



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve and Authorize Issuance of Request for Qualifications for the Design of an Aquatic Complex

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 aquatic complex.

BACKGROUND INFORMATION: In 2000 the Mayor of Lodi appointed a Swimming Pool Task Force. After deliberating, the Task Force envisioned the development of an Aquatic Center. As envisioned, the facility should provide an atmosphere capable of multi-use. The Swimming Pool Task force worked with staff and referenced the 1994 Park, Recreation and Open Space Master Plan that had envisioned the same type of facility. The West Side Master Plan incorporates the Aquatic Center on a three-acre parcel, west of Lodi. The Task force would like to see the following design requirements:

1. Able to accommodate growth.
2. Effective and efficient maintenance and operation cost.
3. Family oriented.
4. Multi- shut down facility (allow portions to be operating while the remaining facility is not in use).

Beginning in January 2001 public workshops were held with citizens, staff, and the Parks and Recreation Commission which resulted in an aquatics center being identified as a priority for the City. The City has budgeted \$225,000 for design work toward an aquatics 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

08/09/01

**REQUEST FOR QUALIFICATIONS
TO PROVIDE PLANNING AND ARCHITECTURAL SERVICES
FOR AN AQUATICS FACILITY
CITY OF LODI, CALIFORNIA**

PART I – GENERAL CONDITIONS

1.01 Introduction

Lodi Parks and Recreation seeks Statements of Qualifications (SOQ) from professional architectural firms with experience in planning and building Aquatic Center Facilities. Staff members from the Parks and Recreation Department, the Public Works Department, the Community Development Department, members of the Swimming Pool Task Force, and the Parks and Recreation Commission 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, priority mailed, or hand delivered to:

Lodi Parks and Recreation Department
125 N Stockton Street
Lodi, CA 95240
Attn: Roger Baltz, Parks and Recreation Director

Submittals should be clearly marked:

City of Lodi Aquatic Facilities
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 Director
Lodi Parks and Recreation
125 N Stockton Street
Lodi, CA 95240
Attn: Roger Baltz
Fax: 209-333-0162

1.04 Interviews

Interviews will be scheduled with firms as determined by the selection committee. Interviews are tentatively scheduled for the week of September 30, 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 of Lodi has the right to use any or all ideas or concepts presented in the submittals.

PART II – BACKGROUND

2.01 Project History

Lodi Parks and Recreation serves an official population of 57,900. To this population we offer over 100 aquatic program opportunities, and a potential 1,800 chances for participants to learn to swim.

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.

In 2000 the Mayor of Lodi appointed a Swimming Pool Task Force. After deliberating the Task Force envisioned the development of an Aquatic Center. As envisioned, the facility should provide an atmosphere capable of multi-use. The Swimming Pool Task force worked with staff and referenced a copy of the 1994 Master Plan and Conceptual Site Plan that had envisioned the same type of facility. The Westside Master Plan incorporates the Aquatic Center on a three-acre parcel, west of Lodi. The Task force would like to see the following design requirements:

1. Able to accommodate growth.
2. Effective and efficient maintenance and operation cost.
3. Family oriented.
4. Multi- shut down facility (allow portions to be operating while the remaining facility is not in use).

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

The City intends to open the Aquatic Center by May 2003.

2.02 Project Description

Lodi Parks and Recreation currently operates one Department aquatic facility consisting of two swimming pools within the city limits. The goal of the Parks and Recreation is to provide the citizens of Lodi with a family oriented aquatic center. The goal of the Aquatics Center design plan is to provide detailed information on 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 groups, etc.

Aquatic Center Facilities Components:

Analysis and review of facility components will be undertaken and factored in to the overall design. (At a minimum, zero depth pool entrances, solar power heating, diving pool, 50 meter pool, 25 yard pool, aquatic slides, aquatic play area, concessions, restrooms, parking, showers, offices, first aid room, etc will be considered).

Estimated costs:

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

Design

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

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

Timeline:

A realistic year by year action plan should be developed for the Aquatic center project given varying levels of available funding.

Visual Materials:

The completed design plan document may include charts and/or drawings that would graphically illustrate the aquatic center, which may consist of space standards, conceptual 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 Swimming Pool Task Force, 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 aquatic operations.
2. Recent experience in aquatic center development is required. Experience with aquatic facilities 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 Lodi 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. The 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 Lodi Parks and Recreation Department.

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 planning projects involving aquatic facilities for government agencies you have planned 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 aquatic facilities plan design, development and building 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 firms 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 Aquatic Facilities. 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.
- The firm's demonstrated experience designing aquatics facilities.
- Experience and knowledge in working with government agencies.
- Quality of references.
- Ability to work in a timely manner.