



**REQUEST FOR PROPOSAL
FOR ARCHITECTURAL SERVICES
PACIFICA LIBRARY PROJECT**

PROPOSAL SUBMITTAL DEADLINE:
DATE: **April 15, 2016**
TIME: **12:00 PM**

CITY OF PACIFICA
170 SANTA MARIA AVE.
PACIFICA, CA 94044
(650) 738-7341

REQUEST FOR ARCHITECTURAL SERVICES

Pacifica Library Project

I. Introduction

The City of Pacifica is requesting proposals from architectural firms for design services for a new library. Initially, schematic design work and drawings are required; additional work may be requested in the future depending on funding opportunities. It is anticipated that the firm selected to prepare the schematic drawings will continue as the consulting architect for future project deliverables, at the discretion of the City.

II. Background

The City of Pacifica library services are provided by the San Mateo County Library which is a Joint Powers Authority comprised of the cities and unincorporated areas of San Mateo County. The City currently has two libraries. Those existing libraries will be replaced by the new facility planned to be located on the southwest corner of Palmetto Avenue and Montecito Avenue in the Sharp Park neighborhood. It is envisioned that the library will anchor the Palmetto Avenue shopping district. The City is scheduled to initiate a Palmetto Avenue streetscape improvement project in 2017.

There have been several studies and assessments prepared regarding the new library project including:

- Current library facility assessment, 2015
- Conceptual design and cost estimate, 2012
- Library needs assessment, 2011
- A Great Community Deserves a Great Library – study of library needs conducted by the Pacifica Library Foundation, 2007

All of these documents can be found on the project's web page, along with other relevant materials and information:

http://www.cityofpacific.org/government/current_projects/new_library.asp

The planned library location is a part of a larger planned development site to include a hotel, restaurant, and possibly housing. More information can be found at the link provided above.

III. Description and Scope of Services Needed

Depending on funding opportunities, the City of Pacifica hopes to build a new library on the southwest corner of Palmetto Avenue and Montecito Avenue in the Sharp Park neighborhood. The building site is currently occupied by a water treatment facility which is no longer used. These buildings, with the exception of a pump station building, will be demolished to make way for the library and hotel project mentioned above. The new library building is to include approximately 35,000 square feet of library space with underground parking.

Project Deliverables

1. Schematic design drawings based on the library conceptual design and sited in conjunction with the overall site planning.

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2. The architectural firm chosen should be available to make presentations to any of the following: the Pacifica City Council, Pacifica Library Foundation, Friends of the Library, Library Advisory Committee and other community or governmental agencies or organizations to be determined by the City and the Library.
3. Other deliverables to be negotiated with the successful candidate.

IV. Selection Criteria

Proposals submitted will be evaluated according to the following criteria.

1. Architect (and sub-contractor, if any) qualifications and recent relevant experience:

- ❖ Qualifications of the firm and its managers
- ❖ Brief resume(s) of project manager and staff who will be responsible for this project
- ❖ Demonstrated experience with buildings of similar complexity and scale
- ❖ Record of building designs which provide functional excellence
- ❖ History of effective schedule and budget management for buildings of similar scale and budget
- ❖ An understanding of the trends affecting public library services in the future
- ❖ References from previous projects

2. Demonstrated understanding of project requirements, including potential challenges and opportunities associated with the project:

- ❖ Content and thoroughness of the proposal which demonstrates the architect's understanding of the task and familiarity with the types of issues applicable to the project
- ❖ Understanding of the scope of work

3. Project approach, work program and quality assurance program

- ❖ Technical approach including how the architect will conduct the work required, necessary site visits, meetings with City/Library representatives to collect information, progress reports, etc.
- ❖ Detailed discussion of the tasks or steps to accomplish the project
- ❖ Overall quality and responsiveness/completeness of proposal

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4. Ability to complete project in a timely manner

- ❖ Proposed project schedule, including major tasks and target completion dates
- ❖ Descriptions of resources, including personnel, to conduct each phase of the project
- ❖ Current workload of firm
- ❖ Architect shall provide written guarantees or assurances that the proposed team will be assigned to the project

V. Selection Process

An evaluation committee will be comprised of City of Pacifica staff, San Mateo County Library staff, and may also include the Library Advisory Committee, or a sub-committee thereof.

A short-list of selected candidates may be invited to interview with the evaluation committee.

VI. Cost and Method of Payment

Cost will be negotiated with the selected candidate. However, the City estimates the value of this work to be between \$300,000 and \$400,000. Cost of any additional services not specified in the RFP should be included separately.

The City of Pacifica will make payments upon completed milestones to be negotiated with the successful candidate.

VII. Proposal Instructions and Format

Architects interested in providing the services described herein to the City of Pacifica should prepare a proposal that includes:

- A. **Cover Letter.** Firm name, address, phone number and contact person regarding the proposal should be clear. In addition, please provide a brief firm history including the architect's current permanent staff size and how that staff's size has changed in the past five years.
- B. **Firm Qualifications.** Areas of expertise of current permanent staff and generally, the scope of services that can be provided by the firm without the services of an outside architect under the architect's direction. List all relevant experience, including description of each project, role of each professional for that project, scope of responsibility, and the date completed.
- C. **Key Personnel.** Proposed project management structure, including the project manager and individuals that will be assigned to the project and sub-contractors (if any). There can be no change of key personnel once the proposal is submitted without the prior approval of the City.

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- D. **Subcontractors.** Identification of any work that will be subcontracted. Include firm qualifications and key personnel for any subcontractors.
- E. **Project Workplan.** A description of project understanding, detailed project approach, and methodology. List specific tasks and any specific considerations or options. Identify particular challenges or opportunities associated with this project.
- F. **Project Schedule.** A timeline for completion of the project including start date, milestones and target completion date; assume project will begin in May 2016.
- G. **References.** At least 5 recent (within the last 3 years) references for whom the architect has performed relevant work. References should include name, title, organization or agency name, phone number, address and a brief description of the project.
- H. **Work Samples.** Submit two project designs that you feel are similar to our project, preferably for projects that have been constructed.

VIII. Submittal Instructions and General Conditions

Proposals can be sent electronically to wehrmeister@ci.pacifica.ca.us or mailed to:

Tina Wehrmeister
Planning Director
City of Pacifica
170 Santa Maria Avenue
Pacifica, CA 94044

Proposals must be complete and submitted by the due date. Late submissions or delivery via facsimile will not be considered. The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

The City retains sole discretion to evaluate proposals and may make an award to the consultant the City deems to have the most responsive proposal. Receipt of proposals in response to its RFP does not obligate the City in any way to engage any consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate any and all final terms and conditions including length, scope of services, and compensation of any agreements entered into.

Questions Regarding This Project

Questions may be forwarded to Tina Wehrmeister, Planning Director at the email address provided above.

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Rights to Submitted Materials

All Proposals and related correspondence, reports, charges, schedules, exhibits and other documentation submitted with this RFP will become property of the City and a matter of public record. All documents submitted in response to this request will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to these disclosure requirements.

City Agreement and Insurance Requirements

The successful proposer(s) will be required to sign a contract with the City relating to the work to be performed. Once selected, the proposer must procure and maintain insurance in accordance with the City's insurance requirements (see "Professional Services Agreement") for the duration of the contract. The cost of this insurance is the proposer's responsibility.

Please indicate any exceptions to the City's Professional Services Agreement.

Reference Checks

The City of Pacifica reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Contractor's performance on previous assignments.

General Conditions of RFP

- The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.
- The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- The Contractor shall be unbiased and vendor neutral.
- Invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- The contract for the services described in the RFP should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.

Attachment: City of Pacifica Professional Services Agreement