

NEEDS ASSESSMENT STUDY

ORVENE CARPENTER COMMUNITY CENTER / RAY PRUETER LIBRARY

PORT HUENEME, CA

August 20, 2019

The City of Port Hueneme intends to renovate and modernize the Orvene S. Carpenter Community Center / Ray D. Prueter Library building. The scope of this effort will include a level of exterior renovation of the entire building, to include portions of the common area grounds, as well as interior renovations to the Community Center, to modernize the aesthetic and function of the various facility components.

As a forerunner to the modernization effort, the City seeks to undertake a Needs Assessment Study to determine the areas of particular emphasis for this project, along with a preliminary assessment of probable costs. The Study is intended to identify areas of deterioration, functional obsolescence and opportunity for functional and aesthetic enhancement to the existing facility components. The consultant selected will undertake a study of the existing facility, to document the overall condition of the building, including compliance with current codes related to accessibility and life/safety, as well as function and service. **Please note:** the Community Center and Library share a common exterior façade, which will be considered as a whole and therefore within the scope of this study. However, the interior of the Library is controlled by the County of Ventura, and is not a part of this project. Any assessment of interior components will be for the Community Center only.

Assessment & Analysis:

- Gather data pertaining to existing building and site conditions.
- Review City codes and related information that may impact use of the property and building.
- Evaluate the functional aspects of the existing facility and its systems, including the exterior site and access points.

Design Recommendations:

Based on the completed analysis above, prepare focused conceptual design studies in diagrammatic form, to address issues and opportunities discovered during the analysis for specific areas of the facility, as well as opportunities for exterior renovation.

- Prepare focused plan studies for areas of opportunity.
- Provide rough magnitudes of costs for the proposed improvements.
- Prepare visual studies as appropriate to convey the design intention.
- Note that these are not intended to be refined designs at this stage of the process, but are intended to assist the community in establishing a framework for the next phase of project design.

Deliverable: Prepare a draft and final report documenting the Needs Assessment & Analysis and the resulting Design Recommendations, to include:

- Narrative text outlining the issues and recommendations of the analysis.
- Diagrams to support the narrative.
- Cost estimates representing rough magnitude of the recommended improvements.

Process

Responses to this solicitation are due to the City of Port Hueneme not later than the 5:00 pm on the close of business on Thursday, September 19, 2019. Responses should be sealed and delivered directly to the City Clerk's Office, postmarks not accepted. They should be in the form of four (4) hard copies delivered to City Hall, at 250 N. Ventura Road, Port Hueneme, CA 93041. Additionally, one (1) electronic copy shall be submitted to Steven Kinney, a consultant to the City who is managing this process, at the email address listed below. Responses should address:

- A statement of understanding of the purpose and scope of the Study as described above.
- Identification of the individuals who would be undertaking the work and their professional credentials.
- At least one relevant example of a similar study carried out previously by the firm.
- A statement of the time needed to complete the study.
- A cost proposal for the completion of the study.

City staff and consultant will evaluate the responses using the following criteria:

- Completeness of submittal relative to the stated requirements.
- Understanding of the assignment and prior experience with such studies.
- Time proposal.
- Cost proposal.

The Port Hueneme City Manager will make the final selection from among the respondents, based on the recommendation of the review team. It is the group's intention that the selection will be made and the chosen consultant notified by the end of September. The City is not required to accept any proposal submitted in response to this solicitation, and may, at its sole discretion, take any or no action with respect to the submittals, or enter into negotiations with a non-submitting party at any time.

This study is the precursor to a full capital improvement project by the City, which will involve the selection of one or more design professionals to carry out the work. That selection will be a wholly independent process from this current one, such that there should be no expectation by any firm submitting for this study that they will be in either an advantaged or disadvantaged position for the subsequent selection based on the outcome of this process.

Appointments are available for a site tour of building and grounds at mutually agreeable times. They can be scheduled by, and all other questions should be directed to, Mr. Kinney. He can be reached at 805.443.1235, or at skkinney@ceoexpress.com.