

REQUEST FOR PROPOSALS

TOWN OF MORAGA PARKS AND RECREATION DEPARTMENT

ARCHITECTURAL PLANNING AND SCHEMATIC DESIGN SERVICES

~FOR~

COMMUNITY RECREATION FACILITIES INCLUDING A MULTI-GENERATIONAL COMMUNITY CENTER AND GYMNASIUM/SPORTS FIELD IMPROVEMENTS

1.0 INTRODUCTION

The Town of Moraga, Parks and Recreation Department is seeking architectural firms with licensed professionals to provide schematic design services for **Community Recreation Facilities including a Multi-Generational Community Center and Gymnasium/Sports Field Improvements.**

The Town has worked with an eleven member Subcommittee, the 2014 Joint Ad Hoc Facilities Planning Subcommittee, since February of 2014, consisting of two Town Council members, two Moraga School District Board members, one Park and Recreation Commissioner, the President of Saint Mary's College of California, the Campolindo High School Principal and four members of the Moraga Youth Sports Alliance. This Subcommittee has a task of addressing long-term facilities planning (ways to improve and enhance sports fields/facilities) within the Town of Moraga. The Subcommittee has identified three locations and three different types of recreational improvements. The three sites include three separate parcels: Town owned, School District owned, and privately owned. The three different types of recreational improvements include (1) a multi-generational community center without an indoor gymnasium, (2) a multi-generational community center with an indoor gymnasium and (3) sports field improvements at the local public middle school. A gymnasium facility should be large enough to accommodate 2 to 3 full-size basketball courts. The 2008 Parks and Recreation Master Plan speaks to the need for a 30,000 square foot Community Center to serve Moraga's 16,000 residents. To assist the Subcommittee with the task of site planning, the Town is seeking a firm with relevant experience in community facility/sports field design and programming who can provide these services with an efficient and cost-effective approach. You are invited to submit a proposal for this project.

1.1 Multi-Generational Community Center/Senior Center Facility Improvements (Hacienda de las Flores, (2100 Donald Drive, Moraga, CA) Project Description:

The Town owns the Hacienda de las Flores property (APN 255-190-010) and the facilities are used and rented by the community for recreational and private events. Additionally, a public trail, the Cindy Waxman Trail, traverses the site from Moraga Road, through the grounds, and up the hillside to Donald Drive, connecting to the Mulholland Open Space Preserve. The property is bordered by Donald Drive (on two sides), Devin Drive, and Moraga Road. Laguna Creek traverses the site along Moraga Road and is immediately adjacent to the Pavilion. There is a steep vegetated hillside from the back of the parking lot up to Mulholland Open Space. The Parks and

Recreation Department office is also housed in the main Hacienda building. There are two sheds housing maintenance equipment for the Maintenance staff, as well as buildings for storage. Other buildings on the property are the La Sala, the Casita, and the Pavilion.

The Subcommittee has recommended that the Town engage an experienced architectural firm to repurpose the existing buildings on the Hacienda de las Flores parcel, honor the historic nature of the structures and present ways to renovate the property into an active multi-generational community center/senior center. The current use of this property serves as one of the East Bay's premier outdoor wedding/special event venues, a place for a few seasonal community-wide events, and a variety of enrichment classes and meeting spaces. Concepts for this parcel are expected to be vetted with the Hacienda Foundation of Moraga, a local non-profit with a mission to enhance, promote and preserve the Hacienda de las Flores property.

1.2 Multi-generational Gymnasium/Sports Field Improvements Including the Pear Orchard Property (Joaquin Moraga Intermediate School, 1010 Camino Pablo, Moraga, CA) Project Description:

The Moraga School District owns the Joaquin Moraga Intermediate School property (APN 257-210-013) and the facilities are used by the Moraga School District for instruction of 6th through 8th grades. The facilities, gymnasium and fields are heavily used by multiple youth sports programs. The Moraga School District is currently conducting a facilities assessment in anticipation of structural upgrades in the near future to bring their facilities up to 21st century classroom standards.

In 2010, the Town and School District partnered, and completed a field renovation project at one of the three elementary school sites. The 2009/10 Subcommittee identified Joaquin Moraga Intermediate School as a logical location for the next major field renovation project. Improvements for this site are thought to be focused on a large indoor sports court area big enough to accommodate up to three full-size basketball courts.

The Subcommittee has recommended that the Town engage an experienced architectural firm to look at options of placing a multi-generational gymnasium on the campus and upgrading the eleven acres of natural turf sports fields at the rear of the school. The school currently has an undersized, non-regulation basketball court that is heavily used by many youth within the community. A portion of the parcel, commonly known in Town as the Pear Orchard, is also to be considered when looking at overall recreational facility improvements for this site.

1.3 Multi-Generational Gymnasium and/or Community Center/Senior Center (Former Moraga Tennis and Swim Club, 1161 Camino Pablo, Moraga, CA) Project Description:

This parcel (APN 258-600-001) is privately owned and currently in negotiations to be leased out to a private operator. The property, formerly known as the Moraga Tennis and Swim Club, has been closed since the mid-2000s, but was once an active club serving the community with a clubhouse, seven tennis courts, swimming pool, sand volleyball court and large group picnic area. The potential exists for the Town to partner

with the private operator to provide enhanced services to the community.

The Subcommittee is looking at this property as a site for a multi-generational community center and/or senior center-type of facility. The potential for this site to be an all encompassing community facility to serve multi-generations, including indoor sports courts is an option to be explored.

2.0 SCOPE OF SERVICES

2.1 Architectural Planning and Design Services Scope of Work

The Town proposes to contract with a firm (Consultant) to develop a schematic design proposal for a multi-generational community center facility and gymnasium/sports field improvements within Town. Currently there are three parcels identified for further study; one owned by the Town, one by the Moraga School District and one privately owned and in the process of being privately leased. The consultant shall build upon the completed work in the 2008 Parks and Recreation Master Plan and more recently the work of the 2014 Joint Ad Hoc Facilities Planning Subcommittee to build community consensus for the restoration of the Hacienda de las Flores facilities and address the need for indoor sports through a multi-generational gymnasium and outdoor sports fields. The scope of the Schematic Design Project includes providing architectural planning and design services for the **Community Recreation Facilities Improvements** project, including but not limited to the following four phases:

- a) Preliminary
 - Collect and review existing data and studies
 - Develop Program need and size requirements for community center and gymnasium based on existing data, population characteristics and other existing facilities available to residents.
 - Gather historical background information including original construction drawings, as-built drawings, and structural reports
 - Conduct Topographic and Utility Field Surveys, preliminary site evaluations and investigations.
 - Prepare base maps, preliminary layouts, estimates of probable costs and alternatives.
 - Provide survey services, civil engineering, structural engineering, and/or landscape architecture as necessary for the required scope of work.
 - Present alternatives and provide recommendations and analyses of the advantages and/or disadvantages of each, if necessary, making sure to address parking requirements.

- b) Analysis
 - Distill preliminary data
 - Confer with Town staff, building officials, Fire Marshal, etc. regarding design parameters and limitations.
 - Prepare initial project baseline drawings for public presentation and discussion.
 - Prepare initial project schematic design drawings, renderings, sketches or images to prompt discussion and brainstorming.

- Facilitate a **public forum/open house** with baseline drawings on display for discussion, with a concerted effort to elicit maximum participation from interested stakeholders.
- c) Refinement
- Revise alternative options in response to public interest as well as Joint Facilities Planning Subcommittee.
 - Confer further with Town staff, etc. as needed regarding specifics of development options.
 - Integrate response to known issues and concerns.
 - Develop a preliminary construction budget for the proposed schematic designs.
 - Facilitate **one Subcommittee meeting** as needed to refine concepts, define phasing concepts and adopt, by consensus, a schematic package for recommendation to the Town Council and Moraga School District Governing Board.
- d) Presentation and Recommendation
- Prepare summary drawings and supporting material for Town Council and Moraga School Board to review. Package to include complete proposed Program, Plans, Sections and Exterior Elevations relevant to community, Facility Subcommittee, Town Council and Property Owner input, sketches and images, preliminary construction costs, and written summary statements to communicate the full vision.
 - Attend one briefing with Town staff, **the Joint Facilities Planning Subcommittee** and the Hacienda Foundation of Moraga prior to Town Council and Moraga School Board presentations.
 - Present Subcommittee recommendations, via drawings, which shall include at least one elevation rendering for each site, showing the scale and character of the proposed new facility and conceptual building floor plans, along with any supporting materials, to **Town Council and Moraga School Board** for adoption..
 - After adoption, the Consultant will be required to incorporate any changes made by the Town Council and/or the Moraga School District Governing Board into the draft documents and present final version to the Town in electronic and printed form.
 - Meetings as specified in Section 2.1. (b), (c), (d), and 3.4: Consultant is required to facilitate and/or present at five community meetings and meet twice with Town Staff.
 - Public forum/Open House in the Analysis Phase
 - Subcommittee meeting in the Refinement Phase
 - Two meetings in the Presentation and Recommendation Phase (briefing with Joint Facilities Planning Subcommittee, Hacienda Foundation and Town Staff) and one presentation at a joint meeting of the Town Council and School Board.
 - Two planning meetings with Town Staff.
 - Presentation to Town Council as explained in Section 3.4, Schedule, Costs and Fees.

2.2 Compensation

The Consultant shall advise the Town in writing of the scope of work to be provided for each assignment and the cost of and estimated time to perform services. The Consultant shall not proceed to perform any such services until the Town and Consultant have established a project cost, a completion schedule, and a period for performance and the Town has given its written authorization to perform.

The cost shall be formatted in a not to exceed at cost estimate (number of person hours multiplied by the current billing rates of the Consultant) for each scope of work item to be performed, and shall be submitted in a sealed envelope with your proposal.

2.3 Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, computer software (if purchased on the Town's behalf), video and audio recordings, software output, and any other materials with respect to work performed shall be provided to Town upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the Town and shall not be released to others without prior written consent from the Town.

3.0 PROPOSAL REQUIREMENTS

The proposal submission may not exceed twenty (20) single-sided standard sized (8½" x 11") pages. Minimum font size of 12 required. The page limit does not apply to schedule of costs and fees (sealed envelope), one-page table of contents, any folder, or covers. Each page must be numbered. Costs for preparing and submitting a response to this RFP are entirely the responsibility of the Consultant.

The proposal content shall include a cover letter, a conflict of interest disclosure, a summary of qualifications and experience, a detailed scope of work, as well as a schedule and costs proposal as described in this RFP.

3.1 Cover Letter

Summary – Provide a brief summary of the firm's proposal contents, emphasizing qualifications and capabilities of the Consultant and any subconsultants, if appropriate. The summary should indicate an understanding of architectural design services required for performance.

Signature and Contact Information – The cover letter shall include a statement that you have read the Sample Design Professional Services Agreement and are prepared to enter into the contract with the Town, be signed by the Consultant's Project Manager and an official authorized to negotiate and contractually bind the firm with the Town regarding the requested services. The Project Manager shall be the main contact with the Town for technical and contractual issues, and shall be responsible for the direction of day-to-day progress. Please provide the telephone number, e-mail address, and office location of the Project Manager.

3.2 Conflict of Interest

The Consultant shall disclose and list any financial, business, or other relationships with the Town that may have an impact on the outcome of the project required for performance. A potential conflict of interest includes, but is not limited to, work related to contracts with other Town departments, other municipalities, local land developers, current clients, and other parties who may have a financial interest in the outcome of the project.

See the Conflict of Interest section on the attached sample agreement for more information. At the Town's discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

3.3 Qualifications and Experience

Summarize the qualifications and relevant experience for the consultant firm and any subconsultants. The following items shall be included:

Summary – Provide a summary of the firm's recent and related experience and expertise. The proposed relationships among all key personnel and support staff that are expected to provide design services should be identified. Provide information on the firm's experience related to the contract's scope of work, firm's current work load, facilities, resources, and experience that clearly demonstrate its ability to successfully be the firm for this project. Indicate your understanding of the issues and challenges unique to this project and offer insight into how your firm will meet these situations.

Reference Project – In addition to the information requested in the summary section described above, provide a description in more technical detail of a similar project. The reference project should demonstrate working knowledge and experience regarding the preparation of a similar project. Describe the approach and methodology used. Describe any supplemental tasks that were deemed necessary or recommended, which enhanced the outcome, reduced cost, or expedited delivery. Again, note that the Town is seeking firms with an innovative approach to providing design services that are efficient and cost-effective in all phases of this project. The reference project should demonstrate this philosophy.

References – Provide three (3) references for architectural services on similar projects. Provide client name, contact person, current phone number and e-mail address. Should the Town not reach a contact person with the contact information provided, then the reference will not be considered in the proposal evaluation. Select one (1) of these references to elaborate on the various assignments that were issued to your firm and include 1) Assignment descriptions and locations, 2) Description of services provided, 3) Budget and schedule performance, and 4) Key personnel assigned to specific work tasks and subconsultants involved.

3.4 Schedule, Costs and Fees

Provide a schedule and cost proposal for this project. Propose a schedule with time frames and tasks as it fits your team's proposal to achieve a completed project that can be presented to Town Council by February, 2016..

The firm shall provide a brief justification for the level of effort proposed with the cost

matrix and the project approach. The cost matrix shall be broken down by project task and the number of person-hours per task including staff title and hourly rate. The schedule of costs and fees shall include current fee schedules, personnel wage rate sheets and other costs. The firm shall provide specific hourly rates for each class of employee, specialist, and/or subconsultant. Such specific rates of compensation are to include an hourly breakdown, direct salary costs, salary additives, indirect costs, and fixed-fee or profit. Other direct costs should be set forth as independent cost items. The schedule of costs and fees shall include a separate itemization of any additional costs, such as mileage, printing, postage, and other reimbursable expenses unless enveloped as part of the billing rate.

Sample Cost Matrix	Staff 1 Hours	\$XXX/hour	Staff 2 Hours	\$YYY/hour	Staff 3 Hours	\$ZZZ/hour	Per Cost Task
Project Task 1	20	\$X	30	\$Y	20	\$Z	\$XYZ
Project Task 2	40	\$X	20	\$Y	25	\$Z	\$XYZ
Project Task 3	10	\$X	20	\$Y	80	\$Z	\$XYZ
Project Task 4	40	\$X	80	\$Y	90	\$Z	\$XYZ
Consultant Subtotal							\$XYZ
Subconsultant 1	Description 1						\$XYZ
Subconsultant 2	Description 2						\$XYZ
Subconsultant 3	Description 3						\$XYZ
Subconsultant Subtotal							\$XYZ
Additional Cost 1	Description 1						\$XYZ
Additional Cost 2	Description 2						\$XYZ
Additional Cost Subtotal							\$XYZ
GRAND TOTAL							\$XYZ

4.0 SELECTION PROCESS

4.1 Proposal Evaluation

Proposals are to be reviewed by an evaluation committee using a rating matrix to determine the ranking of proposals. Proposals will be rated on the basis of understanding of the work to be done, experience in similar types of projects, experience of the project team and experience in managing a project through the various phases of the project, proposed project schedule and allocation of resources. The evaluation committee will recommend which firm will be selected for architectural planning and schematic design services for the **Community Recreation Facilities Including a Multi-generational Community Center and Gymnasium/sports Field Improvements** project.

If determined necessary by the evaluation committee, up to three firms will be invited to be interviewed by the Town. The interviews are tentatively scheduled for Monday, December 15, 2014.

4.2 Consultant Selection

All firms are hereby notified that the selection of the Consultant for this contract and any agreements for services resulting from the Request for Proposals is dependent on the approval by the Town Council.

5.0 SUBMITTAL OF PROPOSAL

5.1 Submittal

Please submit *one (1) original and three (3) copies* of your proposal **no later than 3:00 p.m., Wednesday, December 3, 2014**, to:

Laurie Sucgang, Senior Civil Engineer
Public Works Department/Engineering Division
329 Rheem Boulevard, 2nd Floor
Moraga, CA 94556

Proposals received by the due date will be ranked by a selection committee. **Late submittals will not be accepted.**

5.2 Questions and Notice of Intent

Please submit a Notice of Intent to Submit a Proposal along with any questions regarding this RFP, insurance requirements, and professional services contract agreement in writing to lsucgang@moraga.ca.us **no later than 12:00 p.m., Monday, November 17, 2014**. Answers to all questions will be e-mailed to all consultants that submit a Notice of Intent on Wednesday, November 19, 2014. Please note that questions will **only** be accepted via e-mail and responses will be compiled and e-mailed to all consultants that submit a Notice of Intent. The Town shall not be responsible for transmitting the answers to any holders of the RFP.

5.3 Proposal Information

- The Town reserves the right to reject any and all proposals submitted.
- All responses to the RFP become the property of the Town.
- The RFP does not commit the Town to award a contract or to pay any cost incurred in the preparation of the proposal.
- The Town reserves the sole right to evaluate each proposal and to accept or reject any or all proposals received as a result of the RFP process.
- The Town reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to obtain further information from any and all consultant teams and to waive any defects as to form or content of the RFP or any responses by any consultant teams.
- Once a final award is made, all RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the Town as public records. The Town shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.
- Award of a contract does not guarantee that a Consultant or its subconsultants will

actually receive any work.

6.0 SCHEDULE OF EVENTS

<u>Event</u>	<u>Date</u>
➤ Request For Proposal Released	November 4, 2014
➤ Notice of Intent & Written Questions Deadline	November 17, 2014
➤ Answers Emailed to Prospective Consultants	November 24, 2014
➤ Receipt of Proposal Deadline	December 3, 2014
➤ Consultant Finalist Selection	December 10, 2014
➤ Consultant Presentations/Interviews	December 15, 2014
➤ Consultant Selected	December 18, 2014
➤ Consultant Submits Signed Contract	January 12, 2015
➤ Town Council to approve Contract	February, 2015
➤ Execute Contract & Issue Notice-to-Proceed	February, 2015

7.0 ATTACHMENTS

- Attachment A – Sample Design Professional Services Agreement
- Attachment B – Contra Costa County GIS Map for APN#255190010
- Attachment C – Contra Costa County GIS Map for APN#257210013
- Attachment D – Contra Costa County GIS Map for APN#258600001
- Attachment E – 2008 Parks and Recreation Master Plan Document (available for viewing and download from the following Town website:
<http://www.moraga.ca.us/dept/park-rec/docs/masterplan111407.pdf>)