



REQUEST FOR PROPOSALS

For

**Design, Construction, Financing, Operation and Maintenance
of a Sports Park**

Contact:

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I. Purpose

The City of Roseville ("City") invites written proposals from qualified proposers ("Firms") to provide design, construction, financing, operation and maintenance of an eight (8) field tournament quality soccer/multi-sport field complex ("Project") as detailed in Section III.

Through this Request for Proposals ("RFP") process, the City seeks to engage a highly qualified Firm capable of performing all services needed for the design, construction (including construction management), financing, operation, and maintenance of the Project. The City is most interested in proposals that include methods of structured financing to minimize public participation and risk.

The City is interested in a multi-sport complex primarily designed to host soccer, but fully capable of hosting other "field sports," such as football, lacrosse, field hockey and rugby, for example. It is recommended that the complex consist of eight (8) full-sized soccer fields, plus two additional (future phase) fields that can be subdivided into smaller fields to accommodate younger age groups, as necessary. This distribution of fields will give Roseville a complex that is capable of hosting local, state and regional tournament events and provides additional, and much needed, field space for local youth sports activities. All fields shall be lighted and constructed with artificial turf, as it offers superior drainage, is playable throughout the year and is extremely durable to allow for a maximization of programming hours without additional maintenance costs.

The City seeks a Firm capable of developing the Project in accordance with the objectives and goals as stated in this RFP, as well as all applicable land use regulations established by local, state and federal codes and ordinances.

Proposers are to assemble a full-service team with proven track records in the design, management, finance, development, construction, operation, and maintenance of sports parks similar in scope to the Project (the "Development Team"). The Development Team should include but not be limited to, architectural and engineering firm(s) and related sub-consultant(s) (including, without limitation, architectural, landscape architectural, mechanical, electrical, civil and structural engineers), highly qualified program and construction managers, an experienced and successful finance manager.

II. General Description of the City

The City of Roseville encompasses 42 square miles in southwestern Placer County, approximately 15 miles northeast of Sacramento. The city is bisected by Interstate 80 (160,000+ daily trips) and State Route 65 (90,000+ daily trips). With an evening population of 120,593 and a daytime population rapidly approaching 200,000, Roseville has established itself as a regional employment center and retail destination. Roseville's retail sales topped \$2.84 billion in 2010, ranking 13th in the state for total retail sales (City of Roseville, DD&E Profile 2010).

The Placer County market compares favorably to other successful sports complex locations in key demographic measures. This strength is most apparent in the region 1-2 hours from the proposed complex location—an area from which a large proportion of facility users are

expected to originate.

A strong regional market combined with a relative shortage of large-scale sports tourism centers presents the possibility for Roseville to enter the market with a high probability of success. While there are a number of regional facilities that boast a large number of fields, very few have the eloquent design or experiential amenities necessary to serve as a true regional sports destination. Given the available land, the existing need for local sports fields and the high quality visitor amenities nearby, it is believed that a Roseville location in Placer County as identified in this RFP can become such a destination with the development of this proposed facility.

III. Project

The City seeks the development of a 63 to 79-acre (“Site”) in the West Roseville Specific Plan Area (See Exhibit “A’). Two sites are illustrated; one will be chosen.

The Firm selected through this RFP will enter into an exclusive right to negotiate agreement with the City to further refine the proposal.

The Project is envisioned to include the following:

Phase I

1. Eight (8) lighted synthetic soccer/multi-sport fields with drainage, grandstands, goals, sewn in striping, team benches, public announcement system, scoreboards, player/spectator cooling stations such as misters, kiosk, etc., plus provisions for two (2) future synthetic fields.
2. Two (2) restroom buildings placed at appropriate site locations, with enough capacity for overflow and large crowds.
3. Maintenance building and appropriate staging and storage space including office, workroom, storage and restrooms.
4. Two (2) youth play areas.
5. Site utilities including storm drain, water, recycled water, fiber optics, sewer, gas, and electrical.
6. Shaded Picnic area(s).
7. Hardscape paving including walkways, events plaza, fire access and security lighting.
8. Site furnishings including benches, shade structures, drinking fountains, bottle/jug fillers, tables & chairs, picnic facilities, BBQ’s, etc.
9. Landscape and irrigation.
10. Full parking lot improvements including paving, curb, gutter, drainage, lighting, signage, ADA parking, landscaping, irrigation, etc.
11. Project gateway monument.
12. Perimeter fencing.
13. Storm water protection measures per local, state and federal law.
14. Any required mitigation measures identified in the environmental clearance document, including but not limited to, sound attenuation and visual buffers from adjacent land use.
15. All necessary on-site improvements.
16. Utility stubs described in #17 and 18 below.

Phase II (future phase)

Design and amenities associated with these items are subject to future discussion and negotiation with City.

17. Main entrance building with office, storage, conference room, multi-purpose room, catering kitchen, concession, vending, and restrooms. The first phase shall include creation of the stub utilities.
18. Concession building including storage, concession, vending and restrooms. First phase shall include creation of the stub utilities.

IV. Scope of Work

A) Preliminary Design

1. Conceptual site plans, rendered final master plan, and elevations package at a level suitable for submittal to the Parks and Recreation Commission and City Council for approval. Including:
 - a. A detailed statistical Project program, conceptual single-line floor plans and elevations of all buildings. A site plan locating all site improvements including fields, buildings, paving areas, maintenance yard, site furniture, site grading, utilities, storm water treatment, sound attenuation, fencing, parking, high school road improvements, events plaza, youth play areas, picnic areas, and schematic planting plan.
 - b. A preliminary plan for the design, construction, financing, operation and maintenance of the Project.
2. Preliminary development budget based on the preliminary project design, in sufficient detail to show estimated construction costs, furniture fixtures & equipment (FF&E), operating supplies & equipment (OS&E), fiber optics (IT), and project development and construction schedule from completion of the pre-development assessment period through Project opening ("Preliminary Project Schedule").
3. American Land Title Association (ALTA), topographic, aerial survey/base map.
4. Geotechnical Report.
5. Environmental studies sufficient to gain mitigated negative declaration.
6. Final master plan approval through the Parks & Recreation Commission and City Council.
7. Development and finalization of capital/financing plan.
8. Provide Project financing.
9. Development and approval of an environmental document that meets the requirements of the California Environmental Quality Act ("CEQA").

B) Design Development

1. Design Development (75% complete plans identifying materials and specific amenities – type and models) consistent with the City's Park Construction Standards.
2. Establish a "guaranteed maximum price" for the complete Project broken out in phases/key milestones.
3. A refined Operations and Maintenance Plan including a profit and loss statement for the Project to show the first ten (10) years of operations including underlying assumptions of all revenues and expenses, asset replacement financing and Net Operating Income ("Preliminary Project Operating Pro Forma"). The Preliminary Pro

Forma should also consider provision for public access to address Roseville resident recreation needs.

4. Detailed financing model for the Project identifying anticipated sources of private capital and the anticipated amount of necessary public participation to complete the Project capitalization and fund the Project.
5. A detailed analysis of the potential municipal investment in and direct benefits projected to accrue to the City from the Project.
6. Estimate of the number of direct jobs anticipated in connection with the construction of the Project.
7. An analysis demonstrating the anticipated direct, indirect, and induced economic impact of the Project.
8. Plan review and approvals by all affected government agencies.
9. An updated construction cost estimate.

C) Construction Documents

1. Construction documents (100% construction plans and specifications consistent with City Public Works, Electric and Parks standards) for the purposes of bidding the Project.
2. Develop final construction cost estimates.
3. Secure City-wide plan/project approvals.
4. Secure all required City, County, State and Federal permits including, but not limited to Grading and Encroachment permits, Building permits, Regional Water Quality Control Board (Storm Water Pollution and Protection – SWPPP) Permit, Army Corps of Engineers Permit, Fish & Wildlife Streambed Alteration Permit, etc.

D) Comprehensive Project, Pre-Construction and Construction Management Services

1. Provide construction services of the entire facility, including any additive alternates, if chosen.
2. Plan and coordinate pre-opening and grand opening activities.

E) Final Operations and Maintenance Plan

Including the development of an asset replacement program as part of the Operations and Maintenance Plan

F) Operate and Maintain the Facility

V. Proposal Requirements

Proposals shall be in written form and must include, at a minimum, the information requested by the City. All proposals shall give all information requested therein, and shall be signed by the Proposer or an authorized representative(s) with legal authority to bind the Proposer, with their address and contact information. Proposers must prepare and submit all required documents. Unauthorized conditions, omissions, limitations or provisions attached to the proposal will render the proposal non-responsive and may cause its rejection.

Proposals must include, at a minimum, the following information:

1. Transmittal Letter and offer to negotiate, not to exceed four (4) pages in length, and

including:

- An offer to negotiate, indicating the Proposer's understanding and agreement to comply with the terms of this RFP and all related addenda, and stipulating that the proposal set forth remains effective for a minimum period of ninety (90) days.
- Identify the Proposer's firm, its ownership, officers, directors or partners, consulting team members, as well as a single contact person for all correspondence and notifications and its legal counsel. Full and complete disclosure of the Proposer and its ownership and control is mandatory.
- Provide, in at least one copy of the submitted proposal, an original signature of a partner, principal or officer of the Proposer, with a statement that the signatory is authorized to submit the proposal.

2. Statement of Qualifications

- Describe the Development Team's experience with projects of similar size and scope. Include an outline of any experience the Development Team has had in meeting the needs of other governmental organizations.
- Legal name and officers, directors or partners of each member of the Development Team, at a minimum, including the developer, architect, landscape architect, engineer, program/construction manager and/or general contractor, and all other proposed team members expected to receive financial compensation.
- A summary of qualifications, relevant experience and references for each Development Team member, specifically addressing matters related to the Project Scope of Work expressed in this RFP.
- A description of the type of entities that will develop and operate the Project (e.g. corporation, LLC, joint venture, etc.) and a list of other owners of interest that may provide equity to the ownership entities and the estimated percentage of ownership of each. The City will require competent, efficient management to operate and market the Project.
- Proposers must identify executive members of the Development Team who have filed claims or who have participated in litigation against the City of Roseville, including while with another firm. Firms currently in litigation with the City or whose executives are in litigation with the City may not be considered for this Project.
- It will be incumbent on those persons or Firms with persons having potential conflicts of interest to identify and cure such conflict(s) prior to consideration of the Proposal. Failure to identify such conflict may remove that person or Firm from further consideration.

3. Financial Stability

The City wants to ensure that the successful Proposer has the necessary facilities, ability, experience and financial resources to provide the services specified herein in a satisfactory and timely manner.

- Proposers must include a reviewed or audited financial statement. A letter verifying availability of a line of credit may also be attached, however, it will be considered as supplemental information only.

4. Project Schedule

Proposers shall provide an overall Project schedule, from authorization to negotiate through opening of the Project, assuming that an exclusive right to negotiate contract is executed with the City by October 2013.

5. Fee Schedule

Proposers shall provide a Project Fee Schedule with itemization by Scope of Work and

identifying deliverables.

6. Proposed Public Financing Plan

It is the City's goal to minimize the level of public financial participation in the Project and to attain the most distinctive, highest-quality and functional Project possible. Proposers are urged to propose creative development and financing structures that will accomplish these goals.

Proposers shall provide a detailed financing plan. The proposal should detail the type and level of City exposure(s) and liabilities to additional financial risk, and the City's expected returns in consideration for its participation. The City's participation in the Project could include land, public infrastructure improvements, and/or cash or financing vehicles. Any lease of City-owned land must include a discussion of the value such arrangement would bring to the City.

While the City of Roseville will have the ultimate decision on the amount and type, if any, of public participation and financing, it is most interested in proposals that include methods of structuring financing to minimize the level of public participation and risk.

Proposals that minimize public financial commitment will be considered more favorably.

7. Proposed Operations and Maintenance Plan

VI. Interpretation of RFP Documents

No oral representation or interpretations will be made to any bidder as to the meaning of the RFP. Requests for interpretation shall be made in writing and emailed to the Parks, Recreation and Libraries Director by July 19, 2013. All requests for interpretation shall be directed to:

Dominick Casey, Director
Parks, Recreation & Libraries Department
dcasey@roseville.ca.us

No other individuals are to be contacted in this regard.

All requests for interpretation and answers will then be emailed to all bidders that expressed interest and supplied email addresses. No oral interpretation or answers shall bind the City unless confirmed by the City in writing.

VII. Addenda and Supplemental Information

Any and all addenda to the RFP will be provided to all Proposers who received the initial RFP and provided contact information to the City, should it become necessary for the City to make revisions, request additional information, or respond to written inquiries relating to the RFP. It is the responsibility of potential proposers to timely submit contact information to facilitate receipt of addenda and supplemental information requests, if issued.

It may be necessary for the City to request supplemental information from individual Proposers after proposals have been submitted and reviewed. Such information will be requested in writing to the specific Proposer. This information will become a part of the original proposal submitted by the specific Proposer and will be used by the City in evaluating

the proposal and will not be shared with other Proposers during the evaluation, negotiation and award process.

VIII. Selection Process

A Selection Committee appointed by the City will evaluate and rank each Proposal. If necessary, at the Selection Committee's or City's discretion, the top-ranked Firms will be invited to make oral presentations.

1. Review of Proposal

The City's designated Selection Committee will review responses to the RFP. Selections will be based on completeness of proposals and on which Firms demonstrate the best combination of expertise, experience, project understanding and approach.

2. Evaluation Criteria

The Selection Committee will evaluate and score proposals on the basis of the responsiveness to the requirements of this RFP. Proposals will be evaluated on the basis of the following criteria:

- A. **Development Team Qualifications/Structure**
The proposal demonstrates the Firm's ability to provide a team that is capable of designing, financing, constructing and operating the Project and providing all services under Scope of Work.
- B. **Experience/Demonstrated Ability to Perform All Services Outlined**
The proposal clearly indicates that the Firm has the expertise and experience needed to provide the Scope of Work identified in the RFP. Materials submitted indicate that the Firm and/or the Development Team have ability to deliver projects that are similar in nature, size and scope in a timely and cost efficient manner.
- C. **Project Understanding**
Throughout the proposal it should be evident that the Firm understands the project, Scope of Work and goals of the City.
- D. **Proposed Approach**
Clearly defines a collaborative approach. Project schedule is reasonable and shows ability to complete Project timely.
- E. **Reputation & References**
References will be contacted for the top qualifying Firms.
- F. **Financial Stability of Firm**
- G. **Proposed Public Financing Plan**
The proposal reflects the Firm's understanding of the City's desire to minimize public investment and risk to the extent feasible, while seeking to maximize the public benefits.
- H. **Proposed Operations and Maintenance Plan**
The proposal identifies a Plan that provides for the ongoing maintenance, asset replacement, and provides for public access of the facility.

3. Oral Interviews

Firms may (or may not) be invited to provide a presentation to the Selection Committee and participate in an oral interview.

IX. Proposals are Public Records

Each Proposer is hereby informed that upon submittal of its proposal to the City in accordance with this RFP, the proposal is the property of the City.

1. The City shall consider each proposal subject to the public disclosure requirements of the California Records Act (California Government Code Sections 6250, et seq.), unless there is a legal exception to public disclosure.
2. If a Proposer believes that any portion of its proposal is subject to a legal exception to public disclosure, the Proposer shall: (1) clearly mark the relevant portions of its proposal as “Confidential” and (2) upon request from the City, identify the legal basis for exception from disclosure under the Public Records Act. The City Attorney’s Office will determine if the information is in fact confidential, based on state and federal law. Note that under California law, a price proposal to a public agency is not a trade secret. The Proposer shall defend, indemnify and hold harmless the City regarding any claim by any third party for the public disclosure of the “Confidential” portion of the proposal.

X. City's Rights, Options, and Policies

City reserves the right to make a decision after review of the Proposals with or without oral interviews.

City reserves the right to modify any portion of, postpone, or cancel this RFP at any time; and/or to reject any and all submissions. City agrees to destroy confidential or proprietary information to proposers not selected.

City reserves the right to reject individual Development Team members, Firms, or subcontractors and to request substitution prior to entering into any contract with the selected Firm.

City encourages the participation of local qualified Firms and contractors in all aspects of contracting.

City encourages the participation of small, minority, women-owned or other disadvantaged business enterprises in all aspects of contracting.

XI. Submittals

The submittal package shall include the following:

- **One (1) original and six (8) printed copies** of the proposal; and
- **One (1) electronic copy** of the proposal in PDF format on CD, flash drive or other electronic media

Proposals must be complete to be considered. Facsimile and electronic mail copies of proposals will not be accepted.

Each Proposal shall be enclosed in a sealed envelope, labeled “**Sports Park RFP**” on the outside of the envelope and delivered to:

City of Roseville
City Clerk's Office
311 Vernon Street
Roseville, CA 95678

Proposals must be received **no later than 3:00 PM on July 31, 2013**. The City will not consider proposals received after this deadline. Postmarks will not be accepted. No exceptions. If you have any questions, please contact Dominick Casey (see section VI).

XII. Schedule of Activities

The anticipated schedule for this RFP is as follows:

Task	Date
Issue RFP	June 27, 2013
Mandatory Proposer’s Meeting	July 18, 2013 2:00 p.m. Parks, Recreation & Libraries Administrative Office 311 Vernon Street, Roseville
Final day to request RFP clarifications (Requests must be submitted in writing)	July 19, 2013
RFP clarifications issued	July 23, 2013
Responses Due	July 31, 2013 at 3:00 p.m.
Interviews (as needed)	Week of August 19 th
Firm Selection	September 2013
Estimated Staff Recommendation to Parks & Recreation Commission	September 9, 2013
Estimated Staff Recommendation to City Council	September/October 2013

Note: Proposals from Firms who do not attend the **mandatory** proposer’s meeting will not be considered.

XIII. Right to Reject All Proposals

The City reserves the right to reject any and all proposals, to make awards or any rejections in what it considers to be in the best interest of Roseville and to waive minor irregularities in any proposal. The proposers must bear their costs of preparing and submitting their proposals; the City will not reimburse those costs.

XIV. Non-discrimination Requirement

By submitting a proposal, the Firm represents that it and its subsidiaries do not and will

not discriminate against any employee or applicant for employment on the basis of race, religion, sex, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related conditions, political affiliation or opinion, age, medical condition, or any other category protected by law.

XV. Insurance Requirements

As a condition of payment for any services, each selected Firm shall provide the City with a copy of original policies of insurance or certificates of insurance issued by companies authorized to conduct the business of insurance within the State of California and subject to the approval of the City Attorney with the following coverages and amounts. The certificates shall provide a minimum of thirty (30) days prior notice of modification or cancellation. Should any coverage or amount not be approved by the City for the failure to comply with the requirements of this provision or by the failure of the Firm to provide evidence of such insurance by an adequate certificate or a copy of the policy or endorsement, no liability on the part of the City shall arise for payment or compensation due to the Firm for services rendered.

Each Firm shall maintain in full force and effect throughout the term of the agreement the following insurance coverage with the minimum limits of liability shown, insuring not only the Firm, its officers, agents, employees, and subcontractors, but also, with the exception of Workers Compensation and Professional Liability Insurance, the City, its officers' agents and employees, and each of them.

Design Phase:

Professional Liability:	No less than 2 million per occurrence. If policy is written on a claims made basis it must include extended reporting for 5 years.
General Liability:	\$2 million per occurrence/\$4 million aggregate. Aggregate limit must apply to the project.
Automobile Liability:	\$1 million per occurrence
Workers' Compensation:	Statutory and \$1 million Employers Liability

Construction Phase:

Course of Construction:	Valued at cost of project
General Liability:	\$5 million per occurrence/\$10 million aggregate. Aggregate limit must apply to the project.
Professional Liability:	\$2 million

Pollution Liability: \$2 million

Workers' Compensation: Statutory and \$1 million Employers Liability

Operations:

General Liability: \$5 million per occurrence/\$10 million aggregate.
Aggregate limit must apply to the project

Automobile Liability \$2 million

Director & Officers Liability: \$2 million

Pollution Liability: \$2 million

Workers' Compensation: Statutory and \$1 million Employers Liability

XVI. Requirements for Construction (if any portion of the Project utilizes public funds)

Bonding capabilities to include Faithful Performance and Labor and Materials bonds.

All subcontractor specialties that are not listed with the original proposal shall be competitively bid and awarded by the Project team. Bids and awards shall be in accordance with California Public Contracts Code.

Prevailing wage shall be applied to the construction component of the Project.

-END-

Second Potential Site in West Roseville Specific Plan
+63 acres

