



CITY OF PLEASANT HILL

**CITY OF PLEASANT HILL
CALIFORNIA
REQUEST FOR PROPOSALS (RFP)
FOR
ARCHITECTURAL AND DESIGN
SERVICES
FOR
A NEW COMMUNITY LIBRARY**

APRIL 18, 2017

NOTICE IS HEREBY GIVEN that the City of Pleasant Hill is seeking proposals from qualified professional firms for architectural and design services for a new library.

This Request for Proposals (RFP) describes the project, scope of services, submission requirements, selection criteria and schedule, and a sample of the City's Standard Professional Services Agreement.

Proposals must be received **no later than 5:00 p.m., June 5, 2017**. All responses must be in a sealed envelope and have "LIBRARY PROJECT" clearly marked on the outer most mailing envelope. Please submit one original, three hard copies and one electronic (CD or thumb drive) copy of the Proposal to:

City Manager's Office

Library Project

City of Pleasant Hill

100 Gregory Lane

Pleasant Hill, CA 94523

Proposals will not be accepted after the date and time stated above (postmarks not accepted.) Proposals that do not meet the submission requirements specified herein will not be considered. The City intends to enter into negotiations with the firm judged to be the best qualified, based on the selection process, to establish a contract for library architectural and design services. Issuance of the RFP does not obligate the City to enter into contract negotiations nor award a contract, nor is the City liable for any costs incurred by a firm in the preparation and submittal of its proposal for the subject work. The City retains the right to award contracts for parts of this work to several bidders, or to re-solicit proposals.

1. BACKGROUND

The City of Pleasant Hill, CA is home to approximately 34,000 residents and is located in Contra Costa County. The County has historically provided library facilities and services in each of the cities. The Pleasant Hill branch of the County library system, located at 1750 Oak Park Boulevard, is the most heavily used branch in the County, with more than 1,200 visitors per day.

The Pleasant Hill branch library building is nearly 60 years old and nearing the end of its useful life. An evaluation of the building in 2007 identified almost \$10 million in deferred maintenance needs. In spite of its physical limitations, the Pleasant Hill Library is a vibrant gathering place for students, families, and local organizations. In March 2014, the Pleasant Hill City Council formed a Pleasant Hill Library Task Force to explore the need for and feasibility of constructing a new library building serving the residents of Pleasant Hill and the neighboring communities of Contra Costa County. The twelve-member volunteer task force included representatives of city and county government, the library, and the education and business communities. In December 2015, the Task Force recommended that the City conduct a poll of Pleasant Hill residents to gauge community support for a tax measure to fund construction of a new library.

In January 2016, the Council authorized a revenue measure feasibility survey. Based on the strong community support for a dedicated revenue stream to fund capital improvements, including a new library, the Council voted to place a half-cent sales tax measure on the November 2016 ballot. Pleasant Hill residents approved the sales tax revenue measure that will fund deferred investments in capital assets, such as streets, and fund a new library facility. The tax has a twenty year sunset provision. It is estimated that the measure will generate more than \$80 million over the 20 year period. Of that, approximately \$15 to \$20 million is expected to be used for the design and construction of the library, depending on a number of factors, including the size and attributes of the building.

2. PROJECT DESCRIPTION

The City anticipates that the selected architect will begin work in fall 2017 and that the project will break ground in 18 – 36 months.

Although not intended to be a comprehensive list, the following desirable characteristics have been identified through initial planning and visioning work:

- A signature building that will promote civic pride;
- Ability to accommodate over 1,600 daily visitors;
- A modern, well-lit building, possibly including a second floor, that allows for viewing of the surrounding area, in particular views of Mt. Diablo to the northeast;
- Inviting outdoor seating/patio that incorporates artistic elements;
- Incorporates sustainability features that could reduce operating costs;
- Approximately 20,000 – 25,000 square feet of usable space;
- An open floor plan that can house a collection of approximately 150,000, including books, magazines, music and video, and allows for a wide variety of services and programs, including 21st century library collections and technology;

- Flexible program spaces to accommodate large and small groups; a large story time audience, evening events and after school activities, as well as closed areas for tutoring, small group study, business meetings, or for visitors who prefer a quiet experience;
- An expanded children's and family area filled with books and activities for hands-on learning with designated early literacy spaces and comfortable seating for children and adults;
- A customized teen area with 21st century technology and hands-on learning that is safe, social, and an inspiring destination for young people;
- State-of-the-art technology and equipment that offers workspace for professionals and students, including convenient power outlets, comfortable seating, robust Wi-Fi throughout the library;
- Speedy self-service points for busy patrons and 24-hour book drop;
- A Friends of the Library bookstore; and
- Ample and free parking.

The project site is approximately 2.7 to 3 acres of a 9.8 acre site located at 1700 Oak Park Blvd. Please see Attachment B for a map of the site.

3. SCOPE OF SERVICES

The Scope of Services presented below is intended only to illustrate the services likely needed.

The City of Pleasant Hill requires a licensed architect to provide complete design services for the new Pleasant Hill Library. The architect for the project will be working collaboratively with the City's staff, the City Council, County library staff, and the community. The selected architect shall conduct and coordinate all tasks related to the design of the library.

In addition to the design of the facilities, the architect or appropriate representative shall attend all necessary public and private meetings and make presentations, including presentations to the City Council, as necessary.

Any sub-consultants required to perform services shall work directly for the architect, and the architect shall be responsible for directing and coordinating their work.

Services shall be completed in the following phases:

3.1 Conceptual / Schematic Design

During this phase, the architect will meet with City staff, Library staff, the City Council and other stakeholders to receive their input. The architect will conduct an initial Schematic Design/Scope Validation work session. Based on the input received, the architect will then develop a schematic design. The schematic design documents shall incorporate the information gathered through existing information and site measurements, and shall represent the scale and relationship of the project components. These documents shall be used to determine areas, area relationships, volume, or other units necessary to calculate the project requirements. At a minimum, this will include the following:

1. Space plan including area square feet calculations
2. ADA analysis
3. Architectural drawings (site plan, floor plans, sections, elevations)
4. Proposed material boards (material samples, color strike offs, renderings, perspectives)
5. Preliminary landscaping and parking plans
6. Minimum of 3 renderings or a 3D or physical model depicting overall look and feel of building and interior
7. Estimated project construction cost

The City anticipates three (3) community meetings, as well as presentations to the Architectural Review Commission, the Planning Commission and the City Council of the draft schematic design during this phase. Based on input, the architect will incorporate changes to the design and present the final schematic design to the City Council.

3.2 Design Development

Upon approval of the schematic design by the City, the architect shall update all schematic design documents, including estimated project construction cost, and prepare design development documents consisting of drawings and other necessary documents which describe the size and character of the interior design, the appropriate engineering for the project and all other systems and components which are appropriate for the building. Detailed architectural drawings, including floor plans, roof plans, elevations, sections, and schedules (windows, finish, etc.) shall be provided at 65% and 90% completion phases. Architect shall provide recommendations for furniture, fixtures, equipment and layout.

The architect shall prepare outline specifications, including an index and technical sections. The architect shall conduct a meeting with the City team to review all documents. Meetings with the Architectural Review Commission, Planning Commission and City Council are also anticipated during this phase.

3.3 Construction Documentation

Upon approval of the design development documents by the City, the architect shall update all of the design development documents, and prepare the construction documents. These documents shall include plans and specifications that in detail set forth the requirements for construction. The architect shall provide all drawings and specifications, including but not limited to civil, landscape, architectural, structural, plumbing, HVAC, electrical, an index and construction documents. Structural, mechanical, and electrical calculations and energy analysis shall be included. The architect shall provide a Letter of Assurance attesting that the documents are complete and ready to bid. The architect will have the construction drawings signed and stamped by a design professional, prepare the required documents for Public Bid by qualified General Contractors, and lead the City team in submitting these documents for all permit applications and in obtaining the permits.

3.4 Bidding Phase

The architect (with the City's input) shall prepare a complete set of Bidding Documents for Public Bid. The architect shall be responsible for preparing any clarifications or addendums during the bidding process. The City shall arrange for the distribution of the construction documents to the general contractors during the bidding process. The architect shall assist the City in the review and evaluation of the bids, if requested by the City. Architect and consultants shall attend pre-bid conferences and site visits with potential bidders, as requested.

The documents produced by the architect for the project shall become the property of the City of Pleasant Hill.

All work shall, at all times, comply with applicable State, federal, and local laws and requirements. The architect shall comply with all insurance requirements of the City of Pleasant Hill.

4. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise.

4.1 Introductory Letter

The introductory letter shall be addressed to:

City of Pleasant Hill
100 Gregory Lane
Pleasant Hill, CA 94523

The letter shall include the name of the firm, the firm's principal place of business, the name and telephone number of the contact person, mailing address, email address and company tax identification number. The letter shall be signed by the individual authorized to bind the Consultant to the proposal. The letter shall also include a statement identifying that the proposal shall be firm for ninety (90) calendar days from the date of proposal submittal to permit staff evaluation and City Council award. Upon award, price quoted will be in effect for the term of the agreement.

4.2 Project Understanding and Approach

Demonstration of the architect's understanding of the project, including an identification of key issues and critical items to be addressed. Briefly state the approaches and methodologies the architect proposes to undertake. Discuss the methods of management, quality control, and coordination that will be used.

Note any innovative concepts or suggest changes to the scope of services listed in this RFP.

4.3 Experience/References

Representative Projects - List a minimum of five (5) projects, at least three (3) of which should be related in scope, budget, program and complexity to the Pleasant Hill Library Project. For each project, please include:

- a) Completion Date
- b) Name and Location
- c) Budget
- d) Graphic Description
- e) Photographs
- f) Total Square Footage
- g) Client

Excellent references and a history of projects completed on time and within budget are requested. Provide a minimum of five (5) client references, preferably from the Representative Projects list above. References should include California cities or other large public sector entities. Provide the name, title, organization, address, telephone number, and a description of the project(s) that were completed for each reference.

4.4 Project Team

Provide a description of the architect's proposed team, the organization, and general expertise. Include specific experience of lead architect and team staff. Indicate the length of time the lead architect has been employed by your firm.

Provide a listing of each key staff person that will be assigned to the project, their role, and background information demonstrating their capabilities and qualifications to perform their assigned task. For each individual, provide current professional registrations, related experience, educational background, and years of service with the team. Expertise applicable to work specified in the scope of services should be emphasized. All sub-consultants should be included.

Is the principal or lead architect licensed to practice architecture in the State of California? Has the principal or lead architect had their license to practice architecture suspended in the State of California? If so, please explain.

4.5 Project Plan/Schedule

Provide a project work plan with as much detail as needed to describe how the required services and scope of work will be performed. Include a proposed schedule, showing each task and the major milestones for each. It is understood that the schedule may be modified during refinements of the scope of services that take place with the City team during contract negotiations.

4.6 Contract Terminations

If your firm has had a contract terminated within the last five (5) years, describe each such incident.

The City will evaluate and at its sole discretion, may reject the proposal on the grounds of the past contract terminations.

If the firm has not experienced any such termination for default or early termination in the last five years, so indicate.

4.7 Legal Proceedings

Identify any completed, on-going, or pending legal proceeding (arbitration, complaint, or court action) filed by an owner or contractor against your firm for any project in the past five (5) years.

4.8 Conflicts of Interest

Identify any individuals or entities associated with the architect who may have a conflict of interest with any activity of this project. Provide detailed explanation.

The City will evaluate and at its sole discretion, may disqualify architects on the basis of conflicts of interest.

If the architect has no such conflicts of interest, so indicate.

4.9 Fees

Submit information on your proposed fee based on the Scope of Services indicated above, including anticipated reimbursable costs. Submit an hourly rate schedule by project staff and sub-consultants.

5. SELECTION CRITERIA

An Evaluation Team will review and evaluate the proposals. Based on the evaluation of the proposals submitted, the most qualified firms will be invited to make presentations to the Evaluation Team. Evaluations will include, but are not be limited to the following criteria:

5.1 Project Understanding and Approach

Factors to be considered include, but are not limited to, work methodology, management methodology, project plan, and consideration of factors deemed essential for a successful project.

5.2 Technical Competence

Factors to be considered include, but are not limited to, experience, familiarity with similar projects, and the qualifications of key personnel.

5.3 Record of Past Performance

Past record of performance will be determined from all available information, including contact by the City with proposer's former clients. Factors to be considered include, but are not limited to, former clients' satisfaction with final products, cost control, work quality, completion of work on schedule, quality of working relationship, and satisfactory resolution of issues that arise.

5.4 Capability to Meet Schedule

Factors to be considered include, but are not limited to, the size of staff assigned to the project and the availability of those staff, given other commitments.

5.5 Overall Proposal Presentation

Factors to be considered include, but are not limited to, the thoroughness, responsiveness, completeness and overall quality of the proposal.

After the presentations, the City will make a selection and will negotiate a contract with the highest rated architect. If agreement cannot be reached, negotiations with other architects in order of their respective final ratings, will be conducted until a contract is reached.

Upon selection of the successful architect, the City of Pleasant Hill Agreement For Professional Services shall be used to detail the terms of the engagement (see Attachment A). Proposer shall meet the requirements of this agreement; and shall submit with proposal a list of any concerns with the City's Agreement, in particular the insurance requirements.

The City reserves the right to waive any irregularities or informalities contained within this RFP, accept or reject any or all proposals received as a result of this request, negotiate with any qualified firm or to cancel the RFP in part or whole. All proposals and material submitted will become the property of the City of Pleasant Hill and will not be deemed confidential or proprietary.

6. SELECTION SCHEDULE

The anticipated schedule for architect selection is given below. The City reserves the right to make changes to the schedule.

Release of RFP	April 18, 2017
Bidders' Conference	May 8, 2017
Deadline for Submission of Questions	May 22, 2017
Proposal Deadline	June 5, 2017
Presentations by Finalists	Week of June 26, 2017

To ensure fairness in the selection process, all questions or requests for information related to this RFP shall be directed to Martin Nelis (mnelis@pleasanthillca.org) no later than May 22, 2017 at 5:00 p.m. Any attempts to communicate with other City staff may be grounds for disqualification. Responses to questions will be posted on the City's website at www.pleasanthillca.org/rfpfaq. **Bidders are responsible for checking the website for updates.**

The Bidders' Conference is scheduled for May 8, 2017 at 10:00 a.m. at the City of Pleasant Hill, 100 Gregory Street, Pleasant Hill, CA 94523. All potential bidders are strongly encouraged to attend.

Attachments: [A. Professional Services Agreement](#)
[B. Site Map](#)