



REQUEST FOR QUALIFICATIONS

ENGINEERING, DESIGN SERVICES AND
AQUATICS PROGRAM DEVELOPMENT

FOR

City of Driggs, Idaho

TETON VALLEY AQUATIC FACILITY

TYPE OF PROPOSAL: Engineering, Architectural, Recreation Planning

SUBMISSION DEADLINE: 5pm, Wednesday, March 1, 2023

CONTACT PERSON: Doug Self, Community Development Director
(208) 354-2362 x2111 DSelf@DriggsIdaho.org



208-354-2362 ext. 2111
M-TH 8:30am - 5pm
F 8:30am - 1pm



dself@driggsidaho.org
DRIGGSIDAHO.ORG



60 South Main Street
PO Box 48
Driggs, ID 83422



I. PROJECT DESCRIPTION & SCOPE OF SERVICES

The City of Driggs is soliciting Statements of Qualifications from qualified firms or teams of firms licensed for professional services related to the design, engineering and programming of a new aquatic facility in the City of Driggs, Idaho.

The facility will provide a variety of programs for the Teton Valley (Teton County, ID) community and its visitors, including learn to swim, health & fitness, rehabilitation, and competitive swimming, as well as sports training and events that draw athletes from outside of the community. The design process shall be based on the attached *Teton Valley, Idaho Aquatic Facility Functional and Operational Requirements* (December 2022) and consider information contained in the *Aquatic Facility Feasibility Study* (November 2019) produced by VCBO Architects and available at <https://www.tetonvalleyaquatics.org/>.

Professional services required for the Teton Valley Aquatics Facility include:

1. Initial Contract:
 - a. Design Program and Schematic Design Confirmation/Update
 - b. Design Development Documents
 - c. Facility Revenue and Operating Cost Projections Update
 - d. Construction Cost Estimate Update
2. Anticipated Second Contract (alternatively advertised for Design-Build bids):
 - a. Construction Documents, Construction Cost Estimate
 - b. Bid Phase Services
3. Anticipated Third Contract:
 - a. Contract Administration
 - b. Construction Administration

II. BACKGROUND

The City of Driggs is partnering with Teton Valley Aquatics (TVA), a 501c(3) organization in the planning, design and development of an aquatic facility. The facility will serve the population of Teton Valley (Teton County, ID and Alta, WY), with resident population of approximately 13,000 and significant winter and summer influx (approximately doubling of resident population) by second home owners and visitors. An aquatic and indoor recreation facility was the top community priority identified by a 2014 Teton County Recreation Master Plan.

A project team representing both T VA and the City of Driggs will work with the selected design firm throughout the project. The completed Aquatic Facility Feasibility Study



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(November 2019) prepared by VCBO Architects provides a conceptual starting point. The study contains concept level programming and design elements envisioned by the Project Team along with revenue and operating cost projections and estimates of construction cost for three phases – I. Outdoor Seasonal Pools, II. Enclosed Year-Round Aquatics, and III. Addition of Indoor Dry-Land Recreation. A parallel Geothermal Option, which would add year-round outdoor hot pools as well as significant additional revenue, is also reviewed in the Feasibility Study. The attached *Teton Valley, Idaho Aquatic Facility Functional and Operational Requirements* (December 2022) provide the basis for the design and assumes no geothermal resources will be available, although a third party (Teton Geothermal) continues to pursue a test well to confirm geothermal resource availability.

The City has secured an approximately 5-acre project site near the intersection of 5th Street and Ski Hill Road in Driggs, adjacent to the City’s existing 5th Street Park and connecting with trails and open space along the Teton Creek corridor. Bare ground elevation data and imagery suitable for schematic design were collected for the site and surrounding area in November 2020.

The City anticipates completing the initial design contract by the end of 2023 and negotiating second and third contracts as funding is secured and annual budgets are adopted to allocate that funding to the project. The Project Team aims to begin construction of an aquatic facility in 2025.

III. SCHEDULE

3/1/2023	Statement of Qualifications Due
3/8/2023	Shortlisted Firms Contacted / Interviews Scheduled
3/15/2023	Interviews Conducted and Top Firm Identified
3/21/2023	City Council Acceptance of Recommended Firm
4/4/2023	Contract Negotiated and Executed
12/31/2023	Initial Contract Completion – Deliverables Due

IV. NOTICE OF INTENT

All interested parties are encouraged to submit a written “Notice of Intent to Submit SOQ – Aquatic Facility Design”. Failure to submit written notice shall waive any obligation on behalf of the City of Driggs to provide notice of any alterations in the RFQ process and/or responses to questions concerning the RFQ.

Interested parties can provide written notice by sending an e-mail to Doug Self, Driggs Community Development Director, dself@driggsidaho.org, with the “Notice of Intent to Submit SOQ – Aquatic Facility Design” in the subject line. The body of the e-mail shall



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contain the name of the interested party, a contact person to receive any information from the City concerning the RFQ process and that person's contact information.

V. STATEMENT OF QUALIFICATIONS

The Statement of Qualifications should be organized in sections containing the following information:

1. **Cover letter.** Briefly summarize the firm's qualifications most relevant to this project and identify the project team. Confirm the firm's ability to meet the proposed project schedule. Provide contact information for the firm and project manager.
2. **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office and the address of the office that will manage the project.
3. **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including key personnel for any sub-consultants), showing professional qualifications and licenses, along with relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
4. **Relevant Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. Please include facility construction costs where possible. Please list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
5. **Project Understanding.** Describe your firm's understanding of the nature of this project and the opportunities and challenges that may be encountered with a project of this type and location.
6. **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, or alternative approaches the City of Driggs might wish to consider.



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7. **Project Schedule.** Provide a schedule of general project activities for the initial design contract, indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the SOQ.

A digital (pdf) copy of the Statement of Qualifications must be received no later than 5pm Mountain Time on Wednesday, March 1, 2023, by Doug Self by email at DSelf@DriggsIdaho.org. File size must be less than 25Mb if delivered directly via email (otherwise please send a link to download the SOQ or mail a USB digital storage device to City of Driggs, PO Box 48, Driggs, ID 83422). Statements of Qualifications received after the deadline will not be considered.

VI. SELECTION PROCESS

Firms will be ranked on qualifications and the City of Driggs may choose to interview several of the top ranked firms. However, at its discretion, the City of Driggs may dispense with interviews and select the firm it finds to be the most qualified to perform the work. Firms will be evaluated and SOQs scored as follows:

- (20pts) Qualifications of Firm & Project Team
- (30pts) Relevant Project Experience
- (20pts) Project Understanding
- (30pts) Approach and Schedule

The Project Team will assist with firm evaluations and make recommendations to the City Council who will approve the ranking of firms.

The City of Driggs will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the most qualified firm. If unable to reach an agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

VII. ADDITIONAL INFORMATION

Questions regarding the project may be directed to Doug Self, Community Development Director for the City of Driggs at (208) 354-2362 x2111 or DSelf@DriggsIdaho.org. The City will consider questions from submitters as long as the questions are submitted in writing and are received by the City by Noon (MST) on Friday, February 17, 2023. All interested parties that have provided notice to the City of their intent to submit a



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Statement of Qualifications shall receive the City's answer to any timely submitted question.

The provisions of this RFQ cannot be modified by oral interpretations or statements. If inquiries or comments raise issues that require clarification by the City, or the City decides to revise any part of this RFQ, addenda will be provided to all parties that have provided notice to the City of their intent to submit a SOQ.

The issuance of the RFQ and the receipt and evaluation of submissions does not obligate the City of Driggs to award a contract. The City will not pay costs incurred in responding to this RFQ. The City may in its discretion cancel this process at any time prior to the execution of a contract without liability.



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