



DATE: November 21, 2022

TO: Mayor and Members of the City Council

VIA: Stefan Chatwin, City Manager

FROM: Derek Schweigart, Parks and Recreation Director  
Louis Sun, Public Works Director

SUBJECT: AWARD OF AN AGREEMENT FOR PROFESSIONAL DESIGN, BIDDING, AND CONSTRUCTION SUPPORT SERVICES WITH GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC AND ACCEPTANCE OF COMMUNITY PARTICIPATION PLAN FOR THE RECREATION CENTER REPLACEMENT PROJECT (CIP 301-678)

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### RECOMMENDATION

It is recommended that the City Council adopt the attached resolution authorizing:

1. The Mayor to execute the attached agreement with Group 4 Architecture, Research + Planning, Inc. (Group 4) in the amount not-to-exceed \$5,483,957, to provide professional design, bidding, and construction support services for the Recreation Center Replacement Project (CIP 301-678); and
2. A project contingency in the amount of \$650,000 with authority given to the City Manager to execute contract amendments up to the contingency amount.

It is also recommended that the City Council, by minute order, accept the attached Project Participation Plan.

## EXECUTIVE SUMMARY

The Recreation Center is nearly 50 years old and necessary investment in infrastructure improvements are required to meet current structural, seismic, and programmatic needs; as well as emergency shelter readiness. CIP 301-678 involves the replacement of the City's Recreation Center using a build-to-budget approach.

Execution of the consultant agreement with Group 4 will allow the design process for the new Recreation Center to proceed. The consultant agreement will include project management, community outreach, conceptual design refinement, design development documents, use permit and construction documents, furniture and equipment selection, signage design, bidding and construction support, and record documents. Group 4 was selected from seven firms that submitted proposals. The fees in the amount of \$5,483,957 have been negotiated and determined reasonable based on the scope of services. Funding in the amount of \$6,138,000 is available in the approved project budget for design services. With the execution of the agreement and the acceptance of the Project Participation Plan, Group 4 will begin work to perform design services.

## BACKGROUND

The William E. Walker Recreation Center opened to the public in 1974. Due to its location as a central amenity in Foster City's Leo Ryan Park, the center is a hub of activity in the community.

The current Recreation Center consists of the original building that was built in 1974 and two expansion wings that were constructed in the 1990s. The current structure contains approximately 18,500 square feet of meeting room/user space in the 36,000 square foot building, with the remaining space allocated to lobbies, storage, mechanical rooms, and long hallways to access the phased additions. Because the building was originally three separate structures that were all combined into one building with one roof in 1997, multiple roof penetrations were added to install HVAC equipment and aesthetic screens on the flat deck of the roof. Due to the construction history and the piecemeal way in which it was constructed, several structural issues are known or anticipated related to water intrusion. The age of the building and its emergency shelter readiness are all factors that should be considered when addressing its infrastructure needs.

As such, in 2016, the City Council began exploring a rebuild of the Recreation Center. Significant outreach was conducted in 2016 to 2017 to assess community needs regarding the Recreation Center. In 2018, the City entered into an agreement with Burks Toma Architects to develop a conceptual design plan for a new center. In 2019, the City Council agreed on a design concept, but ultimately opted for a build-to-budget option with a cost not to exceed \$40 million. However, the project was essentially placed on hold in August of 2019. Then, in 2021 the City Council requested staff to revisit the Recreation Center Replacement Project, and in June 2021 the City Council received an update on the status of the project.

At the regular City Council meeting on August 2, 2021, staff provided a report on the engagement process for the Recreation Center Replacement Project, including a draft Recreation Center and Parks System Survey. Following that meeting, staff worked with Zencity to finalize a community survey to validate programming and use options, and how those may have changed as a result of the COVID-19 pandemic. The Recreation Center and Parks System Survey was launched on November 23, 2021 and was open through December 17, 2021.

At the January 31, 2022, City Council Special Meeting, staff provided an update on the Recreation Center Replacement Project including the results of the Recreation Center and Parks System Survey, funding options, and additional information regarding the build process and design options. The City Council accepted the Recreation Center and Parks System Survey results and proposed to move forward with the “build-to-budget” option with a not-to-exceed budget of \$55 million with \$36 million from Capital Asset Acquisition and Replacement Fund (CAAR Fund 326) and \$19 million from General Fund reserves.

At its August 1, 2022, City Council meeting, the City Council adopted Resolution No. 2022-95 authorizing staff to issue the Request for Proposal (RFP) to provide professional design, bidding, and construction support services for the CIP 301-678.

## ANALYSIS

### **Consultant Agreement Approval**

The RFP was posted on the Foster City website and distributed to consulting

firms. The City received seven (7) proposals by the end of the advertisement period. Staff reviewed the submitted proposals based on a qualification-based selection process and narrowed it down to the following three (3) firms for an in-person presentation and interview:

- ELS Architecture and Urban Design
- Group 4 Architecture, Research + Planning, Inc.
- Noll and Tam Architects

An evaluation committee that included representation from the Public Works Department, Parks and Recreation Department, Parks and Recreation Committee, and the City Council Facilities and Infrastructure Subcommittee attended the interview. Following the interview process, the evaluation committee, together with City staff, deliberated and determined Group 4 to be the best firm for the project. Group 4 has put together an exceptional team of consultants encompassing all the necessary fields to complete the project. They are a well-established company with significant experience performing similar work on like projects throughout the peninsula. Other agencies had very positive comments about their performance and work product.

The proposal from Group 4 was reviewed and the fee negotiated in the amount of \$5,483,957. Since the initial proposal submittal, staff coordinated with the design team to modify the scope of services as necessary to include the essential services required to complete the building design. Various services that were deemed unnecessary were removed from the base scope and included as optional services to be added if requested by the City at a later point. The fees were determined reasonable and fall within the customary range for design services of this magnitude and terms of the discounts were determined reasonable.

The scope of services for this project includes project management, conceptual design refinement, design development documents, use permit and construction documents, furniture, equipment and signage, community outreach, California Environmental Quality Act (CEQA) and United States Green Building Council (USGBC) documentation, bidding and construction support, record documents, etc.

### **Project Participation Plan**

To date, extensive community engagement has taken place for the new

Recreation Center project including a community needs assessment and engagement that began in 2016 and continued with the Burks Toma Architects in 2018-2019 which resulted in a conceptual design plan being developed for a new facility. The City worked with Zencity in 2021 to conduct a community survey to confirm and validate the desired recreation programming and facility use options to see if they may have changed as a result of the COVID-19 pandemic. At the regular Council meeting on January 31, 2022, the Council accepted the survey results and directed staff to move forward with the project.

Building on this work, Group 4 Architecture in coordination with City staff have developed a robust and strategic project participation plan which will help advance and inform the project through key milestones in the Conceptual and Schematic Design phases. Core to the multilayered project participation plan is the formation of the Recreation Center Replacement Project Task Force made up of volunteers from a cross section of community and facility user groups and advisory committees, such as the Planning Commission, Parks and Recreation Committee and City staff. Members serving on advisory committees will select their representative(s) to serve on the task force, while others will be asked to complete an application and interest form and selected by the project team. The proposed task force composition was informed by the previous community engagement work that occurred as mentioned earlier. The composition of the task force will include:

- Parks and Recreation Director (1)
- Recreation Manager (1)
- Public Works Engineer (1)
- Parks and Recreation Committee (3)
- Planning Commission (1)
- YAC (1)
- Lions Club Member (1)
- Rotary Club Member (1)
- Foster City Village (1)
- 55+ Seniors Club (1)
- Historical Society (1)
- Cultural Group (1)
- School District / School Board Trustee (1)
- Foster City Parents Club (1)

- Resident at Large (1)

The Project Participation Plan includes various opportunities for public participation including offering two Community Open Houses and Workshops for residents and facility users to attend, hosting various intercept events and pop-up kiosks, and conducting an online survey to reach the community where they are at. In addition, a project website will be created and maintained throughout the project allowing the community to stay informed of the project development and progress, as well as through various social media platforms.

As part of the public participation process, three (3) joint meetings of the Parks and Recreation Committee and Planning Commission are planned, as well as a fourth Planning Commission for the public hearing and CEQA document. The City Council will also receive monthly updates by staff, as well as presentations at key milestones of the project, all of which the public will have an opportunity to provide input.

The Project Participation Plan as proposed by Group 4 is included as Attachment 3.

### FISCAL IMPACT

The proposed fees in the amount of \$5,483,957 have been negotiated and determined reasonable based on the scope of services. Additionally, a project contingency in the amount of \$650,000 or approximately 12% of the contract amount is recommended to pay for additional services to mitigate unforeseen tasks or for additional services that may be required. The design contract includes a geotechnical sub-consultant whose scope of work includes design work and observation and testing required for construction. The observation and testing services for the construction portion is a time and materials contract with a not to exceed amount of \$90,000. Funding from the construction inspection/testing services budget is accounted for in the design budget to cover these costs as part of this contract and is included in the \$6,138,000 available in the project budget for design.

The City Council's approval of the attached resolution will allow staff to proceed with the design portion of the project. Staff anticipates that the design phase will be completed by Spring 2024, followed by the bidding and construction phases of the project.

## CITY COUNCIL VISION, MISSION, AND VALUE/PRIORITY AREA

This item directly aligns with the City Council's "Facilities and Infrastructure" Value/Priority Area which prioritizes maintaining, "a standard of excellence with regards to infrastructure, including... City facilities to preserve and enhance quality of life for future generations."

### Attachments:

- Attachment 1 - Resolution
- Attachment 2 - Professional Services Agreement
- Attachment 3 - Project Participation Plan