

I. Invitation

The Haverford Township Board of Commissioners invites qualified firms to submit a qualification Proposal for Architectural/Engineering Design and Construction services for a Community Recreation/Environmental center at the former Haverford State Hospital site.

II. Project Background description

A. Site Background History

In December 2002, Haverford Township purchased the hospital site, which closed in 1998, from the state for \$3.5 million. The site contains 209 acres. Deed restrictions required that a minimum of 120 acres remain as open space and a minimum of 15 acres is used for active community recreation.

The township has done a comprehensive analysis of the site and the desires of the residents in terms of uses at the site. Through surveys and numerous public meetings the majority sentiment was to preserve open space and create community recreation facilities. The survey also showed the majority favored financing the development through a combination of public and private funds.

In December 2006, the township finalized an agreement with a private developer to sell 40 acres of the site to be developed as high end residential units, geared towards the over 55 market. Of the remaining acres, 124 will remain as open space and 45 are dedicated to active community recreation. There is a public road which goes through the site. The agreement also called for the developer to grade the active community area to be used for ball fields, and a 30,000 sq. ft. pad for an indoor recreation facility.

In 2007 the township acquired a grant from the National Fish and Wildlife Foundation to do an ecological inventory of the streams, fauna, wildlife and habitat at the site.

In 2007, the Board of Commissioners authorized township officials to hire a planning consultant team. The purpose was to determine the estimated construction and operating costs of a facility that included the identified needs recommended by the Park Board and the Parks and Recreation Department. The consultant's report was presented at public meetings in 2007 and again in 2008. The report included options related to an aquatics center. That work is a guideline and may be used for subsequent design work but is not required.

In May 2007, the Board of Commissioners approved the final land development plans for the site (which included a traffic impact study). Based on the consultant's work it is anticipated the building will be between 35-40,000 sq.ft. at a cost of \$6-8million if there is no pool, or 55-60,000 sq.ft. at a cost of \$10-12million if there is a pool. The estimated cost includes design, construction, furnishing and the outdoor amenities.

In 2006 and 2007, the Park Board organized bus trips for residents and elected officials to visit several area community recreation facilities including Plymouth, Ephrata, Bethlehem and West Deptford Townships. The purpose of the visits was to learn from other communities about the

benefits, design and operation of their facility; and to understand the difference between a community owned facility and a high school athletic facility, a YMCA or a private facility.

B. Facilities

The need for an indoor facility has existed for a number of years. The township does not own any significant indoor space and must rely primarily on the school district for gym time, classroom space and auditoriums to offer indoor athletics, art, dance and fitness classes and community programs. The township offers a wide range of multi -generational recreation activities and programs through out the year. Some of the activities are tax supported but most are fee based. The fee based programs are self- sufficient and the revenue generated from the fee based programs has grown continuously for 25 years. In 2008 the revenue was over \$600,000.

The out door components at the site will be an integral part of how the indoor facility will be used. In addition to the ball fields, walking paths, and picnic areas, there will be a system of trails through the open space and a scout camping area. Plans are being developed to use the outdoor and indoor areas for environmental education activities related to the habitat and ecology of the site. The ideal facility would allow for rooms and meeting spaces which can be adjusted for multi – purpose uses and numbers of people.

The pro-forma developed by the consultant shows a combination of program fees, rental fees, daily entrance fees, and seasonal fees to help off-set operating costs. There will be some areas of the building restricted and some areas open to the general public.

C. Other

Haverford Township is a mature suburb, encompassing 10 sq. miles; with 50,000 residents. We have a mix of residential units ranging in cost from \$125,000 to well over \$1,000,000. One third of our population is between the ages of 40-60.

The township will be especially interested in sustainable design strategies for this project. The designer will be asked to use LEED guidelines as a way to evaluate strategies. The project will likely seek a LEED certification of silver or better. The selected designers will be required to help in preparing necessary applications for the certification. If pursued the LEED certification will be broken down into design and construction. The township will pay the certification application fees.

A review of the site's storm water calculations should be completed to determine storm water control. Infiltration and water quality must be designed and constructed in accordance with Haverford Township ordinances.

III. Scope of services

The design team will provide architectural design, structural, mechanical, (HVAC) plumbing, electrical and fire detection and protection engineering design services for schematic design, design development and construction document services for a Community Recreation/Environmental facility which will incorporate the components listed below. The design team will also assist in preparing application for LEED certification if requested. Cost estimates will be required at the end of each phase. Exterior and interior color renderings will be required.

IV. Project Program

A. Main components

1. A double gymnasium to be used primarily for basketball, volleyball and indoor soccer; also could be used for flea markets, community events or indoor shows.
2. An indoor walking track to be used primarily by women and those over age 50.
3. Environmental/Nature Room to be used for educational and nature activities.
4. (Add – alternate) - A multi- use community pool to be used primarily for Sr. aerobics, youth (13 and under) competitive swimming, adult lap swim, swimming lessons, young families, and rental parties. .

B. Other components

- Senior activity room
- Teen activity room
- Arts and Crafts room
- Fitness/ Wellness area
- Aerobics/dance room

- Conference room
- Kitchen/concession area
- Lobby and reception area

C. Support areas

- Administrative offices
- Locker rooms
- Bathrooms
- Storage rooms
- Mechanical room

- Maintenance storage
- Required parking

It is possible that the facility will have a phased construction.

V. Submission Requirements

A. Submission

Firms/Design Teams to be considered for providing the scope of services described herein shall submit a brief and concise proposal in the following format:

1. Description of the firm/design team's size, history, qualifications and achievements.
2. A narrative of the firm's understanding of the project scope, its location, context, technical, budget and schedule issues. Inclinations of an approach to addressing problems and a proposed delivery methodology are strongly encouraged.
3. A complete list of names and the roles of proposed key professionals (including sub-consultants as appropriate) who would carry out work under this contract, including resumes and relevant experience, with an organizational chart showing team structure.
4. Description of relevant recently completed, projects by the proposing firm (including sub-consultants as appropriate) include project location, scope, construction cost, year completed cline.

B. Experience

1. Provide contact information and if you wish letters of recommendations for at least two (2) relevant projects that you or members of the Project Team participated in that followed LEED guidelines or sought LEED certifications.
2. Provide a listing of municipal or recreational projects for which you are currently providing architectural services or have in the past 5 years.
3. Indicate whether in-house personnel or consultants will be employed in each of the required disciplines.
4. Provide a statement of unique qualifications your firm possesses which would be of benefit to the Township for the project.

C. Methodology

1. Specifically address how your firm will work with the Construction Manager to assure the construction budget is adequate for the Township.

2. How will your firm work with the Administration and Board of Commissioners in determining the overall schedule?
3. How will your firm keep the project team and the Township informed?
4. How will your firm maintain adherence to project schedule?
5. Briefly describe how your firm will keep abreast of continuing development and trends in recreational facility design.

VI. Projected Schedule –

- Feb 25 – receive RFQ
- March 2-6 – conduct short list interviews
- March 12 – RFP issued to qualified firms
- April – Design services contract awarded
- Late 2009-2010 – Construction begins

VII. General Instructions

1. Sealed Proposals will be received until 4:00pm on February 25, 2009 at the following address:

Mr. Larry Gentile Manager- Secretary
Haverford Township Commissioners
2325 Darby Rd. Havertown, Pa 19083

2. No verbal, e-mail, telephone or faxed proposals will be accepted.
3. The outside of the envelope must be clearly marked “REQUEST FOR QUALIFICATIONS FOR HAVERFORD TOWNSHIP RECREATION/ENVIRONMENTAL BUILDING”. Five (5) hard copies of the proposal and CD must be submitted.
4. All questions shall be directed to Tim Denny, Assistant Township Manager, solely by e-mail at: tdenny@haverfordtownship.org. Questions will be answered collectively (by e-mail) on February 19, 2009.
5. The Township reserves the right to reject any/or all proposals and reserve the right to waive any informalities or irregularities in the proposal or examination process. The Township reserves the right to award any proposal and/or contract in the best interest of the Township of Haverford.

6. The Township is not under any obligation to award a contract and reserve the right to terminate the request for proposal process at any time and to withdraw from negotiation with all or any of the firms who have responded.

VIII. Evaluation/Selection Process

The Township will review all submitted qualification proposals and conduct an evaluation considering, but not limited to, the factors identified below:

1. Capability to perform required services and qualifications of key personnel.
2. Extent of experience and past performance in similar projects.
3. Project understanding, design approach to methodology.
4. Ability to be responsive to the Township's needs.
5. Proposed schedule and approach to perform required services in a timely manner.

The Township will evaluate the submitted information and rank the architects accordingly. Based on this review the Township will create a short list of applicants.

The Township will invite the short listed firm(s) for an interview to allow each firm the opportunity to support or clarify their qualifications. From this process the Township will invite 3-5 firms to submit a proposal.