

# REQUEST FOR PROPOSAL

## SENIOR AND COMMUNITY RECREATION FACILITY DESIGN AND ARCHITECTURAL SERVICES



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Submit Proposals to:  
Pleasant Valley Recreation and Park District  
Attn: Mary Otten  
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Camarillo, CA 93010  
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**RFP responses to be received until 2:00pm January 15, 2019**

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## Introduction

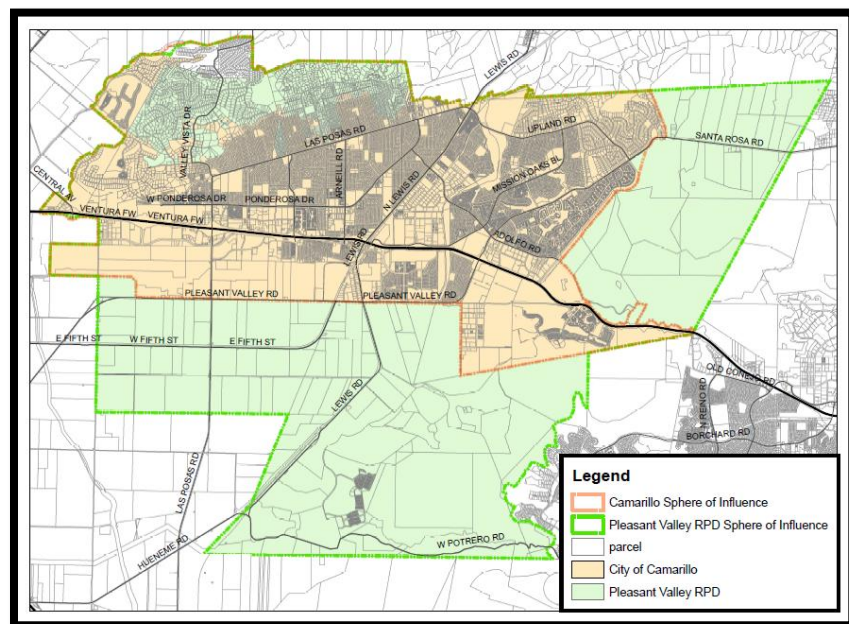
The Pleasant Valley Recreation and Park District (“District”), in conjunction with the City of Camarillo (“City”), is issuing this Request for Proposals (“RFP”) from experienced architectural firms to assist in the visioning and preparation of design concepts and cost estimation for a Senior and Community Recreational Facility (“Center”) to include approximately 31,272 square feet.

The property, located at 1605 E. Burnley Street, is the current location of the District’s Community Center. This Center is envisioned to act as the hub for District-wide programming to include seniors, youth, and the community at large, as well as special events. This effort will require close coordination with the District and the City.

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 56 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbecue areas.

The City, incorporated in 1964, owns two small parks and a trail system that it operates independently of the District. The City also owns and operates a full-service library.

Below is a map that displays the District’s and the City’s respective Spheres of Influence:



## Background Information

The District, in conjunction with the City of Camarillo, requested GreenPlay, LLC to conduct a Needs Assessment for a Senior and Community Recreation and Facility within the community that the District serves. The Senior and Community Recreation Facility Needs Assessment Study allowed District to determine how its current senior center and recreation facilities are meeting the needs of the community. This plan included extensive community outreach and feedback, along with a market assessment and needs assessment to determine whether the District should expand or repurpose existing facilities, or if new facilities are needed.

During the development for this project, the Liaison Committee comprised of two elected officials from both the District and the City, requested the development of “Three Plans” (Plan 1, Plan 2, Plan 3) of concepts for additional senior and community recreation facilities. The District Board, as well as the City Council, subsequently confirmed that Plan 2 (approximately 31,272 square feet) is the preferred plan to meet the community’s needs for senior and community recreation facility space.

Plan 2 (Attachment C) currently consists of the following elements for Multi-Generational uses:

- 1) Activity Space to include a Lounge;
- 2) Game Room(s);
- 3) Activity Room(s) (converts to recreational, program, special events);
- 4) Multi-Purpose fitness room(s);
- 5) Multi-Sport Gymnasium.

The study also identified the following program areas as the top needs of the community:

- 1) Active Recreation;
- 2) Passive Recreation;
- 3) Lifelong learning;
- 4) Cultural Arts;
- 5) Health and Wellness activities.

## Project Scope

The following are key steps that may serve as a guide in the scope of work.

- Site review and research
- Topographical and boundary land surveys of project areas
- Discussion(s) with District and City Staff
- Community meetings
- Workshop with Liaison Committee to vision opportunities for the project
- Coordination with City Staff to include planning and permitting
- Preparation of four concept plans. Each of the four concepts include a preliminary site plan, parking, rendering, and cost estimation, resulting in final schematic designs
- Workshop with Elected officials
- District Board meeting to select preferred plan
- Select a Design and Final schematics.

The District and City believe it is critical that a high level of public participation in the gathering of information be achieved to perform the tasks identified above. Input should be gathered from the wider community with a special emphasis on gathering input from the senior community.

### Submission Requirements

The prospective Respondent shall submit ten (10) copies, plus an electronic version of the proposal to the Pleasant Valley Recreation and Park District. The proposals shall be signed by an authorized official of the firm. The District reserves the right to reject all proposals. They will not be opened publicly.

All acceptable proposals submitted must include the following:

#### **Letter to the Selection Committee (Liaison Committee)**

This is your opportunity to introduce your team to us. What are the strengths of the entity which you wish the Selection Committee to take note of in the submittal? Other introductory material may be included. Firm advertising, brochures, and other promotional material should not be included.

#### **Design Information**

A statement of overall approach to the professional services required and why your firm may be best able to perform the work required. A statement on how you would coordinate the workload with your consulting firm, and if necessary, any sub-consultant(s). Proof of valid State Architect's license must be submitted.

#### **Technical Qualifications and Experience**

The District desires a team who ideally brings the following experience:

1. Working together as a team on past projects
2. Design efforts which integrate a new facility into an existing architectural campus
3. Past design of public use facilities
4. Past design or expert consultation on senior centers
5. Past design for buildings of similar size, scope or complexity to this Project
6. Public engagement on capital projects

In addition to providing technical qualifications and experience, the Respondent is requested to provide detailed information on up to three projects completed within the past 8 years that you feel best illustrate your team's qualifications to perform the Work. Please provide the Selection Committee with a brief description of these selected projects and photographs of the completed effort. The brief description should include when the project began, its current status, a description of the Respondent's role/involvement in the project, and any specific information on how the design was responsive to the public, especially the senior community. Please provide a hyperlink or hardcopy of similar projects completed by the firm.

#### **Project Staffing and Organization**

This section will be scored as to the qualifications of staff assigned to the Project. This submission shall include the key staff of the contracting firm and partner firms (if applicable). Information of use to the committee includes the length of time practicing in the profession, familiarity with design of public facilities and/or senior centers.

1. Identify the project principal/officer who would be in charge, any discipline leads, and other subcontractors who you might expect to utilize in completing the Project.
2. Demonstrate the proposed design Project Manager's individual experience within the past 15 years.
3. The cost estimation is a critical component of this project; therefore, we are requiring an independent cost estimator as a sub-consultant. Identify the experience of the construction cost estimator and other key personnel.
4. Provide a resume of any key specialty sub consultants.
5. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.
6. A client reference list from previous projects of similar scope and magnitude. List should include key personnel, contact information and their position within the agency.

### **Project Understanding and Approach**

This section should demonstrate the Respondent's understanding of the project, how the work will be organized and anticipated key issues to be addressed. This section should:

1. Describe the overall approach to the Project, such as an outline work plan that describes how the Respondent will organize the Project. This section should generally summarize how the Respondent will address the items listed in the Scope of Work, while following up more specifically within further sections of the response.
2. Describe the opportunities you see for interfacing with the Community and Public Officials to:
  - a. Verify types of programs
  - b. Review program details to include space and utilization
  - c. Set priorities, adjacencies, space sizes and locations
  - d. Inform the Liaison Committee and gather input from decision-makers
  - e. Stimulate public communication and facilitate community outreach through robust Community Workshops
3. Identify what you feel are the key components to making this project successful and where they will be addressed within the items listed in the Scope of Work.
4. Discuss your thoughts about how you might blend the new building into the current Center.
5. Site Analysis
  - a. Outline City permitting process; EIR, CEQA, etc.
  - b. Top easements, utilities survey
6. Building Concepts
  - a. Building sketch concept options
    - i. 1 story vs. 2 story
    - ii. Incorporating existing or adding onto current buildings
    - iii. Incorporating Community input into specific building components
    - iv. Incorporating Liaison Committee input into specific building components
    - v. Phasing concept
7. Develop Schematic Designs
8. Develop refined cost estimates

### **Financial and Other Information**

The Respondent shall furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal.

1. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
2. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
3. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, cost, and a description of each major task and subtask, including public meetings.
4. A schedule of hourly rates to be charged for extra work if required during the course of the contract.
5. A disclosure of all personal, professional or financial relationships with any officer and/or employee of the District.

### **Firm Selection**

The Request for Proposals invites Respondents to submit responsive materials describing their technical and management qualifications for the Project. The issuance of this RFP and the selection of the most qualified firms is the first step in the design process that will eventually lead to the execution of an agreement with the most qualified firm.

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The District will evaluate all proposals, and if your proposal is accepted the District may elect to set up interviews to help identify the most qualified firm. The proposals will be evaluated on a variety of factors including but not limited to:

### **Responsiveness to Submittal Requirements**

#### **Past Performance Record**

Experience with work of similar complexity and scale. Efficiency and timeliness in completion of projects. Experience with projects completed for public entities.

#### **Staffing Capabilities / Technical Competence**

Familiarity with applicable codes and regulations. Training and proven expertise in the area of work required. Firms has available resources to complete work within expected time frame.

#### **Approach to Work**

Methodology to be implemented to address and coordinate the various elements within the project.

#### **Quality Control**

Demonstrated ability to provide professional level deliverables, accurate and qualified research and narrative writing style that meets professional and District standards.

**Ease of Use**

Final report shall contain enough technical detail to satisfy District staff, but also contain summaries and figures that will easily communicate its message to elected officials and the public.

**Creativity**

The District recognizes the complexity of this project and encourages the creativity in firms to accomplish the overall goal of this project.

**References**

The District will contact the references of the top proposals and will use that information in the evaluation and selection process.

**Fee**

Fees charged in the proposal will be considered along with other proposal evaluation factors.

The successful Respondent to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

Failure to comply with the terms of these provisions may disqualify any proposal. Late submissions after the deadline will not be accepted. The District reserves the right to reject any proposal based upon the firm's prior documented history with the District or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failures to meet contract milestones or other contractual failures.

**Project Schedule**

1. Request for Proposal Open- December 7, 2018
2. **Deadline for Proposals-2:00 pm January 15th, 2019**
3. Consultants Selected for Interview -January 28<sup>th</sup>, 2017-February 15th, 2019
4. Interviews Conducted - February 2019
5. Approval and Award of Project - March 2019
6. Completion of Preliminary Assessment - July 2019
7. Presentation of Final Report to District Board - September 2019

**Attachments:**

Attachment A - Project Site Location

Attachment B - Project Goal

Attachment C - Conceptual Square Footage

Attachment D - Conceptual Plan 2



# Attachment A

Project Location Site:

Community Center: 1605 E. Burnley Street, Camarillo CA 93010



<b>LOCATION</b>	<b>BUILDING SQUARE FOOTAGE</b>	<b>Construction Material</b>	<b>Roof Type</b>	<b>Fire Sprinklers</b>
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<b>COMMUNITY CENTER</b>				
AUDITORIUM	5712	Block	Flat/ Asphalt	no
AUDITORIUM RESTROOMS/LOBBY	1368	Block	Flat/ Asphalt	no
STAGE	2720	Block	Flat/ Asphalt	no
ROOMS 1-5 (551 per room)	2755	Block	Flat/ Asphalt	no
ROOM 6	961	Block	Flat/ Asphalt	yes
ROOM 7	899	Block	Flat/ Asphalt	yes
KITCHEN	551	Block	Flat/ Asphalt	yes
MAIN OFFICE	2849	Block	Asphalt	yes
<b>TOTAL</b>	<u>17815</u>			

<b>SENIOR CENTER</b>				
POOL ROOM	525	Block	Tile	no
FIRESIDE ROOM	496	Block	Tile	no
OFFICE	165	Block	Tile	no
KITCHEN	80	Block	Tile	no
RESTROOM - MENS	80	Block	Tile	no
RESTROOM - LADIES	80	Block	Tile	no
ENTRY	480	Block	Tile	no
MULTI PURPOSE	1968	Block	Tile	no
POWER / STORAGE	100	Block	Tile	no
<b>TOTAL</b>	<u>3974</u>			

## Project Goal

The District is seeking an experienced, qualified California-licensed architectural firm to further refine, with public input, the Plan 2 concept (31,272 sq. ft.), create specific design concept alternatives, conduct parking analyses, and calculate refined cost estimates. The District is looking forward to developing four alternate concept plans for the Project. One plan to include the repurposing of the current senior center and/or a current building.

The mission of the facility is to offer classes, activities and resources to support, enhance and encourage an active healthy lifestyle for an active senior population as well as the community.

The goals of the Multi-Generational Center are to:

- Modernize the design of the building
- Seamlessly integrate into the current campus
- Provide spaces to gather, connect, learn, socialize and exercise;
- Serve as a social center for the broader senior community
- Offer well designed areas meeting the physical challenges of seniors
- House specialized classrooms and features not available at other District facilities
- Support an active mental and physical lifestyle for the community

## Building Program Needs

### a) Main Entry

The main entry should have a prominent façade easily visible. This is the entry point to the building, and the location where a “first impression” of the facility is realized. The entry should be functional, have natural lighting, be sheltered from the weather and elements, and offer seating for up to six (6) persons. The entry should house a welcome counter for two (2). A private office space accommodating two (2) persons should be adjacent to the welcome desk.

### b) Activity Space to include a Lounge

This area should support socialization and accommodate a social seating arrangement. It should house amenities such as a large screen TV, storage.

### c) Game Room

This area should accommodate bridge tables, pool tables, darts, as well as a large area for storage of additional tables and chairs, cards, puzzles, chess and other similar games. There should be good lighting and the room should have excellent acoustic control.

### d) Multi-Use Space (recreational programs, special event space)

The ability to cordon off spaces, provide flexibility to host different types of events and classes and still facilitate flow and usability.

e) Fitness Room

Accommodate organized fitness class activities for various types of programs as well as have an area for storing equipment.

f) Gymnasium

The ability to accommodate 2 basketball courts, as well as the ability to be converted to volleyball, pickleball, badminton and host small special events.

g) Patio/Outdoor Recreation

An outdoor area supporting classes, games and recreational activities is highly desired. The patio should be shaded and could be outfitted for recreational activities such as bocce ball, lawn bowling, horse shoes, cornhole, or a small putting green.

# PVRPD CONCEPTUAL SQUARE FOOTAGE

5/25/18


A. Operations - Buiding Support		Plan 3	Plan 2	Plan 1
A.01	Entry Lobby	1,200	1,000	800
A.02	Reception / Access Control / Registration	300	300	300
A0.3	Waiting Area	300	300	300
A.04	Vending Area	120		120
A0.5	Exam/ Consultation Room	300		
A.06	Café	300		
A.07	Locker Rooms with Showers (Men's and Women's)	1,400	1,000	
A.08	Accessible Toilet Room (men's and women's)	500	500	400
A.09	Custodial Closet (ground and upper floors)	80	80	80
A.10	Communications - IPS and Server Room	150	150	150
A.11	Electrical Room	120	120	120
A.12	Mechanical Room	400	400	200
A.13	General Building Storage	585	400	400
A.14	Fire Pump Room	120	120	120
<b>Subtotal: Building Support Spaces</b>		<b>5,875</b>	<b>4,370</b>	<b>2,990</b>

B. Operations - Facility Administration		Plan 3	Plan 2	Plan 1
B.01	Offices (all general offices)	1,000	120	120
B.02	Conference/ Meeting Rooms	450		
B.03	Work Station Space	300		
B.04	Breakroom/ Kitchen	300		
B.05	Storage	70	70	70
B.06	Staff Restroom - Unisex	200	200	200
<b>Subtotal: Facility Administration</b>		<b>2,320</b>	<b>390</b>	<b>390</b>

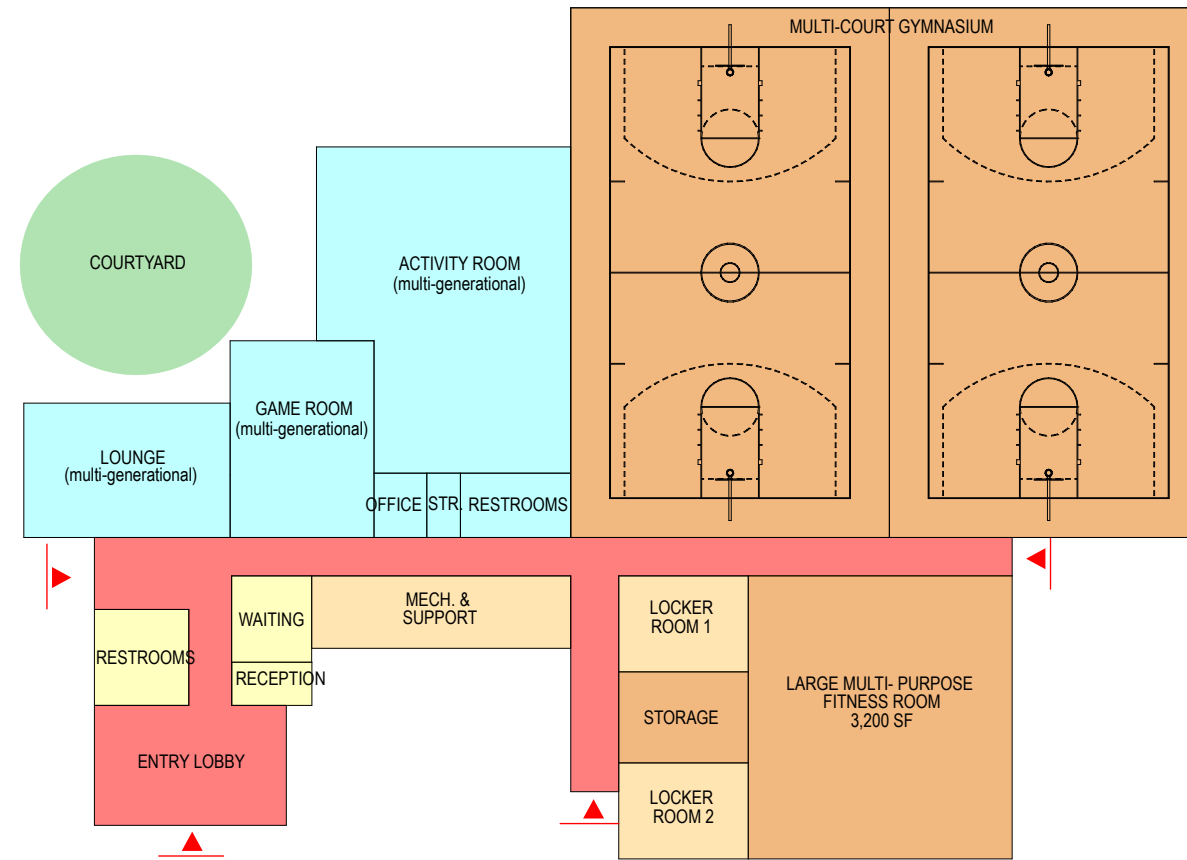
C. Activity Spaces		Plan 3	Plan 2	Plan 1
C.01	Multi-Purpose Gymnasium (2 courts @ 50 x 94)	12,000	12,000	
C.02	Gymnasium Storage	600	500	
C.03	Lounge (multi-generational)	1,600	1,200	1,200
C.04	Game Room (multi-generational)	1,400	1,200	1,200
C.05	Activity Room (multi-generational)	4,800	3,200	3,200
C.06	Classroom (before/after school/daycare)	1,200		
C.07	Large Multi-Purpose Fitness Room	4,000	3,200	3,200
C.08	Small Multi-Purpose Fitness Room	4,000		
<b>Subtotal: Activity Spaces</b>		<b>29,600</b>	<b>21,300</b>	<b>8,800</b>

D. Community Spaces		Plan 3	Plan 2	Plan 1
D.01	Large Classroom Style Space	6,300		
D.02	Small Classroom Style Space	4,200		
D.03	Large Open Space (dividable)	6,000		
D.04	Commercial Kitchen	1,000		
D.05	Coffee Bar	50		
D.06	Special Event Spaces (senior and youth wings)	1,700		
<b>Subtotal: Community Spaces</b>		<b>19,250</b>	<b>-</b>	<b>-</b>

<b>Sub Total Summary</b>	57,045	26,060	12,180
<b>Circulator (20% of Total Building SF)</b>	11,409	5,212	2,436
<b>Total Gross</b>	<b>68,454</b>	<b>31,272</b>	<b>14,616</b>

 changes to square footage

 program does not apply



■ PLAN 2 SPACE DIAGRAM - SCALE 1" = 40' 0 20' 40' 80'

**LEGEND**

31,272 sf

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 20px; height: 15px; background-color: #00FFFF; border: 1px solid black; margin-right: 5px;"></span> ACTIVITY SPACES<br/>(multi-generational)</li> <li><span style="display: inline-block; width: 20px; height: 15px; background-color: #FF0000; border: 1px solid black; margin-right: 5px;"></span> CIRCULATION<br/>LOBBY/ ENTRANCE</li> <li><span style="display: inline-block; width: 20px; height: 15px; background-color: #FFFF00; border: 1px solid black; margin-right: 5px;"></span> OPERATIONS/ BUILDING<br/>SUPPORT</li> </ul> | <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 20px; height: 15px; background-color: #FFA500; border: 1px solid black; margin-right: 5px;"></span> GYMNASIUM &amp; FITNESS</li> <li><span style="display: inline-block; width: 20px; height: 15px; background-color: #FFD700; border: 1px solid black; margin-right: 5px;"></span> SUPPORT SPACES</li> </ul> |
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