



**CORDOVA RECREATION AND PARK DISTRICT
REQUEST FOR QUALIFICATIONS
NO. 17-010**

**CORDOVA COMMUNITY POOL REPLACEMENT
DESIGN SERVICES**

Date of Publication: Thursday, July 27, 2017

PROPOSALS DUE: THURSDAY, AUGUST 24, 2017, BY 3:00PM

**Park Planning and Development Department
Cordova Recreation and Park District
2729 Prospect Park Drive, Suite 230
Rancho Cordova, CA 95670**

**Contact:
Laura L. Taylor, ASLA
Park Planning and Development Manager
(916) 842-3319
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REQUEST FOR QUALIFICATIONS NOTICE

NOTICE IS HEREBY GIVEN that sealed proposals are invited by the Cordova Recreation and Park District, Rancho Cordova, CA to provide:

Cordova Community Pool Replacement Design Services

The Cordova Recreation and Park District (District) is requesting proposals from Architecture firms with properly licensed professionals to provide professional consulting services for a feasibility study, design and preparation of bid documents and construction support for the Cordova Community Pool Replacement Project.

The District will provide scheduled opportunities for proposers to inspect the existing Cordova Community Pool facility at 2197 Chase Drive in Rancho Cordova on at 8:30 am on Wednesday, August 16; Friday, August 18; Tuesday, August 22 and Thursday, August 24, 2017. Representatives for proposers participating in the opportunity will be required to sign an attendance sheet indicating the firm they are representing.

Addenda for this RFQ will be published to CRPD's website. Proposers are required to obtain addendas, and acknowledge they are included in submittal.

The Request for Qualifications and associated attachments can be obtained on the District website: www.crpdc.com. All proposals and proposal questions should be directed to:

Laura L. Taylor, ASLA
Park Planning and Development Manager
2729 Prospect Park Drive Ste. 230
Rancho Cordova, CA 95670
(916) 842-3319 ltaylor@crpd.com

A selection committee will examine, evaluate, and rank proposals based on qualifications. Highest ranked proposers may be invited for interview. CRPD staff intends to make a recommendation for award of an Agreement to the CRPD Board of Directors at a meeting within ninety (90) days after the final date for proposal acceptance. CRPD reserves the right to reject any and all proposals, or to waive any irregularities or informalities in any proposal or in the proposal procedure, or to postpone the final date of proposal acceptance or award for good cause. CRPD hereby notifies all proposers that it will affirmatively ensure that in regard to any Agreement entered into pursuant to this proposal, Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the basis of race, color, sex, or national origin in consideration for an award. For more information about DBE's visit: http://www.dot.ca.gov/hq/bep/find_certified.htm

The successful proposing firm must ensure that employees and applicants for employment are not discriminated against on the basis of age, color, race, national origin, ancestry, religion, sex, sexual preference, marital status, and shall comply with the Americans with Disabilities Act. Submittals shall be in accordance with the requirements set forth in the proposal documents. Submission of a proposal shall constitute a firm offer to the District.

Patrick Larkin, District Administrator
Cordova Recreation and Park District
July 27, 2017

B. BACKGROUND & EXISTING CONDITIONS

The Cordova Community Pool is located at Hagan Community Park, 2197 Chase Drive in the City of Rancho Cordova. It is primarily accessed by a parking lot to the north of the pool area. It can also be accessed by a non-ADA compliant walkway between the pool entrance and the Cordova Community Buildings to the west of the facility. The replacement project will provide full ADA compliance including an accessible route of travel from the parking lot outside of the fenced pool complex.

The Cordova Community Pool Complex at Hagan Community Park was built in 1963. It was a state-of-the-art facility that surpassed the local community's needs and provided a facility for regional competitive swimming events. In recent years other larger aquatic complexes have been built and are satisfying needs in the region for large competitive swimming venues.

The current configuration of the Cordova Community Pool contains three pools; a 218,000 gallon (45' x 75') diving pool, a 170,000 gallon (56' x 75') competitive pool, and a 43,825 gallon (60' x 30') trapezoid training pool. The facility also has a pool mechanical room approximately 40' x 40', over 30,000 square feet of concrete deck area, and open-roof locker rooms, shower, and restroom facilities. All three pools were re-surfaced with fiberglass around 2005, but no other major renovation work has occurred. The condition of pools and decking has steadily deteriorated. The pools have been determined to leak excessively through an out-dated copper plumbing and gutter system. Two of the pools had common plumbing and mechanical equipment. Much of the surrounding deck is non-ADA compliant including two step areas and two ramps. The pool mechanical room structure and equipment needs replacement. Aquatic Commercial Consulting prepared an evaluation of the existing facility which can be found on CRPD's website at <http://crpd.com/wp-content/uploads/Cordova-Community-Pool-Eval-072814.pdf>. The facility restrooms and dressing rooms have been identified as falling short of current ADA Federal Standards and the fixture count falls short of current code requirements. The Cordova Community Pool was closed in the summer of 2015 due to failing infrastructure.

Between 2014 and 2016 CRPD Administration worked towards replacing the existing three-pool complex utilizing the three existing pool shells. A design and construction cost estimate to renovate the existing pool complex utilizing the three existing shells was substantially completed and presented to the Board of Directors in March 2017 for a total design-build cost of \$4.3 million. There was a change in District Administration in early 2017 resulting in a change in direction for recreational programming. The District intends to provide a community pool that fully meets the needs of the District's constituents rather than a facility designed to service regional competitive events. Prior operational assumptions for the three-pool configuration require validation and adjustments per new programming strategies.

C. PROJECT DESCRIPTION

The Cordova Community Pool Replacement Project consists of the replacement of the existing pools in a manner that will best meet the needs of CRPD constituents and programming needs. The Consultant will provide two alternative options; a complete replacement with new shell(s) and a partial replacement option utilizing existing shell(s) fitting a new configuration. An existing renovated three-pool configuration will be compared with the additional alternative options as part of a feasibility study. District staff anticipates a new configuration will likely include one or two pools and aquatic play feature(s) such as a splash pad and/or diving board(s). The plan will include replacement and enhancement of the pool deck and support facilities. The programming goal is for the Cordova Community Pool to meet community needs by providing a facility for recreational swimming and activities, CRPD

programs, and a venue for limited competitive events for participants in CRPD and local community aquatic programs.

The project objective is to significantly improve recreational swim, water play, swim lesson instruction, and therapeutic opportunities for the community through features such as family changing rooms, zero depth entry, water play equipment, diving board and wading areas. Other support facilities such as a renovated or replaced lifeguard control room, staffing and registration areas, storage and multi-purpose room for programs and rentals, will be considered as budget allows and/or scheduled for future phases.

The new complex should be sized appropriately to meet the needs of the Cordova Recreation and Park District residents. Adjacent parkland may be incorporated into the project area as necessary, but construction costs must stay within the existing approved budget and any existing features that are displaced must be relocated elsewhere in the park. The approved base construction budget is \$5 million. CRPD continues to work towards securing additional funding sources that may allow for additive alternates to the base project or to fund additional phases. The new facility should be fully functional and energy efficient, with state of the art filtration, pumping and sanitation equipment, and designed to allow for year-round operations of both programmed and unstructured activities, and interface well with the adjacent park.

The District has conducted numerous public outreach and stakeholder meetings on this project since 2013 focused primarily on renovating the existing configuration. The results of those meetings will be shared with the successful proposer. Since this project potentially changes the configuration of the pool(s), public meetings will be held to allow stakeholders an opportunity to provide input and ask questions about the project. A community meeting will be conducted at completion of Design Development to report back to the community. The Consultant must lead the two public meetings and gather, evaluate, and consolidate community input into a definable program and plan for the new facility, then present the plan to the CRPD Board. Although extensive stakeholder outreach has already been conducted, there may be a need for additional stakeholder meetings as part of this revised approach.

D. SCOPE OF WORK - GENERAL

A detailed Scope of Work is found in Attachment A.

Scope of Work – Part One

A feasibility study is required as part of this scope that provides conservative projections of community use, potential future programs, long-term operational and replacement costs and revenue generation. The District will consider two additional alternative options; a complete replacement with new shell(s) and a partial replacement option utilizing existing shell(s) fitting a new configuration. The intent of this project is the complete replacement and enhancement of the Cordova Community Pool including the pool, deck, and buildings. Part One scope of work generally includes public meetings and conceptual design of two alternative options. The conceptual designs will provide sufficient data to prepare a comparative feasibility study. Upon review and approval by District staff, the Consultant will participate with staff to present findings to the Board of Directors.

Scope of Work – Part Two

Upon the District's selection of preferred design alternative, the Consultant will be authorized to proceed with preliminary design, design development, probable construction cost estimates, bid documents, and bidding/construction support for public works competitive

bidding. Ancillary work includes: environmental document preparation, construction cost estimating, schedule monitoring, preparation of reports and recommendations, and project management.

Prior to the District authorizing the Consultant to proceed with Part Two, the Consultant and District will re-evaluate the fee proposal for significant changes in the scope of work that was anticipated in the original fee proposal. An amendment to the Agreement will be negotiated if justified.

Attachment B. Project Schedule

The District intends to open the Cordova Community Pool to the public by May 1, 2020. A draft schedule is attached for proposers' consideration. Proposers shall include as part of their proposal package a revised detailed project schedule listing the Consultant services identified in the detailed scope of services and the time required to complete each of the specified tasks demonstrating a pool opening date by May 1, 2020.

E. PROPOSAL CONTENT

CRPD encourages economy and discourages lengthy proposals. However, the proposal shall include the following information at a minimum:

- a. Proposer's complete name, business address, and telephone number and the name, mailing address, and telephone number of person that CRPD should contact regarding the proposal, as well as the location of the office(s) where work will be carried out (in addition to the site work).
- b. A description of the proposer's organization, including names of principals, number of employees, longevity, client base, areas of specialization and expertise and any other pertinent information in such a manner that proposal evaluators may reasonably formulate an opinion about the stability and financial strength of the organization.
- c. A complete disclosure of any prior or ongoing incidents as to which it is alleged that proposer has defaulted or failed to perform which has led the other party to terminate the contract. Identify the parties involved and the circumstances of the default or termination. Also, describe any civil or criminal litigation or investigation pending which involves proposer or in which proposer has been judged guilty or liable.
- d. Written confirmation the firm can and will comply to terms of CRPD's Standard Form of Agreement including stated insurance requirements.
- e. The identity of Consultant's principal staff members who will be assigned to this project and a description of their responsibilities.
- f. A work history of key personnel, which demonstrates qualification and experience, includes descriptions of completed projects, dates and costs of the projects and duties performed by the individuals on the projects.
- g. A list of any sub Consultants to be utilized on the project, including a description of how each sub Consultant will be utilized.

- h. Consultant's proposed approach to the Scope of Work, including procedures, methodologies, measures of effectiveness, organization and scheduling of tasks to be performed as well as a statement outlining the anticipated involvement of CRPD staff.
- i. Three references for whom the proposer has performed similar services of similar scope within the past five years. Include the organization name and address, the name and telephone number of a contact person, and a brief description of the services performed by the consulting firm.
- j. Time schedule, including a description of the ability of the proposer to perform services within the proposed time frame while providing a quality product.
- k. The Proposer should specifically indicate in its proposal any clauses in CRPD's Standard Agreement that are unacceptable to the Proposer.
- l. The signature(s) of the company officer(s) empowered to bind the firm, with the title of each (e.g., president, general partner), and the acknowledgment of the receipt of any addenda, by number, if issued for this Request for Qualifications.

Cost Proposal

The cost proposal shall be submitted as a separate, sealed item. The cost proposal shall include hour and fee breakdown by the tasks detailed in Attachment A – Detailed Scope of Work. No markups shall be allowed on reimbursable expenses and the maximum markup on each sub consultant shall be 5%.

Ancillary work tasks shall be itemized with associated fee. Optional services, if any, should be included as separate line items in the cost proposal.

CRPD intends to enter into an Agreement with a maximum sum identified for each service task. Payment will be made monthly in proportion to services performed within each service task.

F. EVALUATION OF PROPOSALS

Proposals will be evaluated by a committee of CRPD employees and possible stakeholders. Points will be assigned based on the proposer’s effectiveness and efficiency in supporting each item being rated.

<u>Criteria</u>		<u>Proposal Content Section(s)</u>	<u>Possible Points</u>
1.	Qualifications, experience and technical ability for similar projects and capability of delivering innovative or advanced techniques	b. – g.	50
2.	Project approach and understanding, familiarity and ability to stay within budget and meet established time schedules	h. – j.	50
Total Possible Points			100

After CRPDs’ evaluation and committee reviews, all submitted written qualifications, the top ranked consultant teams may be invited for presentations and interviews. The evaluation committee will again rank the interviewed consultants; and the most qualified consultant team will be identified, based on the best overall ranking among the committee members. Contract negotiations will then begin with the highest ranked proposer. Cost proposals from each proposer will be opened and reviewed after the Committee has finished the qualifications ranking. If negotiations with the highest ranked consultant are not successful, in consideration of either the scope or cost, the second ranked team and that team will be invited to negotiate, and so on.

G. SELECTION PROCESS

The Park Planning and Development Department will recommend to CRPD’s Board the proposer who successfully negotiated scope and project cost with the evaluation team. CRPD’s acceptance of the proposal will be evidenced by a Notice of Award from CRPD delivered to the selected firm (the “Consultant”).

H. CONTRACT AND OTHER REQUIRED DOCUMENTS

Within ten calendar days of the date of issuance by the Park Planning and Development Department of the Notice of Award, the selected Consultant shall submit the following documents to the Purchasing Division:

- a. A Standard Form of Agreement executed in duplicate by the selected Consultant. (A sample agreement is attached to this Request for Qualifications as Attachment C, and its terms and conditions are incorporated by reference).
- b. Evidence of the required insurance coverage.
- c. A City of Rancho Cordova business license application and fee if Consultant does not already possess such license.
- d. A completed Internal Revenue Form W-9.

Failure of the selected Consultant to make a timely submission to the Park Planning and Development Department may result in a rescission of acceptance of the proposal by CRPD and in award of contract to another proposer.

I. CITY OF RANCHO CORDOVA BUSINESS LICENSE

The successful proposer must either possess a current, valid City of Rancho Cordova business license or must have submitted a City business license application and fee at the time of contract award.

J. DISCLAIMERS

This Request for Qualifications does not commit CRPD to award an Agreement or to pay any costs incurred in the preparation of a proposal in response to this Request.

CRPD reserves the right to accept or reject any or all proposals received, to negotiate with qualified proposers or to cancel the Request.

CRPD may require proposer to submit additional data or information the CRPD deems necessary to substantiate the costs presented by the proposer. CRPD may also require proposer to revise one or more elements of its proposal in accordance with contract negotiations.

CRPD reserves the right to evaluate proposals for a period of ninety days before deciding which proposal, if any, to accept.

K. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposer shall submit one original and three copies of its proposal, along with one electronic copy in pdf on a thumb drive, in a sealed envelope to:

Cordova Recreation and Park District
Park Planning and Development Department
2729 Prospect Park Drive, Suite 230
Rancho Cordova, CA 95670

All copies should be printed double-sided. To be considered, four (4) copies of the proposal, along with one electronic copy on a thumb drive, must be received at the address in the above paragraph by 3 p.m. on Thursday, August 24, 2017. Late proposals will not be considered.

L. CONTACT PERSON

Inquiries relating to this Request for Qualifications and/or the required services should be directed to:

Laura L. Taylor, ASLA
Planning & Development Manager
Telephone: (916) 842-3319
Fax: (916) 362-9602
ltaylor@crpd.com

All questions related to the RFQ process shall be addressed directly to the Contact Person listed above or her designated representative. Contact with other CRPD employees during the proposal process is expressly prohibited without prior written consent of the Park Planning and Development Department. Proposers who directly contact other CRPD employees risk elimination of their proposals from consideration.

ATTACHMENT A SCOPE OF WORK
Cordova Community Pool Design Project
CRPD Project Number 17-010

A. General

CRPD is seeking proposals from Architecture firms with properly licensed professionals to provide professional consulting services for the replacement of the existing Cordova Community Pool. The intent of this project is the complete replacement and enhancement of the Cordova Community Pool including the pool, deck, and buildings. The base construction budget is \$5 million. Due to currently available project funding some desirable support facilities may be considered as additive alternates or future phases. CRPD continues to work towards securing additional funding sources that may allow for additive alternates to the base project or to fund additional phases. The professional services will be divided into two parts.

Part One Scope of Work: Part One generally includes community meetings, conceptual design of two alternative options to replace the existing Cordova Community Pool and a feasibility study. The conceptual designs will provide sufficient data to prepare a comparative feasibility study. The two alternatives will be a complete replacement with new shell(s) and a partial replacement alternative utilizing existing shell(s) that fit within a new configuration. A feasibility study is required in Part One providing conservative projections of community use, potential future programs, long-term operational and replacement costs and revenue. The previously-designed renovated three-pool configuration will be compared with the two alternative options in the feasibility study. Upon review and approval of Part One deliverables by District staff, the Consultant will participate with staff to present findings to the Board of Directors for approval to proceed with the preferred alternative.

Prior to the District authorizing the Consultant to proceed with Part Two, the Consultant and District will re-evaluate the fee proposal for significant changes in the scope of work that was anticipated in the Consultant's original proposal.

Part Two Scope of Work: Upon the District's selection of the preferred design option and final agreement between CRPD and the Consultant on professional services required to complete Part Two, the Consultant will be authorized to proceed with preliminary design, design development, community meetings, probable construction cost estimates, bid documents, and bidding/construction support for public works competitive bidding. Ancillary work includes environmental document preparation, construction cost estimating, schedule monitoring, preparation of reports and recommendations, and project management.

B. Consultant Scope of Services

The Consultant will perform all architectural, engineering and project management related work necessary to prepare two alternative conceptual plans, a feasibility study, plans and specifications suitable for public works bidding.

Consultant services shall include, but are not limited to: project management, conceptual design, community meetings, design development, bid documents, bidding support, and construction support services, as further detailed below.

CRPD requests the proposer suggest changes to the scope of services (as part of their proposal) in order to achieve CRPD's stated project objectives.

a. Project Management

The Consultant will be the primary responsible party for managing the project's schedule and Consultant contract budget. In addition, the Consultant is expected to attend a design kickoff meeting, submittal review meetings for design development progress submittals, monthly coordination meetings, and other outreach and design presentation meetings listed. The Consultant shall prepare all agendas and action item logs for subsequent follow-up. The Consultant is expected to maintain frequent and timely communication with CRPD staff throughout the duration of the project.

All project schedules shall be prepared in Gantt chart format, utilizing Microsoft Project software. Three weeks for each CRPD review shall be included. Schedule updates shall be provided at all progress meetings.

Consultant's own team should have provisions for quality assurance/quality control over work product prepared for CRPD and stakeholders.

The Consultant will be expected to attend submittal meetings with permitting agencies, City of Rancho Cordova and Sacramento County Department of Environmental Management. The Consultant will be responsible for making appointments (as necessary) and delivering all subsequent submittals to the permitting agencies. Permitting costs will be paid directly by CRPD.

The Consultant shall host a FTP site throughout the project's duration for electronic file sharing.

b. Topographical Survey

Consultant will provide a topographical survey as required to produce detailed grading and layout plans and to satisfy permitting agencies.

c. Conceptual Design and Public Outreach

During the design process the Consultant shall conduct the following public outreach:

Review Documentation of Previously Conducted Community Meetings: The District will provide documentation from six previously held community meetings and several regular Board of Director meetings where public comments regarding the pool project were received for the Consultant's review. District staff anticipates the Consultant will consider the documentation sufficient for the purposes of initial gathering of public and stakeholder input regarding desired design elements for the new community pool facility.

Information about the current design process will be provided to the public and stakeholders about the upcoming design process, opportunities for public input and the tentative project schedule via Board of Directors meetings, CRPD staff reports for Board of Directors meetings, District email contacts, District web site and social media. On-going input received by the District will be forwarded to the Consultant for their consideration.

Conceptual Design Selection Community Meeting: The goal of this public meeting is to

present two alternative conceptual designs and the results of the feasibility study including a comparison to the existing three-pool configuration. The Consultant shall be prepared to show examples of proposed design features and offer suggestions. The Consultant shall be responsible for producing and distributing all materials necessary. Comments made by the public and stakeholders will be considered for the selection of a preferred alternative, or combination of alternatives, based on feedback gathered at the meeting.

The Consultant will be responsible for agendas and any other handouts or exhibits necessary to conduct the meeting. All documentation of the meeting including keeping an accurate sign-in sheet, taking notes and preparing meeting minutes for review and approval by CPRD shall also be the responsibility of the Consultant.

CPRD will be responsible for public outreach and notification prior to all public meetings.

Cordova Recreation and Park District Board of Directors Public Hearing: The Consultant shall present the preferred conceptual design to the District's Board of Directors at a regularly scheduled meeting. This includes, but is not limited to preparing and presenting a power point presentation, any necessary exhibits, providing a summary of the public outreach and design process, and answering questions from the Directors so they can take action to approve a preferred alternative.

d. Design Development

Consultants shall be the Architect/Engineer of Record and responsible for design and preparation of complete plans, technical specifications, and compiling of project manual utilizing CPRD's standard templates of general construction contract, general conditions and related forms with recommended edits. The Consultant must perform an adequate field investigation to confirm existing conditions. The Consultant shall conduct appropriate soil sampling and testing of any soil that is expected to be off-hauled for disposal during the project and include the results in the bid documents.

All work is to be in compliance with all applicable rules, regulations, code, law, and good practice for public facilities. When possible, the Consultant shall incorporate "green" building/construction practices, sustainability, energy efficiency, and low operations and maintenance costs into recommendations and subsequent design.

Plans and specifications shall provide sufficient detail to result in a good quality product while allowing competitive pricing where possible and appropriate, and provide options to the contractor where appropriate to obtain the same good level of quality for the best bid price. Plans and specifications shall not specify proprietary products or services.

Specifications shall be prepared in current Construction Specification Institute (CSI) format.

Coordination and preparation of documentation to facilitate permits and outreach with utility companies, regulatory agencies, Rancho Cordova Building Division and other stakeholders will also be Consultant responsibility. If the project will disturb one acre or more of land during construction, all provisions of the State Water Resources Control Board Construction General Permit must be complied with.

All submittals shall include hardcopies (number specified below) and digital copies (PDF and native format) of all documents.

30% Submittal: Submit four (4) sets of 24" x 36" and three (3) sets of 11" x 17" hardcopies.

1. 30% plans: Cover sheet and plan sheet with base mapping and preliminary details
2. Cut sheets for equipment/appurtenances
3. Documentation of outreach with utility companies for facilities needed to be relocated or adjusted to grade as a result of the proposed construction activities
4. Project schedule update
5. 30% construction cost estimate
6. Brief memorandum of determination of project's CEQA needs
7. Brief memorandum of determination if the project's construction activities are within the NPDES Construction General Permit. Include project type and risk level.
8. Table of Contents list for technical specifications

Design Development Community Meeting: The goal of this public meeting is to report back to the community and stakeholders information about the selected and refined alternative. The Consultant shall be prepared to describe selected design features and answer questions from the public. The purpose of this meeting is not to change the selected alternative approved by the Board of Directors. The Consultant shall be responsible for producing and distributing all materials necessary.

The Consultant will be responsible for agendas and any other handouts or exhibits necessary to conduct the meeting. All documentation of the meeting including keeping an accurate sign-in sheet, taking notes and preparing meeting minutes for review and approval by CPRD shall also be the responsibility of the Consultant.

CPRD will be responsible for public outreach and notification prior to all public meetings.

75% Submittal: All major issues have been resolved prior to this stage. The intent of this submittal is to provide plans and project documents in sufficient detail to allow for thorough and complete review. Submit four (4) sets of 24" x 36" and three (3) sets of 11" x 17" hardcopies.

1. 75% Plans: All subcontracted work shall be accounted for in this submittal. All project details have been accounted for.
2. 75% specifications:
 - a. Technical specifications
 - b. Special provisions, with recommended revisions in track changes format, to include the following:
 - i. Bid item descriptions and measurement and payment provisions
 - ii. A list of minimum required submittals during construction
 - iii. List of information available to Bidders, with disclaimer
 - iv. A table listing all inspections (including any special inspections and materials testing) and associated responsibility
 - v. A table list of materials requiring warranties, and associated warranty periods
3. Project schedule update
4. Updates on status of permits/applications for service such as SMUD, PG&E,

- Sacramento County Department of Environmental Health, etc.
5. 75% construction cost estimate in the form of the bid schedule
 6. Utility conflicts have been resolved or a timeline for resolution of issues has been determined
 7. CEQA Exemption documentation, suitable for filing at the County Recorder's Office
 8. Responses to CRPD's review comments on the 30% submittal, along with return of mark-ups
 9. Other supporting documentation as necessary including SWPPP (if construction of the project will disturb one acre or more of land), NOI, documentation of starting permits necessary for the contractor, calculations or reports for Building, SWMP, list of information available to Bidders, etc.

95% Submittal: All issues, prior comments, and concerns must be addressed in this submittal. Submit four (4) sets of 24" x 36" and three (3) sets of 11" x 17" hardcopies.

1. 95% plans
 - a. Peer review shall have been accomplished by this stage, with the statement and signature on the cover sheet. The professional shall sign, date and seal the submittals.
2. 95% specifications
 - a. Reviewed bid instructions
 - b. Finalized special provisions including list of required submittals
 - c. Finalized technical specifications
3. Project schedule update
4. 95% construction cost estimate
5. Responses to CRPD's review comments on the 75% submittal, along with return of mark-ups
6. Other supporting documentation as necessary

e. Bid Package

The bid package shall be finalized upon incorporation of CRPD's final comments from the 95% submittal, including incorporation of all permitting authority comments.

Submit copies and digital format (PDF and native format) of each of the documents listed below:

1. One hard copy of full sized plans (24" x 36"), stamped and signed on each sheet by the Architect of Record and by discipline
2. One hard copy of the specifications, printed single-sided only
 - a. Special provisions
 - b. Technical specifications, with cover sheet stamped and signed by all necessary disciplines
3. Final project schedule update
4. Final construction cost estimate

All design calculations, plans and other products worked on or completed as part of this work will be the property of CRPD.

f. Bidding Services

Consultant will attend a pre-bid meeting, respond to all bidder's requests for information, and support CRPD's coordination efforts to inform plan-holders of

significant responses to Requests for Information (RFI's) and prepare addenda as necessary. During bidding, all proposers' communications will be directed through CRPD's Project Manager.

If addenda to bid documents are extensive and are as a result of Consultant's work product, conformed documents shall be prepared at no expense to the CRPD. Distribution of bid documents will be through plan centers, CRPD's website, and electronic means. A plan holders list will be derived from mandatory pre-bid meetings.

g. Construction Support Services

CRPD's Park Planning team will have primary responsibility for construction management and inspection. The Consultant's point of contact will be the CRPD's construction manager, not the contractor.

The following is a minimum list of services and submittals required.

- i. Attend and prepare information for an internal handoff meeting from the design team to the construction management team. Consultant shall be prepared to address: possible construction pitfalls, items for the construction management team to be aware of (special working hours, shortened timelines for submittal reviews, etc.).
- ii. Attend the pre-construction meeting.
- iii. Attend weekly construction progress meetings during active construction periods.
- iv. Participate in the final inspection and development of punch lists.
- v. Respond to Requests for Information (RFIs), which includes clarifying or providing revisions or additional detail where necessary on the plans and specifications. Response to RFIs shall be timely in order to avoid construction delays and claims.
- vi. Review and respond to all submittals within the period allocated in the contract documents and as necessary to avoid construction delays and claims.
- vii. Review proposed substitutions, if any, for conformance to plans and technical specifications.
- viii. Review and make recommendations on proposed changes to the contract (Request for Quotations and Contract Change Orders).
- ix. Prepare Record Drawings based upon red-lines provided by the contractor and field reviews. The Record Drawings shall be prepared digitally, using AutoCAD. Final Record Drawings shall be submitted electronically, in PDF and CAD format.
- x. Participate in the "Lessons Learned Meeting" with all parties at the end of the project.

M. Available Documents

The list below is available for information only.

- Record drawings. CRPD does not guarantee the accuracy or completeness of record drawings. Consultant shall verify all information to their professional satisfaction.
- Draft plans for renovation of three pools in their existing configuration prepared by Two Rivers Architects under a previous design-build contract.
- CRPD standard specifications and details relevant to park construction, not

specific to pool projects, are available on the CRPD's website:

The below information will be provided during design to the Consultant.

- Community meeting documentation from previous meetings held about the community pool projects.

ATTACHMENT B
DRAFT PROJECT SCHEDULE

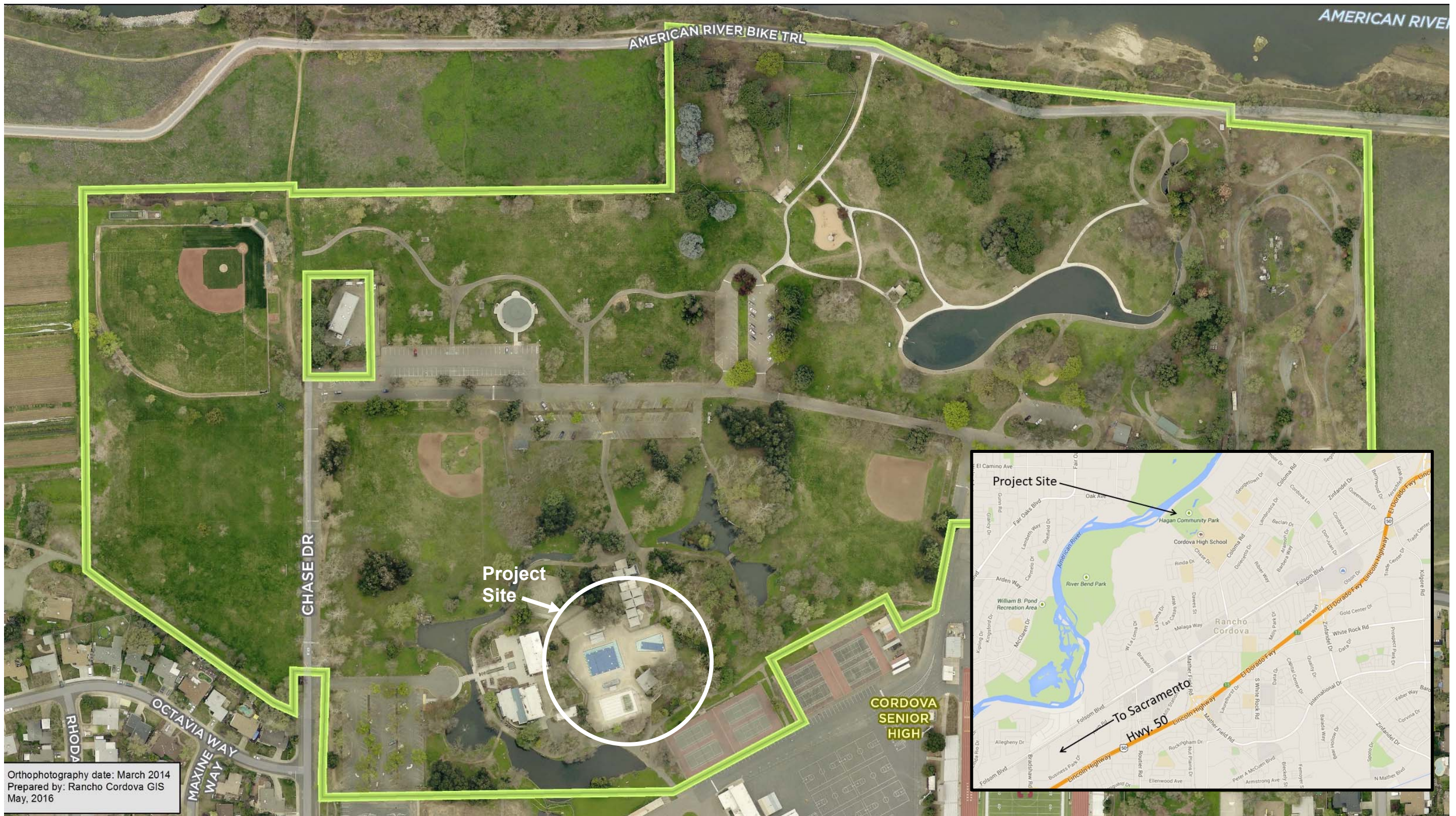
CORDOVA COMMUNITY POOL
DRAFT PROJECT SCHEDULE
June 2017

ID	Task Name	Duration	Start	Finish	Predecessors	2017				2018				2019				2020
						Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2
1	Submit RFQ Advertisement to Newspaper	1 wk	Thu 7/20/17	Wed 7/26/17														
2	Proposal Preparation by Consultants	4 wks	Thu 7/27/17	Wed 8/23/17	1													
3	Provide Tours of Facility	2 wks	Thu 8/10/17	Wed 8/23/17	1FS+2 wks													
4	Proposals due	0 days	Thu 8/24/17	Thu 8/24/17	2													
5	Review RFQ submittals (City participation in entire process formally invited on 7-10-17)	2 wks	Mon 8/28/17	Mon 9/11/17	4FS+2 days													
6	Interview highest ranking proposers	2 wks	Tue 9/12/17	Mon 9/25/17	5													
7	Negotiate Agreement with selected firm	2 wks	Tue 9/26/17	Mon 10/9/17	6													
8	Finalize Agreement and prepare staff report	2 wks	Tue 10/10/17	Mon 10/23/17	7													
9	Board approve award of Agreement	0 days	Wed 11/15/17	Wed 11/15/17	8													
10	Concept Designs, Feasibility Analysis & Cost Estimates (2 options)	8 wks	Wed 11/15/17	Tue 1/16/18	9													
11	Consultant review with CRPD staff	0 days	Tue 1/16/18	Tue 1/16/18	10													
12	CRPD staff provide comments	3 wks	Wed 1/17/18	Tue 2/6/18	11													
13	Consultant revise per CRPD comments	2 wks	Wed 2/7/18	Wed 2/21/18	12													
14	Community meeting #1	0 days	Wed 3/21/18	Wed 3/21/18	14													
15	CRPD staff and Consultant summarize preferred option	1 wk	Wed 3/21/18	Tue 3/27/18	14													
16	CRPD staff prepare recommendation and staff report for Board	1 wk	Wed 3/28/18	Tue 4/3/18	15													
17	Process Financing for Approval	13 wks	Tue 1/2/18	Wed 4/4/18	17													
18	Board approve Option to move forward with	0 days	Wed 4/4/18	Wed 4/4/18	17													
19	Apply for City Park Renovation Funds	12 wks	Thu 4/5/18	Thu 6/28/18	18													
20	Sponsorship & Grant Search	18 wks	Thu 4/5/18	Fri 8/10/18	18													
21	Funding Commitments from Other Sources Secured	0 days	Fri 8/10/18	Fri 8/10/18	20													
22	Design Development	4 wks	Thu 4/5/18	Wed 5/2/18	18													
23	Consultant review DD w CRPD staff & staff review time	3 wks	Thu 5/3/18	Wed 5/23/18	22													
24	Consultant revise per CRPD comments	1 wk	Thu 5/24/18	Thu 5/31/18	23													
25	CEQA - filing	90 days	Fri 6/1/18	Mon 10/8/18	18,24													
26	Community meeting #2	0 days	Thu 5/31/18	Thu 5/31/18	24													
27	CRPD gives consultant approval to proceed w CD's	0 days	Fri 6/1/18	Fri 6/1/18	24FS+1 day													
28	Construction Documents	5 wks	Fri 6/1/18	Fri 7/6/18	24													
29	CRPD review and approve 95% CD's	3 wks	Mon 7/9/18	Fri 7/27/18	28													
30	Consultant revise CD's per CRPD comments	2 wks	Mon 7/30/18	Fri 8/10/18	29													
31	Submit for permit review - City of Rancho Cordova	4 wks	Mon 8/13/18	Mon 9/10/18	30													
32	Submit for permit review - Sacramento County Health	4 wks	Tue 9/11/18	Mon 10/8/18	31													
33	Revise plan set per City & County comments	2 wks	Tue 10/9/18	Mon 10/22/18	32													
34	Obtain permit approval from City and County	4 wks	Tue 10/23/18	Mon 11/19/18	33													
35	Prepare bid documents	2 wks	Tue 11/20/18	Wed 12/5/18	34													
36	CRPD staff seek Board approval for RFP	1 wk	Thu 12/6/18	Wed 12/12/18	35													
37	Board approve RFP	0 days	Wed 12/19/18	Wed 12/19/18	36													
38	Bid Procedures	6 wks	Wed 12/19/18	Fri 2/1/19	37													
39	Bid opening	0 days	Tue 2/5/19	Tue 2/5/19	38													
40	CRPD staff review bids and make recommendation	1 wk	Tue 2/5/19	Mon 2/11/19	39													
41	Board approves award of contract	0 days	Wed 3/20/19	Wed 3/20/19	40													
42	Apply for City Community Enhancement and CDBG Funding for select enhancements	4 wks	Fri 2/1/19	Fri 3/1/19	30													
43	Contract Execution and Processing	10 days	Wed 3/20/19	Tue 4/2/19	41													
44	Demolition	4 wks	Wed 4/3/19	Tue 4/30/19	43													
45	Construction Period	30 wks	Wed 5/1/19	Wed 12/4/19	44													
46	Project Closeout - Training, Punch List	4.5 wks	Thu 12/5/19	Wed 1/8/20	45													
47	Install owner supplied furnishings, signs, etc.	2 wks	Wed 1/8/20	Thu 1/23/20	46													
48	Final Acceptance and Grand Opening	0 days	Thu 1/23/20	Thu 1/23/20	47													

ATTACHMENT C
STANDARD FORM OF AGREEMENT BETWEEN DISTRICT AND
ARCHITECT

Note: CRPD's Standard Form of Agreement is being revised. The revised version will be issued via addendum by August 17, 2017.

HAGAN COMMUNITY PARK



Orthophotography date: March 2014
Prepared by: Rancho Cordova GIS
May, 2016