full-size plans, two (2) bound half-size sets of plans, and two (2) bound and one (1) unbound copies of the technical specifications that have been conformed to incorporate all addenda developed during the bid period and two (2) complete sets of conformed full-size plans and technical specifications and one (1) unbound copy of the half-size plans to the Contractor. In addition, Consultant shall provide one plan set in .pdf format with each page being a plan sheet with all plan sheets included. All revisions, addenda, etc. made during the bid process shall be incorporated.

At the completion of the project, Consultant shall provide to the City a final deliverables package which include: two sets of prints of the as-built construction documents; two bound sets of all equipment description and operation manuals and warranties including cut sheets and shop drawing submissions for all equipment bearing a model number submitted for review throughout the construction process (for example, plumbing submissions, electrical hardware, light poles, site furniture, etc). Only custom fabrications for which these descriptive pages will not be helpful if the need or replacement occurs are excluded from incorporation in the manuals.

2. PROPOSAL FORMAT

- Cost proposals should be submitted in letter format with a brief description of qualifications, availability, and identification of the project personnel.
- Time is of the essence for this design. A proposed schedule is to be included.
- Cost assumptions and any gaps in scope should be clearly outlined.
- Brevity is appreciated. A five page maximum is requested.

Proposals are due by 2:00 pm, on Monday, October 17, 2016.

