1. CALL TO ORDER

2. ROLL CALL

Councilmembers/ex officio EMID Directors Charlie Bronitsky, Sam Hindi, Catherine Mahanpour, Gary Pollard and Mayor/President Herb Perez

3. PUBLIC

Pursuant to Government Code Section 54954.3(a), members of the public wishing to address the Council may do so, and the comments shall be limited to the Special Meeting notice topic(s).

4. STUDY SESSION

4.1 Recreation Center Scoping Study Process Development
   a. Staff Report
   b. Action - By Minute Order, Provide Policy Direction

5. ADJOURNMENT

The public is invited to attend.

Any attendee wishing special accommodations at the meeting should contact the City Clerk's Department at (650) 286-3250 at least 48 hours in advance of the meeting.

Any writings or documents provided to a majority of the City Council or EMID Board regarding any item on this agenda after the agenda packet was distributed will be made available for public inspection in the City Clerk Department at City Hall located at 610 Foster City Boulevard during normal business hours and at the meeting.

City Council meetings on FCTV are aired on Comcast Channel 27 and AT&T Channel 99:
LIVE every 1st and 3rd Monday of the month
REPLAY the very next day at 1:00 pm (that week only)
REPLAY of the Council meeting on Saturday at 5:00 pm (only on Saturday the week the actual meeting occurs)
DATE: July 18, 2016

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Jennifer L. Liu, Director of Parks and Recreation

SUBJECT: RECREATION CENTER SCOPING STUDY PROCESS DEVELOPMENT

RECOMMENDATION

It is recommended that City Council receive and review the information presented in the following staff report and by minute order provide policy direction on adopting a process for the Recreation Center Scoping Study.

EXECUTIVE SUMMARY

The purpose of tonight’s Study Session is to adopt a process by which the Recreation Center Scoping Study will occur per City Council policy direction.

The Study Session will include:
- A background of the Current Recreation Center
- Recreation Facility Trends
- The Proposed Process to Select Scoping Study Consultant
- Preliminary Scoping Study Project Timeline to completion of study

At the conclusion of the Study Session, staff will carry out City Council policy direction with regard to process and develop the Request for Proposal (RFP) for the Scoping Study which will come back for City Council approval and authorization to distribute the RFP for proposals at the November 7, 2016 regular City Council meeting.

BACKGROUND

A series of public meetings and discussions regarding the status of the Recreation Center have taken place since the beginning of 2016 which have led to tonight’s Study Session. At the January, 25, 2016 City Council Retreat, City Infrastructure was identified as a City Council priority area. At the March 28, 2016 Budget Study Session, staff
presented a special report on the Recreation Center: its structural integrity / ongoing maintenance and relevance in its ability to reflect City demographics and trends in recreation facility use. At the May 9, 2016 Budget Study Session, City Council approved a $200,000 placeholder for the Final Budget for the purpose of a Recreation Center Scoping Study. The Budget was adopted on June 20, 2016, and staff has proceeded with developing the process by which the Recreation Center Scoping Study will occur.

In addition, City staff met with the Infrastructure Subcommittee on June 7, 2016, where the proposed components of the Recreation Center Scoping Study defining and approving process were reviewed and discussed. The process as outlined in this staff report was supported by the Infrastructure Subcommittee and reflects their input and comments.

**Current Recreation Center**

The Recreation Center was built nearly 43 years ago, with the original Recreation Center opening to the public in 1974. In 1998 the Recreation Center was remodeled at a cost of $3,916,000. The Senior Wing addition to the Recreation Center was completed in 2002 in the amount of $1,760,000.

As the primary community Recreation Center in Foster City and due to its location as a central amenity in Foster City’s “crown jewel” Leo Ryan Park, the William E. Walker Recreation Center is a hub of activity in the community. Annually, approximately 3,700 individuals attend classes at the Recreation Center, there are nearly 1,000 facility rentals, and the Recreation Division plans, sponsors, and coordinates over 50 special events.

The Recreation Center has been designated as a shelter in the event of an emergency. While the Recreation Center has undergone preliminary Red Cross Shelter evaluation, City staff recommends further facility investigation of the structural integrity of the facility based on knowledge of ongoing maintenance. As part of the Local Hazard Mitigation Plan, the Recreation Center has been identified as a high priority facility that is susceptible to ground shaking, as well as flooding due to its proximity to the lagoon. The seismic evaluation will determine what upgrades may be needed to ensure that the facility meets necessary requirements for the facility to function as a shelter in a disaster response.

It is staff’s assessment based on preliminary investigation that the potential costs associated with replacing the roof and/or mitigating barriers to emergency shelter readiness, along with the evolution of the Recreation program and the needs that it fulfills in the community, provide the opportunity to discuss and evaluate the overall effectiveness, appropriateness, and most importantly, the integrity of the Recreation Center. Staff’s initial estimate of potential required maintenance to correct roof, shelter, and programmatic needs is estimated at $2-3 million.
Based on the findings of a Scoping Study for the Recreation Center, a decision can be made whether to invest additional funding to temporary solutions to identified issues or address the needs and community interest by creating a new enhanced recreational facility.

ANALYSIS

The parks and recreation profession is evolving; and the role that parks and recreation departments play in their communities has increasingly become that of facilitator. The Parks and Recreation Department is often the clearinghouse by which partnership, collaboration, regional efforts, and resources are forged. For example:

- The Parks and Recreation Department partners with the nonprofit organization, Baybasi, to bring the community the Holi Festival.
- The Parks and Recreation Department brings together nearly 50 volunteers annually to support the Fourth of July Celebration Clean-up.
- The Parks and Recreation Department works in cooperation with San Mateo, Belmont, and Redwood City to address the regional issue of invasive Canadian Geese.
- The Parks and Recreation Department supports the efforts of other community services and facilitates information sharing of resources with the Foster City Library and Foster City Village.

Based on the current research and trends, this emerging role of facilitator that parks and recreation departments play in the community is not isolated to Foster City. Recreation Centers and programs are fulfilling that community need with an emphasis on reflecting the community population and demographic nation-wide. With the rebound in the economy, facilities and parks are being considered major attractions.

Recreation Facility Trends

- Create a space that keeps people in their community
- Multipurpose spaces that fulfill diverse community needs in partnership with other community organizations, such as health and wellness providers and nonprofit entities dedicated to specialized recreational programming, (e.g. Boys & Girls Club)
- Sports/performance training venues
- Event/convention center
- Commercial enterprise
- Educational venue
- Amusement/entertainment facilities
- Use of a central part of the facility as affinity group headquarters, (e.g. sewing circles, book clubs, runner/biker meet up spot)

As Foster City's demographic changes, one thing that remains constant is the quality of life and sense of place that many residents enjoy in our community. Parks and
Recreation contributes significantly to the essence and spirit that makes Foster City unique.

Similar to City Council’s current philosophy and practice of developing new parks infrastructure that matches the needs of the growing community, indoor recreational facilities should also be considered carefully as part of the community amenity inventory.

A Public Spaces Model (Attachment 1) was selected by staff with the support of the City Council Infrastructure Subcommittee based on the priorities of economic, environmental, and social value and the thinking that this model best reflects and fits into City Council priorities and the concepts of relevant recreation facility trends. The intent is to use this tool to focus conversation throughout the Scoping Study. As it relates to having a discussion about building a new recreation center, emphasis will be placed on the extent to which programs, services, and the facility achieve economic, environmental, and social value as a public space.

**Proposed Process to Select Scoping Study Consultant**

In developing the process to select a consultant for the Recreation Center Scoping Study, staff referenced City Council priorities and how this project aligns with those priorities (Attachment 2). The discussion of building a new recreation center falls specifically into the priority of City infrastructure upon turning 50, and the decision as to rebuild or continue to maintain in its current configuration is a relevant discussion.

**Defining and Approving Process – The Roadmap to the Scoping Study (Attachment 3).** This model was created to outline the steps to release an RFP for the Scoping Study consultant selection. It illustrates the process by which work is produced and reviewed with the Infrastructure Subcommittee and then proceeds to City Council for review and/or approval including a tentative timeline for action. The Defining and Approving Process carries through to the selection of the Scoping Study consultant where the intent would be to award a consultant contract for the Scoping Study in March 2017.

**Policy Question (Process):**

1. Does City Council approve the Defining and Approving Process as outlined in this Staff Report for the Recreation Center Scoping Study?

If yes, staff will come back to City Council on November 7, 2016 with an RFP for approval to seek a consultant for the Recreation Center Scoping Study.

**Scoping Study RFP Preliminary Scope of Work (Attachment 4).** Staff has begun outlining the scope of work and deliverables to be conducted by the Scoping Study consultant. The RFP is being developed as a collaborative process through in-house staff and review of RFPs for similar community building projects from around the state and nation.
**Policy Questions (RFP):**

The following questions may be the type of policy questions presented to City Council in review of the RFP. The RFP would come back to City Council at the November 7, 2016 City Council meeting for final authorization.

1. What is the pleasure of the City Council in regards to evaluating proposed mass of the Recreation Center, (e.g. related to overall footprint in Leo Ryan Park and number of stories)?

2. Is it the City Council’s interest that the proposed footprint of the Recreation Center is from The VIBE to East Hillsdale Boulevard?

3. To what extent does the City Council wish to evaluate options for a sustainably built Recreation Center, understanding that LEED Silver is the minimum standard?

4. Does the City Council have other comments or questions that may be incorporated in the RFP?

**Preliminary Scoping Study Project Timeline**

- **November 7, 2016** City Council Review / Authorization to Release RFP for Recreation Center Scoping Study
- **November 8, 2016** Release RFP
- **November 15, 2016** Pre-bid Meeting
- **December 8, 2016** RFP Response Due
- **January – February 2017** Consultant Interviews and Negotiations
- **March 2017** City Council Award Contract for Consultant Services
- **December 2017** Study Complete / Final Report to City Council

**FISCAL IMPACT**

The Scoping Study for the Recreation Center is funded and approved in the 2016-17 Fiscal Year Budget. The fiscal impact of proceeding with the Recreation Center Scoping Study would be up to $200,000 over the course of the Fiscal Years 2016-17 and 2017-18.

**Attachments:**
- Attachment 1 – Public Spaces Model
- Attachment 2 – Recreation Center Project Alignment with Council Priorities
- Attachment 3 – Defining and Approving Process – The Roadmap to the Scoping Study
- Attachment 4 – Preliminary RFP Scope of Work
Reduced energy consumption
Increased ecological diversity
Reduced pollution (air, noise, water)

Environmental Value

Social Integration and Civic Pride
Increased cultural vitality
Promoted social equity and stability
Increased both real and perceived security and safety
Improved quality of life

Social Value

Attracted business confidence
Attracted human capital
Higher property prices
Health care, urban management
Reduced public expenditure on crime
Increased economic vitality

Economic Value
RECREATION CENTER PROJECT ALIGNMENT WITH COUNCIL PRIORITIES

1 ECONOMIC DEVELOPMENT
The new Recreation Center will be a destination for not only the Foster City community but also residents throughout the region. The project will bring together neighboring agencies and highlight waterfront amenities. The draw of outside visitors who frequent local restaurants, service businesses, and retail stores, will bring additional non-taxpayer dollars to Foster City.

2 LAND USE
Leo Ryan Park and the existing Recreation Center are located in the center of this planned community and adjacent to high density housing and commercial spaces. As such, breathing new life into this destination space that is central to the community and accessible to the region capitalizes on the concept that the amenities in this location are the "heart" of the community. At its heart, Foster City has an active and dynamic space that is able to draw everyone in the community for recreational and neighborhood-building purposes.

3 TRANSPORTATION
By creating a destination in Foster City for the Foster City community, residents will have an attraction to keep them at home and out of their cars. Leo Ryan Park is centrally located and therefore a walkable and/or bikeable distance from most homes. Depending upon Council's vision, parking can be planned both for users of the space and for those wishing to access public transit options from the site.

4 INFRASTRUCTURE
The Recreation Center is nearly 43 years old and an outdated model from which to offer community recreation programming. The Recreation profession has evolved and, while it still exists to offer direct services, Recreation professionals are now looked to for partnership and referral. It is the expectation that this new infrastructure will reflect the current social landscape with capacity to grow with the trends and demographics. The new infrastructure will be flexible in design with the ability to serve multiple purposes for diverse users. It will be a sustainably built structure which incorporates environmental stewardship practices as outlined in the California Building Code.

5 QUALITY EDUCATION
Technology, cultural diversity, meeting spaces, and enriching opportunities through classes and programs will be central to a new Recreation Center. The new Recreation Center and surrounding spaces will offer a dynamic experience through its state of the art facility that will serve the recreation needs of all people.
Defining and Approving Process – the Roadmap to the Scoping Study

1. Process Development
   - Form City Team
   - Internal process defined
   - Review with Infrastructure Subcommittee - June 7
   - City Council review and update - Public Study Session - July 18

2. RFP Development
   - Define the Scope of Work and outcomes deliverables and alternatives of the Scoping Study
   - Identify agencies to issue RFP

3. RFP Selection
   - Review draft RFP with Infrastructure Subcommittee - September/October 2016
   - Council Authorization - November 2016
   - Distribute RFP; post on website (1 month)
   - Conduct "pre-bid" meeting

4. Consultant Selection
   - Interviews (panel to include City Staff)
   - Contract negotiations
   - Council Award Contract for Consultant Services for Recreation Scoping Study - March 2017

Public

City Council

Infrastructure Subcommittee

City Staff
REQUEST FOR PROPOSAL – PRELIMINARY SCOPE OF WORK FOR RECREATION CENTER SCOPING STUDY

SCOPE OF WORK

The Scoping Study will consist of the following components and include appropriate City Council and Infrastructure Subcommittee check-ins throughout the process.

A. Demographics Review
   • Compile necessary demographics to identify client base and potential client base
   • Include trend analysis to project future changes in client base for the next 10 years

B. Best Management Practice Review
   • Service Delivery Trends
     o Conduct literature/internet review to identify trends and best management practices in recreation centers and community service organizations
     o Compile and present data on typical staffing sizes, facility, size, and annual budgets for recreation centers with similar program components

C. Community Outreach
   • Distinguish stakeholder groups whose feedback is sought; ensure a broad range of people are engaged in outreach effort
   • Conduct your recommended version of community outreach and polling to obtain community specific information on service needs; this may include items such as telephone surveys, internet-based polling, questionnaires, seminars at select locations in the community, public town hall meetings and workshops, and/or interviews with community leaders/stakeholders

D. Gap Analysis and Facility Needs
   • Identify gaps in service based on findings; identify future opportunities in terms of both service delivery programs and operational styles that have high likelihood of producing revenue
   • Portrait of Optimal Facility (types of services, staffing counts, facility style, square footage, etc.)

E. Financial Report
   • Expenditures: Operating budget, maintenance costs, staffing costs – include a matrix comparison of current costs versus proposed costs
   • Revenues: identify self-sustaining programs and range of total anticipated program revenue
   • Construction estimate: funding and financing alternatives analysis for construction, including cost per square foot, as well as three alternative facilities based on programs and services

F. Opportunities and Constraints Analysis
   • Related to the site/location of the facility
   • Sense of mass/size of facility
   • Parking/circulation
G. Optional Services
   • Engagement with architect during design phase

QUALIFICATIONS/SELECTION CRITERIA

Principle criteria used to evaluate proposals will include the following:

A. Experience/Qualifications: Provide firm’s experience on similar sized projects in the last five years; provide experience of key personnel assigned to the project, and list key team members who will be assigned to the project for its full duration.

B. Personnel Assigned: The Project Manager and associated personnel should have applicable experience in the design of recreation centers and creating community spaces.

C. Quality Control: Provide a detailed description of your firm’s method of quality control procedures and system checks in completing this project.

D. References: Three references should be provided with names, titles, addresses, and telephone numbers. The relevant work performed for each reference should be described.

E. Proposed Schedule of Performance and Management and Project Controls: Provide a proposed project schedule showing key milestones and critical points of input from the City of Foster City.

DELIVERABLES & MEETING SCHEDULE

• Kick-off meeting with City Council (1)
• Kick-off meeting with staff (1)
• Public Sessions (2)
• Public Workshops (2)
• Focus Groups (up to 10)
• Stakeholder 1-1 interviews (up to 10)
• Pre and post survey data re: facility/park use
• Progress Report (up to 4 meetings with City Council; regularly scheduled meetings with staff to be determined based on proposal)
• Final Report
• City Council Presentation (2)

TIMELINE

• October 26th – RFP Due to City Manager
• November 7th – Council Approval of RFP
• November 8th – Release RFP
• November 15th – Pre-bid Conference Call/Meeting
• December 8th – RFP Responses Due
• March 2017 – Award Contract to Consulting Firm

Note: Scoping Study to be coordinated with Environmental Impact Report (EIR) RFP, through the Community Development Department.