



Request for Proposal

Town of Atherton
Library Building Project

12/16/2010

Submittal Deadline: Monday, January 24, 2011, 4:00 p.m.

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The Town of Atherton seeks a Proposal from licensed architectural design firms with demonstrated experience in public library design for Phase I of the Atherton Library Building project. Phase I includes the Library Building Program, Site Selection, Conceptual Designs, and Cost Models.

Town Background

The recently published book by Pam Gullard and Nancy Lund describes the Town:

In this pretty town, ancient trees arch over winding lanes along private gardens. For over two hundred years, residents have relished the park-like atmosphere of this peaceful refuge that is now on the edge of Silicon Valley. . . Residents keep a strong sense of community and a desire to preserve the neighborhood's original feeling of the peaceful forest and preserving that sense of rustic beauty. ¹

All of Atherton is a park, said long time Atherton police chief Leroy Hubbard.²

Refer to Library Needs Assessment (in Appendix of this document) for additional information.

Library Background

History of Atherton Library Service

The San Mateo County Library began providing library service to the Atherton community in 1931 in what is now Town Hall. In 1968 the library was relocated in what had been the police chief's house. This is its current location.

In 1999, the San Mateo County Library Joint Powers Authority (JPA) was established. The formation of the JPA shifted governance from the County Board of Supervisors to the JPA Governing Board, which consists of representatives from each member entity. Library

¹ Gullard, P, and Lund, P. G. (2009). *Under the Oaks, Two Hundred Years of Atherton History*. San Francisco: Scottwall Associates.

² Gullard, P, and Lund, P. G. (2009). *Under the Oaks, Two Hundred Years of Atherton History*. San Francisco: Scottwall Associates.

service and operations are provided by the San Mateo County Library and facilities are owned and maintained by each member entity--in this case, by the Town of Atherton.

Atherton Library Usage Today

The Atherton Library welcomed over 80,000 patrons last year and approximately 130,000 books and other library materials were checked out. The Library provides engaging events for children, teens and adults, currently holding an average of 21 programs and classes per month.

Identified Needs

Based on expressed interest in the improvement of the Atherton Library and the completion by the Town of a Structural Facility Evaluation, the Library completed a Library Needs Assessment (see Appendix of this document) during FY 2009-10. The Library Needs Assessment findings indicate that the existing facility presents significant barriers to the effective delivery of library services including:

- Inability to house an adequate collection for a community of its size
- A need to increase the number and types of seating available
- A need to increase the number of public computers available
- A need to provide areas for library related programs and events
- A need to create spaces or zones for various uses, such as quiet study areas, browsing areas, and spaces dedicated for children and teens

The report recommends that in order to effectively meet identified service needs, the facility would require an increase from the current 4,790 square feet to approximately 11,100 square feet.

Project Background

The Library Needs Assessment was studied by the Atherton Library Needs Task Force and they recommended a new library should be constructed and that the project be overseen by an Atherton Library Building Steering Committee (ALBSC). Council approved the recommendations in June 16, 2010 Resolution No 10-30 Library Partnering (see Appendix of this document). ALBSC has been formed and part of its work is to guide this RFP process.

Project Overview

The Town of Atherton and the San Mateo County Library JPA wish to build a new library that will better serve its community of current and future users. This new library must not only meet the needs of the existing community of users, it must also be designed and programmed to anticipate and engage the needs and technologies of the next several decades. In addition, the new library could include:

- i. an area to accommodate the Town of Atherton Heritage Association collection, its associated activities and possible display areas for portions of the collection;
- ii. an area to accommodate the Town of Atherton Arts Committee and spaces to display community art;
- iii. outdoor reading, meeting and educational spaces connected to the new library;
- iv. flexible spatial configuration to allow for modular current use, future use, and technology changes.

Project Description

Project Description -- Phase I

Phase I requires development of concept plans for two sites, described below. The chosen design firm will be asked to interpret and satisfy the proposed ALBSC guidelines, with careful consideration of the alternative sites and budgetary constraints. At present, there is approximately \$5,000,000 in funding available for the Atherton Library project. The concept plans will be used in the planning and environmental review process, and at least one public forum charrette. The purpose of Phase I is to complete the site selection and approval process, identify the overall concept of the new library, and effectively engage the community, which will provide the basis for Phase II work.

Two possible sites include the existing library site on Dinskelspiel Station Lane in Atherton and a site at Holbrook-Palmer Park. Concepts for both sites are to be analyzed and developed as part of this phase. (Refer to Appendix – Site Plan for the Existing Site, Site Plan for Holbrook-Palmer Park – Holbrook-Palmer Park Landscape Master Plan 2005).

The existing library site is located at 2 Dinskelspiel Station Lane, Atherton adjacent to the Caltrain corridor, Atherton City Council chambers and a residential R1-B neighborhood. The Holbrook-Palmer Park proposed site at 150 Watkins, Atherton includes: a late 19th century Water Tower and Carriage House, a mid 20th century activities building (Pavilion) rented for private and community events, and a mid-20th century residence (Main House) converted to accommodate private and community meetings and functions. The Water Tower and Carriage House buildings are one of a few remaining examples of late 19th century estate farm architecture in the Bay Area, and are the most significant contextual elements that will need to be accommodated and respected. It is anticipated that a new library site in Holbrook-Palmer Park will require replacement of an existing building.

Given the nature of the two available sites, Phase I will require careful consideration of context, existing conditions, and uses within i) a neighborhood and ii) a public park. Respondents to the RFP should have members on their design team who are experienced in public library design, as well as land and landscape planning for public parks.

Phase I requires development of concept plans for the two aforementioned sites, to be used for the planning and environmental review process, and at least one public forum charrette. We are currently hiring for Phase I of the project. Selection of a firm for Phase I does not indicate in any way that said firm will be engaged for the next phase of the project.

Project Description -- Phase II

Phase II will commence subsequent to successful completion of Phase I. After the completion of Phase I, an architectural firm will be selected to build upon Phase I to develop the Schematic Design for the new Atherton Library. The public and regulatory process will play an integral role in this phase. Specific requirements for Phase II will be developed subsequent to the completion of Phase I.

Project Description -- Phase III

We anticipate that the architectural firm hired for Phase II will continue to provide services during Phase III, including some or all of the following: design development, construction documents, bidding, construction phase services, and post-construction services.

Services Requested -- Phase I

Library Building Program

Using the San Mateo County Library Service Model (see Appendix) as a foundation, integrate priorities and information reflected in the Atherton Library Needs Assessment, collaborate with library staff, collaborate with ALBSC, and incorporate the feedback of the Atherton community to create an Atherton Library Building Program. Elements of the building program will include: charts providing specific figures on projected collections, projected area space needs and uses, adjacencies and spatial relationships between service areas, recommended assignable space, the relationship between the building and the site, landscape design requirements, LEED requirements, acoustical requirements, and general design requirements for the building (as well as any additional requirements).

Site Selection With the involvement of a landscape architect, environmental consultant, LEED consultant, and/or green consultant, investigate sites (rebuilding in the same location or potential locations within Holbrook-Palmer Park), perform site analysis, hold a public site evaluation meeting, and assist with a site recommendation.

Conceptual Drawings

Architect will prepare conceptual drawings, based on the Atherton Library Building Program, for discussion and feedback at City Council, public presentations, and committee meetings.

Community Engagement

Facilitate community involvement throughout Phase I by developing and carrying out a communications plan, holding public meetings, and soliciting public input from multiple sources, including focus groups and charrettes.

Cost Models

Perform cost estimating activities through all phases.

Meetings

It is anticipated that Phase I will involve the planning and approval process as outlined in Exhibit E – Atherton Library Planning and Review Process. It is expected the process will involve no less than two daytime meetings with the Atherton Library Steering Committee, one Saturday charrette meeting, one evening General Plan Commission meeting, one evening Planning Commission Meeting, and one evening Atherton City Council Meeting.

Pre-submittal Process

1. Bid Meeting and Tour: A meeting for proposal applicants will be held on Tuesday, January 4, 2011 at 1:00 p.m.
2. Applicant questions: Questions shall be submitted in writing and sent via email no later than January 10, 2011, 4:00 p.m. to Duncan Jones, Public Works Director, djones@ci.atherton.ca.us with a copy to Theresa Della Santa, Deputy City Clerk, tdellasanta@ci.atherton.ca.us. The questions and answers will be made available publicly January 17, 2011, 4:00 p.m. on the Town web site.
3. Submittal Deadline: Monday, January 24, 2011, 4:00 p.m.
4. Format and Delivery: Submit three (3) printed letter-sized copies with one (1) unbound copy to:

Atherton City Manager
Town of Atherton
91 Ashfield Road
Atherton, CA 94027

and e-mail a PDF copy to Theresa Della Santa at tdellasanta@ci.atherton.ca.us.

Submittals will not be returned.

RFPs submitted after the deadline will not be accepted for consideration except as otherwise noted below.

The Town reserves the right to accept or reject any or all proposals, or to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any defects in this RFP. The Town also reserves the right to accept or reject any firm that a candidate proposes to use.

The Town is seeking to engage the most qualified firm, based on the evaluation criteria described (see Needs Assessment Analysis Criteria in Appendix). The Town reserves the right to negotiate with other qualified firms or solicit additional statements of qualifications at any point in the project should it later fail to negotiate a reasonable fee with the selected firm.

Proposed Timeline

15 December 2010	RFP Approved by Atherton City Council and JPA
16 December 2010	RFP Issued
4 January 2011 at 1pm	Pre-submittal meeting (non-mandatory)
10 January 2011 at 4pm	Submission deadline for written questions
17 January 2011	Answers to written questions issued
24 January 2011 at 4pm	<i>Proposals due</i>
2 February 2011	Invitation for presentation and interview of selected firms
9 February 2011, beginning at 9 am	Presentation and interviews by selected firms
16 February 2011 in the evening	Selection approved by Atherton City Council
February date to be determined	Selection approved by Library JPA
17 February – March 2, 2011	Negotiate scope of work and fee with selected firm
16 March 2011	Scope of work and fee for selected firm approved by Library JPA and Atherton City Council

Proposal Content

The RFP should include the following:

1. **FIRM INTRODUCTION:** including information such as length of time in business, office location(s), number of staff and a general summary of qualifications documenting the strengths of the firm, areas of expertise and licensing. List services provided by prime firm and sub-consultants anticipated.
2. **APPROACH:** the firm's design principles and uniqueness of approach, including meeting Green or LEED building standards for essential service facilities.
3. **PRELIMINARY SITE AND BUILDING EVALUATION:** please include preliminary comments on the sites.
4. **PROJECT EXPERIENCE:** listing specific project experience that is related to the type of services required by the Atherton Library project. Project experience should reference design experience with public library projects, park and/or campus design as well as other public buildings in an urban setting and list the client contact information for each project. The experience should include:
 - a. A reference list including the names of libraries where the firm has provided services and contact information.
 - b. A reference list of building projects similar to the proposed project, including the construction contract initial and final value, the project size/scope, and the beginning and ending years of the project.
 - c. A reference list of projects including essential service facilities and sustainable design / green elements designed or accomplished.
 - d. A demonstration of specific in-depth knowledge of and experience with:
 - 1) Building designs that relate well to historic settings and/or experience working with the Secretary of the Interior's standards and the State Historical Building code.
 - 2) Public involvement in a project's design and modification of proposed designs based on public comment. Explain public presentation experience.
 - 3) Designing/acquiring/installing technology, both specific library technology and other.
 - 4) Site Planning in a park setting and/or urban neighborhood.
5. **KEY STAFF:** including the identification of the Principal-in-Charge, Project Manager and key staff. Key Staff/Project Principals shall be licensed professionals in the State of California (Professional Engineer, Registered Architect or Landscape Architects).

This section should identify the qualifications and related experience of key staff assigned to the project. The proposer shall possess any applicable professional licenses issued by the State of California and shall have knowledge of applicable local, state and federal regulations and codes, particularly the California Public Agreement Code as it applies to this type of service.

This section should also include cameo resumes of all staff performing tasks for this project. The cameo resumes shall include a summary of relevant management and work experience, years of relevant experience, the current and proposed location of the staff, and a statement of availability. Two references shall be provided for each key staff member. This section should also include a table of all key personnel showing their availability for the duration of this project as well as any commitments to other projects. Please include the level of involvement that each key staff member will have, including an approximate share of the hours of their work as it relates to the whole.

Principal architect's involvement with the design and work with the public will be an important criteria for selection.

6. RESUMES: should demonstrate experience in architectural/engineering services on public projects including those tasks described above, including registrations.
7. LITIGATION: - A list of any current litigation to which the firm and/or key sub consultants(s) are parties by virtue of their professional service, in addition to a list of any such litigation from the past ten years.
8. DISCLOSURE: of any past, ongoing, or potential conflicts of interest that the firm may have as a result of performing the anticipated work.
9. COMMENTS: Please include any other information or material that might help us to evaluate your firm's ability to execute this project, including any vision or other ideas on the direction of this project. Please limit comments to a maximum of 3 pages.
10. ADDITIONAL SERVICES: List any additional related services your firm can provide, such as interior design, energy management, etc.
11. CHANGE ORDERS: List the total cost of change orders on each of your current projects and discuss the reasons for the change orders.

Selection Process

Short-List Selection Process

The Selection Committee will review all proposals, interview all or some of the firms, and identify the top three short-list firms ("Library Center Project Finalists") to the ALBSC for recommendation to the Atherton City Council and Library JPA for approval.

See Evaluation Criteria in the Appendix.

The Selection Committee will negotiate the scope of work and fee with the first choice firm for the project. If unsuccessful, the Selection Committee will proceed to the next ranked firm. Upon approval by the Library JPA and Atherton City Council, the selected firm will then be presented with the Town's form of contract (see Library Design Services Agreement in Appendix) as well as the guidelines for the Conceptual Design Phase (the "Guidelines"). If they are prepared to accept this form of contract and the Guidelines, then they may proceed to the Conceptual Design Phase. To the extent that any Finalist Firm is not prepared to accept the Town's form of contract and the Guidelines, then the alternates will be given an opportunity to become a Finalist Firm based on their rank order.

Contract Terms and Conditions

The selected firm will work under a Library Design Services Agreement (See Appendix). Once an Agreement is negotiated, the following documents will be required by the selected firm prior to the commencement of any work:

- Signed contract by both the Town and the consultant(s)
- Proof of insurance in the following amounts:

Workers' Compensation Coverage as required by the State of California
Commercial General Liability in an amount not less than \$2,000,000
Automobile Liability in an amount not less than \$1,000,000
Professional Liability in an amount not less than \$2,000,000

A separate Additional Insured Endorsement naming the Town as additional insured is required. Please call if you have any questions related to the insurance required by the Town.

- Proof of payment of the Atherton Business License Fee. An Atherton Business License is required of any person who transacts or carries on any business, trade, profession, calling, or occupation in the Town of Atherton.

Being selected under this solicitation will not preclude the firm from being considered for any other projects advertised by the Town.

APPENDIX

June 16, 2010 Resolution No 10-30 Library Partnering (item 23)

<http://www.ci.atherton.ca.us/documents/ResolutionNo.10-30LibraryPartnering.pdf>

San Mateo County Library Service Model (included in Atherton Library Needs Assessment)

<http://www.ci.atherton.ca.us/documents/ITEM72AthertonLibraryNeedsAssessment.pdf>

Atherton Library Needs Assessment

February 17, 2010 Memo

<http://www.ci.atherton.ca.us/documents/ITEM71ATHNeedsAssessmentMemo2-10.pdf>

Attachment

<http://www.ci.atherton.ca.us/documents/ITEM72AthertonLibraryNeedsAssessment.pdf>

Evaluation Criteria

Number of Library Projects	25%
Quality of Design	15%
Professionalism of RFP Presentation	15%
Experience with Sustainable Design	25%
Did they answer the questions we asked in the RFP	10%
Intangibles: Overall Impression of the RFP presentation	10%

Atherton Library Project Process Flow

http://www.ci.atherton.ca.us/documents/ProjectProcessFlow_001.pdf

Site Plans

Site Plan for the Existing Site

<http://www.ci.atherton.ca.us/documents/AthertonLibraryCurrentSitePlan.pdf>

Site Plan for Holbrook-Palmer Park – Holbrook-Palmer Park Landscape Master Plan 2005

<http://www.ci.atherton.ca.us/documents/HPParkMasterPlan.pdf>

Zoning Regulations (included in Project Process Flow document)

http://www.ci.atherton.ca.us/documents/ProjectProcessFlow_001.pdf

Town of Atherton Library Design Services Agreement

<http://www.ci.atherton.ca.us/documents/LibraryDesignServicesAgreement.pdf>

Note: All attachments are available on the first page of the Town website at:
<http://www.ci.atherton.ca.us/>

Works Cited

Lund, P. G. (2009). *Under the Oaks, Two Hundred Years of Atherton History*. San Francisco: Scottwall Associates.