November 4, 2011

RE: Request for Qualifications/Request for Proposals – Feasibility Study for Rehabilitation/Modernization of Veterans’ Memorial Center Complex

The City of Davis is soliciting professional planning and architectural design services in connection with the above-referenced project. The purpose of the study is to evaluate and compare the existing facility, updating/rehabilitating the existing facility and the feasibility of expanding the facility. The study will include a fiscal analysis of the capital and operational costs of the various options.

Scope of Services
Provide conceptual designs potentially incorporating expanded meeting spaces, facility enhancements and improved ADA accessibility, preliminary cost estimates, operational cost estimates, facility rental rate analysis, and a proposed business plan with specific recommendations for financing capital construction costs and offsetting ongoing operational costs. Specific project elements should generally include:

1. 2-3 conceptual designs to incorporate enhanced and/or expanded multiuse spaces to accommodate teen programming, and other public meetings/event uses
2. Facility improvements to interior and exterior surfaces, including enhancements to flooring, ceilings and walls, upgraded technological capabilities, increased storage capacity, improved lighting and noise reduction features
3. Improvements to maintenance and operational practices for increased efficiencies and improved sustainability (use of recyclable materials is highly desirable)
4. Incorporate accessibility features as identified and recommended by the most recent ADA Facilities Evaluation/Assessment report
5. Conduct a facility rental rate analysis, including a comparison to other similar rental facilities within the region, and provide recommendations on potential changes to City policies and/or rate structures
6. Provide an analysis of the costs versus benefits of planning, constructing and operating a rehabilitated/modernized facility with recommended improvements. The analysis shall include a business plan that calculates the projected operating costs, needed revenues and anticipated recovery costs, with funding options and potential partnerships
7. Participate in a minimum of two (2) public meetings with current facility users, City staff and potential facility users to obtain input on desired features and/or improvements

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.

CITY OF DAVIS
Responses to this request will be received until **3:00 p.m. on Tuesday, November 30, 2011** at the address listed below:

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

Proposals will not be accepted after 3:00 p.m. on November 30, 2011 regardless of delivery method. Postmarks will not be accepted. Electronic proposals will also 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 530-757-5626, or via email at chelweg@cityofdavis.org
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

In June 1991, the City of Davis opened its doors to the Third and B Teen Center. This facility pre-dated many of the regional teen facilities, and was a significant accomplishment for a community of Davis’ size. Following City Council direction in May 2009 to re-use the Third and B/Teen Center facility for an alternate use, Community Services staff began working with an appointed Youth Advisory Task Force to identify future needs of Davis teens, both in terms of physical space and programming models. As a result of the cumulative efforts of this planning process, a Strategic Plan for Teen Services was developed and adopted by the Davis City Council in October 2011.
Based upon staff’s previous analysis of several potential sites to be used for alternative teen programming, the potential rehabilitation/renovation of the Veterans’ Memorial Center rose to the surface as being the most practical and realistic option for the City, not only in addressing the need for additional teen programming space, but also in addressing the broader needs and interests of the community-at-large for increased community meeting spaces.

Concurrent to the strategic planning process for teen programming, the Community Services Department is also in the last stages of updating its 1998 Parks and Facilities Master Plan. Contained within the proposed project list is the modernization of the Veterans’ Memorial Center. By exploring the feasibility of rehabilitating/renovating the Veterans’ Memorial Center, the City is interested in exploring the opportunity to upgrade and re-design this existing City asset and potentially consolidate many proposed Master Plan projects, while at the same time incorporating shared, multipurpose spaces that could also be used for teen programming.

**Site Description**

The Veterans’ Memorial Center is located at 203 East Fourteenth Street (corner of Fourteenth and B Streets) on southern edge of Community Park, and is centrally located between the Davis High School and the Davis Branch of the Yolo County Library. The facility is utilized by many community service and performing arts organizations, and is home to many of the youth and adult classes offered through the Community Services Department.

The large facility complex contains rentable community meeting spaces, including a large multipurpose room (approx. 4,800 sq. ft.), a medium-sized meeting room (approx. 1,400 sq. ft.), a small meeting room (approx. 810 sq. ft.), a large catering kitchen with rear facility access, an outdoor courtyard and an adjacent lobby area with staff offices. In addition, the complex also features a 325-seat community theatre with box office, lobby, a professional lighting & sound booth, rehearsal/dressing rooms, loading dock and orchestra pit.
Project Details

The purpose of the study is to evaluate and compare the existing facility, updating/rehabilitating the existing facility and the feasibility of expanding the facility. The Scope of Services include providing conceptual designs for expanding the building square footage to add multipurpose spaces, facility enhancements and improved ADA accessibility, preliminary cost estimates, operational cost estimates, a facility rental market rate analysis, and a proposed business plan with specific recommendations for financing capital construction costs and offsetting ongoing operational costs. Specific project elements and deliverables should include:

1. Recommendation of 2-3 conceptual designs incorporating enhance and/or expanded multiuse spaces to accommodate teen programming, and other public meetings/event uses.
2. Recommendation of facility improvements to interior and exterior surfaces, including enhancements to flooring, ceilings and walls, upgraded technological capabilities, increased storage capacity, improved lighting and noise reduction features.
3. Recommendation of improvements to maintenance and operational practices for increased efficiencies and improved sustainability (use of recyclable materials is highly desirable).
4. Incorporation accessibility features as identified and recommended by the City’s most recent ADA Facilities Evaluation/Assessment report.
5. Completion of a facility rental rate analysis, including comparisons to other similar rental facilities within the region, and provide recommendations on potential changes to City rental policies and/or rate structures.
6. Development of a cost-benefit analysis to identify a financial value on tangible and intangible costs and benefits for the recommended improvements. The analysis shall include a business plan that calculates the projected operating costs, needed revenues and anticipated recovery costs, with funding options and potential partnerships.
7. Participate in a minimum of two (2) public meetings with current facility users, City staff and potential facility users to obtain input on other desired features and/or improvements.

It is expected that the selected consultant will participate in two (2) meetings with representatives of the facility and theatre user groups, 2-3 meetings with City staff and 1-2 Recreation and Park Commission meetings. It is anticipated that the final product will consist of 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 support materials:

- Strategic Plan for Teen Services, October 2011 (electronic only)
- Parks and Facilities Master Plan & associated Community Needs Assessments and Surveys, 1998 and current (electronic only)
- ADA Facility Assessment/Evaluation for Veterans’ Memorial Center, 2009 (electronic only)
- Facility Reservation and Facility Cost Recovery Policies (electronic only)
- Facility Rental Fee Schedule (electronic only)
- Facility Plans (PDF only)
Desirable Facility Features (per City staff)
Sample - standard City contract (electronic only)

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) that will continue further in the selection process via interviews. Evaluation criteria will include, but is 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 the rehabilitation/renovation of public recreational facilities to accommodate increased use and revenue generating capabilities.
- 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 RFQ/RFP Review Team consisting of City staff and/or other stakeholders. Interviews are anticipated to occur during the week of January 3 - 6, 2011. Upon completion of interviews, the RFQ/RFP Review Team will recommend one consultant or consultant team to be awarded the contract for the Rehabilitation/Modernization Feasibility Study for the Veterans’ Memorial Center Complex. The City Council must approve the recommended consultant(s)/team(s) before any work can start and contracts can be initiated.

Estimated Timeline

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<tr>
<th>Event</th>
<th>Date:</th>
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<tr>
<td>Invitation Extended to Consultant(s)</td>
<td>November 4, 2011</td>
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<tr>
<td>Deadline for RFQ/RFP questions</td>
<td>November 17, 2011 5:00 p.m.</td>
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<tr>
<td>Sent via email to <a href="mailto:chelweg@cityofdavis.org">chelweg@cityofdavis.org</a></td>
<td>November 21, 2011 5:00 p.m.</td>
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<tr>
<td>Responses to questions posted online</td>
<td>November 30, 2011 3:00 p.m.</td>
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<tr>
<td>Qualifications/Proposal Submission Deadline</td>
<td>January 3 - 6, 2011</td>
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<td>(Postmarks, facsimile &amp; emails not accepted)</td>
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<tr>
<td>Interviews of finalists</td>
<td>February 2012</td>
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<tr>
<td>City Council Action to Award Contract</td>
<td>March – May 2012</td>
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<td>Consultant(s) Under Contract; Study Work Begins</td>
<td>June 2012</td>
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<tr>
<td>Commission Presentation of Feasibility Study Findings</td>
<td>July 2012</td>
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<td>Council Presentation of Feasibility Study Recommendations</td>
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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 30, 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 – VMC 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 web site 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 VMC Rehabilitation/Modernization Feasibility Study, please contact Christine Helweg, Community Services Superintendent, at chelweg@cityofdavis.org, or 530-747-5861.