



## REQUEST FOR QUALIFICATIONS (RFQ)

<b>PROJECT:</b>	<b>NEW COMMUNITY CENTER FOR ASSEMBLY PARK</b>
<b>LOCATION:</b>	ASSEMBLY PARK 1607 POTTAWATOMI DR. DELAVAN, WI 53115
<b>QUOTE DUE TO:</b>	ASSEMBLY PARK BUILDING COMMITTEE Co-Chair: Jim Ignoffo; njmpj@aol.com Co-Chair: Kathleen Fiedler; kathleen.fielder@gmail.com Co-Chair: Tom O'Halloran; thomasohalloran@comcast.net Secretary: Greg Selep; gselep618@comcast.net
<b>PRE-BID MEETING:</b>	TBD
<b>Request for Information (RFI) Due</b>	TBD
<b>QUOTE DUE:</b>	TBD
<b>ATTACHMENTS:</b>	Assembly Hall Committee PowerPoint Assembly Hall Requirements / Scope of Work

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### PROJECT INTENT

*The Delavan Lake Assembly intends to engage an architecture firm to provide designs for the replacement of our community center (Assembly Hall). At this time we do not have an estimated project start or completion date.*

*The intent of this project is to replace our current community center with a multi purpose space. The building must include: basement storage, mailroom, caretaker work area with garage space for a truck with plow attachment, ADA bathrooms, kitchen, sufficient storage, and a large open common area for meetings and community events.*

*The design must take advantage of the lake view and include a covered patio area for seating and socializing*

### DESIGN INTENT

*Our intent is to create a flexible space that becomes the central gathering place for Assembly Park. It must be able to accommodate: annual meeting, weddings, card parties, community dinners, yoga / play area*

**PROJECT BUDGET:** TBD

### PROJECT PARAMETERS

Two distinct alternate construction delivery methods need to be explored during the conceptual/schematic design phase: 1) pre-fab/pre-engineered building, and 2) typical wood framed residential construction. Once both building construction types are complete in the conceptual/schematic design phase, one method will be selected by the Committee based on functionality balanced against budget/estimate. The selected method will then be carried forward into the next design phase.

The design of the new Community Hall shall be contextually relevant to surrounding community, e.g. cottages, park dwellings, etc.

The awarded firm will have to work closely with Walworth County throughout the design process to gain approvals of the design (Assembly Park is Zoned Residential).

#### COMPONENTS OF RFQ:

##### *Technical Proposal*

###### Factor 1 - Past experience

A. Provide summary examples of past projects similar in scope completed in last 5 years (5 examples max.) with reference(s).

1. Include any experience with pre-fab/pre-engineering building construction (if any), and any community centers or buildings with large multi-purposes.

###### Factor 2 - Management methodology

A. Management approach to project (2 pages max.)

B. Key Personnel; include roles/responsibilities and resumes

C. List any outside consultants/subcontractors that will be utilized and their role

###### Factor 3 - Technical Narrative

A. Describe firm's project/technical approach to completion (2 pages max.)

B. Confirm and detail how firm will complete project on schedule, propose a tentative design schedule. Describe any commitments preventing completion on time (2 pages max.).

##### *Price Proposal*

###### Factor 4 - Price

A. Provide fee structure and price for full scope of services to complete the design

- Include: 1) Conceptual Design / Schematic Design (with at least one exterior rendering)  
2) Design Development, 3) Construction Documents/Issued for Bid Set

B. Describe what services are included/excluded

C. Provide a lump-sum estimate of reimbursable expenses