November 1, 2011

RE: Request for Qualifications/Request for Proposals – Feasibility Study for Community Pool

The City of Davis is soliciting professional planning and aquatic design services in connection with the above-referenced project. The purpose of the study is to evaluate the feasibility, as well as the costs versus benefits of planning, constructing and operating a new pool complex at Community Park. Consideration should be given to both City and non-City aquatic facilities to maximize the most efficient and effective use of available pool space within the community.

Scope of Services
Provide conceptual designs, preliminary cost estimates, operational cost estimates and economic feasibility of two different pool design concepts. The Consultant(s) will provide a comparative analysis and operational feasibility study including projected and needed revenues for two different pool complexes to be constructed at Community Park. The proposed pools would replace the existing pools located within the Community Pool complex.

The two pool complexes to be conceptually designed and evaluated through a comparative analysis should generally include:

a. A 50 meter x 25 yard competitive pool with either additional warm up lanes or a separate pool.
b. A 25 meter x 25 yard competitive pool suitable for swimming, synchronized swimming, diving and water polo with an additional shallow multi-purpose recreational pool with warm up lanes, shallow area for teaching, water slide, etc.
c. Locker rooms, toilet and shower facilities, office areas, snack bar area, storage and pump room facilities sized to service each pool evaluated above.
d. Potential reuse and/or renovation of existing Community Pool facilities
e. Additional parking, shared exterior restroom access, site work, and utilities required to build either pool complex.

These services may be provided by one qualified consultant, or a prime consultant with specialty sub-consultants. Accompanying this letter is a general project description and an outline of the selection process. If your firm is interested in being considered for the requested services, please submit the detailed proposal requirements by the stated deadline.

Response to this request will be received until 3:00 p.m. on Tuesday, November 22, 2011 at the address listed below:

City of Davis Community Services Department
ATTN: Christine Helweg – Community Pool Feasibility Study
23 Russell Blvd., Suite 5
Davis, CA 95616

CITY OF DAVIS
Proposals will not be accepted after 3:00 p.m. on November 22, 2011 regardless of delivery method. Postmarks will not be accepted. Electronic proposals will not be accepted regardless of the submittal date. If you have any further questions or require additional information about the project, please feel free to contact Christine Helweg, Community Services Superintendent, at 530-747-5861, or via email at chelweg@cityofdavis.org
Request for Qualifications/Request for Proposals
Community Pool Feasibility Study

Deadline for Submissions: November 22, 2011 by 3:00 p.m.

Community Profile

Davis is a university-oriented city of approximately 66,000 individuals. It is home to the University of California, Davis, a world-class institution with approximately 24,600 undergraduate students and 7,500 graduate and professional students. Davis’ unique university-centered and residential community is internationally known for its commitment to environmental awareness and progressive, socially innovative programs. The uniqueness of community is reflected in its quality of life through its small-town style, numerous bike paths, energy conservation, environmental programs, parks and greenbelts, diverse recreational programs, and the quality of its educational institutions.

Located in Yolo County, in the Central Valley of northern California, Davis is situated 11 miles west of Sacramento and 72 miles northeast of San Francisco. One major advantage of the Davis region as a place to live and do business is its proximity to major markets. There is unparalleled scenic beauty and many recreational opportunities within a few hours’ drive, with virtually the entire state of California being within a one-day driving distance from Davis. More information about the community can be found on the city’s website at www.cityofdavis.org

History & Background

The City of Davis currently has four public pool complexes to serve the aquatic needs and interests of its citizens, including: Arroyo, Civic, Community and Manor Pool complexes. These four complexes are used for increasingly popular and distinct aquatic activities to enrich the lives of Davis residents. The Arroyo, Community and Manor pool complexes serve a blend of recreational and competitive swimming activities, whereas the Civic Pool complex only serves competitive aquatic special interest users (no City recreational aquatic programs are offered at this site). The local school district also relies on city aquatic facilities to meet their aquatic team needs.

As in the past, ongoing aquatic facility needs are evaluated using a number of tools. These include (1) analysis of current pool uses; (2) evaluation of other community aquatic resources; (3) an examination of pools and amenities in other communities as a basis for establishing a reasonable service standard; (4) review of the current state of programming and amenities offered at city aquatic facilities; and (5) assessment of current trends, costs and other data to determine the desirability and feasibility of expansion or enhancement of current facilities. For many years, the City and community aquatic
organizations have discussed the need to upgrade/renovate the Civic and Community pool complexes, and/or consider constructing an alternate facility that could accommodate the growing demand for competitive swimming in Davis.

On Tuesday, June 28, 2011, as part of the annual budget adoption process and the proposed budget balancing plan, the City Council directed staff to close the Community Pool complex as of November 2011 in order to reduce ongoing maintenance costs associated with the aquatic facilities. As a result of this facility closure, several discussions have ensued between representatives of the aquatic user groups and Community Services program staff, including the possibility of leasing the Community Pool facility, and/or rehabilitating the facility into a new 50 meter pool complex.

Concurrent to this process, the Community Services Department is also in the process of updating its 1998 Parks and Facilities Master Plan. Contained within the proposed project list are two projects that propose to either rehabilitate Community Pool to alleviate significant impending maintenance costs, or to construct a 50 meter pool to accommodate the existing competitive aquatic user groups and potentially use savings from the additional closure of the Civic Pool complex. In focus groups of the Master Plan community input process, the suggested concept discussed was to create a 50 meter pool with a bulkhead that can be moved around to accommodate multiple users at one time. The elimination of the existing Civic and Community pools could potentially allow for the maintenance costs to be transferred to a newer pool facility and minimize major equipment upgrades that are anticipated to be needed within the next five to ten years at both of these facilities.

On October 20, 2011, the Recreation and Park Commission approved a recommendation to move forward with the Community Pool Feasibility Study in order to have more detailed information about the cost-benefit analysis for either a 50 meter competitive pool complex or that of a multiuse, recreational complex that could accommodate the competitive pool needs with a 25 meter x 25 yard pool in addition to other recreational aquatic amenities.

**Site Description**

The Community Pool complex is located at 201 West Fourteenth Street, on the northern edge of the Veterans’ Memorial Center complex. The Community Pool complex is centrally located between Davis High School, the Community Park Tennis Courts, the Davis Branch of the Yolo County Library, and the Veterans’ Memorial Theatre. The pool facility is utilized by many community aquatic organizations, and until recently, was home to many of the youth summer day camp programs offered through the Community Services Department.

The existing aquatic facility consists of three pools – the diving pool, the recreation/lap pool, and the infant pool. The complex also features a snack bar area, restrooms, shower facilities and a community pool building which serves as a small training and public meeting space. The Community Pool complex also provides additional exterior access to restroom and shower facilities for park and tennis court users during times that the pool complex is closed.
Project Details

The purpose of the study is to evaluate the feasibility, as well as the costs versus benefits of planning, constructing and operating a new pool complex at Community Park. The Scope of Services include providing conceptual designs, preliminary cost estimates, operational cost estimates and economic feasibility of two different pool design concepts. The Consultant(s) will provide a comparative analysis and operational feasibility study including projected and needed revenues for two different pool complexes to be constructed at Community Park. The proposed pools would replace the existing pools located within the Community Pool complex.

The two pool complexes to be conceptually designed and evaluated through a comparative analysis should generally include:

a. A 50 meter x 25 yard competitive pool with either additional warm up lanes or a separate pool.
b. A 25 meter x 25 yard competitive pool suitable for swimming, synchronized swimming, diving and water polo with an additional shallow multi-purpose recreational pool with warm up lanes, shallow area for teaching, water slide, etc.
c. Locker rooms, toilet and shower facilities, office areas, snack bar area, storage and pump room facilities sized to service each pool evaluated above.
d. Potential reuse and/or renovation of existing Community Pool facilities.
e. Additional parking, shared exterior restroom access, site work, and utilities required to build either pool complex.

It is expected that the selected consultant will participate in one meeting with representatives of the aquatic groups, 3-4 meetings with City staff and one Recreation and Park Commission meeting. It is anticipated that the final product will be ten (10) copies of a written report accompanied by conceptual plans. Reports and plans will also be provided to the City in electronic, PDF, format.

Support Materials

The consultant or consultant team will be provided the following supplemental materials:

- System of Pools Report (electronic copy)

Basis for Selection

The City shall take into account any matters it considers appropriate in selecting the most qualified consultant(s). Your Statement of Qualifications/Proposals submittal will be the basis for our selection of the short list of consultant(s) who will continue further in the selection process via interviews. Evaluation criteria will include, but will not be limited to, the following:

- The consultant’s understanding of the project’s opportunities and challenges
- Project approach – input process, conceptual design and any suggested refinements to the deliverables and tasks
- The consultant’s experience and past performance with similar projects
- The consultant’s experience and past performance with estimating construction costs from conceptual design plans
- The consultant or team’s organizational structure – key personnel proposed for the project and their respective qualifications
- The proposed timeline of tasks, deliverables, and completion of project
- The quality of written documents submitted
- Client references for public projects led by the proposed Project Manager (at least 3 references are required)
- Professional hours and fees required to complete the project task and deliverables

Finalists will be required to attend a scheduled interview with the selection review panel consisting of City staff and/or other stakeholders. Interviews are anticipated to occur during the week of December 12 - 16, 2011. Upon completion of interviews, the selection review panel will recommend one consultant or consultant team to be awarded the contract for the Community Pool Feasibility Study. The City Council must approve the recommended consultant(s)/team(s) before any work can start and contracts can be executed.

**Estimated Timeline**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation Extended to Consultant(s)</td>
<td>November 1, 2011</td>
</tr>
<tr>
<td>Deadline for RFQ/RFP questions</td>
<td>November 14, 2011 5:00 p.m.</td>
</tr>
<tr>
<td>Sent via email to <a href="mailto:chelweg@cityofdavis.org">chelweg@cityofdavis.org</a></td>
<td></td>
</tr>
<tr>
<td>Responses to questions posted online</td>
<td>November 16, 2011 5:00 p.m.</td>
</tr>
<tr>
<td>Qualifications/Proposal Submission Deadline</td>
<td>November 22, 2011 3:00 p.m.</td>
</tr>
<tr>
<td>(Postmarks, facsimile &amp; emails not accepted)</td>
<td></td>
</tr>
<tr>
<td>Interviews of finalists</td>
<td>December 12 - 16, 2011</td>
</tr>
<tr>
<td>City Council Approvals</td>
<td>January 2012</td>
</tr>
<tr>
<td>Consultant(s) Under Contract; Study Work Begins</td>
<td>January – April 2012</td>
</tr>
<tr>
<td>Presentation of Feasibility Study Findings</td>
<td>May 2012</td>
</tr>
</tbody>
</table>

**Statement of Qualifications/Proposal Deadline**

Five copies of your Statement of Qualifications/Proposals (with attachments) must be delivered to the City of Davis Community Services Department on or before **3:00 p.m., November 22, 2011**. Please limit submittals to a maximum of 20 pages (10 double sided sheets) including cover letter and content.

Applications must be received in the Community Services office by the deadline; postmarks are not acceptable. Please do not send your submittals via phone facsimile, or email, as they will not be accepted for consideration. **Late or incomplete applications will not be considered – No exceptions will be made.**

**Mail or deliver materials to:**
City of Davis Community Services Department
ATTN: Christine Helweg – Community Pool Feasibility Study
23 Russell Blvd., Suite 5
Davis, CA 95616
Acceptance of Proposals

The City of Davis reserves the right to reject all applications and/or subsequent design proposals. The City may choose not to proceed with this contract or to utilize other means to complete the project, if reasonable terms cannot be negotiated with interested consultant(s).

Other Requirements

The selected consultant(s) will be required to draft design options that comply with the Americans with Disabilities Act in addition to related federal, state and local codes and will be encouraged to develop conceptual designs that maximize existing facility structures to minimize capital construction costs as much as possible.

The consultant(s) selected and approved by the RFQ/RFP Review Team and the City Council shall be asked to enter into a contract with the City of Davis for the duration of the study. Depending on the specific scope of the project, prior to the issuance and throughout the duration of the contract, the consultant may be required to maintain various types of insurance, including Automobile Liability, General Liability, and other insurance as required by the City. A copy of the standard city contract is available for review on the City website along with this RFQ/RFP. All proposals should include a statement accepting and acknowledging the terms of the standard city contract.

All information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

For more information about the Community Pool Feasibility Study, please contact Christine Helweg, Community Services Superintendent at chelweg@cityofdavis.org, or 530-747-5861.