



**SACRAMENTO  
HOUSING AND REDEVELOPMENT  
AGENCY**



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March 18, 1985

Redevelopment Agency of the  
City of Sacramento  
Sacramento, California

CITY MANAGER'S OFFICE  
**RECEIVED**  
MAR 20 1985

Honorable Members in Session:

SUBJECT: Oak Park Child Care Center

**APPROVED**  
MAR 26 1985  
SACRAMENTO REDEVELOPMENT AGENCY  
CITY OF SACRAMENTO

**SUMMARY**

This staff report regards the development of a child care facility at the Oak Park Complex and an amendment to the Agency's 1985 Budget. The staff recommends adoption of the attached resolutions authorizing the Executive Director of the Redevelopment Agency to release the attached Request for Qualifications for architectural firms to design the facility and to execute a design contract with the firm selected by the interview panel, and to amend the Agency's 1985 Budget to allocate additional funds to support the cost of a child care facility.

**BACKGROUND**

On April 5, 1977, the City Council of the City of Sacramento adopted the Oak Park Complex Master Plan. The Plan was a development program for the 17.8 acre former Stanford Junior High School site. The Plan provided for construction of community center, a county multi-purpose facility, a park and play area, a fire station, and construction of the child care facility. The L shaped site is bound by Sacramento Boulevard, 8th Avenue, 12th Avenue and San Carlos Way. The child care facility was originally proposed to be located on the southern edge of the site near 12th Avenue. As indicated on the attached Oak Park Complex Site Plan, staff proposes to relocate the child care facility to a site closer to the existing community center. This will permit better utilization of a existing parking facility and the existing "Tot Lot". Location of the child care center to this will also permit staff of the child care center to utilize facilities in the community center complex.

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The Director of the Department of Parks and Community Services will prepare a separate staff report to the City Council to amend the Oak Park Complex Master Plan to relocate the child care facility from the original site and to request authorization to release a Request for Proposals for a child care service provider who will occupy the new facility upon completion of construction.

The Oak Park community and the Oak Park Area Committee (PAC) have long desired the construction of a child care center at the Oak Park Complex. According to statistical information provided by Child Action, Inc., there is a demand for child care services for infants and pre-school children in the Oak Park Project Area. Operators of child care facilities in the Oak Park community have a long waiting list. Moreover, other facilities are substandard and threatened with loss of funding.

The Redevelopment Agency's 1983 budget for the Oak Park Redevelopment Project Area allocated \$184,500 for construction of a child care center at the Oak Park Complex. These funds have been carried forward since the 1983 program year. Additional tax increment funds will be required for design and construction of the child care facility. This is because the 1983 allocation was sufficient to construct a facility for only 40 to 50 preschoolers. PAC has requested that the size of the facility be expanded to accommodate 75 preschoolers. The staff recommends amending the Oak Park Budget for an additional \$100,000 to supplement the \$184,500 already allocated to the Oak Park Child Care Facility (cost center: 0705). The \$100,000 will require the reduction of allocation for Oak Park Residential Site Acquisitions (cost center: 1007). Approximately \$460,000 was allocated for this item in the 1984 budget year.

Attached to this staff report as Exhibit A is a Request for Qualifications (RFQ) submittal for an architect to design the child care center. The RFQ seeks proposals from firms to prepare all necessary design and construction documents, cost estimates for the center, to assist in the bidding and negotiation, construction, administration and inspection phases. The attached chart indicates the time line to build the child care center assuming the RFQ is released in mid-March.

The attached resolution authorizes the Executive Director of the Redevelopment Agency to release the RFQ, to conduct interviews with qualifying architectural firms and to execute a design

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contract with the firm selected by the interview panel. The review panel for selection of the architectural firm will consist of Agency staff, Sacramento Housing and Redevelopment Agency Commissioner, PAC representative, representative from the Dept. of Parks and Community Services, and a local child care professional.

The Dept. of Parks and Community Services will be the prime service provider and obtain all licenses as appropriate for operation of the Oak Park Child Care Center. The Dept. Parks and Community Services will solicit proposals from qualified service providers for operation of the center. The Dept. of Parks and Community Services, with the assistance of Agency staff, will conduct meetings with PAC members, citizens of Oak Park, and service providers to develop a clear criteria to evaluate proposals submitted by service providers. Upon an agreement on key issues, including the number of openings to be available for Oak Park residents, the number of child care openings for subsidized child care and the terms of the lease for the operator, the Dept. of Parks and Community Services will request authorization from the Council to request proposals for a child care service providers.

## FINANCIAL DATA

Tax increment funds for the Oak Park (Project 7) Redevelopment Area in the amount of \$184,500 have been set aside to support construction of the child care facility at the Oak Park Complex. The attached resolution recommends Agency approval of the budget amendment to allocate an additional \$100,000 from cost center 1007 Oak Park Residential Site Acquisitions to cost center 0705 Oak Park Child Care Facility to supplement the original allocation.

## POLICY IMPLICATIONS

Policies recommended by this staff report are consistent with Agency approved policy and there are no policy changes being recommended.

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## **VOTE AND RECOMMENDATION OF THE PROJECT AREA COMMITTEE**

At their meeting of March 6, 1985, the Oak Park Project Area Committee is expected to recommend approval of the attached resolutions. Final recommendation of the PAC will be announced at the regular Commission meeting set for March 18, 1985.

## **VOTE AND RECOMMENDATION OF COMMISSION**

At its regular meeting of March 18, 1985, the Sacramento Housing and Redevelopment Commission adopted a motion recommending adoption of the attached resolution. The votes were as follows:

AYES: Amundson, Luttrell, Moose, Pettit, Teramoto,  
Walton, Wooley, Angelides

NOES: None

ABSENT: Lopez, Ose, Sanchez

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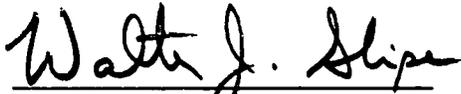
## RECOMMENDATION

The staff recommends the Agency adopt the resolution amending the 1985 budget to allocate additional funds to the Child Care Center Line Item and approve the release of the Request for Qualifications and authorize the staff to conduct interviews and to execute a contract with the architectural firm selected by the interview panel.

Respectfully submitted,

  
ANDREW J. PLESCIA  
ACTING EXECUTIVE DIRECTOR

TRANSMITTAL TO COUNCIL:



WALTER J. SLIPE  
City Manager

Contact Person: Thomas V. Lee, 440-1315

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**RESOLUTION NO. 85-023**

**ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO  
ON DATE OF**

**OAK PARK CHILD CARE CENTER**

WHEREAS, the 1983 Agency budget appropriated \$184,500 to support construction of the Oak Park Child Care facility at the Community Center Complex (cost center: 0705); and

WHEREAS, supplemental funding will be required to complete construction of the facility;

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1: The budget appropriation for Oak Park Residential Land Acquisition is hereby reduced by \$100,000 (cost center: 1007, fund: 247).

Section 2: The budget appropriation for the Oak Park Child Care facility is hereby increased by \$100,000 (cost center: 0705, fund: 247).

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY



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**RESOLUTION NO. 83-024**

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO  
ON DATE OF

**REQUEST FOR QUALIFICATIONS  
FOR OAK PARK CHILD CARE CENTER**

Section 1: The Executive Director is authorized to release the Request for Qualifications to qualifying architectural firms in the form attached to the staff report as Exhibit A.

Section 2: The selection committee for the architect selection shall be:

- One Member Sacramento Housing and Redevelopment Commission
- One Member Redevelopment Agency staff
- One Member Oak Park Project Area Committee appointed by the Chair
- One Member Department of Parks and Community Services
- One Child Care Service Provider, as selected by the Mayor.

Section 3: The Executive Director is authorized to execute a contract for architectural services, consistent with the Selection Committee recommendation.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY



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*[Faint, illegible handwritten notes and stamps]*

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REQUEST FOR QUALIFICATION SUBMITTAL  
PROFESSIONAL ARCHITECTURAL SERVICES

OAK PARK CHILD CARE CENTER

INTRODUCTION

The Redevelopment Agency of the City of Sacramento is requesting proposals from qualified architects for the design and construction monitoring of a child care center at the site of the Oak Park Community Center, 3415 Sacramento Boulevard, Sacramento, California.

The Redevelopment Agency is in need of an architectural firm to prepare all necessary design and construction documents including structure design, site improvement and landscaping design, and cost estimates for this work, to assist in the bidding and negotiation phase, construction contract administration, and construction inspection.

The proposed child care center will be approximately 3250 square feet and will accommodate approximately 75 children. The Agency is willing to consider the use of alternative and more cost-effective building systems, including modular and pre-fabricated construction. The final design must be compatible with the existing Community Center also on this site.

The firm selected will be experienced and qualified in the specific field of design and construction of child care centers and services for children. The firm selected will work cooperatively and in consultation with the City of Sacramento Department of Parks and Community Services.

It is the intent of the Agency to negotiate this contract for said architectural services with a responsible business concern which is located in or is owned in substantial part (51 percent or more) by persons residing within the City or County of Sacramento, and which qualifies as a small business under the Small Business Administration, as required by Section 3 of the Housing and Urban Development Act of 1968. Minority or woman-owned firms and/or firms located within the Oak Park Target area are particularly encouraged to apply.

SCOPE OF SERVICES

1. Design and prepare plans which include schematic drawings, cost estimates, design development drawings, and construction documents including a project manual. Construction documents and the project manual shall set forth in detail and prescribe all of the work to be done, all materials, quality of work, finishes and equipment required for project development.
2. Assist the Agency with securing bids, awarding construction contracts, administration of construction contracts and construction inspection.
3. Attend approximately six community meetings for public presentations.

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FUNDING

A total of \$284,500 is currently available for design and construction of this project. Should it be determined that a facility for 75 children cannot be constructed for this amount, additional funding may be made available.

PROPOSAL SUBMISSION AND FORMAT

Qualified architects desiring to be considered in this selection are requested to submit five (5) copies of their written qualifications to:

Sacramento Housing and Redevelopment Agency  
c/o Ms Joan Roberts, Agency Clerk  
630 I Street, Third Floor  
Sacramento, California

mailing address:  
P O Box 1834  
Sacramento, California 95809

Any questions regarding this Request for Qualifications should be directed to Cherie O'Boyle, Technical Services Division, (916) 440-1325.

The statement of qualifications must be received at the office of the Agency Clerk on or before 5:00 pm, Wednesday April 17, 1985

STATEMENT OF QUALIFICATIONS FORMAT

Written statements are to be submitted in the following format:

Cover letter executed by an authorized signatory of the firm, not to exceed one page.

Detailed statement on the services to be provided including a proposed schedule for providing these architectural services.

Statement of the firm's management and personnel structure indicating to whom project responsibility will be assigned.

Statement of firm's affirmative action plan and equal opportunity practices, and the employment and positions of women and minorities within the firm.

Detailed statement of similar experience and qualification of principal staff to be assigned to project, including the staff and firm's experience coordinating with citizen groups, non-profit and public entities.

Detailed statement of similar experience of firm, including a list of relevant clients. Addresses of projects as well as names and telephone numbers of persons available to be contacted regarding firm's experience shall be included.

List of consultants and projected percentage of their project involvement, a statement of their experience and expertise with similar projects and their capacity and availability to deliver consultant services.

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All material submitted and any additional materials or information specifically requested by the Agency shall be contained in a single document and shall be retained by the Agency.

The Agency reserves the right to: (1) request clarification of information submitted; and (2) waive any irregularity in the qualification submission and review process. An award, if made, will be made to the firm judged to be best qualified. An award, if made, will be the one deemed to be in the best interest of the Agency.

SELECTION CRITERIA

The basis for the selection of the Architect will be the evaluation of the written material submitted, followed by a formal interview of the top five (5) proposers. The selection committee may elect, upon review of the proposals, to ask additional questions or request additional material related to assessing the firm's qualifications. Selected firms will be notified of any additional required information or interviews after statements have been evaluated.

Recommendations will be made by a review committee to the Executive Director of the Agency for final selection and direct retention of the architect by a formal agreement. The review committee will make its recommendation by reviewing, evaluating, and ranking according to the criteria listed below. The firm ranked number one will be invited into negotiation for a formal agreement. If the negotiations fail with the first-ranked consultant, the second-ranked consultant on the list shall be invited for negotiations.

The following weighted criteria will apply

A. Written Statement Evaluation (50%)

- 1. Expertise and Capability of Principal(s)
- 2. Qualification of Personnel
- 3. Prior Similar Projects
- 4. Cost Effectiveness/Uniqueness of Services/Product
- 5. Firm's Equal Opportunity/Affirmative Action Plan
- 6. Proposal Format

(The above items will be ranked on an equal basis.)

B. Interview Evaluation (50%)

- 1. Ability to Communicate
- 2. Design Ability
- 3. Design Philosophy
- 4. Response to Problem and Needs
- 5. Sensitivity to Community
- 6. Local, Minority or Woman-Owned Firms
- 7. Implementation of Equal Opportunity/Affirmative Action Plan

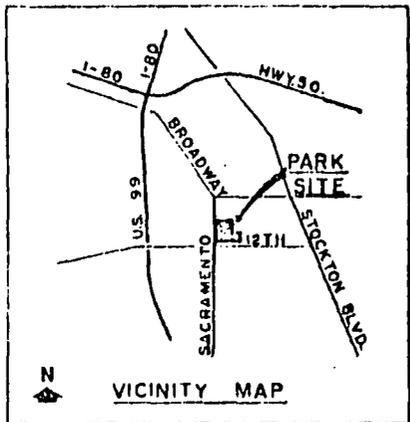
(The above items will be ranked on an equal basis.)

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TENTATIVE SCHEDULE

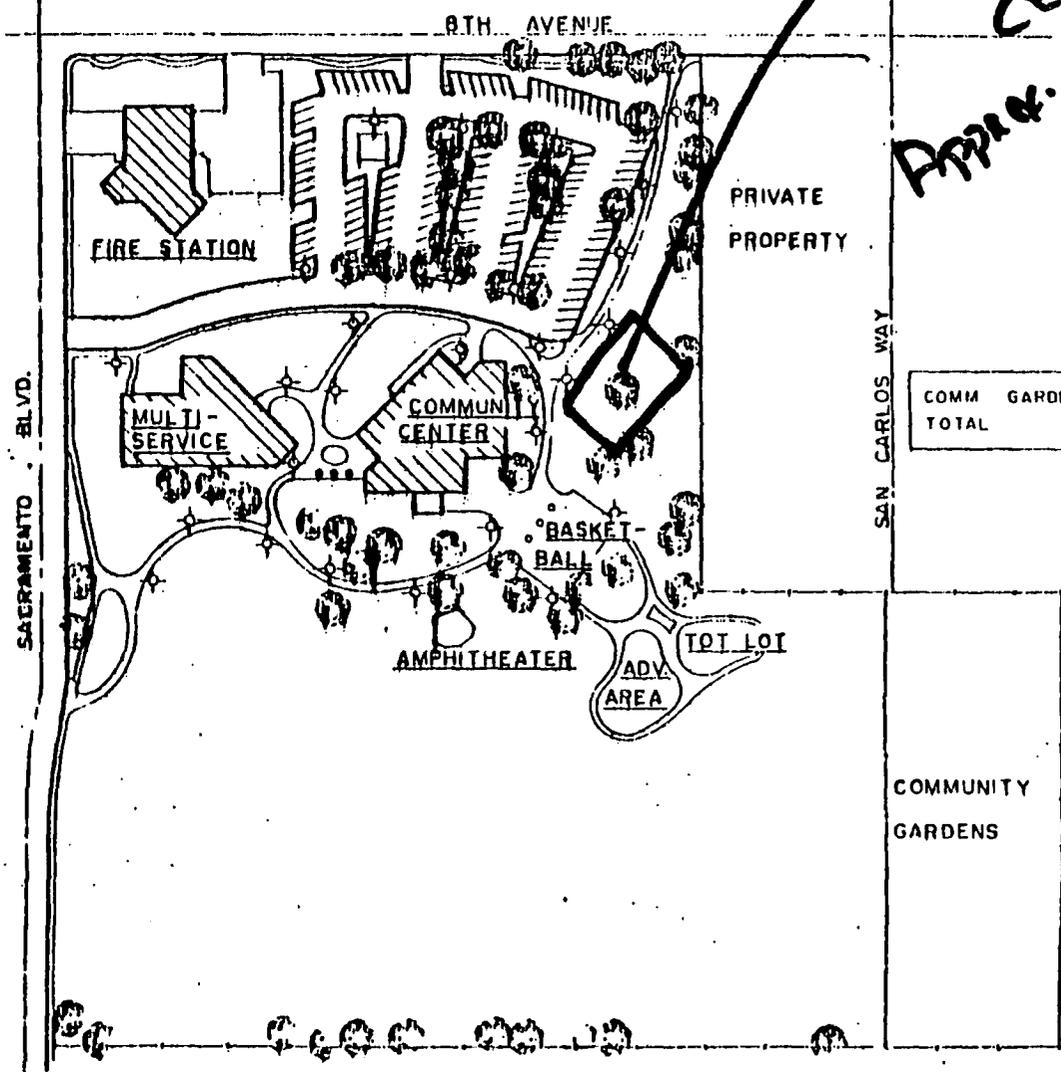
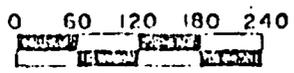
Proposal Due Date	April 17, 1985
Selection Completed	May 15, 1985
Schematic Drawings Completed	June 21, 1985
Final Drawings Completed	August 16, 1985
Invitation for Construction Bids Issued	September 18, 1985
Construction is Started	November 18, 1985

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LEGEND

- ⊙ DRINKING FOUNTAIN
- ⊕ PARK LIGHT
- FLAG POLE



*Day CARE CENTER*  
*APPRX. LOCATION*

COMM GARDENS	169 AC
TOTAL	1780 AC

COMMUNITY GARDENS

NO.	DESCRIPTION	DATE	BY

DRAWN BY: J. LOVRENTZ  
DESIGNED BY: \_\_\_\_\_  
LANDSCAPE ARCHITECT  
DATE: \_\_\_\_\_

**CITY OF SACRAMENTO**  
DEPARTMENT OF COMMUNITY SERVICES



**OAK PARK COMMUNITY CENTER (17.80 AC)**

