

Request for Proposal – Design Build Services
Kiel High School
Athletic Field Improvements

I. General

The Kiel Area School District is accepting written proposals from qualified firms to provide Design build architectural, engineering, demolition, and construction services for development of a new track, baseball field, football field, bleachers (including press boxes), and concession stand to be located at the existing facility at Kiel High School located in Kiel, WI.

The construction will take place on the current Kiel High School Football, Track, and Baseball Diamond sites, 210 Raider Heights, Kiel, Wisconsin. At no time, will the demolition or construction be allowed to impact the school's daily activities, including extra-curricular activities.

It has been determined that the existing track and field, football, and concessions stand facilities have out lived their purpose and need to be renovated or fully replaced to meet the needs of the students, athletes, and community.

The proposed project is intended to contain the following amenities:

- New 9 Lane Certified Track
- New Field Event Locations for High Jump, Long Jump, Pole Vault, and Throwing
- Reconditioned Grass Football Field with updated Goal Posts, Scoreboards, and lights
- New 1,500 person bleachers to be located on the east side of the facilities including press box with sound system
- All updated lighting to meet the needs of night events, bleachers, and press box for baseball diamond
- All required electrical, mechanical, and civil design and construction to meet all required needs, included but not limited to updated lighting, audio for announcing, water, sewer, and electrical.
- All submittals and permitting from state and local authorities having jurisdictions to be included.

It is anticipated that the awarded firm will work with the district through the summer and early fall following the phases of schematic design, design development and design documents. At each phase completion, the firm will meet with district to receive approval of design and pricing prior to moving to the next phase. At the completion of the 2017 High School Football season, the existing facilities will be available for the contractor to begin demolition and/or construction. The District is currently working through a financial planning firm for funding with the emphasis on a 10-year payback that will come directly from District funds.

If any changes are made to this RFP, an addendum will be issued. Addendum will be emailed to all bidders on record.

All questions regarding this RFP must be submitted in writing via email. Verbal responses by the District or others are not valid. Each firm must submit all questions in writing to lblankenheim@kiel.k12.wi.us five days prior to the close of bids. A response to all questions submitted in writing will be provided **via email** in the form of an RFP addendum to all bidders.

All proposal bids must be received in writing and in a sealed envelope no later than **June 1, 2017**, and mailed to the following address:

**Louise Blankenheim
District Administrator
Kiel Area School District
P.O. Box 201
416 Pain Street
Kiel, WI 53042**

Submitters may correct, modify, or withdraw a proposal by written notice received by the District prior to the time and date set for proposal submittal.

The District may cancel this RFP, or reject in whole or part all bids if the District determines that cancellation or rejection serves the best interests of the District.

All bids submitted in response to this RFP must remain final for ninety (90) days following the bid opening.

The Kiel Area School District is not responsible for any costs associated with preparing a response to this RFP.

An initial site plan for this project has been developed and included in the RFP. In no way, should the firm interpret the concept plan as the final layout. The concept should be used for reference only.

A full site survey has NOT been completed. It will be the responsibility of the contractor to make themselves familiar with the site and the site conditions prior to submitting a proposal.

II. Background

Kiel High Schools current concession stand, track and football field were constructed in **1974**.

Currently, bathroom facilities are not available at the track and football complex. Students, players, parents, and fans are required to walk across the driveway to the high school to use bathroom facilities. This creates numerous challenges. There are safety concerns with fans

crossing a busy drive in the dark during games. There are also concerns for fans that require additional support that they must travel a long distance to get to the restrooms.

The existing track is old and deteriorating. Due to the condition of the track, Kiel high School has not been able to host a track event since 2010. It is the intent of the district to create a track facility that will allow the hosting of full track and field events. The intent is to create track facilities that will be allowed to be used by all the community to promote a safe and healthy environment for all.

The existing football field has been in use since 1974. The fields condition is an uneven playing field, that is currently playable, but, required a regrading and re-crowning to improve the poor drainage. The football field also requires irrigation to keep the field watered properly as well as sufficient lighting for the night games.

The current concessions stand was constructed in 1991. The concession stand was initially built as a storage shed and was then converted into a concession stand. The facilities are currently without water, heat, and drains. There is insufficient power in the building as we often trip the breakers if too many items are plugged in. There is limited storage with mice often getting into the shed, so most concessions items have to be brought in the day of the game and then taken and stored elsewhere until the next event.

The current baseball diamond has just one small bleach for each home and visitor fans. This would need to be increased. Currently there is no lighting to host a night game. We would also like to add a press box.

The current concessions stand was constructed in 1993. The facilities are currently without water, heat, and drains. The line for the concession stand blocks the entrance to the filed causing unnecessary congestion. The current concession stand is approximately 15' x 30'.

III. Primary Function of Upgraded Facility

The following functions have been identified as primary requirements to be incorporated in the design and construction of the new football and track complex.

The complex must be designed with the following:

1. A football field with a grass or synthetic field
 - a. Dimensions must be compatible with current WIAA regulation. All amenities associated with a football field must be included (lighting, scoreboard, sound system, video board, etc.)
 - b. Lighting must be equal to or better than WIAA specifications.
2. A new 9-lane running track with an event area for high jump, long jump, and pole vault located on the west side of the facility.

- a. The track and field event areas must be designed for use in early spring and include proper drainage and surfaces that are compatible with a Wisconsin winter/spring.
 - b. Field event areas include discus, shot put, long jump, high jump, and pole vault. All areas must meet or exceed current WIAA standards for track and field.
3. A seating structure that meets the needs of the community and students will have at a minimum 1,500 number of seats.
 - a. Seating located ONLY on the east side of the facility
 - b. The bleacher section must include storage under it for track and field materials as well as football. Unless it is otherwise decided to place the concession stand and bathrooms under the bleachers.
 - c. Storage must be lockable and allow for large objects to be stored
 - d. All space under the bleacher section should be used
 - e. There should be little or no “open” space under the structure (fully enclosed)
 - f. The bleacher section must be ADA compliant
4. A press box on top of the football and baseball structure with full technological capabilities is required (internet, multi-media accessibility, etc.)
5. A concession stand with adequate ADA compliant restroom facilities and ticket sales must be located to the north of the bleacher area.

General

I. Scope of Services

a. Facility Assessment

- i.** Attend a kickoff meeting to finalize the scope and schedule
- ii.** Perform geotechnical investigations if required
- iii.** Complete a topographic survey for final design if needed
- iv.** Complete a wetlands delineation and address any other environmental impact areas as required for areas disturbed in project area

b. Schematic design

i. Expected to be a minimum of one meeting

1. Review zoning, easements, wetlands, etc. with District

- a.** Prepare a schematic layout or layouts of the athletic fields and other planned facilities
- b.** Prepare a preliminary construction opinion of probably cost and schedule
- c.** Present these project concepts with recommendations
- d.** Prepare a colored rendering for presentation purposes regarding the site and building plans
 - i.** Colored renderings must be “presentable” to the public and have the ability to be posted electronically to the District’s website, etc.

2. Permitting services

- a.** Identify and obtain any local, state, and federal permits as may be required
- b.** Detailed design development and preparation of contract documents

- i.** Expected to be, but not limited to, two meetings
- ii.** Preparation of contract and construction documents consistent with the approved schematic design

c. Bid award and construction period services

i. This is a design build project

- 1.** KASD is looking for the General Contractor to manage all design and construction services. It is our desire that the general Contractor will provide the most cost effective solution to meet the needs of the students, athletes, and community
- 2.** Any specialty design or construction components that utilize the skills of specialty firms must be identified in the firm’s proposal
- 3.** We desire a minimum of 3 bids per each division of work and that all bids are shared

with the board prior to any award of contracts
to subcontractors

- d. Provide standard construction period services,
preconstruction conference, submittal review, weekly site
responsibility, contract administration, and close out.

Proposal Requirements

Please address the following questions in your proposal:

1. Provide a brief background of your organization including at a minimum:
 - a. Contact person
 - b. Annual construction volume
 - c. Bonding capacity including a letter from your bonding company dated within the last 30 days confirming your organizations ability to obtain a bond for the proposed value of this project.
 - d. Business Description including; how long your firm has been in business, type of firm (sole owner, partnership, corporation, etc.,)
 - e. Average number of employees
 - f. Insurance coverage

2. Project Team
 - a. Provide the names and roles of each member of your team
 - b. Identify who on your team will be responsible for the following: Design/architecture, pre-construction, bidding, construction, close out
 - c. Experience; please identify past project experience with athletic facilities.
 - d. What self-perform trades does your organization offer?