

HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD

BRIAN WILSON, PRESIDENT
JIM CHAPMAN, VICE PRESIDENT
NICK MCBRIDE, BOARD MEMBER
DAVID MESERVE, BOARD MEMBER
TOM HAMMOND, BOARD MEMBER

STAFF

JARED G. HANCOCK, EXECUTIVE OFFICER
HEIDI WHITLOCK, PROJECT MANAGER
NANCY CARDENAS, TREASURER

HONEY LAKE VALLEY RECREATION AUTHORITY GOVERNING BOARD MEETING

City Council Chambers
66 North Lassen Street, Susanville, CA 96130

June 16, 2015 - 3:00 p.m.

Addressing the Board

- Any person desiring to address the Board shall first secure permission of the presiding officer.
- Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the public at a time provided in the Agenda under Public Comment
- The Board of Directors will not take action on any subject that is not on the Agenda

1 CALL TO ORDER

2 ROLL CALL BOARD OF DIRECTORS

3 AGENDA APPROVAL

4 APPROVAL OF MINUTES: Approval of minutes from the May 5, 2015 meeting.

5 CORRESPONDENCE: None.

6 PUBLIC COMMENT

(any person may address the Board at this time to comment on any subject not on the agenda. However, the Board may not take action other than to direct staff to agendize the matter at a future meeting.)

7 MATTERS FOR BOARD CONSIDERATION:

- A. Proposed Plaque Design
- B. Discuss Audit Proposal
- C. Update on Financial Statements
- D. Discuss/Approve Revised Budget
- E. Update on OGALS Grant
- F. Consider Design-Build RFP

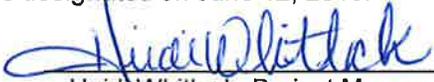
8 BOARD MEMBER ISSUES/REPORTS:

9 PUBLIC COMMENT ON CLOSED SESSION ITEMS (if any): Any person may address the Board at this time upon any discussion item under consideration during Closed Session.

10 CLOSED SESSION: None.

- ***The next meeting will be held on July 7, 2015 at 3:00 p.m.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for June 16, 2015, in the areas designated on June 12, 2015.


Heidi Whitlock, Project Manager

AGENDA ITEM NO. 4A

Submitted By: Jared G. Hancock, Executive Officer

Action Date: June 16, 2015

AGENDA ITEM

SUBJECT: Minutes of the HLVRA May 5, 2015 meeting.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA May 6, 2015 meeting.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** None.

ATTACHMENTS: Minutes: May 5, 2015 meeting

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
May 5, 2015 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:02 p.m. by President Wilson.

Roll Call of Board of Directors present: Dave Meserve, Jim Chapman, Brian Wilson, Nick McBride and Tom Hammond.

Staff Present: Jared Hancock, Executive Officer, Heidi Whitlock, Project Manager, Nancy Cardenas, Treasurer.

APPROVAL OF AGENDA: Motion by Board member Hammond, second by Board member Meserve to approve the agenda as posted; motion carried unanimously.

APPROVAL OF MINUTES:

Motion by Board member Meserve, second Board member Hammond to approve minutes from April 21, 2015. Motion carried unanimously. Abstention: McBride.

5 CORRESPONDANCE: None.

6 PUBLIC COMMENT: None.

7 MATTERS FOR BOARD CONSIDERATION:

7A Discuss and Adopt Revised Proposed Budget for the 2015/2016 Fiscal Year

Mr. Hancock opened that on April 21st, we presented the Board with a proposed budget. At that time, the only requested changes were to the title and to separate out the revenues for construction from other revenues.

Motion by Vice President Chapman, second by Board member Meserve to adopt the budget for 15/16. Motion carried unanimously.

7B Discuss Design Comments Received

Mr. Hancock stated that requests were made at the last meeting to visit the site. Staff requested that members submit comments about the design and site. Visits occurred both before and after the agenda went out and comments were submitted by some Board members. Mr. Hancock asked if members would like to share their own comments or if he should present them and stated that the preliminary design may require more changes prior to going out to RFP.

Board member McBride stated that his comments are in the attachment and that is what he would like to see. The designs previously provided by the Aquatic Design Group 2A and 2B were the favorites. He continued that the Board asked for a professional opinion on which option would be best. He was not in favor of a partially paved parking lot due to City ordinances, the handicapped spaces were to be moved and the roof of the building and natatorium should be connected if a future natatorium is built.

Board member Meserve stated that he and Mr. Hancock walked the site and he still liked the corner "L" shaped building.

President Wilson stated that he doesn't understand what exactly we wanted to accomplish with this. Mr. Hancock stated that this came out of the last meeting. The Board discussed bringing the pool closer to the building, lessening deck

space and having easier access to bathrooms. We need to know what other conditional items we need to discuss prior to hiring a contractor. If we still want to break ground this year, we need to get this going. We want to move forward in a direction that the Board approves of.

Vice President Chapman stated that he was rather disappointed that the Board didn't want to meet at the site. He viewed the site with Mr. Hancock and was impressed that the lot looked much bigger than he originally thought once everything had been removed. But, he wanted to see how everything on the map in front of them actually fit on the site. He again stated that if it is an outdoor pool, the view should be taken into consideration. He continued that the Board was looking at a quick build as it was one of the criteria in the site analysis and he doesn't want this to take 5-6 years. He stated his preference for the pool being more centered in the design and being able to use the building as a wind shield but he understands wanting to utilize the existing asphalt. We have a limited amount of time, 30-45 days. Next year is an election year and it will be a timing issue on both the political and financial sides. We need to go out to bid July or August and be breaking ground by September. If this goes into November, we may lose it. I will vote for whatever will get this project completed. We already lost time while looking at the Credence site and I don't want to wait to see if we receive the grant funding.

7C Discuss Preparation of a Design-build for Proposal

Board member Hammond asked what the next steps would be. Mr. Hancock responded that the best option with this timeline would be to break up the project into two components, and release a design-build RFP for the pool itself and one for the rest of the project. He suggested taking a sample design-build RFP and have it reviewed by the attorney then release it to get a contractor on board based on the design the Board already approved. The other component would be the bathhouses, parking etc... and would be a separate proposal. With the timeframe, it may not be feasible to do them together.

Vice President Chapman requested the cost difference or estimate between the "L" shaped building and the rectangular building. Mr. Hancock responded that the consultant's estimate was approximately \$350 a square foot plus 25%. President Wilson responded that he was sure it was closer to \$400 a square foot plus 25% and the total cost would depend on the size of the building. Vice president Chapman asked if Mr. Hancock thought it was a \$700,000 building or a \$1.2 million dollar building. Mr. Hancock then stated that the "L" shape building was larger and there would be about a \$100,000 difference between the two buildings and we would need to determine if we want it. Vice President Chapman affirmed that we have stated we wanted bare bones and basic.

Mr. Hancock responded that it is a factor of square footage. We can make an "L" shape with small square footage. It was to accommodate the minimum so the square footage is fairly basic. President Wilson added that the "L" shape was a compromise that Mr. Hancock came up with because of Board member McBride and Vice President Chapman. Board member McBride responded that not everyone was happy with the "L" shape and it was requested that a professional opinion be given. President Wilson added that three members of the Board approved it so as not to hold up the project. Vice President Chapman stated that maybe the rectangular building would be the best option. President Wilson confirmed that Vice President Chapman was now okay with Board member McBride's idea on the drawing.

Discussion regarding the next step occurred. President Wilson stated he was not a designer and that a professional should be hired. Vice President Chapman asked if the action today should be to get someone to do this for us. President Wilson asked if we go to RFP for construction, do we need specifics. Mr. Hancock responded, yes, we can include that they need to provide a schematic showing an "L" shaped pool, covered mechanical room and bathhouse, parking lot etc... Board member McBride stated that we will then not be using what we paid ADG for. Vice President Chapman asked if we can get this turned into a construction document in 45 days. Mr. Hancock responded, no. Vice President Chapman asked if we needed engineered plans and how we turn what we have into engineered plans. Mr. Hancock responded that this is why we discussed this at the last meeting. Does the Board wish to hire an engineer to get the plans only or are we going to go for a design-build. Vice President Chapman asked if the design build was the recommendation. Mr. Hancock responded, yes. Timing for this option was discussed and a four week timeline was given. When inquiries about the timeline occurred it was stated that staff time to draft the RFP then getting the attorneys to review, it would not get back prior to the next meeting and staff would like the Board to okay the document prior to it

going out. President Wilson states that a special meeting be scheduled to go over it once completed and back from the attorneys. The Board agrees.

President Wilson requested further explanation on the splitting of the projects. Mr. Hancock responded that we want to be able to be competitive with pool builders since most do not do parking lots, buildings etc.... so it's been their suggestion to separate them out. The pool project will move a few weeks ahead of the other components so information can be shared for the other project components. President Wilson asked who would be responsible for making sure everyone stayed on task. Mr. Hancock responded that he would be responsible. Board member McBride asked why we don't simply have a pool contractor do that portion. Mr. Hancock responded that we had the discussion last meeting. Board member Hammond asked Richard Egan, Lassen County CAO, what his opinion was on the topic. Mr. Egan responded that, timing wise, the design-build would be the best option.

President Wilson asked if this is based on someone already possessing a set of building specs and a cost savings. Mr. Hancock responded, yes, but also time. The more overlap the more contingency and more reason to split it out. Board Hammond responded that he is not sure that he likes the idea of splitting it out.

President Wilson stated that staff should start working on an RFP as soon as possible. However, design it closer to Board member McBride's suggestion of using 2B from ADG, with a rectangular building, not "L" shaped building. But, if the "L" shape is feasible then yes. President Wilson stated, just no going over budget.

Mr. Hancock asked for clarification and stated the basic idea for the RFP would include a parking lot to the east, a pool on the west and a building in between. President Wilson states yes, and we can alter if we receive the grant. Partial motion was given but further discussion stopped the motion.

Tony Jonas asked if we do get the grant, would that still work as we would not be building what they designed. Mr. Hancock responded that we can have it designed but not build it until the grant is awarded. However, it would not be his suggestion as the plans would just be sitting on a shelf. Board member McBride stated that the building must be built so it can be added onto at a later date.

President Wilson stated that he is hearing two different things. The design must have the ability to add on later and have drawings but, it will cost more to add on later. He added that they will have to take some amount of risk. It is asked how much cost savings there could be if the Board chooses to split the project. Mr. Hancock responded it could be hundreds of thousands of dollars. Mr. Egan suggested creating an RFP where firms can choose to bid on one or both of the projects so a true cost savings can be seen. The Board approved of this idea. The Board also discussed using ADG's 2B design with the changes proposed by Board member McBride in regard to the parking lot area. Discussion occurred on what the exact wording of the motion.

Motion by Vice President Chapman, second by Board member Hammond to have staff prepare an RFP for a design-build contract which will include an "L" shape pool on the west side of the parcel, a parking lot on the east side of the parcel and a building between the two with 1) a not to exceed amount 2) an option to amend the design if grant funding is awarded and 3) a general provision that it will be designed with the consideration for a future natatorium to be added.

8 BOARD MEMBER ISSUES/REPORTS:

Vice President Chapman stated that, as the design evolves, there should be site visits so they can have more interaction with the public so they can be involved.

ADJOURNMENT: Meeting adjourned at 4:18 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: June 16, 2015

AGENDA ITEM

SUBJECT: Proposed Donor Plaque Design

SUMMARY: The Honey Lake Valley Recreation Authority has discussed presenting a plaque to each agency who donated land for the purpose of the new community swimming pool to show the Board's appreciation of this action. Attached is the proposed plaque design.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: Proposed Design Option.

SUSANVILLE SCHOOL DISTRICT

The Honey Lake Valley Recreation Authority appreciates
your commitment and generous contribution of property
for a community swimming pool



Before
Picture

After
Picture

Submitted By: Jared G. Hancock, Executive Officer

Action Date: June 16, 2015

AGENDA ITEM

SUBJECT: Discuss Audit Option

SUMMARY: The Honey Lake Valley Recreation Authority needs to perform their 13/14 and 14/15 fiscal year audits. In October 2014, the Board decided to go with a two year auditing option due to the minimal activity in the 13/14 fiscal year. The HLVRA has already been utilizing County staff to fill the Treasurer position and has adopted the County's purchasing policy. Given these circumstances, staff has contacted Price Paige & Company and, because of the amount of transaction activity in the 14/15 fiscal year, Price Paige and Company has agreed to perform a 2 year audit for \$5,750.00.

FISCAL IMPACT: \$5,750.00 included in budget

ACTION REQUESTED: Informational Item: Discussion and direction to staff if needed.

ATTACHMENTS: None.

Submitted By: Jared G. Hancock, Executive Officer

Action Date: June 16, 2015

AGENDA ITEM

SUBJECT: Update on Financial Statements

SUMMARY: The Honey Lake Valley Recreation Authority staff will be providing monthly updates when available. Attached are the most current financial statements.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** None.

ATTACHMENTS: Current Financial Statements.

Fund 536

Budget Unit
Function
Department

**County of Lassen
Budget and Revenue Status
by Major Object**

Percent of Year Elapsed 92 %

Expenditures by Major Object	Initial Budget	Current Budget	Expended YTD	% Expended
FIXED ASSETS	\$350,000.00	\$350,000.00	\$216,831.18	62 %
SERVICES AND SUPPLIES	\$210,000.00	\$210,000.00	\$106,347.17	51 %
Expenditures All Major Objects	\$560,000.00	\$560,000.00	\$323,178.35	58 %
Revenue by Major Object	Initial Budget	Current Budget	Collected YTD	% Collected
INTERGOVT REVENUE-OTHER	\$400,000.00	\$400,000.00	\$400,000.00	100 %
MISCELLANEOUS	\$150,000.00	\$150,000.00	\$96.00	0 %
REVENUE FR USE OF MONEY & PROP	\$0.00	\$0.00	\$974.80	0%
Revenue All Major Objects	\$550,000.00	\$550,000.00	\$401,070.80	73 %
Expenditures Under(Over) Revenue	(\$10,000.00)	(\$10,000.00)	\$77,892.45	

Fund	BU	CC	Acct	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
536	0950		3002200	OFFICE EXPENSE	\$8,000.00	\$8,000.00	\$30.65	\$0.00	\$7,969.35	0%
536	0950		3002300	PROFESSIONAL & SPECIALIZED SV	\$150,000.00	\$150,000.00	\$85,691.27	\$21,907.51	\$42,401.22	72%
536	0950		3002400	PUBLICATIONS AND LEGAL NOTICES	\$2,000.00	\$2,000.00	\$1,076.10	\$0.00	\$923.90	54%
536	0950		3002800	SPECIAL DEPARTMENTAL EXPENSE	\$50,000.00	\$50,000.00	\$19,549.15	\$0.00	\$30,450.85	39%
536	0950		3020	Total SERVICES AND SUPPLIES	\$210,000.00	\$210,000.00	\$106,347.17	\$21,907.51	\$81,745.32	61%
536	0950		3006000	LAND	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0%
536	0950		3006100	BUILDING & IMPROVEMENTS	\$300,000.00	\$300,000.00	\$216,831.18	\$19,927.00	\$63,241.82	79%
536	0950	3040		Total FIXED ASSETS	\$350,000.00	\$350,000.00	\$216,831.18	\$19,927.00	\$113,241.82	68%
536	0950			CC Total NONE	\$560,000.00	\$560,000.00	\$323,178.35	\$41,834.51	\$194,987.14	65%
536	0950			BU Total COMMUNITY POOL CONSTR	\$560,000.00	\$560,000.00	\$323,178.35	\$41,834.51	\$194,987.14	65%
536				FD Total HONEY LAKE VALLEY RECR	\$560,000.00	\$560,000.00	\$323,178.35	\$41,834.51	\$194,987.14	65%

**County of Lassen
Trust Account Summary**

Flag Del	Fund	Account	Account Name	Opening Balance	YTD Activity	Balance
306	7603379		PENNIES FOR THE POOL	(\$26,489.43)	(\$1,077.84)	(\$27,567.27)
				(\$26,489.43)	(\$1,077.84)	(\$27,567.27)

COUNTY OF LASSEN
 TREASURER
 MONTHLY FUND BALANCE REPORT
 FOR MAY 2015

FUND NUMBER	FUND NAME	BEGINNING BALANCE	FUND DEBITS	FUND CREDITS	FUND BALANCE
0223	CLEAR CREEK CSD - FIRE	43,619.71	7,972.95	-1,665.79	49,926.87
0224	LAKE FOREST FIRE DISTRICT	48,607.02	9,950.00	-2,232.18	56,324.84
0225	SPAULDING CSD	32,648.68	12,362.38	-4,481.69	40,529.37
0227	SPAULDING CSD - SEWER	305,678.69	10,726.83	-8,601.88	307,803.64
0228	STANDISH LITCHFIELD FIRE DEV.	38,960.22	0.00	0.00	38,960.22
0229	JANESVILLE DEVELOPER FEES	4,729.16	0.00	-395.00	4,334.16
0230	MILFORD FIRE DISTRICT DEV FEES	5,592.16	0.00	0.00	5,592.16
0231	RECREATION FUND	9.70	4,279.15	0.00	4,288.85
0234	WEST PATTON VILLAGE	8,241.23	18,206.13	-3,398.48	23,048.88
0235	DOYLE F.D. DEVELOPMENT FEES	4,601.10	0.00	0.00	4,601.10
0236	STONES BENGARD CAPITAL IMPROV	16,290.65	0.00	0.00	16,290.65
0528	CHILD SUPPORT SERVICES	178,884.88	92,057.79	-62,022.03	208,920.64
0531	COUNTY CHILDRENS FUND	42,948.54	247.52	-388.41	42,807.65
0536	HONEY LAKE VALLEY RECREATION	463,900.18	0.00	-17,361.53	446,538.65
0538	HONEY LAKE TV	45,663.79	14,389.80	-3,156.35	56,897.24
0570	LASSEN TRANSIT SERVICE	764,695.11	105,582.00	-122,702.41	747,574.70
0571	LOCAL TRANSPORTATION FUND	684,800.58	46,000.00	-46,000.00	684,800.58
0572	STATE TRANSIT ASSISTANCE FUND	564,603.59	46,775.00	-46,775.00	564,603.59
0585	SOLID WASTE	781,315.51	164,531.26	-153,264.88	792,581.89
0586	S W CAPITAL IMPROVEMENT FUND	277,035.73	46,512.00	0.00	323,547.73
0588	COUNTY BUSINESS PARKS	8,929.92	2,034.96	-327.76	10,637.12
0589	COUNTY WATER SERVICE	12,840.09	0.00	-154.35	12,685.74
3000	AUDITOR'S TRUST	64,163.20	0.00	0.00	64,163.20
3001	CLERK'S TRUST	38,595.27	51.00	-271.40	38,374.87
3004	LIBRARY TRUST	18.34	44,786.00	-44,798.22	6.12

Submitted By: Jared G. Hancock, Executive Officer

Action Date: June 16, 2015

AGENDA ITEM

SUBJECT: Discuss/Approve Budget Amendment

SUMMARY: The Honey Lake Valley Recreation Authority adopted its 15/16 fiscal year budget on May 5, 2015 and since that time, discussions have occurred between staff members and the Treasurer resulting in proposed changes. These changes are reflected in the attached revised budget presented for discussion and approval.

FISCAL IMPACT: None.

ACTION REQUESTED: Discussion and direction to staff on proposed budget amendment.

ATTACHMENTS: Adopted 15/16 Budget
Revised 15/16 Budget

Adopted 15/16 Budget - Community Pool Project

HLVRA - Community Pool Project	2015/2016
Revenues:	
County- Annual Contribution	\$200,000.00
County - Construction Funding	\$1,100,000.00
City- Annual Contribution	\$200,000.00
City - Construction Funding	\$1,100,000.00
Transfer from Fund Balance	\$400,000.00
Total Revenues	<u>\$3,000,000.00</u>
Expenses: (for fiscal year)	
Services and Supplies	
Office Expenses	\$6,000.00
Professional & Specialized Services	\$160,000.00
Publications & Legal Notices	\$2,000.00
Special Departmental Expense	\$80,000.00
Major Object Total	<u>\$248,000.00</u>
Fixed Assets	
Land	\$2,000.00
Building & Improvements	\$2,400,000.00
Equipment	\$300,000.00
Major Object Total	<u>\$2,702,000.00</u>
Provisions for Contingencies	\$50,000.00
Center Total	\$3,000,000.00
Budget Unit Total	\$3,000,000.00
Fund Total	<u>\$3,000,000.00</u>

Revised 15/16 Budget - Community Pool Project

HLVRA - Community Pool Project	2015/2016
Revenues:	
County- Annual Contribution	\$200,000.00
County - Construction Funding	\$1,100,000.00
City- Annual Contribution	\$200,000.00
City - Construction Funding	\$1,100,000.00
Transfer from Fund Balance	\$400,000.00
Total Revenues	<u>\$3,000,000.00</u>
Expenses: (for fiscal year)	
Services and Supplies	
Office Expenses	\$6,000.00
Professional & Specialized Services	\$95,000.00
Publications & Legal Notices	\$2,000.00
Special Departmental Expense	\$5,000.00
Major Object Total	<u>\$108,000.00</u>
Fixed Assets	
Land	\$2,000.00
Building & Improvements	\$2,540,000.00
Equipment	\$300,000.00
Major Object Total	<u>\$2,842,000.00</u>
Provisions for Contingencies	\$50,000.00
Center Total	\$3,000,000.00
Budget Unit Total	\$3,000,000.00
Fund Total	<u>\$3,000,000.00</u>

Submitted By: Jared G. Hancock, Executive Officer

Action Date: June 16, 2015

AGENDA ITEM

SUBJECT: Update on OGALS Grant

SUMMARY: The Honey Lake Valley Recreation Authority will be providing an update on the status of the OGALS grant.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** None.

ATTACHMENTS: Department of Parks and Recreation Letter



DEPARTMENT OF PARKS AND RECREATION
P.O. Box 942896 • Sacramento, CA 94296-0001
(916) 653-7423

Lisa Ann L. Mangat, Director

May 19, 2015

Heidi Whitlock
Project Manager
Honey Lake Valley Recreation Authority
66 North Lassen Street
Susanville, CA 96130

Re: LW-18-001 Community Swimming Pool

Dear Heidi Whitlock:

Thank you for your interest in the Land and Water Conservation Fund Program (LWCF) program. The Office of Grants and Local Services (OGALS) has completed its review of competitive applications received for the February 3, 2015 application period. Each application received careful review by a team of professional staff members. Unfortunately, your project was not recommended for funding at this time.

OGALS received \$20.7 million in grant requests, exceeding the \$7.6 million available in federal apportionment and Special Reapportionment Account (SRA) funds to California.

OGALS will retain your project application as part of the competitive deliberative process until December 1, 2015, in the event that one of the recommended projects withdraws or additional Federal Fiscal Year 2015 SRA funds become available. If your agency prefers that the above-listed project not be held for possible future consideration, please contact OGALS LWCF Supervisor, Richard Rendón at (916) 651-7600 or Richard.Rendon@parks.ca.gov.

If OGALS does not recommend this application for funding by December 1, 2015, your agency will need to resubmit the application for the next competitive cycle to become eligible for funding after 2015. The next application due date is February 3, 2016.

Please visit OGALS' website at www.parks.ca.gov/grants for LWCF program updates. If you have any questions, please contact Project Officer, Jeanne Ekstrom, at (916) 651-7737, or Jeanne.Ekstrom@parks.ca.gov.

Sincerely,

Sedrick V. Mitchell, Deputy Director
External Affairs

cc: Project File

Submitted By: Jared G. Hancock, Executive Officer

Action Date: June 16, 2015

AGENDA ITEM

SUBJECT: Discuss Design-Build RFP

SUMMARY: The Honey Lake Valley Recreation Authority Board decided at its May 5, 2015 meeting to draft a Request for Proposal (RFP) for the purpose of hiring a general contractor to oversee the construction of the new community swimming pool. It was suggested that three options be given 1) pool, decking and filtration (Scope A) 2) all other supporting amenities (Scope B) 3) total project. Staff have drafted the proposed RFP and is requesting direction from the Board to release RFP.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: Draft Design-Build RFP.

HONEY LAKE VALLEY RECREATION AUTHORITY

Request for Proposals
Design-Build Services
Community Swimming Pool
800 South Street, Susanville

Issuer of RFP: Honey Lake Valley Recreation Authority
C/O City of Susanville
66 North Lassen Street
Susanville, CA 96130

Date of Issuance: Wednesday, June 17, 2015

MANDATORY
RFP Pre-Bid Conference: 9:00 a.m., Thursday, July 9, 2015
City of Susanville
City Council Chambers followed by site visit
66 North Lassen Street
Susanville, CA 96130

Final day to request RFP
Clarifications in writing: 5:00 p.m., Thursday, July 16, 2015

Questions To: Jared G. Hancock, Executive Officer, HLVRA
jhancock@cityofsusanville.org

Proposals Due: At or before 3:00 p.m. Thursday, July 23, 2015
Must be sealed and clearly marked with the bid Option "1, 2 or 3"

Honey Lake Valley Recreation Authority
C/O City of Susanville
66 North Lassen Street
Susanville, CA 96130
Submit to Attn: Heidi Whitlock, HLVRA – Project Manager
(530) 252-5100

Copies Required: Five (5) paper copies and One (1) electronic copy of the Proposal

1. SUMMARY:

The Honey Lake Valley Recreation Authority (hereinafter "Authority") is a Joint Powers Authority of the City of Susanville and the County of Lassen. The Authority was formed for the primary purpose of designing, constructing and operating a community swimming pool and associated facilities at the Authority's 800 South Street, Susanville, California, location. The location is the former location of the Roosevelt Swimming Pool that was built in 1937 and demolished in 2015. Demolition was completed in early 2015 and the debris has been removed from the site.

This project requires the completion of the project design, creation/approval of architectural and engineered plans and specifications and the construction of project plans, including but not limited to the following: Scope A; a public swimming pool, pool drainage and filtration, and pool deck. Scope B; bathhouse, site utilities (including onsite geothermal well), security fencing, vehicle parking, landscaping and landscape irrigation, patio and pathways, geothermal heated patio, floor and pathways and frontage improvements along South Street. Geothermal water will be used as the primary heating source for the pool and building and will be supplemented by natural gas.

This Request for Proposal seeks a qualified Contractor, now therefore ("Contractor") holding the appropriate licenses or subcontracting with qualified individuals with the appropriate licenses for the scope of work to be performed, with all contractors and subcontractors being continuously in business as a licensed contractor in the State of California for the past five years. The proposal shall identify a General Contractor and all subcontractors to be employed by the Contractor for the direction of the project. The selected Contractor shall be responsible for the work of its own forces and designating project subcontractors in compliance with all public contracting laws. The Contractor shall manage project design, planning, development of plans and specifications and construction by effectively working in close association with the Authority's Executive Officer or designee.

This project consists of up to two component work scopes; Scope A consists of the pool, pool decking and associated plumbing and mechanical facilities. Scope B includes all other support facilities required for the project to be completed in its entirety. Eligible contractors may submit a bid for; Option 1: Scope A only, Option 2: Scope B only and/or Option 3: Scope A and B. Each eligible Contractor may submit a bid for more than one Option.

The authority will frequently monitor and inspect all aspects of work being performed and each proposal shall include a guaranteed maximum price ("GMP") inclusive of all contracting, design, architectural, engineering and construction services to be completed to the satisfaction of the authority.

Authority's designated representative for this project is Jared G. Hancock, Executive Officer, HLVRA, (530) 252-5100.

2. PROJECT DESCRIPTION AND GENERAL SCOPE OF WORK:

Working from initial conceptual drawings contractor will create or cause to be created a complete design, prepare architectural and engineered plans and specifications and complete construction of the following:

Scope A: Consists of constructing a 25 meter by 25 yard "L" shaped swimming pool, pool drainage, pool decking and associated plumbing and mechanical facilities. Complete construction of a 25 meter by 25 yard "L" shaped swimming pool to allow both lap and free swimming with a depth ranging from approximately 3 feet to approximately 12.5 feet, to be compatible with related on and off-site improvements.

- Pool approximately 5,700 square feet approved for USA swimming competitive 25 yard events
- Approximately 5,500 square feet of decking, including deck drainage
- Adequately sized drainage filtration and plumbing system

*Pool to be fully operational once water, sewer and electrical services are provided.

Scope B: Complete construction of an approximately 2,000 square foot building, including related on and off-site improvements, which consist of a bathhouse (including a check in area, men's and women's locker room with showers and restrooms, a family restroom, office and storage space, kiosk, pool mechanical room), site utilities (sanitary sewer facilities, geothermal, water, natural gas, electrical, onsite geothermal well, etc...), parking, fencing, and landscaping. All improvements to be compatible with on and off site improvements included in Scope A.

- Bathhouse - 2,000 square feet and capable of being connected to a future natatorium, enclosure for pool described in Scope A.
- Site Utilities - water, sewer, gas, electrical, geothermal, on-site geo well
- Parking - Approximately 70 parking spaces
- Fencing – Approximately 400 linear feet including service gates
- Landscaping & Irrigation
- Site Lighting
- Patio & Pathway – approximately 3,000 square feet
- Radiant heating under decks, patio and building
- Emergency Access roads
- Frontage Improvements

Contractor shall have the capability of providing preliminary project designs by August 21, 2015 engineered plans and specifications by September 11, 2015 and be able to provide detailed cost estimates and not to exceed project budget by September 18, 2015 and complete construction of the project by _____.

3. CONTRACTOR'S RESPONSIBILITIES:

A. Attendance at the mandatory Pre-Bid meeting on July 9, 2015 and familiarization of existing conditions before submitting proposals.

B. Compliance with:

1. City of Susanville's Building Code, and related requirements.
2. Insurance and Bonding Requirements
3. Prevailing Wage and Public Contract Requirements
3. Requirements of Environmental Review and Utility providers.
4. Requirements of any federal, state, county or other agency with jurisdictions over the Project.

C. Provide recommendations to Authority design team on design and building system alternatives to reduce construction cost and time.

D. Provide construction cost estimates to stay within construction budget and to ensure the project is within the Guaranteed Maximum Price (GMP).

E. Coordinate with Executive Officer, or designee, and Authority on all design development documents and schedules.

F. Coordinate with Executive Officer, or designee, and Authority on all construction documents, working drawings and specifications, including but not limited to value engineering research, construction feasibility reviews, cost estimates and negotiation of construction costs, as well as redesign efforts generated by recommendations.

G. Provide Authority and Executive Officer with all major revision recommendations to the construction documents through the construction documents review phase.

4. CONSTRUCTION COST AND SUBMITTALS:

A. The Project GMP for the selected Option (1, 2 or 3) will be divided into three (3) sections. Each proposal shall include complete cost estimates for the work outlined in each phase below. Proposals shall include costs on a time and materials basis and a not to exceed bid amount. Costs should include a proposed Scope of Services and cost breakdown by task including fee schedule.

Phase 1: Preparation of preliminary Project cost estimates and GMP for the selected Option based on the Proposal requirements and exhibits. Proposals shall include costs for all planning, design and preparation of preliminary plans. The construction costs for the Project are estimated below and include Contractor's fees and general conditions.

Option 1:	<u>Scope A</u>	<u>Base Cost Est.</u>	<u>GMP</u>
	25 Y x 25 M L-shaped Pool	\$700,000	\$850,000
	Pool Decking & Drainage	\$ 64,000	\$102,466
	Filtration & Plumbing	<u>\$110,000</u>	<u>\$160,000</u>
	Total	\$874,000	\$1,112,466
Option 2:	<u>Scope B</u>	<u>Base Cost Est.</u>	<u>GMP</u>
	Bathhouse	\$655,000	\$748,000
	Site Utilities	\$ 76,000	\$ 100,000
	Fencing	\$ 22,000	\$ 33,400
	Landscaping & Irrigation	\$ 22,000	\$ 30,000
	Site Lighting	\$ 24,000	\$ 30,000
	Patio & Pathways	\$ 16,000	\$ 21,000
	Parking & Emer. Access Roads	\$ 82,000	\$104,000
	Frontage Improvements	<u>\$ 17,000</u>	<u>\$ 21,000</u>
	Total	\$914,000	\$1,080,400
Option 3:	<u>Total Project (Scope A and B)</u>	<u>Base Cost Est.</u>	<u>GMP</u>
	25 Y x 25 M L-shaped Pool	\$700,000	\$850,000
	Pool Decking & Drainage	\$ 64,000	\$102,466
	Filtration & Plumbing	\$110,000	\$160,000
	Bathhouse	\$655,000	\$748,000
	Site Utilities	\$ 76,000	\$100,000
	Fencing	\$ 22,000	\$ 33,400
	Landscaping & Irrigation	\$ 22,000	\$ 30,000
	Site Lighting	\$ 24,000	\$ 30,000
	Patio & Pathways	\$ 16,000	\$ 21,000
	Parking & Emer. Access Roads	\$ 82,000	\$104,000
	Frontage Improvements	<u>\$ 17,000</u>	<u>\$ 21,000</u>
	Total	\$1,788,000	\$2,197,866

Phase 2: Contractor to provide proposal and cost for the preparation of detailed plans and specifications for Option 1, Option 2 or Option 3 along with permit ready construction documents. Deliverables will include material specifications and inspection requirements and inspection schedule. Contractor shall specify any third party special inspection and/or testing along with cost estimates for said services. The Authority may elect to hire an independent contractor or utilize the City of Susanville or County of Lassen to perform special inspection and/or testing. Plans and specifications shall conform to the City of Susanville Building Code and shall use the City of Susanville's Standard Construction Details for work in the public right-of-way. The construction standards for the public swimming pool and related facilities shall conform to the current

codes by the California Code Council and the City of Susanville and conform to the construction standards set forth by the State of California. Bid costs should be on a time and materials basis and a not to exceed bid amount. Cost estimates should include a proposed Scope of Services and cost breakdown by task including fee schedule. Contractor shall provide a final cost calculation for this phase taking into consideration the items listed in Section "B" below. Contractor to also draft construction agreement for both parties to be executed after approval of the GMP for the final project and approved by the Authority and Authority's Legal Counsel.

Phase 3: Construction and Inspection. Bid costs for this phase should be based on a not to exceed bid amount/GMP based on the Approved Plans and Specifications, Contractor shall be responsible for completion of all construction related activities. Contractor or Project Manager to be on site at all times during construction phase. Contractor to develop and monitor completion of final punch list while working with the Executive Officer or designee. Contractor to schedule all inspections.

B. In addition:

1. Contractor shall clearly identify the costs related to the contract documents' general conditions in its proposal. The general condition cost shall be the full responsibility of Contractor, not subcontractors.
2. Contractor shall, at its sole cost and expense, furnish all facilities, equipment, labor and other materials necessary to complete the project as defined above.
3. Contractor shall assist Executive Officer in choosing the highest quality materials, equipment, component systems and types of construction for the most reasonable prices for inclusion in the contract documents, and make reasonable adjustments in Project scope so that the total cost bid by the bidding subcontractors will not exceed the estimate.
4. The following items are *not* included within the estimated construction cost:
 - a. Contingency for additional scope as requested by the Authority.
 - b. Fees for Building Permits, Special Inspections, Materials Testing and Reports or studies needed to secure approval of City Building and Planning Departments.
 - c. Authority Staff and Consultant Expenses.
 - d. All furniture, fixtures and equipment not specifically included in the list of items to be included in the Project schematic design package.

5. ADDENDA:

The Authority may revise the RFP by issuing written addenda. Addenda will be sent to the address or email address on file for those who have obtained bids. Bidders are responsible for viewing and understanding information in addenda to the same extent as the RFP. The Authority has no obligation or duty to communicate addenda to Bidders beyond the sending of addenda to the addresses given.

6. INDEMNIFICATION:

The Contractor shall indemnify, hold harmless and defend the Authority and its Board of Directors, officers, agents and employees from and against all claims, damages, losses and expenses, including reasonable Attorney's fees, arising out of or resulting from the Contractor's performance of the work, or work performed by the Contractor's agents or employee's, or sub-contractors employed on the project, their agents or employees, expecting only such injury or harm as may be caused solely and exclusively by Authority's fault of negligence. Such indemnification shall extend to all claims, demands or liabilities occurring after completion of the project as well as during the progress of the work.

7. INSURANCE:

The Contractor will be required to provide the appropriate workers' compensation and general liability insurance as required by law. In addition, the Contractor will be required to provide a minimum of \$2 million in errors and omissions coverage for this project.

8. BONDING:

Each bid must be accompanied by a Bid Bond payable to the Authority for ten percent (10%) of the total amount of the Bid. As soon as the qualifications have been received, and the Bid prices compared, the Authority will return the bonds of all except the three (3) lowest responsible bidders. When the Agreement is executed, the bonds of the two (2) remaining unsuccessful bidders will be returned. The Bid bond of the successful bidder will be retained until the Payment Bond and Performance Bond have been executed and approved, after which it will be returned. A certified check payable to the Authority may be used in lieu of a Bid Bond.

A Payment Bond in the amount of one hundred percent (100%) of the Contract Price and Performance Bond in the amount of one hundred percent (100%) of the Contract Prices, with a corporate surety approved by the Authority and authorized to do bonding in California, will be required for faithful performance of the Contract.

Attorneys-in-fact who sign Bid Bonds, Payment Bonds and Performance Bonds must file with each bond a certified and effective dated copy of their power of attorney.

9. SELECTION PROCESS:

The Authority may waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Authority and the Contractor.

Proposals will be rejected if Contractor fails to attend the mandatory proposal briefing conference.

The Authority will make a best value determination to select the most responsive and responsible bidder that in the Authority's sole judgement may involve the lowest cost proposal meeting the interests of the Authority for meeting the objectives of this project as described herein and attached as Exhibit A-1 and A-2.

10. CONTRACT AWARD:

An agreement shall be negotiated following selection. If Authority is unable to negotiate a satisfactory agreement with the selected Contractor, it shall undertake negotiations with the next-rated candidate.

Authority reserves the right to cancel an approved contract due to non-performance or if contract exceed the GMP.

The Authority will award a contract that includes the fee and general conditions. The final GMP contract will be executed prior to the Notice to Proceed.

11. PROPOSAL SCHEDULE

- | | | |
|----|---|-------------------------------|
| 1. | Mandatory Pre-Bid Conference: | July 9, 2015 |
| 2. | Final day to request RFP clarifications in writing: | July 16, 2015 |
| 3. | Five copies of Proposal due: | July 23, 2015 prior 3:00 p.m. |
| 4. | Selection Committee scores proposals: | _____, 2015 |
| 5. | Oral Interview/presentation (if necessary): | _____, 2015 |
| 6. | Notification of selection: | _____, 2015 |
| 7. | Contract negotiations concluded: | _____, 2015 |

8. Authority Board Approval: _____, 2015

12. AUTHORITY'S RIGHTS, OPTIONS, AND POLICIES:

Authority reserves the right to make a selection after review of the Proposals without oral interviews.

Authority reserves the right to modify any portion of, or to postpone or cancel this RFP at any time, and/or to reject any and all submissions. No submission documents will be returned.

Authority reserves the right to reject individual team members, firms, or subcontractors and request substitution prior to contract award.

Authority highly encourages participation by local qualified firms and contractors in all aspects of contracting.

Authority actively encourages participation of disadvantaged business enterprises in all aspects of contracting.

No compensation is offered for any work related to the selection process. Submissions are entirely voluntary. All original documents, including but not limited to electronic files, become the property of Authority.

Materials contained in each proposal will be considered proprietary to Authority until selection. Following selection, however, the contract scope of work may be amended by the Authority and negotiated based upon ideas provided by any source.

- | | |
|------------------|---------------------------|
| Exhibit A (1 &2) | Proposal Requirements |
| Exhibit B | Schematic Drawings |
| Exhibit C | Schematic Design Estimate |

EXHIBIT A-1

PROPOSAL REQUIREMENTS

Each proposal must be submitted in a sealed envelope clearly stating "Bid For Design Build Services" "Bid Option _____" to:

Honey Lake Valley Recreation Authority
Attn: Heidi Whitlock, HLVRA Project Manager
C/O City of Susanville
66 North Lassen Street
Susanville, CA 96130

The total allowable length of all submission materials may not exceed 28 single sided standard 8 1/2" x 11" pages. Each page shall be numbered. Color images no smaller than 3 1/2" x 3 1/2" of prior projects shall be submitted.

A. Cover Letter

Provide a one-page cover letter identifying Contractor's Project Manager, signed by a person authorized to bind the design-build entity (Contractor).

B. Contractor

1. Entity

(a) An organizational and operation chart that shows the Contractor's entire design-build team for this project in a chain of command relationship.

(b) Identify the Project Manager and provide a detailed resume.

(c) Identify who will report on the project budget and schedule.

(d) Identify lead contractor

(e) Identify subcontractors, including architectural, engineering and construction

2. Explain how and who will satisfy the Authority's bonding and insurance requirements for the project.

3. Explain how and who will provide licensed architectural assistance and cost estimating support during project design.

4. Explain why your construction team is the best qualified for this project.
- C. Deliverables for Completion of Phase 1 and Phase 2
1. Contractor to provide a Scope of Work and Deliverables
 - a. The Scope of Work shall include assumptions and exclusions from the Scope of Work.
- D. Fee Schedule for Completion of Phase 1 and 2
1. Fee Schedule for both Phase 1 and Phase 2 shall each have a matrix showing:
 - a. Work Task Employee's Name or Title
 - b. Hourly Rate
 - c. Level of Effort (i.e. Hours)
 - d. Total Fee
 2. The Fee Schedule shall also include rates and charges for other direct costs such as testing, printing, travel, and additional services. A not to exceed amount is to be included in the Schedule of Fees.
- E. Lump Sum Guaranteed Maximum Price "GMP" for phase 1, 2 and 3.
1. Contractor shall provide a lump sum Guaranteed Maximum Price for chosen Bid option.
- F. Responses to the Following Questions:

Repeat the question at the heading of your answers. The Authority's selection committee may modify the specific point values of individual questions in Exhibit A-2 and then score each answer. The maximum points given for each section are noted.
A total of 1500 points for overall proposal package are possible.

EXHIBIT A-2

A. EXPERIENCE (Max. 500 points)

1. Identify three projects that your company has completed using the design/build or other process within the past five years. Provide client's names and telephone numbers. List public projects completed within the past 5 years that were over 1 million dollars.
2. List the designated Project Manager and the Site Superintendent involved in above projects. Provide resume and/or the years of services with your company.
3. Provide a list of mechanical plumbing, electrical, fire protection, grading, masonry, framing, flooring, painting, and landscaping subcontractors that your company has worked with in the past three years. Provide contact person's name and telephone numbers.
4. Provide a list of subcontractors selected for this project and their experience in the design/build process.

B. PERFORMANCE (Max. 400 points)

1. List the original contract award amount and the final contract amount for the projects identified in question A.1.
2. The Authority objects to some of the construction details and requests additional details for items that are not indicated in the construction documents. How would you respond?
3. Explain the quality control process you will use for construction. Give reasons why this process will be successful.
4. The Authority requires complete as-built construction documents at the end of the project. What type of process would you use to make sure that complete and correct as-built documents are submitted to the Authority at the end of the project? Why?
5. How would you deal with a subcontractor who submits an excessive number of change orders?
6. Explain your performance history in regards to staying within budget.

C. DISPUTES AND RESOLUTIONS (Max. 50 points)

1. Explain your proposed method of resolving disagreements with the Authority. Address issues of construction quality, design documents quality, as well as cost and schedule.
2. Explain your proposed method of resolving disagreements between your subcontractors. Address issues of construction quality, schedule coordination, as well as cost.
3. Explain any termination, dismissals or any litigation disputes of the team members and/or subcontractors within the past five years. List project(s) firm/company, and contact with telephone number.
4. Explain your communication protocol

D. SCHEDULE (Max. 200 points)

1. Provide a design and construction schedule to reflect key tasks for this project. How would you track your schedule and communicate it with the Authority?
2. How would you define substantial completion and what measures would you undertake to finalize and obtain the certificate of occupancy/permit to operate?
3. How would you work with the Authority to maintain the project schedule?

E. CONSTRUCTION GMP COST (Max. 300 points)

1. Provide a guaranteed not to exceed sum for construction for the total cost of the project option. Clearly identify items that are included and excluded from your proposals.
2. Provide a list of proposed value-engineering items that would maintain project quality yet reduce the overall cost.
3. Identify all contingencies included within your guaranteed sum.

F. PROJECT CLOSE-OUT (Max. 50 points)

1. What process do you utilize to assure that punch list items will be corrected within 30 days of substantial completion?
2. Your subcontractor claims that a punch list item is really a request for additional work and not part of their contract. The Authority insists this is not their opinion. What do you do?