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**RESOLUTION NO. 2014-11**

**A RESOLUTION OF THE ALBANY CITY COUNCIL AUTHORIZING THE CITY MANAGER TO DISTRIBUTE A REQUEST FOR PROPOSALS FOR THE PUBLIC WORKS SERVICE CENTER**

**WHEREAS,** On July 15, 2013 the Albany City Council approved the Capital Improvement Plan which included funding for the proposed Public Works Service Center; and

**WHEREAS,** On October 21, 2013 the City Council approved a set of recommendations for advancing the project through the property acquisition and design stages, leading to a design build contract for its construction.

**WHEREAS,** on January 21<sup>st</sup> the Council approved the first reading of an Ordinance to allow use of the design/build method as an alternate approach to public works construction; and

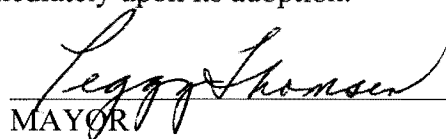
**WHEREAS,** the City Council desires to solicit design build proposals in a two step process: 1) solicit qualifications from all interested firms; and 2) solicit proposals from a select number of firms that are the most qualified.

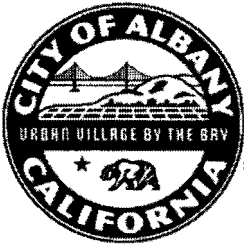
**NOW THEREFORE, BE IT RESOLVED,**

The City Manager is hereby authorized to distribute the attached Request for Qualifications for design build teams as the first step for the securing a design build development team for the development of the Public Works Service Center; and

**BE IT FURTHER RESOLVED,**

This resolution shall become effective immediately upon its adoption.

  
MAYOR



# City of Albany

1000 San Pablo Avenue • Albany, California 94706  
(510) 528-5710 • [www.albanyca.org](http://www.albanyca.org)

**RESOLUTION NO. 2014-11**

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

The 3rd day of February, 2014, by the following votes:

AYES: Council Members Atkinson, Barnes, Maass, Vice Mayor Wile & Mayor Thomsen

NOES: none

ABSENT: none

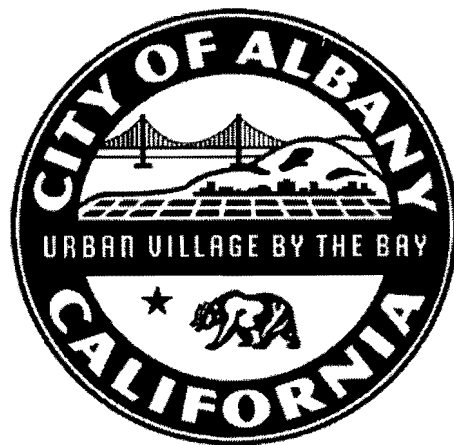
ABSTAINED: none

RECUSED: none

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 4th  
day of February, 2014.

Eileen Harrington  
DEPUTY CITY CLERK

Request for Qualifications  
City of Albany Public Works Service Center  
Design Build



Release Date: February 4, 2014  
Response Due By: February 28, 2014

**Request for Qualifications  
City of Albany  
Public Works Service Center**

**The City of Albany is requesting qualifications from qualified firms or individuals interested in qualifying to develop, finance and construct a new Public Works Service Center at 540 Cleveland Avenue in Albany. Five copies of the proposal shall be submitted in writing by 12 p.m. Friday February 28, 2014 to:**

**Nicole Almaguer, City Clerk  
City of Albany  
1000 San Pablo Avenue  
Albany, CA 94706  
Attention: RFQ Albany Public Works Service Center**

**I. INTRODUCTION & PURPOSE OF THE REQUEST**

The City of Albany is located at the northwestern corner of Alameda County, California, bordered by the cities of El Cerrito and Richmond on the north, the City of Berkeley on the east and south side, and by unincorporated Kensington in Contra Costa County on the north and east. The City of Albany was incorporated in 1908. The current population is 18,500 residents (2010 census). Albany is known for the excellent quality of its K-12 school district, highly educated populace, and small town ambience in an urban setting.

The existing Public Works Department offices and maintenance center at 548 Cleveland is located in a leased facility that is inadequately sized for the public works operations (see attached photos). The lease will expire in January 2015, and the City desires to lease and then own a new replacement facility for housing this critical City function.

The City has entered into a Purchase Agreement for the acquisition of an industrial property at 540 Cleveland Avenue to construct a new service center (parcel adjacent to the current facility). The prior industrial building that occupied the site has been demolished and the site is now vacant. The prior owner of the site is undertaking remediation of soil and groundwater contamination pursuant to an Alameda County Corrective Action Plan. Acquisition of the property is fully funded by the City's Capital Improvement Program.

The City Council has adopted several recommendations to guide the implementation of the project including the attached concept plan. It is currently estimated that the facility will be approximately 10,000 -16,000 square feet for the building area (shop and office space) and have a cost of \$5 – 6 million, including building costs, site costs, soft and hard costs, but exclusive of land cost.

The City desires to use a design/build method of constructing the new building improvements instead of the design/bid/build process. The City Council has approved the design build method as an alternate method of constructing public works facilities. Albany is a charter city with the authority to use this alternate method. The City desires to use this approach for several reasons including:

- Efficiency for the design and bidding process that will save time over the traditional design/bid/build method, and ensure delivery of the project in mid 2015;
- Ability to negotiate a Guaranteed Maximum Price within the financial limitations of the project budget;
- Ability to choose the most qualified development/construction firm based in part on qualifications instead of lowest price only.
- Selection of a development entity that will finance the construction of the facility and then lease it to the City through a long term lease-to-own structure that will allow the City to purchase the facility at the end of the lease period (25 – 30 years) for a nominal amount.
- Utilization of the lease-to-own structure to allow the City to use multiple income streams to pay for the long term lease payments including: General Fund allocations currently dedicated to the lease of the existing facility at 548 Cleveland, allocation of Landscape and Maintenance Assessment District funds previously dedicated to the construction of the Community Center; and allocation of new revenues from a electronic advertising sign to be installed on a portion of the site by Clear Channel Outdoor. The City desires to use this structure as an alternative to selling bonds to finance the facility.

## **II. DESIGN SPECIFICATIONS/BRIDGING DOCUMENTS**

In order to ensure that the facility meets the particular requirements of the City, the architectural firm of Gillis + Panichippan (GPa) has been engaged by the City to prepare design specifications and bridging documents. These specifications

are under development, and will be made available to the teams that are selected to submit development proposals. The scope of work for the GPa contract is attached, and sets forth the amount of design work the City will undertake prior to the selection of a design build development team and negotiation of a design build contract scope of services.

### **III. REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL PROCESS**

The City will use a two-step process to select the development team. The first step is to solicit qualifications from interested teams that is open to all interested parties. The submittals will be evaluated by a panel of staff and the City's GPa Architectural firm, and the top two to five teams (depending on the submittals) will be asked to submit more detailed proposals in the second step.

The initial RFQ submittal will need to include a team of professionals that includes the following areas of expertise:

- Architecture
- Engineering
- Construction contracting
- Finance
- Development

### **IV. PROPOSAL SUBMISSION REQUIREMENTS**

The following materials should be submitted with the proposal.

- **Cover Letter**

The cover letter should briefly state the development team's understanding of the work to be performed, the commitment to perform the work in the required timelines, and why the team believes it is best qualified to perform the duties and tasks outlined and described in scope of work contained in this request.

- **Qualifications**

The submittal should include the following information and materials:

- Qualifications and Related Experience of Personnel Who Will Perform Work. Résumés of all personnel who are proposed to provide professional services to the City of Albany within the Scope of Work outlined and described in this request should be included.

Résumés should include all relevant experience, education, and other qualifications over the past 3 years.

- Prior Relevant Experience. A description of prior work experience and projects that are similar in scope to the Albany Public Works Service Center should be included.
- Description of the team members and who will lead the development process.
- Description of the proposed construction financing and long-term lease financing structure with examples of similar experience.
- References of Design Build Clients. Please include a list of at least three (3) current and/or previous clients located in California for which the consultant has rendered professional services relevant to the scope of work outlined and described in this request, including at least one local government reference/project.

## **V. SELECTION CRITERIA**

The successful applicant that moves to the RFP stage must have experience with the construction and financing of similar facilities using the design build method. The submittal should include an identification of assignments of work tasks to consultant team members, and who will be the project manager/team leader.

Other criteria include:

- Completeness of response to the RFQ.
- Experience with similar projects and reference feedback.
- Experience with design build projects utilizing bridging documents.
- Experience with construction and long term lease financing.
- Oral and written communication skills.

## **VII. General Information**

- The City of Albany reserves the exclusive right to determine the most qualified team for selection.
- All submittals will be subject to public records laws.
- The City reserves the right to cancel or reissue the RFQ or revise the timeline at any time.

- The City reserves the right to reject any and all submittals and to waive minor irregularities in the submittal process. The City may accept any submittal if such action is believed to be in the best interest of the City.
- The City is not liable for any cost incurred by the proposer prior to execution of a contract.
- The project team shall be approved by the City of Albany. The City must approve any changes in the project team.

### **VIII. Questions During Submittal Period**

All questions should be directed by email to:  
Patrick O’Keeffe  
Project Manager  
pokeeffe@albanyca.org

### **IX. SUBMITTAL TIME LINE**

**Deadline for submittals is 12 p.m. Friday February 28, 2014.**

Deliver submittals to:

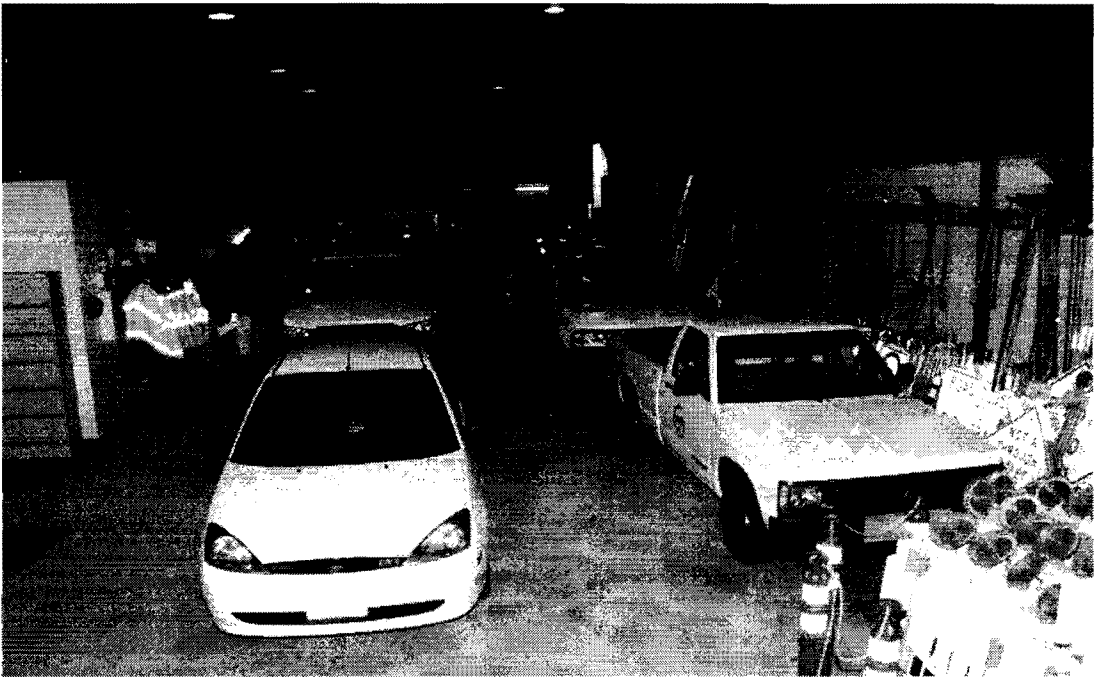
**Nicole Almaguer, City Clerk  
City of Albany  
1000 San Pablo Avenue  
Albany, CA 94706  
Attention: RFQ Albany Public Works Service Center**

Attachments:

1. Photos of existing facility
2. Concept Plan
3. GPa Design Specifications Scope of Work



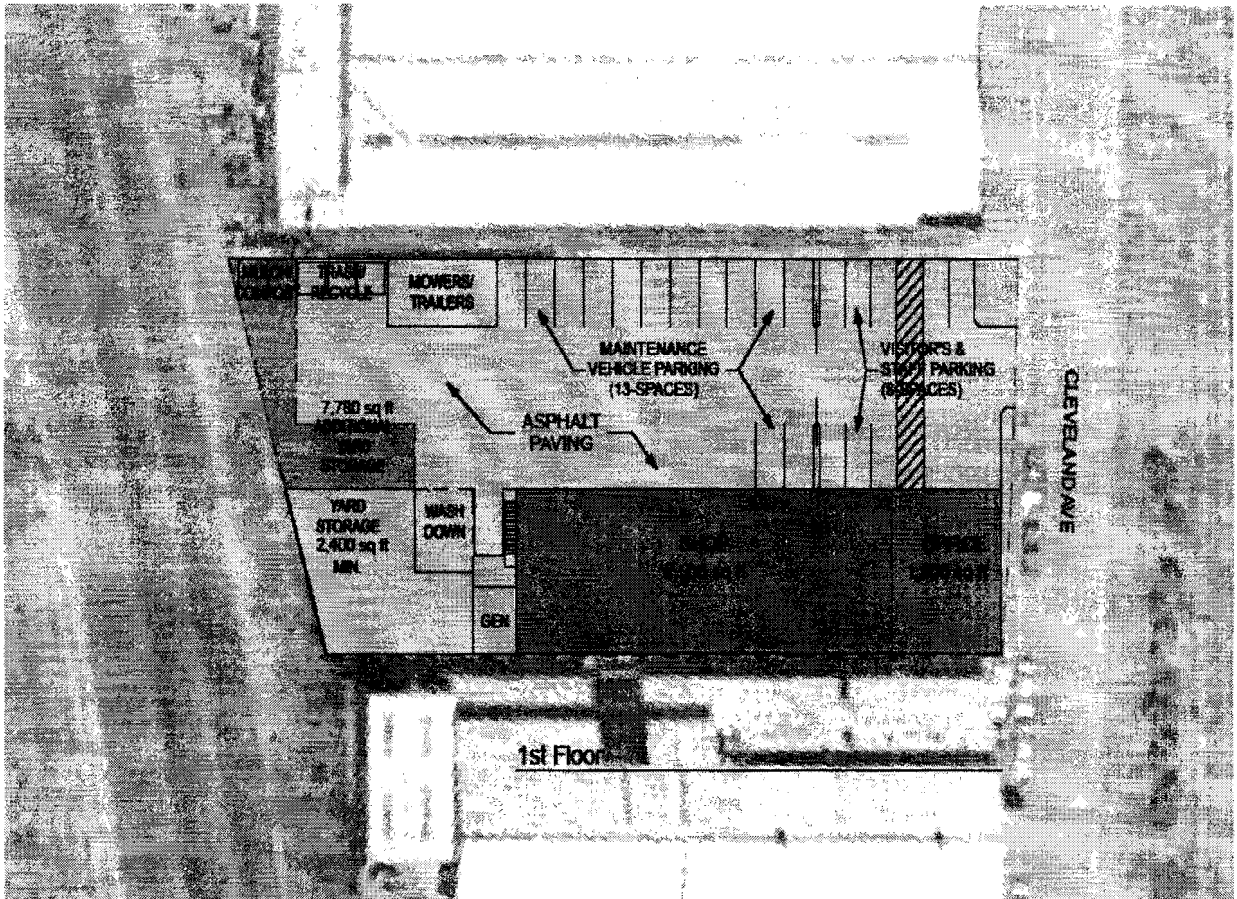
EXISTING FACILITY



# CONCEPT PLAN



2nd Floor



1st Floor

BURKS TOMA ARCHITECTS

# GPa DESIGN SPECIFICATIONS SCOPE

## Exhibit A

Scope of Work

City of Albany Public Works Service Center

### **Task 1: Needs Assessment**

#### Task 1 Introduction:

This first stage will assess and verify the previous needs assessment report and document current and anticipated space needs for the facility renovation based on the needs of the organization, along with requirements of individual staff. Current and future furnishings, fixtures, and equipment will also play a role in tallying space requirements. Even though the needs assessment and schematic design is the first step in the process in developing a new facility, it is arguably the most critical since it provides the foundation of the overall design process for the entire project.

#### 1.A. Work Plan and the Kick-off meeting

The assessment will be initiated with an introductory meeting with the Albany Maintenance Facilities (AMF) representative team members to convey GPa's programming approach. This meeting will review and establish project expectations, product deliverables, and specific timeline for this stage and the overall design, final bridging documents, and the construction process beyond.

- Detail Project approach and method of coordination with City staff to present Project goals and the methods for determining Project goals.
- Review, evaluate, and update of City's existing facilities and prepare a space requirement analysis, including space requirements for shops, administration, and the city yard.
- Project schedule/critical path/major decision thresholds.

#### 1.B. Facility Survey

To verify the needs assessment, GPa would conduct a new inventory of essential furniture fixtures and equipment for the facility. At this stage we would request AMF provide any available floor plans of the existing facility, and detailed organization charts depicting quantity of staff and associated position. We would also request a current City vehicle and equipment list. We would document all current and anticipated staff, equipment, and vehicle needs.

On an individual staff scale, we would assess the needs for everyday functions in terms of space, equipment, and furniture and the relationship to their individual departments. On an overall department scale, we would look at requirements for quantity of staff, conference rooms, equipment and storage requirements and inter-connections between administration and the maintenance staff. Much of this data will be collected through observations and interviews conducted through chosen AMF representatives. Beyond programming and operations the following are some of the key issues we would address in our needs assessment. This information will be essential for developing the bridging documents specifications:

- Exterior storage and parking area improvements and materials
- Electrical requirements for shop space, office, and yard functions (How this may relate to solar requirements)
- Lighting requirements- Interior and exterior
- Climatic control and HVAC requirements
- Plumbing requirements
- Computer cabling/wiring
- Security system requirements
- Shop space work surfaces & storage facilities
- Shop space crew lunch room and locker facilities requirements
- Advertising sign design and specification parameters
- Office space and conference room requirements for office building
- Emergency power generation requirements
- Vehicle equipment/wash bay requirements
- Landscaping requirements
- Equipment list & layout
- LEED assessment and recommendations
- Review of applicable zoning requirements

#### 1.C. Interviews

Next we would work interactively with AMF assigned team members to engage their input of the current facility needs with the information we have documented with the Facility survey. This information would be used to update computed space and programmatic requirements for the future facility. For an effective assessment, assigned team members should be representative of all levels of the organization chart (i.e. Department Head, Supervisor, and Staff).

#### 1.D. Documentation

Both existing and projected space and infrastructure needs would be depicted in a graphed chart per personnel and department. A summary each with charts describing needed spaces per individual department and staff by title and description, along with projected areas anticipated. A written description would be provided explaining how size and configuration of spaces are determined for the future facility.

#### 1.E. Workshops

During the process of documentation, organized workshops will be provided to share our findings. Draft space programming documents will be presented for input and guidance for iterative refinements. These workshops would involve meetings with the entire Public Works staff to discuss existing space deficiencies and operational needs. At the end of this stage, the process will provide:

- a. Projection of staff levels by department. (11 full time, 2 part-time personnel + future growth)
- b. Suggested work space layout- depict typical furniture layout for work areas and individual personnel areas. Suggested furniture space layout for common space per department will be provided. Each space will be correspondingly charted by size, type, and description. Associated information for parking tallies for personnel and public spaces will also be provided.
- c. Department adjacency- portrays diagrams demonstrating preferred relationships between each department and/ or support spaces.
- d. Develop and manage a LEED scoping meeting with the design team and Maintenance Facility representatives to discuss best approaches for sustainable design and outline a working LEED scoresheet.

The report will depict estimated spatial needs of individual, common, and departmental spaces that offer a direct comparison to the existing conditions of the current existing facility.

As a team working together throughout this stage with AMF, the goal of our approach is to understand how personnel use space, furniture, equipment, and provide planning solutions to reflect how the organization works and grows overall.

#### 1.F. Site Investigations

For the overall design of the building, we would investigate:  
Building Code occupancy standards  
Fire code requirements

This will be completed upon the City of Albany's Geotechnical Assessment done on the site that investigates:  
Soil contamination barriers or venting (if required)  
Standards for preventing damage to the ground water monitoring wells during construction.  
Foundation requirements (see City geotechnical report)

## **Task 2: Schematic Design**

### Task 2 Introduction:

On this stage, we would develop space adjacency diagrams from the required program area obtained from the previous research and programming stage. The result will be a block plan diagram that initiates the organization of spaces to depict possible ideal configurations for the future facility. It will also depict how the spaces will fit into the new approved site footprint.

These block diagrams would convey the ideal size, positioning, and location of Administration and Shop spaces drawn to scale. Individual private offices, open offices, restrooms, storage, and common spaces etc. would be depicted within along with main circulation areas in these diagrams. Distinctions between public and maintenance facility space would be depicted along with landscape, hardscape, site circulation corridors, and respective zones for the facility, personnel, and public vehicle parking.

### 2A. Initial Plan Diagram Development

This stage would offer a twofold direction depicting how spaces and programs would interconnect on the new proposed site:

Plan Diagram: Based on the new re-assessment, we would superimpose on top of the drawing of the proposed footprint on the new site a scaled space adjacency diagrams (block diagrams) depicting specific spaces in relation to their location and their associated sizes. This would also show the possible scale and configuration of the new footprint on top of the current facility to give context of the current building foot print. This will be the foundation to the final floorplan.

### 2B. Presentation and Workshops on Conceptual Scheme

After the completion of the initial plan diagrams, we would organize interactive workshops with team members to present them, gather input, and gauge reaction. Iterative refinements will be made to the diagrams after sessions with the AMF team.

This will assist AMF decide the best direction to move forward. Our final workshop would present the following:

- Presentation Project concepts and alternatives including pros and cons.
- Consideration of footprint alternatives
- Look and aesthetic of Building (Exterior building finishes)
- Interior building finishes
- Landscape concepts/style/materials
- Staff traffic flow diagrams relationships
- Enhanced storage requirements
- ADA code planning
- Information systems requirements
- Industrial/safety requirements
- Security upgrades
- Analysis of the cost and benefits of solar panel installation for a portion of the facility energy requirements.
- Estimated construction costs premiums for LEED projects. These preliminary costs will aid the Client in determining which level certification it may ultimately pursue. (We have provided a LEED tally based on the information we have on the existing facility at the end of this scope. Without factoring the cost and schedule it is likely possible to achieve a LEED Platinum certification)

After the floor plan diagrams and corresponding space layouts have been developed in iterative stages and presented through several interactive workshops with the Maintenance Facility representative team a final schematic floor plan will be developed to use as a reference for meetings for the following:

- Fire Chief and Community Development Director to discuss code requirements
- Meeting with City Manager and Public Works Director to discuss preliminary specifications

2C. Development of a preferred option

A creation of a final schematic floor/ site plan will hinge on the decisions made by AMF after extensive review of the block diagram floor plans and exterior options, facility and costs assessments and plan phasing.

The facility will begin to take form at this stage. 3-d massing and geometry will be presented and developed for input.

2D. Not Used

2E. Final Design Report

A final report booklet will be provided to formally organize:

- a. Schematic Site Plans and Building Plans drawn to scale.
- b. Conceptual Perspective sketches
- c. Conceptual Landscape plans
- d. Written assessments describing the proposed project.
- e. LEED planning direction and assessment
- f. Analysis of the cost and benefits of solar panel installation for a portion of the facility energy requirements.
- g. Security/ AV/ IT assessments
- h. SoPC for the schematic design (Statement of Probable Cost),(With input from the general contractor).

This report will contain information and assessments from team and staff consensus that will be the foundation of the development of a formal bridging document and can also be used to provide information for Planning Approval.

2F. Cost and Benefit Analysis of Solar Panels

Provide an analysis of the cost and benefits of solar panel installation for a portion of the facility energy requirement. GPA would assist to complete a Solar PV economic analysis based on the available space that a Solar PV array would be installed likely only on the roof plus the sizing and benefits to LEED Certification. This would also entail completing a brief Pro Forma energy consumption study of the building preceding any whole building energy modeling that would be required by the design-build contractor.

**Task 3: Bridging Documents and Specifications for the new facility**

After city planning and client approval has been reached on the schematic documents, the information gained from schematic design will be developed into bridging documents to begin construction and permitting. This includes development and preparation of architectural specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the project. GPA will develop the bridging document package suitable for design build.

LEED Documentation, Civil, Structural, Mechanical and Plumbing Design/Documentation and Electrical and Voice Data Design/Documentation drawings and specifications based on approved documents, setting forth the engineering construction performance requirements for the Project as required.

We will look work with the general contractor to provide for a Preliminary Construction budget based on specifications provided during the Bridging Documents phase.

At the completion of the Bridging Documents we will be able to provide a more specific cost and time estimates needed to retain GPA's architectural and engineering services, please refer to the estimated services we propose to provide post Bridging Document Stage:

