

**MCCOOK CITY COUNCIL**

**REGULAR MEETING**

**Friday, October 25, 2024  
8:00 AM - City Council Chambers**

Roll Call.

Excuse Absences.

Open Meetings Act Announcement.

Call to Order.

Items.

1. Approve the Request for Qualifications for the design, preparation of construction documents, bid, and to oversee the construction of the McCook Sports Complex and set the date and time to receive proposals as no later than 4:00 P.M., November 14, 2024.

Adjournment.

**CITY OF MCCOOK  
MCCOOK SPORTS COMPLEX  
Request for Qualifications (RFQ)**

The City of McCook, Nebraska is requesting statements of qualifications from consulting firms for the design, preparation of construction documents, bid, and to oversee the construction of the McCook Sports Complex.

Elaborate, costly brochures, or presentations are not desired. Consultants should provide sufficiently complete information to Lea Ann Doak, City Clerk, PO Box 1059, 502 West "C" Street, McCook, Nebraska 69001-1059, no later than 4:00 P.M., November 14, 2024. This will permit the City to fully evaluate the proposals without the necessity of contacting the consultant for additional information.

A listing of what the qualification statements must contain may be examined at the office of the City Clerk in the City of McCook, Nebraska and may be procured from that office.

The Mayor and City Council of the City of McCook, Nebraska reserve the right to waive informalities and to reject any or all proposals.

Dated this 25<sup>th</sup> day of October, 2024.

-s- Lea Ann Doak  
City Clerk

Publish: October 25, November 1 and 8, 2024.

**CITY MANAGER'S REPORT**  
**OCTOBER 25, 2024 MCCOOK SPECIAL CITY COUNCIL MEETING**

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ITEM \_\_\_\_\_ Approve the issuance of a Request for Qualifications (RFQ) for a firm to design, prepare construction documents, bid, and oversee the construction of a new sports complex to be located within the City of McCook, Nebraska.

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**BACKGROUND:**

In 2022, the citizens of the City of McCook approved a ballot question implementing an additional ½ cent local option sales tax to construct a swimming pool and sports complex. The McCook Aquatic Park was built and opened in July of 2024. The City of McCook is now prepared to move forward with the sports complex project.

City of McCook staff has prepared an RFQ for the City Council's consideration. The RFQ invites firms to submit their qualifications to the City of McCook to design, prepare construction documents, and oversee the construction of a new sports complex that will be located in the northwest portion of McCook. The McCook Sports Complex Committee assisted City staff with the formation of the RFQ. The RFQ will be published for three successive weeks. Interested firms will be required to submit their RFQ to the City of McCook no later than 4:00 p.m. CST on November 14, 2024. The McCook Sports Complex Committee will interview the top ranking firms the week of November 19<sup>th</sup>. Following the interviews, the Committee will score the firms based on the criteria included in the RFQ. The highest scoring firm will be recommended to the McCook City Council for approval. After the selection is complete, the City and selected firm will negotiate contract terms. In order to obligate the City's remaining ARPA funds, a final contract needs to be completed and approved by December 31, 2024.

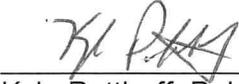
**APPROVALS:**

  
\_\_\_\_\_  
Nathan A. Schneider, City Manager

October 24, 2024

  
\_\_\_\_\_  
Lea Ann Doak, City Clerk

October 24, 2024

  
\_\_\_\_\_  
Kyle Potthoff, Public Works Director

October 24, 2024

  
\_\_\_\_\_  
Tera Koetter, Assistant City Manager

October 24, 2024

## REQUEST FOR QUALIFICATIONS (RFQ)

### MCCOOK SPORTS COMPLEX

The City of McCook, Nebraska, is seeking to prequalify a firm to design, prepare construction documents, bid, and oversee the construction of a new sports complex that will be located in McCook, Nebraska. It is the City of McCook's desire to have a firm selected and under contract no later than December 31, 2024.

#### **BACKGROUND OF THE PROJECT:**

The City of McCook proposed a ballot initiative to implement an additional ½ cent local option sales tax on eligible purchases within McCook's corporate limits to finance a sports complex and aquatic facility. The vote on November 8, 2022, was approved by a wide margin. The outdoor aquatic facility was opened in July 2024.

The McCook Sports Complex may need to be constructed in phases with the first phase focusing on the following, with artificial turf being desired:

- 1 Championship Baseball Field and 1 Championship Softball Field
- 4 Softball fields that could accommodate multiple outfield fence, base and pitching distances
- 2 Soccer Fields (Youth and Adult)
- Practice areas (Could be joint use areas)

As well as amenities that go along with such fields such as, but not limited to:

- Field specific warm-up areas and bull pens
- Batting Cages
- Concession Stands / Restrooms / Umpire Area
- Adequate Seating with shade structures/protection
- Playground Area (Protected)
- Picnic area with shade structures
- Adequate Parking
- Adequate lighting

Other facilities that may become a part of the McCook Sports Complex project, if and when funding becomes available include, but are not limited to:

- Pickleball Courts - Outdoor
- Basketball Courts - Outdoor
- Tennis Courts – Outdoor
- Indoor Facility – which may house multiple activities
- Ice Skating Rink – Outdoor
- Splash Pad

The City of McCook recently purchased the parcel of land where the new sports complex will be constructed. This piece of property is currently being farmed with no existing structures.

**PROJECT REQUIREMENTS:**

The successful firm will demonstrate a proven track record of outdoor athletic facility design with no less than five (5) years of demonstrated experience and have completed no less than five (5) outdoor athletic facility projects similar in size to the one being proposed.

**SUBMISSION REQUIREMENTS:**

Each firm will submit twenty (20) copies of their RFQ and a thumb drive for necessary distribution. The City of McCook will accept only those sealed RFQ's, either hand delivered or received via U.S. Mail, or another commercial carrier. Interested firms should submit their RFQ to the following address no later than **4:00 p.m. CST on November 14<sup>th</sup>, 2024.**

McCook Municipal Center  
Attn: Lea Ann Doak, City Clerk  
505 West "C" Street  
P.O. Box 1059  
McCook, NE 69001

Please mark package as the "McCook Sports Complex RFQ".

If you have any questions regarding the delivery of proposals, please contact Lea Ann Doak, City Clerk by calling (308) 345-2022. Items transmitted by facsimile or electronically will not be accepted. Late receipt of submittals will not be considered regardless of postmark. All proposals will be validated. Submittals received after the due date will be filed unopened.

## **THE SELECTION PROCESS:**

**Review Panel:** Submittals will be evaluated in accordance with the criteria by the Selection Committee. The Selection Committee will be made up of members from the City of McCook and the City of McCook Sports Complex Committee.

**Interviews:** The City reserves the right to request in-person or video conference interviews from the top-ranking firms. Key personnel from the firms who will be directly involved with the project should attend the interview. The interview panel will be interested in knowing about the project approach and in meeting the individuals who will act as the primary contacts with City staff. Interviews will be scheduled between the dates of November 19, 2024 thru November 22, 2024.

Negotiations will be conducted with the top-ranking firm for the scope of services and fees.

The City reserves the right to accept or reject all submittals and to accept the submittals that best serve the interest of the City.

The City reserves the right to both waive any informality in the RFQ and to determine, in its sole discretion, whether informality is minor.

## **PROPOSAL REQUIREMENTS**

Firms will be judged not only on their experience of the type of work involved but also on their ability to address issues critical to the success of the project. Submittals should be formatted to correspond exactly to the following information requirements. Clear and concise *responses are* appreciated.

Elements that will be considered by the selection committee when scoring your submittal:

### **1. GENERAL INFORMATION**

Introductory information about the firm and information regarding production quality, specialties, current workload, ability to meet deadlines, year established, and size of the firm.

Description of design approach for a project such as this.

### **2. PROJECT TEAM**

Identify and describe the relevant experience and qualifications of the proposed design team including, but not limited to the Project Manager, Architects, and Engineers.

Provide three (3) references for athletic facility projects, specific to the Project Manager. Please include the project name, brief project description, owner, contact information, final construction costs, and construction completion date.

Provide a matrix of in-house services provided and who is responsible for each specific service relevant to this project. Please detail any services you would sub-out and your process for coordinating with sub-consultants.

### **3. EXPERIENCE**

List five (5) similar projects (ideally in the Midwest) that have been completed by your firm within the past ten (10) years. Include the project name, completion date, the estimated cost of the project, the final cost of the project, brief project description, photos, owner, firm's summary of work, and information regarding all subcontractors.

List any additional recent and relevant experience completing projects for public or municipal clients. State your familiarity with municipal government decision-making and review processes.

### **CITY'S GENERAL REQUIREMENTS:**

The City of McCook is an equal opportunity employer and requires all contractors, consultants, etc. to comply with all applicable federal and state laws and regulations.

The City of McCook, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42-2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all interested consulting firms that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

The successful firm shall agree to protect, defend, indemnify, and hold the City Council, City of McCook, its officers, commissions, employees and agents free and harmless from and against any loss, penalties damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the successful firm, its agents, employees or representatives, in the performance of the successful firm's duties under any agreement resulting from the award of this proposal. The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

It is agreed between the parties that the City of McCook shall not, under any circumstances, be responsible nor have any obligation for workers' compensation benefits to the successful firm, its agents, employees, and subcontractors, or their agents and/or employees.

The successful firm and its subconsultants shall maintain in force throughout the term of this agreement Workers' Compensation, Professional Liability, and General Liability Insurance, including non-owned auto coverage, for the entities involved and their

employees, officers, and agents. The insurance coverage must meet the following minimum requirements:

- **Professional Liability Insurance:** \$1,000,000.00 per claim and \$2,000,000.00 aggregate, including coverage for errors and omissions.
- **General Liability Insurance:** \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
- **Workers' Compensation Insurance:** As required by the State of Nebraska.

The insurance policy or policies provided by the successful firm shall be considered primary insurance, and any insurance maintained by the City of McCook shall be considered secondary and non-contributory.

The City of McCook shall be listed as an **Additional Insured** on all required liability insurance policies. A certificate of insurance, naming the City of McCook as an additional insured, must be provided to the City prior to the commencement of work under this agreement.

The certificate holder on the Certificate of Insurance shall be:

**Tracy Burkey, Deputy City Clerk**

McCook Municipal Center  
505 West "C" Street  
P.O. Box 1059  
McCook, NE 69001

The successful firm agrees to provide the City of McCook with 30 days' written notice by registered mail prior to any material change or cancellation of insurance policies.

The successful firm is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the successful firm is an individual or sole proprietorship, the following applies:

The successful firm must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).

If the successful firm indicates on such attestation form that he or she is a qualified alien, the successful firm agrees to provide the US Citizenship and Immigration Services documentation required to verify the successful firm's lawful presence in the United States

using the Systematic Alien Verification for Entitlements (SAVE) Program.

The successful firm understands and agrees that lawful presence in the United States is required, and the contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

This RFQ does not commit the City of McCook to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure our contract for services. The City of McCook reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or its entirety the RFQ, if it is in the best interest of the City of McCook to do so.

If you have any questions regarding this RFQ, please submit questions to Kyle Potthoff at [potthoff@cityofmccook.com](mailto:potthoff@cityofmccook.com), Nate Schneider at [nschneider@cityofmccook.com](mailto:nschneider@cityofmccook.com) and Tera Koetter at [tkoetter@cityofmccook.com](mailto:tkoetter@cityofmccook.com) no later than November 8, 2024. Please put "McCook Sports Complex RFQ questions" in the subject line of the e-mail.

CITY OF MCCOOK

A handwritten signature in black ink, appearing to read "Nate Schneider", written over a horizontal line.

Nate Schneider, City Manager