



## City of Albany Request for Qualifications (RFQ)

### Architectural/Engineering Design Services for Maintenance Center/Office Facility in conjunction with Adjacent Neighborhood Park and Bicycle Trail

**Release Date: October 18, 2011**

**Response Due Date: November 21, 2011**

#### **1. Introduction**

The City of Albany is seeking Statements of Qualifications from qualified architectural firms to lead a team of professionals in the design and development of a new Public Works Division maintenance facility. The facility will also include office space for City engineering staff and project managers, as well as potential multi-use space.

The selected firm will work with the City to advise on the selection of a landscape architecture team for the design of an adjacent neighborhood park and Class I bikeway located on a nearby 4.5 acre parcel, referred to as the “Pierce Street Parcel.” The firm selected to design the new maintenance facility will assist in the organization and management of the overall site design for the parcel. The rationale for this process is to select a consultant well qualified in the design of maintenance facilities, while acknowledging that site design for the entire parcel must be coordinated with the adjacent and overlapping uses. In addition, the City’s building requirements require LEED Gold standards.

The City’s current maintenance center is located in leased facilities at 548 Cleveland Avenue. The City recently purchased 4.5 acres of surplus Caltrans property immediately adjacent to highways I80 and I580. The parcel was formerly a freeway ramp, and is bounded by Pierce Street on the east and Cleveland Avenue on the south. The **attached map** shows the location of the site.

The City wishes to use the lower southwestern portion of the property, (located at the intersection of Cleveland and Washington Streets) as the site for the Maintenance Facility. The Maintenance Facility should also include adequate office space for existing staff and the potential for expanded use if the city wishes to house additional staff or enter into joint use with another public agency.

The remaining portion of the parcel will include a passive use public park and a Class I bikeway that connects the northern portion of the bikeway along Pierce Street to the southwestern corner of the parcel at Cleveland and Washington Streets, proposed location of the path is **attached**. Additional uses of portions of the parcel may also be considered. The maintenance center facility will need to be designed in a complementary manner to accommodate the development of the neighborhood park and bicycle trail. The overall project must also be designed to reflect its setting next to an existing residential neighborhood on the east and northern sides of the property.

The intended scope of work will include the following activities:

1. Working with staff on pre-design program development and site analysis
2. Review of qualifications and assistance in selection of a landscape architecture firm for design of park and bicycle trail
3. Review options and gather input from neighbors and community
4. Preparation of preliminary design options for review by staff and project approval by City Commissions and City Council
5. Cost estimating required for project financing
6. Preparation of 35%, 65% and 95% design documents for City review and for contractor bid package.
7. Preparation of final construction documents, bid package and building permit
8. Construction support, commissioning and project acceptance

Additional tasks may be added as the overall scope of the project develops. The consultant will work with a City Client and Project Manager who will assist in coordination of the project.

## **2. Project Background**

The multiple uses of the Pierce Street parcel (maintenance center, bicycle trail and park), along with the topography and location adjacent to a residential area on two sides makes this a complex project.

The vacant 4.5 acre parcel was purchased by the City in June 2011, and was previously a freeway ramp to Interstate 580. The lower, southwestern portion of the parcel, intended as the site for the Maintenance facility, is located below the level of the freeways. From this section, the land slopes significantly upward to the central portion of the parcel, which abuts Pierce Street on the east side. This section was graded by Caltrans in 2003. The northern portion narrows significantly and is at freeway grade level. The site plan

and development of the maintenance center must take into consideration the design, engineering, and cost impacts of the slope

Currently, the city is constructing a bicycle and pedestrian path along the northern section of Pierce Street. The path is intended to connect through the Pierce Street parcel and future park to the intersection of Cleveland and Washington Avenues, and thereby link to the San Francisco Bay Trail via the overpass at Buchanan Street. The site plan for the maintenance center will therefore need to accommodate the bicycle path, which may run along the edge of the property.

In 2010 and 2011 the City engaged Ninyo and Moore to complete Phase 1 and Phase 2 Environmental Studies. No significant problems were identified at the site.

The city's current maintenance facility is located on a 36,800 SF leased site, and consists of approximately 31,000 square feet, including the building footprint, covered bay, storage and work area, parking and other lay down area. The city does not have a fueling station on site, and auto repair is off site. There is office space for public works staff as well as for city engineering and project management staff. The current facility is cramped and the use of space is not optimal. Additionally, the City may wish to consider additional space for overflow staff and the possibility of joint use with another public agency.

### **3. Statement of Qualifications Content Requirements**

At this time, the City is seeking SOQs from building design professionals only. These disciplines would include, in addition to the lead architect, civil, geotechnical, structural, mechanical and electrical engineering expertise. Landscape Architectures, as it relates to the development of the proposed park and bikeway are not required by this RFQ. The City welcomes a response to the RFQ in any format that best expresses the qualifications of the respondent. In general, lengthy responses are discouraged. Proposals submitted in response to the RFQ must include the following items:

#### ***A. Qualifications***

Identify the individuals who would be primarily responsible for directly leading the team, if different from the entity's principals. Describe the background and experience of the individuals who would actually perform the services, in:

- Design of a municipal government maintenance facilities;
- Include the professional license numbers of those individuals holding relevant professional licenses.
- Include all proposed subconsultants

For each such project, provide:

- Project name, location, description of size and composition, and photograph or site plan;
- Detailed description of the services performed, the time period in which they were performed;
- The name and telephone number of at least one reference for each such project that can attest to the quality and effectiveness of the Respondent's work.
- The name, address and contact information of the subconsultants for each project.

### ***B. Methodology and Organizational Approach***

Briefly describe the methodology and organizational approach the Respondent would use to design projects, including critical elements and special methodologies that the team uses to ensure that a high quality design that meets budget and schedule expectations.

In addition, briefly describe the design team's architectural philosophy, including stylistic influences. The design team will be encouraged to prepare a design that architecturally creative, sensitive to its location, functional, and with thoughtful details and quality long-lasting materials.

### ***C. Standard City Consultant Contract Provisions***

A standard City of Albany consultant contract is provided for information purposes.

## **4. Selection Criteria and Process**

The City will evaluate qualifications based upon these criteria:

- Responsiveness to the RFQ.
- Experience and demonstrated success of the Respondent in designing similar projects. Experience with projects in the Bay Area environs and in cities similar in size and character to Albany will be given greater weight than experience with projects elsewhere. As part of this process, client references may be contacted.
- Familiarity with sustainable development practices in addition to LEED design, construction and commissioning requirements

- Ability to communicate effectively with policy makers and citizens that live near the project site. Examples of such processes should be provided.
- Compensation rates
- Evidence of the Respondent's ability to deliver design documents in a cost effective and timely manner.
- Other extraordinary elements or creative approaches to assisting the city in this complex project. This particular selection criterion is intended to allow the City to expressly consider creative aspects of statements of qualifications that do not necessarily fall into other selection criteria.

As a part of its evaluation, the City may request additional information or data from Respondents, and may request Respondents to make in-person presentations of their qualifications to a panel of City representatives. The City will rate the SOQs and will attempt to negotiate a scope of services and fee with the top rated consultant. If negotiations fail with the top rated consultant, the city will then negotiate with the second rated consultant.

## **5. To Submit a Proposal**

Proposals are due Monday, November 21, 2011 by 5:00 p.m. The envelope containing the SOQ must be clearly marked: MAINTENANCE CENTER RFQ. Proposals must be sent to:

Penelope Leach  
City of Albany  
1249 Marin Ave  
Albany, CA 94706  
510-559-7227

## **6. Registration of Intent to Submit Qualifications**

Interested parties are requested to contact Penelope Leach by email at [pleach@albanyca.org](mailto:pleach@albanyca.org) to register their intent to respond to the RFQ. Registration ensures that any modification to the RFQ process can be transmitted as quickly as possible to all interested parties.

A written confirmation of registration will be sent by email within two business days. If you do not receive a written confirmation, or have any questions regarding the RFQ, please contact Penelope Leach at [pleach@albanyca.org](mailto:pleach@albanyca.org) or at (510) 559-7227. It is the responsibility of the respondents, before submitting a response to the RFQ, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to

responders. Oral explanations or instructions from City staff shall not be considered binding on the City.

## **7. Format and Number of Copies**

Respondent teams must submit five (5) copies of their qualifications plus one electronic pdf document. Submissions on 8½ by 11-inch paper are preferred to simplify copying. The City reserves the right to make all submissions available to the public pursuant to legal requirements.

The City anticipates that a lead design professional will be selected in one month, and that a contract for services will be negotiated and executed within a month. Expected start time would therefore be January, 2012.

## **8. General Conditions**

1. Any material clarifications or modifications to the RFQ or the selection process will be made in writing and provided to all recipients of the RFQ.
2. The City reserves the right to:
  - Waive minor irregularities.
  - Modify or cancel the selection process or schedule at any time.
  - Negotiate with the second choice Respondent if it is unable to negotiate an acceptable contract with the first choice Respondent within a reasonable period of time.
  - Reject any and all proposals, and to seek new qualifications when it is in the best interest of the City to do so.
  - Seek any clarification or additional information from Respondents as is deemed necessary to the evaluation of a response.
  - Judge the veracity, substance, and relevance of the Respondents' written or oral representations, including seeking and evaluating independent information on any of the Respondents' worked cited as relevant experience.
  - Contract with separate entities for various components of the services.
3. All expenses related to any Respondent's response to the RFQ, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Respondent. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
4. The City will negotiate a final scope of services and terms of compensation with the professional following selection. As such, Respondents should expect their statement of qualifications to constitute a point of departure for such negotiations rather than fixed offers to be accepted or rejected. Attached is the City's standard form agreement for design services.

5. The design professional will be required to sign the City of Albany's standard Agreement for Consultant Services (ACS) and meet the City's Insurance Requirements (IR), a copy of the agreement and insurance requirements are attached. The Consultant should carefully review the ACS and IR, and indicate their willingness to accept the terms and conditions set forth in these documents, by stating so, within their response to this request for a SOQ.

6. The contract for the performance of these services will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the consultant will be subject to the State law and the City's conflict of interest policies.

