

# TOWN OF ATHERTON



## **Request for Qualifications**

### **for Architectural Services for Civic Center Design**

**City Clerk  
91 Ashfield Road  
Atherton, CA 94027**

**Qualifications due by 2:00 pm on October 3, 2014**

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## **I. Overview**

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The Town of Atherton seeks qualifications for architectural services to prepare plans, specifications and estimates and provide services through construction to implement the Civic Center Master Plan, available on the Town Web site at <http://www.ci.atherton.ca.us> under Current Projects. The Master Plan was conceptually accepted by City Council in March 2014. The Town is currently in the process of selecting a consultant to assess environmental impacts and to prepare the appropriate document (MND or EIR) for the project. The Master Plan is proposed to be built on the Town-owned site that currently accommodates the original Town Hall (circa 1928), Administration/Police building, Police garage, Library, modular Community Services (Planning/Building/Engineering) building and Public Works facilities. The site is bounded by residential neighbors on 3 sides and by railroad tracks that serve Caltrain and freight traffic. The Master Plan also includes changes to the on-site and off-site traffic circulation. Site layout and design must be consistent and compatible with Atherton's rural, neighborhood residential character in massing and scale, reflecting the Town's building types rather than an urban civic center. The design should endeavor to mitigate adverse impacts on nearby residents.

Responding firms must have demonstrated experience in designing sustainable buildings and municipal facilities and delivering cost-effective architectural solutions. The entire Town-owned property, including adjacent rights-of-way, are to be considered in designing the site to be used for the Civic Center, which should house City Council chambers, police department, library, Town administrative offices, community development permit center, public works maintenance and multi-purpose/community rooms.

The current project estimate for site and buildings construction is \$23 million, excluding soft costs. Funding for the project is unique. The Town has dedicated funds for the library and Community Services Department portion of the Administration building but is precluded by a voter-approved measure from using tax funds for the Town Center construction. Efforts are underway to raise donations for the unfunded part of the project cost.

## **II. Background**

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The Town of Atherton desires to preserve its character as a scenic, rural, thickly-wooded residential area with abundant open space. There are approximately 2,500 residences with approximately 6,900 residents, according to the 2010 Census. The Town has no commercial establishments. Although the Town is largely developed and therefore has a stable population, it experiences redevelopment as older residential buildings are demolished or significantly renovated, and its numerous schools make changes to their campuses. In addition, while policy changes and government mandates may require flexibility to add services, no significant staffing additions are currently contemplated. The Civic Center Master Plan consists of the Town's Administrative Offices, Police Department, Public Works, Building and Planning Departments, Council Chambers, Library, Post Office, other functional uses and associated outdoor facilities. The Caltrain station adjacent to the Civic Center will remain and access should be enhanced in anticipation of the resumption of daily service. The historic Town Hall is to be retained although its function has not been defined.

Firms should become familiar with previous studies, programming information and design concepts presented on the Town's website at [www.ci.atherton.ca.us](http://www.ci.atherton.ca.us) under the Civic Center. The Town is preparing background information including a preliminary title report, land survey, plot of underground utilities, geotechnical report, soil sampling report and hazardous materials reports.

City Council accepted the Civic Center Master Plan prepared by HMC/MIG in March 2014. That Plan will be reviewed by an environmental consultant. Staff will recommend the selection of PlaceWorks to City Council at their September 17 meeting. An EIR, if required, is anticipated to be adopted in 2015. The Town has hired Mack5 as Project Manager to work with Town staff to assist with design review, cost estimating, schedule oversight, constructability and construction management.

Neither of the firms that prepared the Master Plan will be permitted to propose on this design.

### **III. Site Location and Description**

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The Civic Center site is located at 91 Ashfield Road. It is bordered on the west by Fair Oaks Lane, on the north by railroad tracks (also used by CalTrain), on the east by Maple Avenue and on the south by private properties. The parcels are generally bisected by Dinkelspiel Station Lane and Ashfield Road. Major buildings include the Administration Building/Police Station, original Town Hall (currently Council Chambers), Library, Corporation Yard Garage, Corporation Yard Office/Lockers, Police Garage and (modular) Permit Center. There are approximately 100 off-street parking spaces available to the public, plus a secured lot for Police parking. A drawing of the accepted Master Plan site plan is included as an Appendix. The site contains underground utilities, including AT&T fiber optic cables and a 36 inch diameter SFPUC water pipe that may require refinement of the Master Plan as it is currently underneath building footprints. A drawing of a site survey is available for download from the Town's website under the Civic Center Project. The Caltrain station, approximately 35 parking stalls and adjacent access roads are not owned by the Town but are available for public use. The Town's parcels and rights-of-way bordered by them on both sides are approximately a rectangle 1,040 feet long (east-west dimension) by an average of 250 feet wide, with the Administration/Police Building at the widest point being 320 feet.

### **IV. Scope of Work and Experience**

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#### **A. WORK DEFINITION**

The Town is requesting Statements of Qualification from design teams to design and provide professional services through construction to implement the Master Plan. Work is expected to include validation of programming, design, public outreach and services in support of construction.

#### **B. SCOPE OF SERVICES**

The proposed project is a major revision to the Civic Centre site, eliminating bisecting roads and building a new Police Station/Administration building and a separate library. Since the majority of the project is to be funded by donations, the Council has specified that the project needs to be budget-driven. In addition, because the majority of funding will be from private sources, extensive public participation is required and the architect will be expected to provide information to and solicit desires from residents in a number of public meetings. Graphics and other media prepared by the architect will be used as an integral part of the fundraising component for this project. Specific experience and expertise is more fully described in the following section.

### C. EXPERIENCE

- At least 10-years' experience managing complex commercial or institutional development projects
- Substantial experience designing public projects
- Specific experience with civic centers, libraries and police stations
- Experience with projects similar in scale to the proposed Civic Center
- Sufficiently experienced and confident to challenge the program assumptions
- Ability to drive the design to stay within budget constraints
- Experience conducting public outreach and preparing public graphic presentation materials (e.g. renderings, photo simulations, models)
- Experience with sustainable design (LEED, Net Zero Energy, minimize life-cycle cost)
- Experience in assisting clients with selection of FF&E
- Experience with subterranean facilities (e.g. garage, basement)
- Expertise with construction estimating
- Knowledge of current and pending California Building Codes including Essential Services facilities
- Preferably, prior working relationship with members of the design team

### V. Submittal and Review Process

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1. Applicant questions: All questions regarding the RFQ shall be submitted in writing to Gordon Siebert, City Engineer, at [gsiebert@ci.atherton.ca.us](mailto:gsiebert@ci.atherton.ca.us). Questions and responses will be posted on the Atherton Town website.
2. Submittal Deadline: Late submittals will not be accepted.
3. Provide an email, address and phone number for the person to be contacted regarding the SOQ.
4. Format and Delivery: SOQ is limited to **15** pages, not including resumes. Submit twelve (12) letter-sized copies with one (1) unbound copy of the technical proposal to:

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and e-mail a PDF copy to Gordon Siebert at [gsiebert@ci.atherton.ca.us](mailto:gsiebert@ci.atherton.ca.us).

5. Submittals will not be returned.
6. The Town reserves the right to accept or reject any or all submissions, or to alter the selection process in any lawful way, to postpone the selection process for its own convenience at any time, and to waive any non-substantive defects in this RFQ or the submittals.
7. The Town proposes to short list the most qualified firms for further consideration during the subsequent RFP process. The Town reserves the right to solicit additional statements of qualifications at any point in the project should it fail to select a firm or should that firm fail to execute the Town's Agreement.

## **VI. Proposed Timeline**

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September 18, 2014	RFQ available on Town of Atherton website
September 30, 2014	Submission deadline for written questions
October 1, 2014	Responses to written questions available on Town website
<b>October 3, 2014, 2 pm</b>	<b>Statements of Qualification due</b>
Week of October 6, 2014	Ranking and selection of qualifications
October 15, 2014	Town Council approval to issue RFP

## **VII. SOQ Content**

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The SOQ should include the following:

1. **FIRM AND TEAM INTRODUCTION:** including information such as form of organization, length of time in business, office location(s), number of staff, working history of team members with each other and a general summary of qualifications documenting the strengths of the firm or person, areas of expertise and licensing, as appropriate.
2. **PROJECT MANAGEMENT APPROACH:** the person or firm's project management practices, methodologies and processes for a budget-driven design.
3. **PROJECT EXPERIENCE:** listing specific design experience that is related to the type of service and scale required by the Atherton Civic Center project. Project experience should list the type of work provided with the client contact information for each project. If sub-consultants are proposed, include information on joint work, if any, and sub-consultants' roles in those projects.
4. **DESIGN EXAMPLES:** provide several graphic examples of civic buildings designs.
5. **KEY STAFF:** including the identification of the Principal-in-Charge and key staff, including sub-consultants. This section should identify the qualifications and related experience of key staff, including sub-consultants, assigned to the project; and includes their resume showing experience in design services. Include an organizational chart for this project.
6. **REFERENCES:** Provide client references, for all similar projects in the past five (5) years, that have working experience with the project team and companies proposed for assignment to this project. Furnish the name, title, address, email and telephone number of the person(s) at the client reference who is/are most knowledgeable about the work performed and can comment on the professional qualifications/expertise of the staff.
7. **CLAIMS and LITIGATION:** a list and status of any claim or litigation from the past ten years to which the firm is a party by virtue of their professional service.
8. **DISCLOSURE:** of any past, ongoing, or potential conflicts of interest that the firm or person may have as a result of performing the anticipated work.
9. **PROFESSIONAL FEES:** Include standard hourly fees and charges.

## VIII. Evaluation Criteria

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The Town requires that the firm serve this project from an office no more than **90** minutes typical travel time from Atherton.

Firm and team qualifications	45%
Project Team Members' Technical Experience	40%
Project Team Members' graphic presentation	10%
Quality of References	5%

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## IX. Appendix

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Master Plan site plan

