

**REQUEST FOR PROPOSALS
FOR
CIVIC CENTER MASTER PLAN
Issued by the City of Piedmont
July 21, 2006**

A. PROJECT OVERVIEW

The City of Piedmont is requesting proposals for a visionary design team to integrate our community's needs for recreational, cultural and social amenities with existing municipal and educational facilities. The Civic Center Master Plan ("Project") may encompass both facilities design and development of circulation solutions within the four square block civic center footprint. An initial public process has already identified the desire on the part of some residents for offices, meeting spaces, classrooms, a performing arts venue, swimming pool(s), a recreation center, and parking and other potential facilities. The successful consultant will conduct further scoping meetings with residents to refine this vision and will then offer innovative design solutions to meet the city's goals.

The City's expectation is that the Project will

- Improve the unique and vibrant mixed-use area which is a community asset
- Reflect the high design standards of the community
- Establish consistent design principles throughout the Civic Center
- Provide public recreational space
- Build pedestrian linkages with a strong emphasis on access and safety
- Be consistent with the City's General Plan
- Address existing and future needs for parking

The City of Piedmont and Piedmont Unified School District are the major property owners in the Civic Center. Both agencies are committed to flexibility in the design process to maximize the benefits to the community. The City is prepared to consider participation in a public-private partnership including but not limited to participation in the construction of parking facilities and other necessary infrastructure.

Although the City cannot participate directly in the development of commercial facilities, planning for appropriate mixed use in the Civic Center will be considered part of the Civic Center Master Plan.

The successful Consultant will be required to enter into a written agreement with the City and provide certificates of insurance on the forms acceptable to the City in the amounts shown on the agreement form. The format of this agreement will be provided to the top-ranked Consultants invited to the interview process. The final agreement will include a provision for maintaining a named Project Manager and team for the duration of the project. The successful proposal shall include a Scope of Consultant Services, which will become an attachment to the final agreement.

B. PROJECT SETTING AND LOCATION

The Civic Center focuses on an historic City Hall designed by Albert Farr and built in 1908. The neo-Spanish building has been carefully maintained for the past century and a courtyard garden with a fountain was added in 1990 to enhance the structure. Adjacent to City Hall is a private residence known as the Wetmore House which was built in 1878 and is on the National Historic Register. The city recently purchased an adjacent property at 801 Magnolia Avenue. Although originally a duplicate of the Wetmore House and of the same vintage, the property has been substantially remodeled and is no longer considered an historic site. Many of the houses in the Civic Center area were designed by prominent early California architects and are also of historic importance. The commercial and other public buildings in Civic Center are of mixed design and vintage. A key challenge to the Project is integrating public improvements in a largely residential neighborhood.

The Project includes a four square block area includes portions of Highland, Oakland, Vista, Hillside, Magnolia and Bonita Avenue s. The Project area is a public transportation hub for A.C. Transit and casual carpools. There is a very small commercial zone. Please see Attachment A (GIS map) for additional details on the site location and layout.

Existing features within this footprint include:

- City Hall and Firehouse (1908)
- Veteran's Memorial Building and Piedmont Police Dept. (1950)
- 801 Magnolia Avenue which is currently vacant (1878)
- Recreation Department (1912)
- Carriage House and parking area (1912)
- Piedmont Swim Club (3 pools and a clubhouse) (1964)
- Tennis courts (1960's)

Piedmont Unified School District owns several large properties within the Civic Center which are used for an elementary, middle and high school. The District is currently engaged in its own redevelopment planning process for some of these facilities.

C. PROJECT ORGANIZATION, PHASING & SCHEDULE

Selection of the Consultant will occur in October 2006. Public scoping meetings will be scheduled throughout the fall of 2006 and early 2007. Concept plans will be presented to the city council and public in September 2007. Please see Attachment B (Civic Center Task List and Timeline) for the complete details.

D. SUBCONSULTANTS

The City is committed to having an excellent design team, high quality design work, and comprehensive, completely-detailed plans for the Project. The Consultant may use sub-consultants as needed, including a civil engineer/surveyor. Sub-consultants must be approved by the City.

E. ENVIRONMENTAL CLEARANCE

The City will be responsible for meeting requirements of the California Environmental Quality Act (CEQA). The Consultant is expected to provide supporting information about the proposed project design as needed for incorporation into CEQA documents. The Consultant is not otherwise responsible for handling CEQA clearance.

F. SCOPE OF SERVICES

1. Establish and maintain a project schedule that will meet the City's Civic Center Master Plan Task List and Timeline.
2. Field review all buildings and sites included in the Civic Center.
3. Assemble and review existing plans, surveys, utilities connections and other information available for the Project site.
4. Take an active role in scheduled scoping meetings with various stakeholder groups and the general public to define project goals and suggest other collaborative ideas for engaging stakeholders and other in this process.
5. During initial design phase, meet monthly with City staff, representatives of the City Council and a Planning Commission representative.
6. Attend monthly meetings of the City/School Liaison group.
7. Prepare two (2) or more alternative conceptual plans with preliminary cost estimates and describe their firm's ability and experience with cost estimating.
8. Meet bi-weekly with staff during development of the conceptual plans.
9. Submit plans on 24" x 36" sheets and include reduced-scale copies at 8-1/2" x 11. Submit all original mylars and computer project files to the City to become the property of the City upon completion of the work.

10. At the discretion of the Council, conduct a survey or other type of community outreach.

G. INSURANCE REQUIREMENTS

1. Definition - For the purposes of this proposal and/or subsequent contract, the following definition applies: The City of Piedmont includes the duly elected or appointed officers, agents, employees and volunteers of the City of Piedmont, individually or collectively.

2. Comprehensive General and Automotive Liability - The Consultant agrees to obtain and maintain, during the term of the contract, comprehensive general and automotive liability insurance protecting the architect in an amount of not less than one million dollars (\$1,000,000) per occurrence, including bodily injury and property damage as a combined single limit or equivalent. Such insurance shall name the City of Piedmont, as defined above, as additional insured and may be project-specific. Coverage shall be in accordance with the limits specified above and the provisions indicated herein. Claims-made policies are not acceptable. When an umbrella or excess coverage is in effect, it must follow the form of the underlying coverage. Such insurance shall not be canceled or materially altered to reduce coverage without giving the City at least thirty (30) days advance written notice of such cancellation or change, and it shall be the responsibility of the Consultant to notify the City of such change or cancellation.

3. Certificates of Insurance with Endorsements - The Consultant shall file the required original Certificate of Insurance with endorsements prior to the commencement of work under the contract. The certificate shall be subject to the City's approval.

4. Professional Liability Insurance (Errors and Omissions) - The Consultant agrees to obtain and keep in force during the term of the contract professional liability insurance covering any loss arising out of or related in any manner to the errors, omissions, or negligent acts of Consultant, its employees, agents, architects, engineers, and/or individual contractors in a minimum of one million dollars (\$1,000,000). Said professional liability insurance is to be kept in force for the term of the contract for this project and shall cover occurrences for a period of three (3) years following termination of the contract. The Consultant shall file proof of said insurance with the City prior to commencement of work, and policies and certificates showing proof of coverage for the following three (3) years shall be sent annually to the City. Insurance shall be subject to City's approval and shall provide thirty (30) days' advance notice of cancellation, unqualified as to the acceptance of liability for failure to notify the City. Such notice shall be delivered or mailed to the City in the same manner as hereinabove set forth.

H. PROPOSAL SUBMITTAL REQUIREMENTS

Please prepare your proposal following this sequence and using a *tabbed numbered* format:

Table of Contents (*preceding tab no.1*)

- 1) **Cover Letter:** Signed by an authorized representative of the firm committing to provide the services in accordance with all Project requirements.
- 2) **Project Understanding and Approach:** Brief executive summary or narrative delineating the general understanding of the Project and the approach the firm believes is most appropriate to complete the required work.
- 3) **Organization Chart:** Show the firm's Project Team structure, including all subconsultants. Although the City intends to utilize the services of a cost estimating consultant, the firm's team should also include this service.
- 4) **Resumes:** Provide resumes of your Project Team, including the Project Manager who will be the main point of contact (no more than 2 pages in length each). Include history of similar projects performed by each project team member, and highlight their qualifications.. Include information on team members' professional registration within the state of California, experience and education. Include information on the current workload of each team member. Similar information is to be provided for each subconsultant, if any.
- 5) **Firm Qualifications :** Professional experience and qualifications of the firm and any supporting team firms in providing the services specified in this Request for Proposals. Please provide the following information for at least three similar projects:
 - a. Project title
 - b. Client name and contact information
 - c. Physical size of project & dollar value of construction
 - d. Contractor's name and contact information
 - e. Beginning/completion construction dates
 - f. Brief description of project, including any green building features
 - g. Brief description of any special project problems or disputes of any nature encountered
- 6) **Architectural Drawings and Photographs.** Provide a binder containing architectural drawings and photographs of at least three previous completed projects and any other documents or narratives related to those projects. The binder will be made available to the public during the Consultant selection process.

- 7) **Fee Proposal.** A separate fee proposal must be submitted in a sealed envelope within the proposal package and marked with the additional title, "FEE PROPOSAL." The elements of the fee proposal shall include the following:
- a. A not-to-exceed lump sum for Basic Services.
 - b. An itemization of the expected level of services to be provided by each sub-consultant, including hours of work and corresponding fees.
 - c. An estimated fee for customary Reimbursable Expenses to be invoiced separately and not considered as professional services.
 - d. An hourly rate schedule, valid for a period of twelve (12) months following the contract execution date, for each member of the firm who will be working on the project.

The fee proposal will not be used as the sole selection criterion. In negotiating a contract with the successful firm, refinements to fee, scope and schedule will be jointly determined. A sample of the City's standard contract is included in the appendices.

I. EVALUATION AND SELECTION PROCESS

The submitted proposals will be reviewed by the City Administrator. The criteria for selection will be:

1. Technical competence, as evidenced by:
 - Professional qualifications and specialized experience, including availability of adequate personnel.
 - Past performance on similar types of projects working with multiple governmental agencies and community groups.
 - Past performance with regard to quality work and compliance with specifications. The City may solicit relevant information from previous clients concerning Consultant's record of past performance.
2. Ability to follow proposal directions and requirements.

The City of Piedmont complies with EOE, AA and ADA.

Four to six top-ranked consultants will be invited to make a presentation before the City Council. All key consultant and sub-consultant team members are required to attend.

The oral presentations will be evaluated and ranked by the City Administrator and a sub-committee of the City Council. A recommendation regarding appointment of Consultant will be made to the City Council on Monday, October 16, 2006.

J. KEY PROJECT DATES

Proposal Submittal Deadline	Friday, August 25, 2006 (by 4 p.m.)
Short List Selection & Notification	Friday, September 8, 2006
Presentations to City Council	Tuesday, September 12, 2006
Consultant Selection	Monday, October 16, 2006
Presentation of plan to City Council	September 2007

K. PROPOSAL SUBMITTAL DEADLINE

Interested consultants should submit one original and eight copies of the proposal to:

Ann Swift, City Clerk
City of Piedmont
120 Vista Avenue
Piedmont, CA 94611

L. DUE DATE AND TIME

Responses must be submitted by **4 p.m., Friday, August 25, 2006.**

If there are any questions regarding this Request for Proposals, please contact Ann Swift, at (510) 420-3041.

M. PROCEDURAL ITEMS

The following procedural items will apply during the proposal process:

1. City Council members should not be contacted.
2. All questions should be directed to Ann Swift at 510-420-3041. Responses to questions regarding the RFP that may be of interest to all respondents will be distributed in the form of an addendum.
3. At the conclusion of the selection process, only the identity of the top-ranked consultant will be disclosed. Information regarding the ranking of consultants will not be available.

4. Oral presentations will be made in an order determined by random drawing.

Attachment A: GIS Map
Attachment B: Project Timeline

Civic Center Master Plan Process

Discussion regarding the consultant process	May 15, 2006 <i>Done</i>
Presentation re consultant selection & master plan timeline	June 5, 2006 <i>Done</i>
Public Hearing on proposed RFP document	July 17, 2006 <i>Done</i>
RFP issued	July 21, 2006 <i>Done</i>
Deadline for receipt of proposals	August 25, 2006
City administrator reviews and selects 4-6 finalists	Aug 26 – Sept. 8
Presentations to city council by 4-6 finalists	Sept. 12, 2006
Formation of a council sub-committee w/city administrator	Sept. 12, 2006
Review of proposals by the sub-committee	Sept. 4 – Oct. 2, 2006
Recommendation of finalist & award of contract	October 16, 2006
Scoping meetings (4 or more) with community & consultant	Nov. 2, 2006
Organized by topics such as schools, public facilities, parking, child care, recreation, etc. or TBD	Nov. 9, 2006
	Jan. 11, 2007
	Jan. 18, 2007
Further public hearings and distilling meetings to synthesize and clarify project goals	February 1, 2007 February 8, 2007
Consultant prepares draft concept plan based on input	March thru July 2007
Presentation of draft plan to council & public	September 2007
Public review and comment	TBD