



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve and Authorize Issuance of Request for Qualifications for the Design of an Indoor Sports Center

MEETING DATE: August 15, 2001

PREPARED BY: Parks and Recreation Director

RECOMMENDED ACTION: That the City Council approve and authorize the issuance of the attached request for qualifications for the design of an indoor sports center.

BACKGROUND INFORMATION: In the fall of 1996, the City of Lodi commissioned a feasibility study for constructing and operating facilities for indoor sports and recreational activities within the community of Lodi. A committee of citizens and City representatives was assembled for the purpose of defining project parameters and to provide leadership, direction and representation during this process.

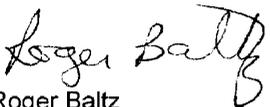
The following goal statement written by the committee expresses the overall mission of facility:

To enhance the quality of life for all residents by providing affordable and accessible indoor facilities and sports activities. The center must be flexible to accommodate future growth and trends and designed for cost effective maintenance and operations. The center should provide a friendly, inviting atmosphere that fosters a sense of community. The center must provide a secure environment for participants of all ages and abilities to pursue fitness and recreation opportunities in the City of Lodi.

Beginning in January 2001 public workshops were held with citizens, staff, and the Parks and Recreation Commission which resulted in an indoor sports and activity center facility being identified as a priority for the City. The City has budgeted \$500,000 for design work toward an indoor sports and activity center project.

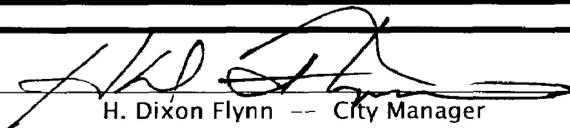
This action of authorizing issuance of an RFQ will allow the City to review respondents who may be qualified to perform the design work. The final selection of a firm and authorization to proceed with a contract will come back to the Council for award and approval of funding.

FUNDING: Not applicable.


Roger Baltz
Parks and Recreation Director

RB:svb

APPROVED: _____


H. Dixon Flynn -- City Manager

**REQUEST FOR QUALIFICATIONS
TO PROVIDE PLANNING AND ARCHITECTURAL SERVICES
FOR AN INDOOR SPORTS AND ACTIVITY CENTER
CITY OF LODI, CALIFORNIA**

PART I – GENERAL CONDITIONS

1.01 Introduction

The City of Lodi seeks Statements of Qualifications (SOQ) from professional architectural firms with experience in planning, designing, building and renovating public Indoor Sports and Activity Center facilities. Staff members from the Parks and Recreation Department, the Public Works Department, Community Development Department, and members of the Parks and Recreation Commission of the City of Lodi are working together on this project. Informational exhibits attached include a City map showing the potential site location; a site/parcel plan of the immediate area; and the latest concept plan if one exists.

1.02 Qualifications Submission

To be considered in the selection process, interested firms must submit one original and ten (10) copies of the SOQ in standard letter (8 ½ x 11) format including all the information requested in the submittal section.

Submittals may be mailed or priority mailed or hand delivered to:

City of Lodi
Parks and Recreation Department
221 North Stockton Street
Lodi, CA 95240
Attn: Roger Baltz

Submittals should be clearly marked:

City of Lodi Indoor Sports and Activity Center Facility
Statement of Qualifications for Planning and Architectural Services

1.03 RFQ Inquires and Requests for Additional Information

Inquires regarding the RFQ shall be made in the following way:
By mail or by fax followed by hard copy via mail to:

Parks and Recreation Department Director
Lodi Parks and Recreation Department
221 North Stockton Street
Lodi, CA 95240
Attn: Roger Baltz
Fax: 209-36333-0162

1.04 Interviews

Interviews will be scheduled with firms as determined by the selection committee. Interviews are tentatively scheduled for the week of September 17, 2001.

1.05 Ownership of Submission

All materials submitted in response to this RFQ will become the property of the City of Lodi. The City has the right to use any or all ideas or concepts presented in the submittal.

PART II – BACKGROUND

2.01 Project History

The City of Lodi consists of an official population of 57,900. The City Parks and Recreation Department extends services to the residents of San Joaquin County living outside Lodi's jurisdictional boundaries bringing the estimated population served to 70,000. The Parks and Recreation Department is one of several City departments under the authority of the City Manager who reports to the City Council. The Parks and Recreation Commission is appointed by the City Council to review and make recommendations to the Council regarding issues of interest.

The City of Lodi is located 90 miles east of San Francisco, 34 miles south of Sacramento, adjacent to U.S. Highway 99 and is easily accessible to Interstate 5. As the northern-most city in the San Joaquin County, Lodi bridges the areas of Northern and Central California. Its location places Lodi in the path of a dynamic growth corridor ideally situated for business and industry.

Although many areas of California experienced a growth spurt in the '80s and 90's, the City of Lodi's growth control ordinance limits new residential development based on an increase in population of 2% per year. The actual growth rate in recent years has been significantly less than 2%. At 2% growth, Lodi's population in 2020 is estimated to be 86,000. However, based on lower growth rates in the last decade, the 2020 population could be as low as 69,000.

The City of Lodi Parks and Recreation Department currently operates indoor gymnasium facilities owned by San Joaquin County through joint use agreements with the County. In 1994, a Park, Recreation and Open Space Plan was developed. From a survey and workshop meetings revealed considerable interest for an indoor recreation center. The need assessment indicated a specific need for a gymnasium. The plan spells out the following design requirements for a successful Indoor Recreation Facility:

- (1) The facility should provide a wide range of facilities and activities of interest to all age groups.
- (2) Spaces should be provided for competitive and active sports, passive activities, receptions and general leisure.
- (3) Multi-use spaces should be favored over single purpose spaces. Flexibility is very important.

In the fall of 1996, the City of Lodi commissioned a feasibility study for constructing and operating facilities for indoor sports and recreational activities within the community of Lodi. A committee of citizens and City representatives was assembled for the purpose of defining project parameters and to provide leadership, direction and representation during this process.

The following goal statement written by the committee expresses the overall mission of facility:

To enhance the quality of life for all residents by providing affordable and accessible indoor facilities and sports activities. The center must be flexible to accommodate future growth and trends and designed for cost effective maintenance and operations. The center should provide a friendly, inviting atmosphere that fosters a sense of community. The center must provide a secure environment for participants of all ages and abilities to pursue fitness and recreation opportunities in the City of Lodi.

Beginning In January 2001 public workshops were held with citizens, staff, and the Parks and Recreation Commission which resulted in and indoor sports and activity center facility being identified as a priority for the City.

The City of Lodi Parks and Recreation intends to open the Indoor Sports and Activity Center by May 2003.

2.04 Project Description

The City is attempting to acquire property located near the current Parks and Recreation offices to create a "campus" effect to an indoor sports complex. The goal of the Indoor Sports and Activity Center design plan is to provide detailed information regarding cost estimates; scale model for the project; concept design; preliminary design ; and final design of the project. Construction plans and specifications will be produced from this work.

PART III – SCOPE OF WORK, SELECTION PROCESS AND ELIGIBILITY

3.01 Work Statement

All work produced under this section should comply with all applicable code and regulations including local zoning ordinances, building codes, Americans with Disability Act guidelines, etc.

Community Input:

Community input is a critical piece in the early stages of the planning process. This may mean conducting town hall meetings, consulting with Parks and Recreation Commission members, and community advisory groups, etc.

Estimated costs:

Estimated costs for turnkey project including, but not limited to, site development, construction (including soft costs), furnishings, and equipment should be determined.

Design:

Design of the facility will include schematic design and scaled model and progress from concept to preliminary and final design documents. Documents will be used to develop final construction documents, plans, and specifications for the project.

Design may include multiple iterations based upon budget considerations and input from staff.

Timeline:

A timeline of the potential building project should be listed in priority order. A realistic year by year action plan should be developed for all project elements given varying levels of available funding.

Visual Materials:

The completed design plan documents may include charts and/or drawings that would graphically illustrate the new facilities and may consist of space standards, site and floor plans, vignette sketches, color perspectives and comparative graphs and charts.

Presentations:

The firm will be expected to conduct presentations of final and draft reports to groups such as the various boards and commissions, Parks and Recreation Commission, City Council, Planning Commission, etc.

3.02 Qualifications

1. The firm will be selected on the basis of professional qualifications and demonstrated competence in understanding government service, particularly as it relates to parks and recreation facilities and operations. In addition, skill in the analysis of building concepts and location issues must be shown.
2. Recent experience in indoor sports and activity facility design is required. Serious consideration will be given only to those firms who can clearly demonstrate successful past experience on similar projects.
3. Although firm resources and experience are important considerations, the specific experience of the individual staff members who will be assigned to the project will be considered most significant in demonstrating the firm's capabilities. There can be no change of key personnel once the proposal is submitted without the prior approval of the Parks and Recreation Director.
4. Ability to meet time schedules, work effectively with the client group and the public, and work within budget limitations will be considered in the selection.
5. The firm shall agree to comply with City of Lodi's insurance requirements and non-discrimination policy.

3.03 Eligibility

This invitation is being provided to qualified firms. A firm may associate by subconsultant agreement with other consulting firms for this project.

The firm and any subconsultants must be licensed by the State of California to practice in their respective fields of specialization. All subconsultants must be acceptable to the City and any change in subconsultants requires written approval by the City of Lodi.

PART IV – SUBMITTAL REQUIREMENTS AND SELECTION PROCEDURE

4.01 Submittal Requirements

Summary information

1. Cover letter
2. On one page, showing the following:
 - A. Firm name, address, telephone and fax numbers.
 - B. Names of key persons who would manage the project.
 - C. Name and brief description of up to three projects involving indoor sports facilities for government agencies you have designed and/or constructed.
 - D. Name and telephone number of a knowledgeable owner/contact person for each of the above projects.

Expanded information

1. Project Team

- Provide a description of anticipated team members identifying specific qualifications of each for this project.
- Include resumes of key project staff members (only those persons who will be assigned substantial technical or project management responsibility should be included.)
- Identify the project manager who will lead the work effort and serve as primary contact with the Parks and Recreation Department and clarify project manager's experience working with the project team and key subconsultants. Indicate project manager's duration of employment with the firm.
- Describe the experience and background qualifications of the members of the project team, including lead personnel of subconsultants, individually and as a team on similar projects.

2. Relevant Experience

Provide a complete listing of relevant projects including parks and recreation building design or expansions and renovations undertaken or completed in the past five (5) years. Also include project(s) of any type that demonstrate your firm's ability to perform the required work.

Project listings should be provided for consultants, subconsultants and key staff. Indicate if work was performed by key staff during employment with proposing firm or during employment with another firm. The format for these listings must include:

- Project name, location and description
- Project participants, including names and telephone numbers of owner and general contractor.
- Role of firm in project delivery (joint venture, architect of record, associate architect, etc.).
- Cost and schedule information including project cost at program phase and completion as well as originally scheduled and actual completion dates. Explain any variance from original budget or schedule.
- Client references—List a minimum of five (5) client references with contact persons and telephone numbers.

3. Current projects

List all relevant projects for which your firm is currently providing services. What is the total estimated construction value of projects currently under contract? Identify the clients and facilities with which there have been repeated associations. Provide information relevant to your firm's ability to complete the City's project on schedule.

4. Cost of Services

Provide a rate schedule by position title for the proposing firm and all subconsultants. Also include a list of standard reimbursable expenses. Submittals shall not include proposed fee or compensation amounts.

5. Project Approach

Provide an explanation of the methodology planned for accomplishing this project including:

- How the firm's plans to manage the project.
- Information gathering methodologies.
- Preliminary list of steps or tasks involved in conjunction with project timeline.
- List of tangible products from accomplishment of tasks.

- Meaningful and demonstrable quality controls.
- Approach to planning and projecting costs.
- Information required from City and Parks and Recreation staff.
- List/description of meetings required with City staff and who will need to participate.

4.02 Selection Process

An invitation to interview will be extended to qualified firms, selected on the basis of professional qualifications and demonstrated competence in understanding government service, particularly as it relates to parks and recreation facilities and operations. The interview process will offer firms the opportunity to present additional information regarding the firm's experience and proposed approach to the project. Team members designated to complete the project are expected to attend the interview.

Qualified firms invited to participate in the interview portion of the selection process will be given more detailed project information. Sample City of Lodi contractual documents, and standard documentation covering compliance with federal, state and local laws may be provided.

The following criteria will be considered in evaluating qualifications:

Qualifications of specific individuals assigned to project.

Specific method and techniques to be employed by firm on the project.

The firm's demonstrated experience with planning and design of indoor parks and recreation facilities projects.

Experience and knowledge in working with government agencies.

Quality of references.

Ability to work in a timely manner.