

September 29, 2000

## **Elk Grove CSD Aquatic Center and Community Center Schematic Designs**

### **Request for a Proposal**

**Proposal Submittal Deadline: Thursday, October 26, 2000, 4:00 P.M.**

Deliver to:

Elk Grove CSD, Department of Parks and Recreation  
8820 Elk Grove Blvd., Ste. 3  
Elk Grove, CA 95624

#### **A. Purpose**

The Elk Grove Community Services District – Department of Parks and Recreation (CSD) is seeking proposals from qualified consultants for schematic design and cost estimating services necessary to build an Aquatic Center. Schematic design services are also needed for a Community Center and related facilities, which are adjacent to the Aquatic Center. These facilities will be part of the new Laguna Community Park, located at the corner of Bruceville Rd. and Bighorn Rd. in the Elk Grove, California.

To be considered for this project, the lead consultant must have an office located within 100 miles of Elk Grove, California. In addition, the lead staff member on this project must occupy this office on a regular basis.

#### **B. Elk Grove CSD**

Since 1985, the Elk Grove Community Services District has provided Park, Recreation, and Fire services to the Elk Grove community. The CSD is a progressive agency which works hard to ensure the quality of life for all Elk Grove residents. The CSD – Department of Parks and Recreation builds and maintains top-notch parks, landscape corridors, and open space. This includes over 40 mini and neighborhood parks, totaling 270 acres, in addition to 125 acres of medians and corridors. It is the CSD's desire to continue this proud tradition in building the Laguna Community Park.

### **C. Project Background and Description**

The Aquatic Center, Community Center, landscape areas, parking, and other facilities, represent 8 acres in the 25-acre Laguna Community Park site. Approximately one acre is planned for commercial development to generate revenue to offset park maintenance costs. The remaining 16 acres include four softball and soccer fields, and a maintenance shop facility.

In 1990, a Parks Task Force, consisting of interested residents and CSD staff, first envisioned the Laguna Community Park. In 1997, a second citizen's group worked with staff to develop the master plan for Laguna Community Park. As part of this effort, the CSD retained *Aquatic Design Group* to prepare the Laguna Community Park Master Plan, which incorporates the Aquatic Center. A copy of the master plan Summary of Findings and Conceptual Site Plan is enclosed.

The CSD Landscape Architect developed construction cost estimates for the Aquatic Center and the Community Center in 1998. A copy is attached which shows the following:

- \$2.4 million construction estimate for the Sports Fields, Maintenance Facility, and Sports Phase 2, not including design costs
- \$3.2 million construction estimate for the Aquatic Center, not including design costs
- \$2.5 million construction estimate for the Community Center, not including design costs

Planning, design, and construction of the Sports Fields and the Maintenance Facility is occurring under the direction of the CSD Landscape Architect. It is anticipated these facilities will be completed in September 2001.

Recently, the CSD Board approved funding to design and construct the Aquatic Center. Funding to construct the Community Center is not yet identified. However, to ensure design consistency, the CSD intends to proceed with schematic plans for the Community Center in conjunction with the Aquatic Center.

Once the CSD Board approves schematic plans for these facilities, the CSD intends to proceed with the design documents phase and construction documents phase for the Aquatic Center. If the CSD and the consultant have developed a good working relationship during the schematic design phase, and if favorable terms can be secured, the CSD would anticipate retaining the consultant for the next phases in developing the Aquatic Center. This could include design development, construction documents, bidding, and construction contract administration.

The CSD desires to open the Aquatic Center in August 2002. To accomplish this, it will be critical for the consultant to meet or exceed the timeline as specified in the attached Laguna Community Park Aquatic Center and Community Center Project Schedule.

## D. Scope of Services

This request for proposal includes the following Scope of Services:

- 1) refining the program for the Aquatic Center, Community Center, and related facilities (not including the Sports Fields),
- 2) schematic design of the Aquatic Center, Community Center, and related facilities including preliminary construction estimates necessary to build the Aquatic Center.

The services in this request for proposal are identified on the Laguna Community Park Aquatic Center and Community Center Project Schedule as Items 8 through 12. The scope of services identified below details the work required for this project, and will serve as an attachment to the CSD Professional Service Agreement.

The consultant will work with the CSD Project Manager, CSD Landscape Architect, and a CSD Task Force to complete this project. It is anticipated the consultant will provide the following services:

1. **User Program Elements** – The consultant will evaluate and refine the program elements for the Aquatic Center, Community Center, and related facilities. This service will occur in the first part of Item 8 on the Laguna Community Park Aquatic Center and Community Center Project Schedule.

Basic program elements have been developed for the Aquatic Center and are listed on the conceptual site plan. A user program needs to be developed for the Community Center and other related facilities. As part of the request for proposal, the consultant must identify a scope of work that will yield a comprehensive program for the Aquatic Center, Community Center, and other related facilities. It is anticipated the consultant will direct at least 2-4 meetings to discuss the conceptual design of facilities. Interested CSD staff, members of the public and other individuals may be invited to attend and provide comment on design.

Budget considerations will be a factor in developing the user program. The CSD desires program elements for the Aquatic Center, which correspond to the approved budget of \$3.2 million. For the Community Center and other related facilities, the CSD wants the consultant to develop a comprehensive user program that identifies elements in order of significance.

The consultant will provide at least two alternative user programs for the Aquatic Center and for the Community Center with related facilities – one with elements within current budget and one with additional elements, in order of significance, above the current budget.

Work Products: 1. Written User Program study for the Aquatic Center, Community Center, and related facilities identifying alternative elements within the current budget and above the current budget.

Meetings: 1. Two to four meetings with the CSD Task Force to develop and refine specific program elements.

**D. Scope of Services (continued)**

2. **Schematic Designs and Aquatic Center Preliminary Construction Estimate** – The consultant shall prepare a descriptive narrative and schematic drawings illustrating the Aquatic Center, Community Center, and related facilities. This must include preparation of conceptual floor plans, elevations, and siting of facilities. This service will occur in the second part of Item 8 on the Laguna Community Park Aquatic Center and Community Center Project Schedule.

The CSD has base topographical information available to the consultant to complete this project.

The consultant will prepare a detailed preliminary construction estimate for the Aquatic Center. The estimate should include both administrative costs (architects, engineers, inspections, testing, etc.) and construction costs. The preliminary construction estimate should assume competitive public bidding, construction beginning in January 2002, and a budget contingency of ten (10%) percent.

The preliminary construction estimate for the Aquatic Center shall provide sufficient detail to serve as a program that may be used to develop design and construction documents.

The consultant will present the initial work products to CSD staff and the Park and Recreation Committee. After receiving and incorporating comments, the consultant will make a presentation to the CSD Board. These meetings are identified in Items 9-12 on the Laguna Community Park Aquatic Center and Community Center Project Schedule.

- Work Products:
1. Written “Descriptive Narrative” for the Aquatic Center, Community Center, and related facilities.
  2. Schematic Drawings for each facility.
  3. Written “Preliminary Construction Estimate” for the Aquatic Center, suitable for proceeding with design development and construction document phases.

- Meetings:
1. Initial Report to CSD staff – Tuesday, March 6, 2001
  2. Initial Report to Parks and Recreation Committee – Tuesday, March 13, 2001
  3. Final Report to Parks and Recreation Committee – Tuesday, March 27, 2001
  3. Presentation of final schematic drawings and preliminary construction estimates to the CSD Board – Tuesday, April 10, 2001.

## E. Proposal Requirements

Interested consultants should include the following items in sufficient detail to allow the CSD to properly evaluate the consultant's ability to carry out the scope of services. Please limit the entire response to 20 single-sided pages, or less.

- 1) **Consultant Team/Lead Staff Office Location** – Identify the project team that will be used to carry out the scope of services. Include resumes of the lead staff member, other staff assisting, and other consultants who will be participating on the project team. Identify the office location for the lead staff member and typical availability.
- 2) **Qualifications** – Include Aquatic Center/Community Center projects completed over the past 10 years that are comparable in size and scope. Include references that may be consulted by CSD staff. Please keep the description of each project to one concise statement. Explain why your firm and your project team represents the best choice for the CSD on this project.
- 3) **Scope of Services** – Describe the scope of work as understood and as used to estimate the consultant fee in Item 5 below.
- 4) **Timelines** - Describe how your firm will meet the Laguna Community Park Aquatic Center and Community Center Project Schedule. If any deviation from the schedule is expected, this should be noted in the proposal.
- 5) **Fees for Schematic Design Phase Services** – In a separate marked and sealed envelope, include a cost breakdown for each the tasks listed in the Scope of Services. The fee should separately identify direct costs such as reproduction and travel (mileage, airfare, meals, and lodging). Include an hourly rate schedule for all persons who will work on this project.

The CSD anticipates monthly payments for the percentage of work accomplished in the Scope of Services. In the fee proposal, the consultant should prepare a Consultant Work Schedule showing by month 1) A description of work to be accomplished during the month, and 2) The percentage of the total project completed. Compensation will be based upon the Consultant Work Schedule provided.

Please note that the evaluation of the consultant's proposal will not be based on fees alone; experience and performance will be weighted heavily.

- 6) **Estimated Fees for Future Phases** – In a separate marked and sealed envelope, include an estimate for each of the next phases of work to be performed by the consultant. This information is considered as an estimate only, for purposes of determining if previous cost estimates are within budget expectations. Estimated fees for future phases should include:
  - a) design development fees
  - b) construction documents fees
  - c) bidding fees
  - d) construction contract administration fees
- 7) **Exclusion** – Proposal and fee should list those services not included in the consultant's scope of work. Services requiring an additional fee should be noted.

### F. Submission of Proposal

Seven (7) copies of the proposal labeled “Elk Grove CSD Aquatic Center and Community Center Schematic Designs” shall be submitted, in a sealed package, no later than **4:00 PM on Thursday, October 26, 2000** to Elk Grove CSD, Department of Parks and Recreation, 8820 Elk Grove Blvd., Ste. 3, Elk Grove, CA 95624. Faxed proposals and/or late proposals will not be accepted.

### G. Selection and Project Schedule

A selection committee will review all proposals submitted. Consultants that have submitted the best proposals will be invited to an interview with the selection committee between **6:00 – 10:00 PM on Tuesday, November 14, 2000**. It is anticipated that not more than three firms will be interviewed. The selection committee will choose the best firm for this project by Thursday, November 16, 2000. The consultant will be expected to sign a CSD Professional Services Agreement by Monday, November 20, 2000. Work is anticipated to begin on the project after the CSD Board approves the Agreement on Tuesday, December 5, 2000.

THE CSD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, TO WAIVE DEFECTS AND INFORMALITIES IN THE PROCESS AND/OR TO ACCEPT ANY PROPOSAL THAT MEETS THE NEEDS OF THE CSD.

### H. Professional Service Agreement

The consultant selected by the CSD will be required to enter into a Professional Services Agreement for consulting services with the CSD by Monday, November 20, 2000. A copy of the standard agreement is attached.

### I. Insurance Requirements

As a condition of payment of services, the consultant must provide a copy of the original policies of insurance or certificates of insurance issued by companies authorized to conduct the business of insurance within the State of California.

<u>Policy</u>	<u>Minimum Limits of Liability</u>
Workers' Compensation	Statutory
General Commercial Liability	\$1,000,000 per occurrence for bodily injury, personal injury, and property damage.
Automobile Liability	\$1,000,000 per accident for bodily injury and property damage.
Employer's Liability	\$1,000,000 per accident for bodily injury or disease.
Errors and Omissions Liability	\$1,000,000 per claim and in the aggregate.

### **I. Insurance Requirements (continued)**

Also, please note that other provisions in the Professional Services Agreement include an indemnification section in which the consultant shall agree to indemnify and hold the CSD harmless for negligent or intentional acts or omissions of the consultant in connection with the performance or character of the work except for any claim arising out of the sole negligence or willful misconduct of the CSD, its officers, employees, or agents.

### **J. Additional Information**

For additional information, please contact:

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### Attachments

Laguna Community Park Conceptual Site Plan  
Laguna Community Park Master Plan Summary of Findings  
Laguna Community Park Construction Cost Estimates  
Laguna Community Park Aquatic Center and Community Center Project Schedule  
EGCSD Professional Services Agreement