

Attachment 2

Robinson Park Recreation Center Renovation Chronology

Robinson Park Recreation Center Renovation Project Chronology

March 11, 2011	– Meeting of Robinson Park Master Plan Oversight Committee
March 26, 2011	– Community meeting to provide an update on funding for Phase II & project overview
May 9, 2011	– City Council approved request to submit an application to HUD for project funding
January 27 - February 5, 2013	– Greg Mosley, Chair of Robinson Park Phase I Steering Committee reached out to Robinson Park Phase I Steering Committee members to gauge members' interest in participating in Phase II
February 20, 2013	<ul style="list-style-type: none"> – First meeting of Steering Committee; 3 Committee members (Michelle Richardson-Bailey, Joan Chin & Rose Robinson) & staff attended – PW staff provided overview of RFP process including review of draft scope of services from RFP document, project schedule, Section 108 loan & future timelines
March 1, 2013	– City Manager staff met with Steering Committee members Ann Hickambottom, Greg Mosley & James Smith to provide update on Robinson Park RFP process since they were unable to attend February 20 Steering Committee meeting
Early April, 2013	– Greg Mosley resigned from Steering Committee
April 8, 2013	– Northwest Commission began providing information on the outcome of Steering Committee meetings at their regular meetings
May 7, 2013	<ul style="list-style-type: none"> – RFP advertised – PW staff provided project overview at joint Human Services & Recreation & Parks Commission R&P Commission meeting
May 21, 2013	– Project web page goes live
May 22, 2013	<ul style="list-style-type: none"> – RFP pre-proposal conference at Robinson Park <ul style="list-style-type: none"> o 76 attendees
May 30, 2013	<ul style="list-style-type: none"> – PW staff issues RFP Addendum No. 1 to proposers via e-mail; adjustments include: <ul style="list-style-type: none"> o Submission deadline extended from June 7 to June 13, 2013 o Broadened Section 11.A - Summary of Mandatory Requirements to include "Architect must have successfully completed at least two (2) public projects of comparable complexity, including recreation centers, community centers, gymnasiums, senior centers or similar projects with a substantial recreational use of a minimum 10,000 SF each, in California within the last 8 years"

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June 4, 2013	<ul style="list-style-type: none"> - City Manager & PW staff met with Councilmember Kennedy & Field Representatives Cruz & West to discuss Robinson Park project; discussion topics included: <ul style="list-style-type: none"> o Steering Committee composition o Next meeting of Steering Committee o Holding meetings at JRC o Local hire o Composition of RFP evaluation committee o Components of RFP Addendums o RFP evaluation criteria o Attendance at pre-proposers conference
June 7, 2013	<ul style="list-style-type: none"> - PW staff issues RFP Addendum No. 2 to proposers via e-mail
June 10, 2013	<ul style="list-style-type: none"> - Joan Chin resigned from Steering Committee
June 11, 2013	<ul style="list-style-type: none"> - Patricia Keane from Recreation & Parks Commission joined Steering Committee
June 13, 2013	<ul style="list-style-type: none"> - RFP submission deadline
June 25, 2013	<ul style="list-style-type: none"> - Second meeting of Steering Committee; 8 Committee members (Danny Parker, James Smith, Patricia Keane, Michelle Richardson-Bailey, Craig Washington, Kathy Woods, Ann Hickambottom & Rose Robinson) & staff attended - Danny Parker attended first Steering Committee meeting - Agenda: establishment of regular meeting date/time, adoption of a mission statement, update on RFP process including status of RFP process, impact of Addenda on RFP requirements, project schedule, proposer listing, as well as invitation to July 3 tour of facilities in other communities
July 3, 2013	<ul style="list-style-type: none"> - Tours of comparable recreational facilities; 3 Committee members & PW/HS&R staff attended <ul style="list-style-type: none"> o Goldy S. Lewis Community Center in Central Park, Rancho Cucamonga o Fontana Senior Center, Fontana o Jessie Turner Health & Fitness Center, Fontana
July 16, 2013	<ul style="list-style-type: none"> - Final proposal review & short list established by 7-member selection committee <ul style="list-style-type: none"> o Steve Wright, Assistant City Engineer o Loren Pluth, Landscape Architect o Dale Torstenbo, Project Manager o Lola Osborne, Northwest Manager o Kenny James, Recreation Supervisor o Rozanne Adanto, Community Services Supervisor o Darrell Walker, Recreation Supervisor
July 18, 2013	<ul style="list-style-type: none"> - Advertisement with upcoming Steering Committee meeting schedule posted in <i>Pasadena Journal</i> newspaper

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July 23, 2013	<ul style="list-style-type: none"> - Third meeting of Steering Committee; 5 Committee members (Ann Hickambottom, James Smith, Danny Parker, Kathy Woods & Michelle Richardson-Bailey) & staff attended - Hilda Delgado joined Steering Committee - Agenda: selection of Committee Chair (Danny Parker) & Vice-Chair (Michelle Richardson-Bailey), selection of 2 Committee members (Michelle Richardson-Bailey & James Smith) for RFP shortlist interview panel, as well as status of RFP process including provision of information regarding evaluation criteria, shortlisted proposers & schedule
July 30, 2013	<ul style="list-style-type: none"> - Interviews with the shortlist consultants by 5-member interview panel (note: James Smith, Steering Committee member did not attend & did not advise of his absence) <ul style="list-style-type: none"> o Michelle Richardson-Bailey, Steering Committee member o Steve Wright, Assistant City Engineer o Dale Torstenbo, Project Manager o Lola Osborne, Northwest Manager o Kenny James, Recreation Supervisor - Shortlist consultants <ul style="list-style-type: none"> o Goodale and Gonzalez, Pasadena o Osborn Architects, Glendale o WLC Architects, Rancho Cucamonga o DLR Group, Pasadena
August 6, 2013	<ul style="list-style-type: none"> - Danny Donabedian from Recreation & Parks Commission joins Steering Committee
August 8, 2013	<ul style="list-style-type: none"> - Community barbeque at Robinson Park to solicit feedback from direct park users <ul style="list-style-type: none"> o 60 community members attended o 500 flyers distributed in adjacent neighborhood to the park - Program: overview of project, project schedule & City's local hire/local subcontracting program
August 13, 2013	<ul style="list-style-type: none"> - Fourth meeting of Steering Committee; 6 Committee members (Kathy Woods, Craig Washington, Ann Hickambottom, Danny Parker, Hilda Degado & Michelle Richardson-Bailey) & staff attended - Agenda: results of interviews for Architectural/Engineering team, introduction of principal & project manager from Gonzalez Goodale Architects & discussion of proposal & interview evaluation criteria, proposal & final scoring, & project schedule
August 14, 2013	<ul style="list-style-type: none"> - Comment section goes live on project web page
August 27, 2013	<ul style="list-style-type: none"> - Steering Committee Meeting cancelled due to special meeting held on August 13

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September 16, 2013	<ul style="list-style-type: none"> – City Council consideration of contract award to Gonzalez Goodale Architects for project architectural/engineering services
September 24, 2013	<ul style="list-style-type: none"> – Fifth meeting of Steering Committee; 8 Committee members (Ann Hickambottom, Craig L. Washington, James Smith, Kathy Woods, Michelle Richardson-Bailey, Danny Parker, Hilda Delgado & Lisa Jeffery) & staff attended – Agenda: determine next steps regarding architectural selection process – Committee agreed to provide individual comments regarding next steps for architectural selection process by October 3, 2013
October 22, 2013	<ul style="list-style-type: none"> – Sixth meeting of Steering Committee; 9 Committee members (Danny Parker, Michelle Richardson-Bailey, Donabed Donabedian, Ann Hickambottom, Lisa Jeffrey, Rose Robinson, James Smith, Craig Washington & Kathy Woods) & staff attended – Agenda: determine next steps regarding architectural selection process – Committee/staff agreed to following schedule for revisions to the selection process: <ul style="list-style-type: none"> ○ Committee will provide individual comments or suggested language changes for the RFP by October 24, 2013 ○ Staff will send draft of RFP with new language to Steering Committee for comments on October 28, 2013 ○ Committee will submit all comments on RFP to staff by 6PM on October 30, 2013 ○ PW staff will prepare agenda report for City Council consideration on November 4, 2013

Updated: October 30, 2013 at 1:30 p.m.