



AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: David Ferguson
Interim Director, OPW

SUBJECT: Lincoln Recreation Center
Architectural Services Agreement
Award

DATE: February 22, 2021

City Administrator Approval 

Date: Mar 4, 2021

RECOMMENDATION

Staff Recommends That City Council Adopt A Resolution Awarding An Architectural And Engineering Design Contract To Shah Kawasaki Architects (SKA) For An Amount Not To Exceed One Million Five Hundred Twenty-Eight Thousand Eight Hundred Forty-Nine Dollars (\$1,528,849.00) For the Design Of The Lincoln Recreation Center Expansion/Renovation Project Up To Ninety-Five Percent (95%), With A City Option To Complete The Remaining Project Design, Including Construction Support Services Contingent Upon Staff's Future Identification Of Additional Funding And Council Approval.

EXECUTIVE SUMMARY

Approval of the proposed resolution will authorize the City Administrator to enter into a professional services agreement with Shah Kawasaki Architects (SKA) for architectural services for the Lincoln Recreation Center Expansion/Renovation Project. Due to limited availability of current funding, the initial contract award will cover design services from programming through ninety-five percent (95%) design services for an amount not to exceed one million five hundred twenty-eight thousand eight hundred forty-nine dollars (\$1,528,849.00). The City intends to exercise the option of a contract for full services through construction support as additional funding becomes available. It is anticipated that the extra cost to complete 100% design, provide bid/award, and construction administration support will be an additional two hundred thousand dollars (\$200,000.00). Staff will return to the City Council for authorization to exercise the option of utilizing SKA for the remaining services at that time.

Lincoln Recreation Center is located in Council District (2) at 250 10th Street, as shown in **Attachment A – Project Location Map**. The project scope anticipates an expansion or renovated community center of approximately 11,000 square feet and all associated site work. The overall professional series scope of work will include an extensive public engagement process, design of a new, expanded, or renovated community center, and eventually, bid and award support, and construction support services for the project.

Lincoln Recreation Center project is the highest scored parks project per the Capital Improvement Program (CIP) prioritization process adopted by City Council on October 16, 2018, under Resolution No. 87376 C.M.S.

City Council
March 16, 2021

BACKGROUND / LEGISLATIVE HISTORY

Lincoln Recreation Center is located within Lincoln Square Park. One of the City's original seven public squares designated in the 1860s, located in Oakland Chinatown, occupies one corner of the 1.75-acre urban block park.

Lincoln Recreation Center building was constructed in the late 1970s as a 7,500 square-foot structure. It is the only public recreation center and park in Chinatown and Downtown that has staff, public restrooms, and active programming on-site. The Recreation Center hosts programs and classes year-round, serving patrons from preschoolers to seniors, and a thriving summer camp program. Since its inception, the facility has received minor capital improvements or system upgrades; however, as the most-used recreation center in the City of Oakland, and with the construction of multiple high rise residential buildings in Chinatown/Downtown, the center is in need of expansion to support the demand for recreation and programming.

Since 2000, eleven (11) community groups led by Friends of Lincoln Square Park have been conducting independent community meetings to develop a conceptual plan and site programming for Lincoln Recreation Center.

In October 2018 City Council adopted an updated prioritization process for the Fiscal Year (FY) 2019-21 Capital Improvement Program (CIP) under Resolution 87376 C.M.S. The prioritization process established the framework and priorities for improving the City's parks and park facilities.

Lincoln Recreation Center is listed on the funded CIP Prioritization List for FY 2019-21.

ANALYSIS AND POLICY ALTERNATIVES

In accordance with Oakland Municipal Code (OMC) 2.04.051 and the provisions of we Administrative Instruction 150 for Professional Services Contracts, a Request for Proposals (RFP) for design and engineering services was issued on May 13, 2020, seeking a consultant team most suitable for the proposed project. The City outlined a 2 step process: 1) review of all proposals evaluated per the scoring rubric as outlined in the RFP (see **Attachment B – Proposal Evaluation**), with added preference points (12.5 points maximum) from the Compliance Analysis (see **Attachment C - Compliance Analysis Memo**) per the City's local program requirements; 2) 45-minute interviews with short-listed firms were conducted for each design team to introduce themselves, explain their approach for the project along with their implementation strategy followed by a "Questions and Answers" session.

Proposal Review:

On July 17, 2020 Capital Contracts Division received twelve (12) proposals.

A five (5) member panel comprised of three (3) Oakland Parks, Recreation & Youth Development (OPRYD) staff members familiar with the programming needs and use of Lincoln Recreation Center and two (2) Oakland Public Works Project & Grant Management (OPW

P&GM) Division staff members. The review panel ranked the 12 proposals based on how well the design teams demonstrated experience in planning, programming and design of recreation centers in response to criteria set forth in the RFP (see **Attachment B – Proposal Evaluation**).

The City Administrator's Office – Workplace and Employment Standards Department completed their analysis on August 31, 2020 (see **Attachment C – Compliance Analysis Memo** for details). The preference points calculated in the analysis were added to the proposal review scores; the firms scoring above 90 points were invited to interview.

Four (4) firms were therefore short-listed and invited to interview on September 17, 2020.

Short-Listed Consultant Team Interview:

The firms were allotted 45 minutes total, structured in 3 parts:

- 1) 20 minutes: Team introduction, expansion on specific experience, strategies for design approach, and demonstrate project understanding. These topics were provided to each firm in advance of the interview
- 2) 15 minutes: Questions and Answers involving topics not provided in advance. Panelists asked each firm the same series of questions. General topics included the following:
 - Project Implementation Tools and Strategies
 - Inclusive Equity and Community Engagement Experience/Strategy
 - Quality Assurance and Control
 - Community Stakeholders and Equitable Outreach Strategy
- 3) 10 minutes: Opportunity for the consultant to ask panelists questions.

Result:

Based on the proposal and interview process, scores were added up based on a weighted scoring system which was identified in the RFQ: 33% for the proposal and 67% for the interview. The highest-ranked firm was Shah Kawasaki Architects, a twenty-one (21) year local Oakland firm, and its consultant team. SKA has a proven track record of successfully delivering municipal and public projects throughout the Bay Area, including conducting robust outreach in previous recreation projects in the City of Oakland.

SKA exceeds the City's Local Business Enterprise/Small Local Business Enterprise program (LBE/SLBE), with twenty-eight and twenty-five hundredth percent (28.25%) Local Business Enterprise and sixty-three and forty-seven hundredth percent (63.47%) for Small Local Business Enterprise for a total of ninety-one and seventy-two hundredths percent (91.72%).

SKA proposed scope of work for this contract will include project programming and up to ninety-five percent (95%) design, with City's option for design completion, bid/award, and construction support upon additional funding to the project. Their total contract is one million five hundred twenty-eight thousand eight hundred forty-nine dollars (\$1,528,849.00).

FISCAL IMPACT

The proposed contract will be funded through Measure KK – Affordable Housing and Infrastructure Bond Series 2 (Fund 5332).

Available funding for the professional services agreement contract in the following funding sources:

FUNDING SOURCE	AMOUNT
Measure KK Series 2 Bond Fund (5332); Capital Projects Organization (92270); Lincoln Recreation Center Expansion/Renovation Project (1004857); Award (23687); Program (IN06)	\$1,528,849.00
Total Available Funding	\$1,528,849.00

PUBLIC OUTREACH / INTEREST

Public Outreach is part of the Capital Contract Equity Initiative for Oakland Public Works (OPW). For this professional services RFP solicitation, OPW-Project & Grants Management Division (OPW-PGM) worked with OPW-CCD and the Department of Workplace and Employment Standards (DWES) on performing public outreach through legal ads, enhanced notifications, and pre-proposal meetings.

Notifications of solicitation were distributed by several means. The first mean was the City's iSupplier system, which was utilized to notify Oakland-certificated local and non-local professional service providers (e.g., landscape architects, architects, engineers, contractors, and planning firms); regional trade and business groups, including the Oakland Metropolitan Chamber of Commerce, Oakland Black Board of Trade & Commerce, Bay Area Business Roundtable, and Construction Bidboard. Companies that register in iSupplier wait a few days before receiving access to review proposal requests in this system. If a company enters a North American Industry Classification System, or NAICS code, they are notified about associated opportunities.

In addition to iSupplier and the established disparity outreach list, OPW-CCD also utilizes CIPList.com, a free, web-enabled site to announce and distribute solicitations. It is used to push out notifications to plan rooms and builders' exchanges such as ARC North America, Builders Exchange of Alameda County, Contra Costa Builders Exchange, Dodge Data & Analytics, East Bay Blueprint, East Bay Blueprint, iSqFT, Northern California Electrical Construction Industry, Peninsula Builders Exchange, San Francisco Builders Exchange, and Solano-Napa Builders Exchange. Through CIPList.com, any company or entity may register to be automatically notified of all City of Oakland solicitations without restrictions.

The legal notice for the RFP was advertised on May 13, 2020. OPW-CCD included printed legal notices in the EastBay Times and Oakland Post. In addition, information about the project was published in El Mundo, World Journal, and the Korea Times publications to supplement and ensure the information reaches Local Business Enterprise and Small Local Business Enterprise (LBE/SLBE) in Black, Indigenous, People of Color (BIPOC) communities with potential contractors/consultant.

OPW-CCD held an outreach/networking/pre-proposal meeting in partnership with the Workplace & Employment Standards Department and the Project Manager on May 26, 2020, with eighty-five persons in attendance virtually. The meeting served a few purposes: to discuss with

potential consultants how contracts are established with the City, to make the attendees aware of possible upcoming work, to allow for opportunities for consultants to network and partner on upcoming work, and to discuss the current RFP solicitation specifically.

In addition, on April 16, 2020, OPW-PG&M hosted an online On-Call Architectural Services Orientation teleconference in which an overview of upcoming projects was provided as well as a review of typical scope and deliverables, task order procedures, compliance programs (Local and Small Local Business Enterprise), typical project roles and responsibilities. Over fifty (50) contacts from all on-call architectural firms were invited, resulting in thirty-four (34) participants. Lincoln Recreation Center project was identified as an upcoming project.

Upcoming projects and current projects accepting submissions are on our webpage. As part of our equity initiative, current and next steps contain outreach to engage professional and contractor associations specifically representing women-owned, African American-owned, and other global majority firms. OPW-CCD will collaborate with existing construction/consultant working groups and professional organizations to reduce identified disparities in contracting. Finally, OPW-CCD will partner with the Business Assistance Center to identify grant funding to establish a Contract Assistance Center to help guide contractors with the City's contracting process.

COORDINATION

The work to be done under this contract has been coordinated with Oakland Parks, Recreation and Youth Development (OPRYD) and the Friends of Lincoln Square Park's Steering Committee comprised of eleven (11) Community Based Organizations for operational, programmatic, and outreach/equity requirements, Workplace and Employment Standards Department for City's program requirements, and appropriate divisions within OPW for City's Bid Requirements and Sustainability overview.

This report and resolution have been reviewed for form and legality by the Office of the City Attorney, the Budget Bureau, Workplace and Employment Standards Department, and the Department of Race and Equity.

SUSTAINABLE OPPORTUNITIES

Economic: This project replaces an aged City infrastructure. The consultant is verified for LBE/SLBE participation by the Workplace and Employment Standards Department. The project will generate business tax, sales tax, and other revenues for the City by those firms who work on the project. Local businesses will be utilized on the project and will benefit directly.

Environmental: The consultant will be required to incorporate the City's environmental and sustainability design requirements and guidelines into the project, including the new Equitable Climate Action Plan (ECAP), which will continue to support the City's objective for a sustainable Oakland. The new building will meet the City's green building ordinance by obtaining a Leadership in Energy & Environmental Design (LEED) Silver certification as a minimum and LEED Gold as the target sustainability certification level. As the design proceeds, consideration

to address City and community resiliency will also be reviewed and implemented where applicable.

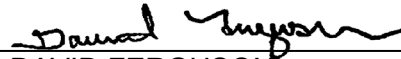
Race & Equity: The proposed architecture design and engineering services contract will enhance the recreation center's ability to meet programming needs to service City's residents, who are in a high disadvantaged index area. The Friends of Lincoln Square Park Steering Committee (Friends), comprised of eleven (11) Community Based Organizations, have been regularly meeting for several years on the project to develop a conceptual plan with OPRYD. Friends has been an advisor to OPRYD and led the community's development of the renovation concept. Friends shall continue to support the project team in ensuring a comprehensive and inclusive outreach process, utilizing the Inclusive Engagement Guidelines provided by the Department of Race & Equity as a starting point.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council adopt a Resolution authorizing the City Administrator, or Designee, to award an Architectural and Engineering Design Contract to Shah Kawasaki Architects (SKA) for an amount not to exceed one million five hundred twenty-eight thousand eight hundred forty-nine dollars (\$1,528,849.00) for the design of the Lincoln Recreation Center Expansion/Renovation Project up to ninety-five percent (95%), with a City option to complete the remaining project design, including construction support services contingent upon staff's future identification of additional funding and Council approval.

For questions regarding this report, please contact Henry Choi, Capital Improvement Project Coordinator, at (510) 238-3340.

Respectfully submitted,



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Attachments (3):

- A: Project Location Map
- B: Selection Process
- C: Contract Compliance Analysis Memo, August 31, 2020