



**City of South San Francisco**

REQUEST FOR  
QUALIFICATIONS/PROPOSAL  
ARCHITECTURAL SERVICES  
**COMMUNITY CIVIC CAMPUS PROJECT**

6-12-2017



## **REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P)**

### **Architectural Services**

## **CITY OF SOUTH SAN FRANCISCO COMMUNITY CIVIC CAMPUS PROJECT**

**June 12, 2017**

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### **I. Introduction**

The City of South San Francisco (“City”) is soliciting Statement of Qualifications/Proposal from Architectural firms/teams to provide design services, prepare construction documents and provide construction administration services for the Community Civic Campus Project.

**Only those firms/teams short-listed through this process will be eligible to participate in the next step, which may include an interview and submittal of a full scope and fee proposal.**

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### **II. Project Description**

The proposed Community Civic Campus Project (Project) is currently planned as three separate buildings (with potentially a separate above ground parking structure, under parking structure below one of the buildings and/or surface parking) and associated site work.

The proposed Community Civic Campus Project would be located on two separate parcels: One on a 7.9-acre site located at the northeast corner of El Camino and Chestnut Avenue. It is anticipated that it will consist of two buildings with potentially a separate above ground parking structure, under parking structure below one of the buildings and/or surface parking. The two buildings are an 87,000-92,000 square foot Library and Recreation Facility, and a 44,000 square foot new Police Station, which will include Information Technology (IT) and Human Resources (HR) office suites. At the southeast corner of Arroyo and Camaritas, on the west side of the City’s current Municipal Services Building (MSB), a new Fire Station 63, approximately 7,250 square foot, is to be constructed. City uses in the MSB will relocate to the new Community Civic Campus facilities once built, and the MSB will be demolished with the land made available for mixed-use development.

See **Attachment A** for three Community Civic Campus site plans currently under evaluation by the City. The three site plan options are the subject of a supplemental environmental assessment, currently underway. At the conclusion of the environmental process, the City will select its preferred option.



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### **III. Scope of Services**

The City is seeking a qualified firm/team to complete campus planning, final plan level programming and design documents. Full design services will be needed for the Library and Recreation facility as its construction delivery method will be Design-Bid-Build. For the Police Station and Fire Station, the City will evaluate design progress during the schematic phase before directing the design team to proceed with full design services (for Design-Bid-Build construction delivery, inclusive of FF&E design) or developing basis of design and/or criteria documents for a Design-Build delivery method. The architectural firm/team submitting on this request must be able to address full design of these facilities, as well as prepare basis of design and/or criteria documents for a Design-Build procurement process.

The base scope of service includes preparation of the following:

1. Campus Master Plan.
2. Circulation/Access Plan which addresses bike, pedestrian, ADA, public transportation paths, and vehicular traffic as well as priority treatment necessary for policy access to and from the site.
3. 100% architectural design services for Library and Recreation Facility, including construction administration through close-out phase;
4. 50% schematic design for Police Station and Fire Station with the following two options:
  - a. Criteria Documents for DB procurement; or
  - b. 100% design and architectural services through construction.
5. Community/Stakeholder outreach including conducting public design charrettes to inform facility design.

The firm/team selected will obtain all specialty consultants/experts, including but not limited to engineers (structural, mechanical, electrical, plumbing), landscape architect, lighting, technology, sustainability (LEED), transportation, interior design, and cost estimating. The firm/team is expected to be knowledgeable of City's building and design approval process requirements.

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### **IV. Schedule and Budget**

The project schedule anticipates requiring design services through construction documentation for the Library and Recreation Facility to be completed by October 2018 and the Schematic and/or Criteria documents for Police Station and Fire Station by April 2018. The firm/team will prepare, maintain and provide to the City an active project schedule outlining all design, consultant coordination, design and team meetings, reviews, presentations, approvals and similar activities necessary to complete the project. The firm/team schedule will be incorporated into the program master schedule developed and maintained by City's Program Manager, Kitchell CEM.



The project cost estimate including hard and soft costs is \$150-\$166 million, which does not include land acquisition. See **Attachment D** for cost estimates prepared by Mack 5. The project cost estimate can be updated once the City selects one of the site plans currently being analyzed. The low range of \$150M assumes surface parking. The high range of \$166 assumes structured parking.

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## V. Selection Criteria

### A. Minimum Criteria Requirements to be Shortlisted

Architectural firms/teams responding to this RFQ request must meet the following minimum selection criteria:

- Experience and/or working knowledge of the City of South San Francisco processes and protocols.
- Experience as Architect-of-Record on a project with a construction cost greater than \$100 million.
- Experience as Architect-of-Record on a project involving master planning inclusive of multiple facilities, as well as site work, in a campus setting.
- Experience as Architect-of-Record on a civic facility with a gross square footage greater than 100,000 sf.
- Experience as Architect-of-Record on a facility including a Library/Recreation Facility functions (including programming efforts and design of cutting-edge interactive exhibits).
- Experience as Architect-of-Record on a police facility.
- Experience as Architect-of-Record on a fire station.
- Experience as Architect-of-Record on a parking structure.
- Experience in developing criteria and/or performance-based documents used in the procurement of Design-Build delivery method.
- Experience with projects designed by a community-driven design and consensus building process.
- Have staff with LEED AP B+DC.

### B. Additional Criteria for Firm/Team Evaluation

The City is seeking a firm and/or team uniquely qualified to perform the requested services. In this regard, the City will be looking at firms and/or team assembled to deliver all aspects of this program with emphasis on team inclusive of small and local businesses participation.

#### *1. Relevant Firm Qualifications*

- Location of office and accessibility to the projects.
- Reputation of the firm
  - Satisfaction of previous clients (client relationships).
  - Timeliness of work and ability to meet design schedules.
  - Accuracy of cost estimates.
  - Quality of construction administration services.
- Current commitments and ability of firm's team to handle simultaneous projects



and meet required schedule.

## 2. *Design/Relevant Project Qualifications*

- Experience in planning, design, and administering the construction of large capital improvements programs of equal size, scope, and complexity in California.
- Experience in delivering phased project programming and design services.
- Specific experience with programming, architectural design, and construction of civic facilities (inclusive of Library/Recreation functions), Police, and Fire facilities that respond to their site context and meet all program requirements. The City is seeking a design solution appropriate to the visibility and buildings that are uniquely integrated into the fabric of the open spaces of this civic campus. These buildings should highlight innovation in design and reflect 21<sup>st</sup> century thinking of multi-functional, multi-user, interactive designs.
- Demonstrated understanding of the importance of reaching consensus and moving the process forward in a participatory governance system.
- Demonstrated experience and knowledge of latest USGBC LEED standards, Cal green codes, and/or use of sustainable design concepts (including landscaping, energy savings and security by design).
- Knowledge of local and state laws, American with Disabilities Act, and other governmental requirements for public projects.
- Firm's experience in successful and timely approval of projects through all authorities having jurisdiction.

## C. Criteria Weight

1. Experience and demonstrated ability of the team (30%)
2. Appropriate personnel-principals, project manager and other key personnel relevant experience and skills (20%).
3. Prime consultant and sub-consultant experience in providing similar projects (25%)
4. Overall quality of responses, and conformance with RFQ requirements of content, including overall program/project understanding, as well as approach and proposed method to accomplish the work in a timely and competent manner (25%).

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## VI. **Submittal Format and Guidelines**

Submittals must contain the following information listed in the order below:

- A. A cover letter stating interest in the Community Civic Campus Project which includes, at a minimum, the following information:
  - Statement verifying the firm/team compliance with the evaluation/selection criteria;
  - Statement describing why the firm/team considers itself best qualified to achieve the project goals and perform the work required in a responsive manner; and
  - Description of the anticipated interaction with the City.



- B. A clear description of the firm/team members with names, project responsibilities and proposed staffing numbers by phase. Identify key team members, including subconsultants, and state their titles and responsibilities relevant to design services and the scope of this program.
- C. Information on previous experience related to criteria described later in this document. The firm/team should provide names of clients and projects where the firm/team members have worked together with the following additional information:
- Names, locations, and dates of construction of projects completed in the last five (5) years
  - Name, address, phone number of client with name of contact person
  - Document firm's ability to perform the work required and bring project in on scope, schedule and budget
  - Brief description of distinguishing features
  - Photographs and drawings of applicable projects

Each submittal must conform and be responsive to the requirements set forth in this document. Incomplete submittals will be considered nonresponsive and grounds for disqualification. The City retains the sole discretion to determine issues of compliance and to determine whether the firm/team is responsive, responsible, and qualified.

Submittals shall include divider tabs labeled with boldface headers below:

- First tab **“Cover Letter”**
- Second tab **“Firm/Team Members”**
- Third tab **“Relevant Qualifications”**
- Fourth tab **“Appendices”**

In the Appendices, please include the following:

- Resumes of key design team personnel and subconsultants (inclusive of any specialty consultants) identified in the RFQ/P submittal, which reflects: the educational backgrounds, skills and experience of such personnel in performing and providing the anticipated scope of services in response to this RFQ/P, including relevant project experience.
- For identified subconsultants, identify number and type of projects that you have worked on together.
- Current hourly fee schedule for proposed firm members(s) and prospective subconsultants.

**Provide six (6) bound copies, one (1) unbound copy and one (1) electronic copy.** RFQ/P responses shall be limited to 30 double-sided pages, not including Appendix. Graphics and/or presentation type materials should not exceed 11” x 17” format.



Statement of Qualifications due by **3:00 p.m. on July 14, 2017**. All requested copies of the document should be enclosed in a sealed envelope addressed to:

City of South San Francisco  
City Hall – City Manager’s Office  
Regarding: Community Civic Campus Project RFQ/P  
Attention: Marian Lee, Assistant City Manager  
400 Grand Avenue, Second Floor  
South San Francisco, CA 94080

**Please do not submit proprietary information or information that must be returned.**

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## **VII. Process after Short-List**

Firms/Teams short-listed will be invited to submit a proposal for the Community Civic Campus project. The City will provide additional information and directions to the selected firms/teams. The City will also provide more information for final firm/team selection criteria. The City will review the proposal and may elect to interview selected proposer(s). If selected to interview, the key proposed staff will be expected to attend the interview. The interview will be an opportunity for the City’s selection committee to review the firm/team’s proposal and other matters the committee deems relevant to firm/team’s evaluation. If a firm/team is shortlisted to interview, one copy of the fee proposal will need to be delivered in a sealed envelope at the time of the interview. The sealed cost proposal will not be opened until the ranking of the interviewed firms.

The purpose of the fee proposal is to give a general indication of the likely fee for services for the each building and parking options, as described. The City reserves the right to modify and negotiate both scope of services and fees for this contract.

The successful firm/team will be informed in a timely fashion and should be prepared to commence work immediately after the selection. In the event contract negotiations are unsuccessful with the selected firm/team, the City may choose to enter into negotiations with an alternate firm/team.

The City reserves the right to accept or reject any or all responses to the RFQ/P, to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any irregularities in the RFQ/P. The City also reserves the right to accept or reject any individual subconsultant that a firm/team proposes to use.

Submission of this RFQ/P, subsequent fee proposal, and interview process shall in no way be deemed to create a binding contract or agreement of any kind between the City and the firm/team. The City’s standard form of consultant agreement will form the basis of the contract between the parties.



Architectural firms may propose to work together as a team but roles and responsibilities must be clearly delineated. All legal rights and obligations between firm/team(s), if any, and the City will come into existence only when such an agreement is fully executed by all the parties and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in the agreement.

Each firm/team submitting a response to this RFQ/P acknowledges and agrees that the preparation of all materials for submittal to the City and all presentations, related costs and travel expenses are at the firm/team's sole expense and the City shall not, under any circumstances, be responsible for any cost or expense incurred by the firm/team. In addition, each firm/team acknowledges and agrees that all documentation and/or materials submitted with their response shall remain the property of the City.

## VIII. Schedule / Deadline

The City reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE & LOCATION
June 12, 2017	Advertisement dates of RFQ/P	Website posting June 12, 2017 @ <a href="http://www.ssf.net">www.ssf.net</a>
June 23, 2017	Deadline for submission of written questions to City concerning RFQ/P	June 23, 2017 3:00 P.M.
June 30, 2017	Answers to written questions will be posted on the City's website.	June 30, 2017 - Posted by 3:00 P.M.
<b>July 14, 2017</b>	<b>Deadline for all submissions in response to RFQ/P</b>	<b>July 14, 2017 - 3:00 pm</b>
August 11, 2017	Release of short-listed firm/teams selected to interview	Notified by mail
August/Sept. 2017	Interviews of short-listed firm/teams	Notified by mail - Interview timeslot will be 45 minutes.
<b>Sept. 2017</b>	Notification to selected firm/team	Sept. 2017
<b>October 2017</b>	Council Award of contract	October 2017
<b>Oct./Nov. 2017</b>	NTP Issued	Oct./Nov. 2017





Statement of Qualifications due by **3:00 p.m. on July 14, 2017**. All requested copies of the document should be enclosed in a sealed envelope addressed to:

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City Hall – City Manager’s Office  
Regarding: Community Civic Campus Project RFQ/P  
Attention: Marian Lee, Assistant City Manager  
400 Grand Avenue, Second Floor  
South San Francisco, CA 94080

If you have questions related to the RFQ/P or the Community Civic Campus Project, contact Dolores Montenegro, Program Manager at [dmontenegro@kitchell.com](mailto:dmontenegro@kitchell.com).

**FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.**

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## **IX. General**

### **A. Form of Agreement**

**Attachment B** is the City’s Standard Professional Services Agreement. Firms interested in responding to this RFQ/P should be prepared to enter into the agreement under the standard terms and should be able to provide the required insurance. Firms must identify any term or condition of the contract the firm requests modifying or deleting existing provisions or adding new provisions. Firms must set forth a clear explanation of what modifications would be sought and specific alternate language. The City will review but is not obligated to accept any proposed changes.

**Any comments or objections to the form of Agreement shall be provided in writing before the interview and may be the subject of inquiry at the interview.**

### **B. Non-Discrimination Requirement**

By submitting a proposal, the respondent represents that it and its subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religion, sex, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related conditions, political affiliations or opinion, age, or medical condition.

All proposals and material submitted will become the property of the City of South San Francisco and will not be deemed confidential or proprietary. The City of South San Francisco reserves the right to award in whole or in part, by item or group of items, by section or geographic area, when such action serves the best interests of the City.



This RFQ/P does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this RFQ/P, or to procure or contract for any services. The City reserves the right to waive any minor irregularities or informalities contained within an RFQ/P, and/or reject any or all proposals received as a result of this request, and negotiate with any qualified consultant, or to cancel the RFQ/P in part or whole. The City and Consultant may agree to add additional areas to the contract by mutual agreement at a later date. The City may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis.

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## **X. Attachments**

- A. Site Plan Options
- B. Form of Professional Services Agreement
- C. Preliminary Programming
- D. Preliminary Cost Models
- E. Environmental Assessment – Phase 1
- F. Site Survey
- G. Anticipated Community Civic Campus Elements