

ORDINANCE NO. 99-176

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH DeJONG & ASSOCIATES, INCORPORATED FOR CONSULTING PLANNING SERVICES NECESSARY FOR THE PROPOSED COMMUNITY RECREATION CENTER

BE IT ORDAINED by the Council of the City of Mason, Ohio, **seven (7)** members elected thereto concurring:

Section 1. That the City Manager is hereby authorized to enter into a contract with DeJong & Associates, Incorporated for the consulting planning services necessary for the proposed community recreation center, in accordance with the proposal submitted by DeJong & Associates, Incorporated, which proposal is attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. That the Finance Director is hereby authorized to pay said DeJong & Associates, Incorporated an amount not to exceed \$11,000.00 for said consulting planning services.

Section 3. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this 25th day of October, 1999.



Mayor

Attest:



Clerk of Council

10/21/99

City of Mason
Mason, Ohio

**Community
Recreation Center
Program
Specifications**

September 9, 1999

**Proposal &
Agreement**



DeJong & Associates, Inc.
4140 Tuller Road, Suite 132
Dublin, OH 43017

Phone: 614.798.8828
Fax: 614.798.8839
Email: djainc.com

Date: September 8, 1999

Submitted to: City of Mason
202 W. Main Street
Mason, Ohio 45040
513.398.8010
513.549.8784 fax

Attention: Scot Lahrmer, City Manager

Submitted by: DeJong & Associates, Inc.
4140 Tuller Road, Suite 132
Dublin, Ohio 43017
614.798.8828
614.798.8839 fax
email: djainc.com

Attention: Dr. William DeJong,
President

Subject: Community Recreation Center Program
Specifications

Proposal & Agreement

The purpose of this proposal is to assist the City of Mason in the development of program specifications for a new community recreation center and to assist the City in the development of a joint use project with the Mason City Schools.

PURPOSE

DeJong & Associates, Inc. [DJA] will engage in a participatory planning process to develop the Community Recreation Center Program Specifications for the City of Mason. This will consist of a programming work session/planning lab and written report. The document that results from this effort will serve to guide the architect[s] in the design of the future community recreation center.

SCOPE OF SERVICES

Our services in the development and implementation of the Program Specifications will include the following activities:

Leadership Committee Formation:

DeJong & Associates, Inc. proposes a Leadership Committee be formed and consist of the City Manager, representatives of the City Council, and the Mason City Schools Board of Education members and Superintendent. The purpose of this committee will be to develop the overall policy structure and governance issues for the community recreation center.

COMMITTEE FORMATION

Leadership Committee Formation:

- ◆ Listing of persons who will serve as members of the Leadership Committee.

Documentation of Completion

Planning Lab #1:

DJA will conduct an intensive, two-day work session in which the Committee will develop a vision for the community recreation center and brainstorm and develop organizational arrangements and concepts of the new facility.

PLANNING LAB #1

Areas to be addressed:

- ◆ Goals
- ◆ Activities to be Conducted
- ◆ Persons to be Served
- ◆ Space Requirements
- ◆ Spatial Relationships
- ◆ Equipment Needs
- ◆ Technology Needs
- ◆ Special Considerations

Planning Lab #1:

- ◆ Lab agenda and process forms
- ◆ Facilitation of the planning lab
- ◆ Draft report[s] of the material generated

***Documentation of
Completion***

Draft Report from Lab #1:

Following the planning lab, DJA will review and edit the ideas generated from the first planning lab and develop a draft report consisting of the following information:

DRAFT REPORT

- ◆ Vision statement
- ◆ Space requirements

Draft Report from Lab #1:

- ◆ Draft report containing the vision statement and space requirements.

***Documentation of
Completion***

Community Charrette:

Following the first planning lab, DJA, the Committee, and the District's architect will share with the community the preliminary ideas for the new community recreation center. This charrette will provide the community with the information that has been developed thus far in the planning process, and assist in developing consensus and buy-in regarding the program and design ideas.

**COMMUNITY
CHARRETTE**

Community Charrette:

- ◆ Meeting agenda
- ◆ Material used for soliciting participation in the Community Charrette
- ◆ Questionnaires and instruments used during the Community Charrette
- ◆ Facilitation of the Community Charrette
- ◆ Report on the outcomes of the Community Charrette

***Documentation of
Completion***

Leadership Committee Meetings:

Following the planning lab and community charrette, a number of leadership team meetings will be held. The purpose of these meetings will be to assist the City and Schools in the development of a joint/collaborative arrangement for the proposed community recreation center.

DJA will facilitate the meetings and assist the Committee in determining options for:

- ◆ Space requirements
- ◆ Operating procedures
- ◆ Governance structures

Leadership Committee Meetings:

- ◆ Options for space requirements, operating procedures, and governance structures

Finalize Document / Recommendations:

Based on all of the information collected, recommendations will be developed and reviewed by the leadership committee. The final report and recommendations will then be submitted to the Mason City Council for consideration.

Finalize Document / Recommendations:

- ◆ Final report
- ◆ Recommendations

Final Report Presentation:

The final report presentation will have as its purpose the finalization of the plan. This time will be used for expression of interest, confirmation of the plan, and commitments to follow through with the implementation.

COMMITTEE MEETINGS

Documentation of Completion

FINALIZE DOCUMENT

Documentation of Completion

FINAL REPORT PRESENTATION

Proposed Timeline:

TIMELINE

September-October 1999	Leadership Committee Formation Program Specifications Committee Formation
October 1999	Planning Lab #1
October-November 1999	Draft Report Edit Documents
October-November 1999	Community Charrette
November-December 1999	Leadership Committee Meetings
December 1999	Finalize Document / Recommendations Final Report Presentation

Qualifications of DJA Team Members:

- ◆ National recognition
- ◆ Background in education, technology, and architecture
- ◆ Leaders in educational facility planning
- ◆ Responsible for school facility planning projects in urban, suburban, and rural environments
- ◆ Involved in development of prototype elementary, middle school, and high school facilities
- ◆ Currently writing the guidelines on educational technology
- ◆ Conducted and coordinated projects in 21 states, Canada, Honduras, and China
- ◆ Ability to work with educators and school specialists
- ◆ Recognized nationally for consensus-building activities and techniques

The team members of DJA are as follows:

- ◆ William S. DeJong, Ph.D., REFP, President
- ◆ Raymond C. Bordwell, AIA, Vice President
- ◆ Joyce A. Craig, REFP, Project Director
- ◆ H. Spencer Graves, REFP, Vice President
- ◆ Tracy V. Healy, Project Director
- ◆ Sue Robertson, Vice President
- ◆ Charles H. Warner, AIA, REFP, Vice President
- ◆ Melissa A. Owens, Director of Marketing
- ◆ Marlene K. Carney, Office Manager
- ◆ Jamoya A. Cox, Project/Technology Coordinator
- ◆ Troy Glover, Project Coordinator
- ◆ Meggan T. Greenbaum, Project Coordinator
- ◆ Linda S. Holloway, Office Assistant
- ◆ Cherrie D. Jackson, Project Coordinator
- ◆ Sharla E. Klich, Project Coordinator
- ◆ Deborah P. McDaniel, Project Coordinator
- ◆ Carolyn M. Verga, Project Coordinator
- ◆ Ronald A. McKnight, REFP, Associate

QUALIFICATIONS

**Municipal/School Collaboration Experience:
Dr. William DeJong**

**DeJong &
Associates, Inc.**

- ❖ **Former Director of the National Center for Community Education Facility Planning**
 - Directed projects from 1978-1984 on joint school-municipal projects throughout the United States
Projects included:
 - Recreation & Fitness Centers
 - Senior Citizen Centers
 - Public Libraries
 - Social Service Agencies
 - Private/Public Partnerships

- ❖ **Former Executive Director of the National Community Education Association in Washington, D.C.**
 - Major focus on School-Business-Community Partnerships.

- ❖ **President of DeJong & Associates, Inc.**
 - School/Municipal Collaboration
 - **Twinsburg, Ohio**
 - New high school and community recreation center
 - \$35m Schools, \$9m City
 - ◆ High School
 - ◆ Pool
 - ◆ Fitness Center
 - **Medina, Ohio**
 - New high school and community recreation center
 - \$85m joint project
 - ◆ High School
 - ◆ Pool
 - ◆ Fitness Center
 - ◆ Hospital Outpatient Center
 - ◆ Community Performing Arts Center
 - **Juneau, Alaska**
 - City-School Community School
 - \$55m city/borough project
 - ◆ High School
 - ◆ Community Recreation
 - ◆ Public Library
 - **Other Projects**
 - Cascade Public Library
 - Traverse City Downtown Master Plan
 - Planning on over \$500m in approved projects per year.

DJA Team Members:

The DJA Team of Dr. William DeJong, Ms. Joyce Craig, and Ms. Deborah McDaniel will coordinate the services outlined in this agreement.

Dr. William S. DeJong, Ph.D., REFP, President

With over 20 years of experience in education and facility planning, Dr. DeJong is recognized nationally for his facilitation skills and ability to work with community groups in developing community consensus. As an educational planner, Dr. DeJong has a commitment to quality education. Through his work, he hopes to provide school districts and other organizations with the tools necessary for exceptional educational programs now and in the future.

A member of the Council of Educational Facility Planners, International [CEFPI] for over 20 years, Dr. DeJong has been designated as a REFP [Recognized Educational Facility Professional]. In addition, Dr. DeJong served as the 1993-94 President of CEFPI and was awarded the "Planner of the Year" award, the organization's most prestigious award, in 1991.

Dr. DeJong is the co-author of two recent articles, including "High Schools: The Next Generation" and "Building Change Into New Buildings." He has made presentations regarding the future of education on several occasions, including a DJA "High Schools of the Future" workshop and to a School of Architecture class at Harvard University for the past four years. He also made a presentation at the 1998 CEFPI Annual Conference that discussed developing enrollment projections for the 21st century.

DJA TEAM MEMBERS

William DeJong

Ms. Joyce A. Craig, REFP, Project Director

Joyce Craig

Ms. Joyce Craig is an educational facility planner who works with school districts nationally in planning facilities and in identifying their desired educational program. She also helps them to overlay educational programs onto existing facilities, and works with all of the user groups to develop options to establish their desired outcomes. Ms. Craig is committed to making a positive contribution to school communities nationally.

Ms. Craig is a former educator and is a member of the Council of Educational Facility Planners, International [CEFPI]. She also serves as the Research Representative of CEFPI Midwest/Great Lakes Region. Ms. Craig was a co-presenter at the 1997 Council of Educational Facility Planners, International Annual Conference in which she discussed the topic "Non-build Options for School Overcrowding". She is the author of *Communications on School Facility Projects-A Promise to the Community*, and is the co-author of the article *Building Change into New Buildings*.

Cost of Services:

The cost of services will be \$19,700 plus reimbursable expenses. Reimbursable expenses are defined to include actual travel [mileage, lodging, and meals], printing, overnight mail, and graphic presentation costs.

In addition, the District may incur various direct and indirect expenses associated with the project, including meeting space, meals for the planning lab, use of personnel, printing costs, and disseminating brochures for and providing refreshments at the community charrette.

Payment of Services:

Upon approval of this proposal/agreement, we request that payment for services be made on the following dates. Invoices will be issued and all payments are due within 30 days of billing.

Date	Amount
October 1, 1999	\$ 3,000
November 1, 1999	6,000
December 1, 1999	6,000
January 1, 2000	4,700
Total Fee	\$ 19,700

COST OF SERVICES

PAYMENT OF SERVICES

Proposal Authorization:

DJA requires that a signed agreement be retained before engaging in any planning activities. Upon approval of this agreement, please sign both copies, return one fully executed copy to the DJA office, and retain the other copy for your files.

**PROPOSAL
AUTHORIZATION**

AUTHORIZED PERSON TO SIGN FOR DEJONG & ASSOCIATES, INC.:

9/9/99

Date

William S. DeJong/mao

William DeJong, President
DeJong & Associates, Inc.

**ON BEHALF OF THE CITY OF MASON, I HEREBY ACCEPT THIS PROPOSAL
AS OUTLINED WITHIN:**

Date

Name, Title
City of Mason