



Public Works Department

390 Towne Centre Dr. – Lathrop, CA 95330
Phone (209) 941-7430
www.ci.lathrop.ca.us

ADDENDUM NO. 2 – February 18, 2025

**Request for Proposals
For
Multi-Purpose Community Center Complex**

This addendum amends the Request for Proposals (RFP) for this project as follows:

Enclosed is the revised Request for Proposal (RFP). This RFP will now concentrate exclusively on the activities leading up to the selection of the Concept, with additional work scope incorporated within the phases. Any inquiries, questions or concerns regarding the new upcoming updated scope can be submitted for clarification in the upcoming revision of the RFP. We value your time and appreciate your expertise, and the questions received thus far and appreciate your assistance as we navigate through this significant project.

Enclosed:

Addendum #2 Revised Proposal

End of Addendum #2

Proposer Acknowledgment of Addendum #2:

Company Name

Date

Consultant Name & Title

Consultant's Signature

*Signed Addendum must be submitted along with the proposal

REQUEST FOR PROPOSALS



Professional Services

for

Design

of

Multi-Purpose Community Center Complex

Proposals Due: February 27, 2025 @ 3:00pm

TO:
CITY OF LATHROP
PUBLIC WORKS DEPARTMENT
ATTN: Leisser Mazariegos
390 Towne Centre Drive
Lathrop, CA 95330
Phone: (209) 941-7200
Fax: (209) 941-7430

Approved: _____
Leisser Mazariegos, Project Manager

Date: January 22, 2025

City of Lathrop
Request for Proposals
For Design Of
Multi-Purpose Community Center Complex
CIP PK 22-05

NOTICE OF REQUEST FOR PROPOSAL

1. NOTICE IS HEREBY GIVEN that the City of Lathrop (hereinafter “City”) requests design proposals (hereinafter “Proposal”) for the new MULTI-PURPOSE COMMUNITY CENTER COMPLEX, CIP PK 22-05 and will receive proposals in the office of PUBLIC WORKS, 390 Towne Centre Drive, Lathrop, CA 95330. ATTN: LEISSER MAZARIEGOS, PROJECT MANAGER, up to the hour of 3:00 p.m. on February 27, 2025.
2. The services to be performed by the successful proposer(s) are described in the Request for Proposal (RFP) which is included herein. Request for Proposals are available from the city website: [Bids and RFPs | City of Lathrop CA](#).
3. Proposals shall be submitted and clearly marked as follows: **“Sealed Proposal for Multi-Purpose Community Center Complex CIP PK 22-05 – DO NOT OPEN WITH REGULAR MAIL”**
4. **It is imperative that consultants interested in submitting a proposal contact Leisser Mazariegos at lmazariegos@ci.lathrop.ca.us with the name of the project representative, phone number and e-mail address to ensure full dissemination of further communication in regard to this project, including but not limited to Addendums.**
5. For general questions, contact Leisser Mazariegos, Project Manager electronically at lmazariegos@ci.lathrop.ca.us. Response to questions will be e-mailed to all who have provided the representative’s information as requested above.
6. All responsive proposals shall be reviewed and evaluated by the City in order to determine which proposer best meets the City’s needs by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services. The criteria by which the City shall evaluate Proposals are set forth in the Request for Proposals.
7. The City Reserves the right to reject any and all Proposals or waive any irregularities in the Proposal, the RFP or the proposal process.

REQUEST FOR PROPOSALS

I. GENERAL INFORMATION

The City of Lathrop (City) is requesting proposals from qualified firms to provide Architectural and Engineering services to design a new Multi-Purpose Community Center Complex. The plans and specifications construction documents for the new Multi-Purpose Community Center Complex will be used to move forward with the full design of the complex.

In recent years, the City of Lathrop has experienced significant growth, leading to an increased demand for community development and activities for its residents. Responding to the community's requests, the City is now prepared to take action. With a bold vision in mind, AKA “Big Vision”, the City is seeking a consultant to help turn that vision into a tangible reality.

BACKGROUND

The City of Lathrop, California (“City”) is located in the Northern San Joaquin Valley, east and west of the San Joaquin River. Interstate 5, Interstate 205 and State Route 120 intersect within the City. Lathrop was incorporated in 1989, with its first General Plan adopted in 1991.

Lathrop is centrally located within a 30-minute commute of Tracy, Manteca, Stockton, Lodi, Modesto, Livermore and Pleasanton. Lathrop’s population as of January 1, 2024 reported by the State of California Department of Finance, is 37, 033 which represents a 5.4% growth from 2023. The City of Lathrop continues to make headlines as one of California’s fastest growing communities.

The current Lathrop Community Center is located at 15557 5th street, Lathrop, CA 95330 is over 20 years old, and the City is looking for proposers to help the vision of a new Multi-Purpose Community Center Complex come to reality.

The proposed new location of the new Multi-Purpose Community Center Complex is located between Lathrop Road and Dos Reis Road east of Land Park Drive, which is owned by the City of Lathrop. The City is looking for qualified firms with the vision, expertise and experience that we need to help us make the vision become a reality for our New Multi-Purpose Community Center Complex.

II. ANTICIPATED SCOPE OF SERVICES

The purpose of this Request for Proposals (RFP) is to seek out qualified design teams capable of providing the following services: 1) conducting a thorough site condition assessment, 2) developing project design programming, 3) presenting three (3) alternative design concepts complete with conceptual images, and estimated costs, and 4) delivering a presentation to the City Council. The anticipated total estimated cost of work, including concept, design, construction, and construction management currently is estimated to be between \$80 to \$90 million dollars. It is important to note that this figure is subject to change as the project progresses.

Upon being awarded the contract and upon its full execution, the Consultant should plan on organizing bi-weekly meetings leading up to the City Council Presentation. The Consultant will also be responsible for providing meeting agendas and notes.

Outstanding proposals will showcase a deep understanding and capability to envision the objectives of the Lathrop team, while also presenting creative ideas to elevate the realization of the Big Vision for the future.

DELIVERABLES:

1. Site Assessment

- a. Conduct a thorough assessment of the physical attributes of the proposed development site.
- b. Identify any possible limitations or obstacles.
- c. Identify potential entry points, road connections, and traffic flow patterns.
- d. Pinpoint potential pedestrian access points.
- e. Identify potential sources of noise and develop strategies to mitigate them based on the placement of amenities.
- f. Perform Topographic Surveys to gather elevation data.
- g. Recommend a comprehensive facility assessment.
- h. Organize and facilitate meetings, as well as provide detailed meeting notes.

In order to ensure the successful development of the project, it is imperative to thoroughly evaluate the physical characteristics of the site, identify any constraints, and plan for efficient access and traffic flow. By conducting topographic surveys and assessing potential noise sources, we can develop effective strategies to enhance the overall functionality of the development. Additionally, coordinating meetings and providing detailed notes will help to keep all stakeholders informed and engaged throughout the process.

2. Project Design Programming

- a. Establishing the building's primary purpose, desired functionality, and intended user experience.
- b. Determining the size and arrangement of different rooms and areas based on their function and relationships.
- c. Establish clear success criteria to define the desired outcomes of the project.
- d. Establishing a preliminary budget and identifying cost constraints that may affect design decisions.
- e. Clearly articulate the purpose of the project to ensure alignment among stakeholders.
- f. Identifying the most important aspects of the project and prioritizing features based on needs and budget.
- g. Create a well-developed program ensuring all stakeholders present and future (clients, designers, contractors) are on the same page about project expectations.
- h. Collaborate with key stakeholders and allocate necessary resources (people, time, budget) to achieve the project goal.
- i. Develop visual representations of project timelines, tasks, and dependencies to enhance understanding and planning.

g. Coordinate bi-weekly meetings and distribute comprehensive meeting notes to keep all stakeholders informed and engaged in the project's progress.

3. Conceptual Design Building Renderings including Site Plans and Estimated Costs

- a. The conceptual plans should be diverse, dynamic, colorful, and provide a clear depiction of how the anticipated final design could look.
- b. The graphic conceptual designs will be shared with an internal community center team to help select the final design.
- c. Each concept should include a preliminary cost estimate.
- d. The conceptual designs chosen will be used to advance into full design.
- e. The conceptual designs chosen will be used to secure funding for construction.
- f. Please provide a schedule and milestone timelines.
- g. Please outline the goals and expectations from both your firm and the City.
- h. Coordinate bi-weekly meetings and provide meeting notes.
- i. The concepts should consist of three farmhouse themes that are uniquely different. The City is open to various farmhouse designs and encourages firms to showcase their creativity.
- j. The estimate should include, but not be limited to, the following:
 1. Construction
 2. Construction Management
 3. Special Inspections
 4. Office furnishings, exercise equipment, kitchen amenities (e.g. counters, stoves, refrigerators), theater amenities (e.g. lights, curtains, seating, theatrical equipment), etc.
 5. Soft Costs
 - Staffing
 - Maintenance

Thank you for your attention to detail and creativity in this project.

4. Presentation for City Council

- a. Develop a comprehensive presentation for the City Council that encompasses three key concepts along with corresponding estimates.
- b. The presentation should be visually engaging, utilizing vibrant colors and graphics to clearly convey the project's scope and objectives.
- c. The consultant should be prepared to address any questions that may arise during the Q&A session with the City Council. Anticipating potential inquiries and providing thorough responses will demonstrate a deep understanding of the project and enhance credibility with the Council members.
- d. The consultant will be required to attend this City Council Meeting to assist with the presentation in-person.

III. BIG VISION (For visualization purpose)

The new Multi-Purpose Community Center Complex spans approximately 25 acres. The City of Lathrop aims to establish a unified vision and showcase the rich history of Lathrop through the development of this facility. We have identified several spaces that we hope to include in the final design, pending funding availability. However, this list is not exhaustive and may be expanded upon.

1) Indoor

- multi-court gymnasium
- 400 seated banquet room with stage – ideally able to close off and make smaller rooms (overlap of uses of spaces).
- dressing rooms
- commercial size kitchen
- walking track
- fitness center
- 3-4 fitness classrooms
- 3-4 classrooms for programming and camps
- art studio
- teaching kitchen
- outdoor deck space / roof top
- climbing wall
- indoor playground
- lounge space
- a senior center / section - with dedicated area for pool tables and card game space
- teen center - with dedicated area for a DJ studio, filming and video editing studio, social media creations, lounge, and game room
- 2 elementary school age classrooms with restrooms for programming
- 200+ capacity theater with stage and prop area
- staff offices with communal space and restrooms
- storage
- public restrooms

2) Outdoor

- 3-4 lighted synthetic multi-use turf sports fields
- splash pad
- concert / event venue amphitheater (w/ food truck hook up)

3) Indoor/Outdoor

- field house for indoor soccer/cricket

The community building is planned to be multi-story in order to accommodate the various indoor activities that are anticipated. The adjacent field house can either be a prefabricated structure or

custom-designed. Please note that the layout of the spaces mentioned may be altered based on design feasibility and budget limitations.

KEY COMMUNITY CENTER GOALS (For visualization purpose)

1. Develop a Community Center Complex that will serve as a prominent destination, community anchor, and iconic landmark for the City of Lathrop and its surrounding areas.
2. Craft a complex that is intentionally designed to be inclusive, interactive, innovative, and welcoming to our diverse community.
3. Ensure that the entire complex is accessible to all individuals, regardless of their abilities.
4. Create a building that is architecturally distinctive and embraces inclusivity in its design.
5. Design the interior of the building with flexibility and ample space to accommodate future changes and evolving needs.
6. Construct a sustainable building that will stand as a model of green architecture for the community to admire and learn from.
7. Develop a resilient building that can provide support to the community during times of crises as well as moments of celebration.
8. Establish pedestrian walkways throughout the complex, connecting buildings and outdoor facilities to promote walkability and encourage community engagement.

IV. RFP CONTENT

The proposals shall include, but is not to be limited to the following information:

Cover Letter: We kindly request that the letter be a formal statement signed by a representative of the company who is duly authorized to execute and submit a response to this Request for Proposal (RFP). The letter should also affirm that, if awarded this project, our company will enter into an agreement with the City of Lathrop to provide all services outlined in our proposal within the required timeline, scope of service, and in compliance with the terms of the contract. Additionally, please provide information on the multidisciplinary design team and firm(s) involved (if any), including names, addresses, phone numbers, and email addresses of contact persons for any follow-up questions or interview requests. This information should be concise and limited to 1-2 pages.

Approach to Project: Please provide a detailed description of your approach to the scope of services outlined in relation to your review of the project site and background information. Additionally, offer a concise overview of your company and emphasize your experience relevant to this particular project. Clearly outline the project deliverables and provide a timeline for completion. Describe your strategy for the conceptual design of our New Multi-Purpose Community Center Complex (maximum of 2 pages). Thank you.

Design Team: Identify all key team project members with their resume, their role and time commitment to this project, for your staff and any consultants. At a minimum, the City expects a California licensed Architect and/or a California licensed Engineer as the prime consultant leading this project. City of Lathrop welcomes and prefers multidiscipline design teams with members skilled experience in Community Centers and or Multi-Purpose Complexes. Provide an

organization chart identifying disciplines, specific personnel and roles for those who would be assigned to this project. Also, provide resumes and workload for people assigned to this project. Please indicate the primary contact for this project team.

Additional Services: Identify any additional services needed that should be provided by the Consultant or through a separate contract if they are not provided through your proposal.

Consultant Fees: Submit a proposal that includes the cost of services as follows: • Lump sum fee for services outlined in your proposal to complete all the work identified in our scope of work, including any outside consultant fees. • List those items that are considered reimbursable costs and estimate the dollar amount for each. • Rate and Fee schedules. • Identify any tasks or services that cannot be quantified at this time and list an hourly rate with a maximum not to exceed cost.

References and Experience: Provide a list of two projects completed within the last 5 years in which you have provided similar services. Preference should be given to projects of similar scope and size. Project references shall be no less than \$50 million for construction, no exceptions. For each project include the following: size, contact person for each project reference, project name and address, your firm's role and cost of services, year completed and construction cost, contact person (name, position, phone and e-mail). Provide images of work completed by your firm applicable to this project that demonstrates your company's design aesthetic and proficiency. Describe what makes your firm uniquely qualified for this project (1-2 pages).

Claims and Suits: Please provide detailed information with your proposal on whether your firm is currently involved in any litigation from past or current projects and/or if your company has ever failed to complete any work it has been awarded.

Exclusions: Please provide detailed information with your proposal on exclusions. Identify any services that are specifically excluded from the scope of work that will likely be needed to complete the project.

The City respectfully requests that bidders refrain from exceeding the page limit outlined in the Request for Proposals (RFP). However, we encourage the inclusion of additional information, such as references, project experience, and other relevant details, in the form of appendices. There is no set limit on the number of appendices that may be included. It is important to note that while detailed information is appreciated, we ask that general and critical information be presented concisely within the page limitation. This will ensure that all reviewers, who come from diverse backgrounds, can thoroughly evaluate each proposal. It is our goal to provide a fair and comprehensive review of all submissions. Therefore, we believe that shorter proposals are more likely to maintain the reader's attention and ensure a thorough evaluation.

V. PRE-PROPOSAL VIRTUAL MEETING

The City of Lathrop will host a pre-proposal general information Zoom Meeting on Wednesday, February 19, 2025, to allow all interested firms the opportunity to ask questions. Key staff

members will be present. The meeting will begin at 2:00 pm on Wednesday, February 19, 2025.

Link to scheduled ZoomGov meeting:

Time: Feb 19, 2025 02:00 PM Pacific Time (US and Canada)

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1600260565?pwd=DFIvjNQRRtK2rOoDZCGJkgODANj2W7.1>

Meeting ID: 160 026 0565

Passcode: 359552

One tap mobile

+16692545252,,1600260565# US (San Jose)

+16692161590,,1600260565# US (San Jose)

Dial by your location

- +1 669 254 5252 US (San Jose)
- +1 669 216 1590 US (San Jose)
- +1 415 449 4000 US (US Spanish Line)
- +1 646 964 1167 US (US Spanish Line)
- +1 551 285 1373 US (New Jersey)
- +1 646 828 7666 US (New York)

Meeting ID: 160 026 0565

Find your local number: <https://www.zoomgov.com/u/acxwZcpPhE>

VI. EVALUATION CRITERIA

The city will consider proposals with experience with similar projects, proposal presentations and proposed project approach. The city will also consider consultant references evaluation for past and ongoing similar projects of this type. Commitment, timely responses to questions, meeting schedule, and final outcome of projects will be questions asked of your references.

The City reserves the right to obtain from any and all sources, information concerning participating consultants which the City deems pertinent to this evaluation process and to consider such

information in the evaluation of the RFP.

Only those companies fully licensed as mentioned above, equipped and experienced in the work being performed with skilled personnel available immediately, shall be considered qualified for this contract.

Anti-Discrimination, it is the policy of the City that in connection with all work performed under contracts, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status. The selected consultant agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code #12900, and Labor Code #1735. In addition, the selected consultant agrees to require compliance by any subcontractors employed on the work by him.

VII. REVISION TO THE RFP

The City reserves the right to revise the RFP prior to the date that responses are due. The City reserves the right to extend the date by which the responses are due. Revisions and extensions to the RFP shall be e-mailed to all that provided information pursuant to notice #4 on Page 2 of this document.

The City also reserves the right to reject any or all the responses, and to re-initiate or abandon the RFP process.

VIII. SELECTION PROCESS

The City will carefully assess all proposals for completeness, clarity, and content. Our evaluation will take into account the consultant's experience, proposed team composition (including sub-consultants), and their performance on previous and current projects. Additionally, we will consider the proposed methodology and creativity demonstrated in the RFPs. Following this review, the City may select certain consultants for further consideration and invite them to participate in an oral interview.

The consultant, by submitting a response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. This RFP does not commit the City to award a contract, or to defray cost incurred in the preparation of a proposal pursuant to this RFP.

Once the City has successfully negotiated a scope of work and fee proposal with a selected consultant, it will propose the selection of said consultant to the City Council. The confirmation and approval of the consultant recommended by the City's staff is contingent upon approval by the City Council.

The City reserves the right to reject any and all proposals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. Non-acceptance of any proposal does not imply any criticism of the proposal or imply that the proposal was deficient.

The City will follow the schedule listed below but reserves the right to modify the schedule in any

manner necessary to serve the best interests of the City.

IX. PROPOSED SCHEDULE

The anticipated schedule for the consultant selection process is as follows:

Release Request for Proposals	January 22, 2025
RFP Response Deadline	February 27, 2025 @ 3:00 pm
Review and Rank Proposals	March 10, 2025
Negotiate Scope, Contract & interview	Week of March 17, 2025
City Council Approves Agreement	April 14, 2025
Notice to Proceed Given to Consultant	May 2025
1 st submittal of Conceptual Designs	July/August 2025
City Council Presentation	October 2025

Costs for responding to this RFP are entirely the responsibility of the Consultant and shall not be chargeable in any way to the City. All material submitted becomes the property of the City and may be returned only at the City's option.

One (1) electronic .pdf copy and four (4) bound copies (postmarked) of the RFP response signed by an authorized representative of the proposing entity, shall be delivered on or before **3:00 pm, February 27, 2025** to:

Leisser Mazariegos, Project Manager
City of Lathrop, Public Works Department
390 Towne Centre Drive
Lathrop, CA 95330

Proposals received after this time and date may be rejected.

For general questions, contact Leisser Mazariegos, Project Manager electronically at lmazariegos@ci.lathrop.ca.us. Response to questions will be posted on our website and will also be e-mailed to all recipients of this RFP that have provided their information pursuant to notice #4 on Page 2 of this document. **It is imperative that Consultants interested in submitting a proposal contact Leisser Mazariegos with the name of the project representative and e-mail address to ensure full dissemination of responses.**

Thank you for your interest in serving the people of the City of Lathrop.

Attachments:

1. Sample Contract
2. W9 Form