

# TOWN OF ATHERTON



**Request for Proposals**

**for**

**Civic Center Design**

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

**Qualifications due by 2:00 pm on November 21, 2014**

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## **I. Overview**

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This Request for Proposals is being distributed only to firms invited by the Town of Atherton.

The Town of Atherton seeks proposals for professional 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 or at [ca-atherton.civicplus.com/DocumentCenter/View/1198](http://ca-atherton.civicplus.com/DocumentCenter/View/1198). The Master Plan was conceptually accepted by City Council in March 2014. The Master Plan is proposed to be built on the 4.4 acre Town-owned site that currently accommodates the original Town Hall (circa 1928) Administration/Police building, library and modular Community Services (Planning/Building/Engineering) building. 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. The Town has selected PlaceWorks to assess environmental impacts and to prepare the appropriate document (MND or EIR) for the project. The environmental consultant's schedule proposes to have an EIR certified in Summer 2015.

Responding firms must have demonstrated experience in designing 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.

Funding for the project is unique. The Town has dedicated funds for the library and Community Services Department but is precluded by a voter-approved action from using tax funds for the Town Center construction. Efforts are underway to raise donations to fund approximately \$20 million that is the unfunded portion of the project.

## **II. Background**

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The Civic Center Master Plan consists of the Town's Administrative Offices, Police Department, Public Works, Building and Planning Departments, Council Chambers, and contract Post Office, (totaling approximately 25,000 s.f.) Library, (approximately 9,000 s.f.) other functional uses and associated outdoor facilities. Policy changes and government mandates may require flexibility to add services, although no significant staffing additions are currently contemplated. 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 be 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, as well as materials related to master planning and space needs. A proposed Project Schedule is included in the Appendix. This material is presented for information only and may not be indicative of the Town's current or future needs. 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.

### **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 Exhibit 1. Two drawings which are the western and eastern plots of a site survey are also available for download on the Town's website. These plots show that the Caltrain station, approximately 35 parking stalls and associated access roads are not owned by the Town but are available for public use. The plots also show an SFPUC 36" water main and public utilities which should be considered when refining the site plan. 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. The parcels include a total of approximately 4.4 acres, excluding the street rights-of-way.

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

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

The Town is requesting proposals 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 includes a police department co-located with administration functions and a separate library, so firms should be able to demonstrate experience with all of these types of facilities. Other potential areas of interest are an underground garage, sustainable design, possibly including net zero impact and/or LEED-compliant design. 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 expected and the architect will be expected to provide information to and solicit desires from residents in a number of public meetings.

The Scope of Work is detailed in Appendix 3. Proposers should consider the Scope of Work as a minimum requirement and may propose modifications and additional services.

#### **C. EXPERIENCE**

- At least 10-years' experience managing complex commercial or institutional development projects
- Expertise with construction estimating

- Knowledge of current and pending California Building Codes including Essential Services facilities
- 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
- Experience in assisting clients with selection of FF&E
- Experience with subterranean facilities (e.g. garage, basement)
- Sufficiently experienced and confident to challenge the program assumptions
- Ability to drive the design to stay within budget constraints

## **V. Submittal and Review Process**

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1. Applicant questions: All questions regarding the RFP 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 RFP.
4. Format and Delivery: Duplication of materials from the SOQ is not required. Submit twelve (12) letter-sized copies with one (1) unbound copy of the technical proposal to:

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

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. Fee should be submitted in a separate envelope.
7. 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 RFP or the submittals.
8. The Town proposes to short list the most qualified firms for interviews. The Town reserves the right to solicit additional proposals 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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October 16, 2014	RFP available on Town of Atherton website
November 12, 2014	Submission deadline for written questions
November 18, 2014	Responses to written questions available on Town website
<b>November 21, 2014, 2 pm</b>	<b>Proposals due</b>

Week of November 24, 2014	Ranking and selection of qualifications
December 4 & 5	Interviews
December 17, 2014	Town Council approves agreement

**VII. Proposal Content**

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The Proposal should include the following:

1. DESIGN TEAM – include any significant changes between material submitted in the SOQ and this Proposal
2. UNDERSTANDING OF THE PROJECT – a discussion of goals, vision, background, opportunities and constraints
3. WORK PLAN – responsive to the Scope of Work, including a discussion of approach, management and expected results; include a matrix of work hours by major task
4. PROFESSIONAL FEES: Include fees and charges (Separate envelope)
5. PROJECT SCHEDULE, including deliverable milestones

**VIII. Evaluation Criteria**

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Project Team	20%
Understanding of the Project	20%
Work Plan	30%
Schedule	10%
Best Value	20%

**IX. Appendices**

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1. Master Plan site plan
2. Project Schedule
3. Detailed Scope of Work

