



December 20, 2010

To: Interested Architectural , Landscape Architectural and Structural Engineering Firms

RE: Request for Qualifications for As-Needed Architectural, Landscape Architectural and Structural Engineering Services for City of Richmond Projects

The City of Richmond is requesting qualifications from firms interested in providing architectural, landscape architectural and structural engineering consulting services for various infrastructure and capital improvement projects. The prime consultant responding to the Request for Qualification (RFQ) shall be a registered professional. **Qualifications are due at the office of the Public Works Department, #6 13 Street, Building A, 2nd Floor, Richmond, CA 94801, no later than 2:00 p.m., Friday, January 28, 2011.** Qualifications should be addressed to the attention of Yader Bermudez, Public Works Director.

The City is looking for qualified architectural, landscape architectural and structural engineering firms to be available on an as-needed basis. Design services may include, but are not limited to the following: site analysis and investigation, structural analysis, permit coordination, preparation of conceptual and schematic designs, preparation of construction documents for bidding, cost estimating, construction support, gymnasiums, community centers, senior centers, parks, landscaping, fire stations and maintenance yards, as well as other as yet unspecified Public Works related projects. The anticipated total aggregate fee amount for each consultant contract is \$500,000. The duration of the contract is anticipated to be three (3) years.

It is the intent of the City to utilize prime and sub consultants located in the City of Richmond to the fullest extent practical. Accordingly, firms proposing to be the prime consultant, which are located outside Richmond are encouraged to subcontract and/or either establish Mentor Protégé relationships, joint ventures or other consulting and contracting arrangements with Richmond-based firms. Refer to the City Local and Small Local Business Enterprise Program for details regarding the current minimum participation requirement.

Interested consultants may obtain copies of the RFQ from the City of Richmond's website www.ci.richmond.ca.us/bids.

Questions regarding this RFQ are to be in writing and directed to Yader Bermudez, Public Works Director at Yader.Bermudez@ci.richmond.ca.us no later than 2:00 p.m., Friday, January 21, 2011. As necessary, responses to questions will be issued via an addendum. The City reserves the right to reject any and all qualifications.

The City looks forward to your response to this request for qualification.

Sincerely,

Yader Bermudez
Public Works Director
Public Works Department

I. INTRODUCTION

The Public Works and Engineering Departments manage a variety of City capital improvement projects. It is the intent of the City to establish at least five as-needed architectural, landscape architectural and structural engineering services contracts to provide services on some of these projects. Services may include, but are not limited to the following: minor structures, waterfront structures, size analysis and investigation, structural analysis, gymnasiums, community centers, senior centers, parks, landscaping, fire stations and maintenance yards, as well as other as yet unspecified Public Works related projects. The anticipated total aggregate fee amount for the life of each contract is \$500,000.00. The duration of the contract is anticipated to be three years.

II. PROJECT DESCRIPTION

The typical project types that may be assigned involve the development and evaluation of pre-design architectural, landscape architectural and engineering approaches, site engineering, conceptual proposals and studies, engineering analysis, gymnasiums, community centers, senior centers, parks, landscaping, fire stations and maintenance yards, as well as other as yet unspecified Public Works related projects. Project definition will take place at the time of each project assignment.

III. SCOPE OF SERVICES

The detailed scope of services will be negotiated between the City and the consultant for each project at the time of project assignment.

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| A. Preliminary Design | Site Investigation/Evaluations/Analysis
Conceptual Planning
Site Survey and Documentation
Presentations at Community and/or Staff Meetings |
| B. Schematic Design: | Develop schemes for architectural, landscape architectural and structural design Presentations and Attendance at Meetings |

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|----|--------------------------------|---|
| C. | Design Development: | Architectural, Landscape
Architectural and Structural
Design Analysis
Development of Design Criteria
Statement of Probable
Construction Cost Governmental
Agency Review Coordination Final
Statement of Probable Construction
Cost Sustainability Consulting
LEED Documentation
Value Engineering Analysis
Fire/Life Safety Design |
| D. | Construction Documents: | Working Drawings
Technical Specifications
Regulatory Agency Coordination and Approval Final
Statement of Probable Construction Cost Presentations at
Public and/or Staff Meetings |
| E. | Bidding: | Clarifications to Construction Document
Addenda and Drawing Revisions
Evaluation of Bid Results |
| F. | Construction: | Preparation of Change Order Documents
Clarifications to Construction Documents Submittals Review
Periodic Site Observations and Meetings Specialized laboratory testing
Preparation of Punchlists |

I V . T H E P R O P O S A L

A. GENERAL INFORMATION

1. Staff in the Public Works Department will be assigned as the Project Manager for each individual project.
2. The prime consultant or principal joint venture partner selected for this project shall obtain or provide proof of having a current City of Richmond Business License.
3. Compliance With City Ordinances:
4. The prospective contractor agrees to comply with the City of Richmond's Local Business ordinance, Local Employment Program, and Living Wage Ordinance (Exhibits 1-3)

5. "Attachment A" is a sample of the City of Richmond's Standard Contract agreement. Please note that the City Attorney's Office is typically not inclined to make any revisions to the standard agreement.
6. The following City staff is available to answer questions regarding this RFQ:

RFQ and Project related issues:	Yader Bermudez, Public Works Director (510) 231-3009
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Insurance:	Robyn Kain, Risk Manager (510) 620-6605
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Business License:	Veretta Edwards (510) 620-6742
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Contract Compliance	Gina Baker (510) 307-8011
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7. The City reserves the right to reject any and all qualifications submitted.
8. All responses to the RFQ become the property of the City.
9. The RFQ does not commit the City to award a contract or to pay any cost incurred in the preparation of the qualification.
10. The City reserves the sole right to evaluate each qualification and to accept or reject any or all qualifications received as a result of the RFQ process.
11. The City reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFQ and/or RFQ process, to obtain further information from any and all consultant teams and to waive any defects as to form or content of the RFQ or any responses by any consultant teams.
12. The City may require a service provider to participate in negotiations and submit technical information or other revisions to the service provider's qualifications as may result from negotiations.
13. Once a final award is made, all RFQ responses, except financial and proprietary information, become a matter of public record and shall be regarded by the City as public records. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.

14. The Fair Political Practices Act and/or California Government Code Section 1090, among other statutes and regulations may prohibit the City from contracting with a service provider if the service provider or an employee, officer or director of the service providers' firm, or any immediate family of the preceding, or any sub-consultant or consultant of the service provider, is serving as a public official, elected official, employee, board or commission member of the City who will award or influence the awarding of the contract or otherwise participate in the making of the contract. The making of a contract includes actions that are preliminary or preparatory to the selection of a Consultant such as, but not limited to, involvement in the reasoning, planning and/or drafting of solicitations for bids and RFQs, feasibility studies, master plans or preliminary discussions or negotiations.
15. Award of a contract does not guarantee that a Consultant or its sub consultants will actually receive any work. Work will be assigned on an as-needed basis at the sole discretion of the City.
16. Consultant Performance Evaluations will be completed by Project Coordinator/Manager for each primary consultant within 70 days upon the completion of an individual project or assignment. Interim evaluations shall also be prepared for projects of a long duration (i.e. over one year) or if the consultant's performance merits notification of any deficiencies. Information is to be submitted to and kept on file by the Public Works Department for five (5) years. A copy of the evaluation shall also be provided to the consultant. These forms may be used, in part, as a reference to evaluate the consultant for future City professional services contracts.
17. Insurance Requirements: Attachment B summarizes insurance requirements relative to this project.

B. SUBMITTAL REQUIREMENTS

Six copies of the RFQ are due at the Public Works Department to the attention of Yader Bermudez, #6 13 Street, Building A, 2nd Floor , Richmond, CA 94801, **no later than 2:00 p.m., on Friday, January 28, 2011.** The statement of qualifications should be no more than 30 pages and should show a representative sample of past work, with an emphasis on work within the last ten years. The City reserves the right to reject any or all qualifications, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFQ without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a qualification. **Further, a RFQ RISKS BEING REJECTED for any of the following reasons:**

- RFQ received after designated time and date.

- RFQ not containing the required elements, exhibits, nor organized in the required format.
- RFQ considered not fully responsive to this RFQ.
- RFQ contains excess or extraneous material not called for in the RFQ.

REQUIRED RFQ ELEMENTS AND FORMAT

1. Transmittal Letter

- a. Addressed to Yader Bermudez, Public Works Director, Public Works Department.
- b. Signed by an officer of the prime consultant. In case of joint venture or other joint-prime relationship, an officer of each venture partner shall sign.
- c. Location of the offices where the work is to be performed. If the work is to be shared among firms and offices at different locations, indicate where each office is located.
- d. Statements accepting the contract general conditions and the insurance coverage requirements.
- e. A Statement of the firm's qualifications to provide the required services including references to similar project work completed within the past five years and client contact individuals and telephone numbers.
- f. Statements concerning the extent of Richmond business utilization.

2. Project Team

- a. In response to this RFQ, the prime consultant shall be an Architect, Landscape Architect or a Structural Engineer. Although project assignments are yet defined, it is recommended to propose a typical Project Team (with sub-consultants, if and as appropriate) using a hypothetical percentage of work distribution. The proposed Project Team must be able to demonstrate expertise and experience, and the ability to comprehensively handle the various types of projects that are normally assigned to architect and civil firms. Additionally, the Project Team must reflect compliance with the City's Local and Small Local Business Enterprise Program, and a true intent to utilize the listed sub-consultants.
- b. List prime and sub-consultants with individual addresses, telephone numbers and areas of expertise. Briefly describe the project responsibility of each team member.

3. Project Personnel

- a. Prime Consultant: Provide a detailed resume of the proposed principal-in-charge and the project manager(s) who shall be a full-time employee of the prime consultant for each project. Clearly identify experience relative to each type of project. Both shall be professionals currently licensed in the State of California. DO NOT SUBMIT OTHER RESUMES.
- b. Sub-Consultants: Provide a detailed resume of the proposed project manager who shall be a full-time employee of each sub-consultant for this project. Clearly identify relevant experience. He/she shall be a professional currently licensed in the State of California, if applicable. DO NOT SUBMIT OTHER RESUMES.
- c. Confirm that the key project personnel identified by the Prime Consultant and Sub-consultants shall not be substituted without approval of the City. The City must also approve any new, key team members.

4. Relevant Experience – Prime Consultant and Sub-Consultants

- a. Describe experience in providing comprehensive architectural or civil services and project management of projects similar to the typical project types listed under Section II entitled "Project Description."
- b. Describe experience and ability to work effectively with City staff, community groups and other stakeholders and addressing the various interests in developing a successful project.
- c. Prime consultant shall provide graphic illustrations of a maximum of five projects. For each project for which descriptions are to be included, provide the following information:
 - 1. Project name and location.
 - 2. Brief description of project scope.
 - 3. Month and year construction commenced and was (or will be) completed.
 - 4. Construction cost.
 - 5. Firm's project responsibility.
 - 6. Client name, address, contact person, and telephone number.

5. Project Approach and Organization

- a. With reference to Sections I, II and III of this RFQ, present your approach and organization for providing services on City of Richmond projects. Indicate your understanding of the critical project elements, and what special approaches your team will feature to manage these elements.
- b. Describe how you intend to interface with City staff and the community, as appropriate.

6. References

- a. Prime Consultant and Sub-Consultants: Three business related references, giving name, company, address, telephone number and business relationship to firm(s).
- b. Proposed Project Manager(s): Two business related references, giving name, company, address, telephone number and business relationship to project manager.

7. Hourly Billing Rates

- a. Prime Consultant and Sub-Consultants shall provide a complete list of all staff hourly rates by category, i.e., Principal, Project Manager, Project Professional, Technician, Clerical, etc. Hourly rates shall be all-inclusive, i.e., base salary, fringe benefits, overhead, profit, etc.
- b. Hourly billing rates are not subject to an increase for a minimum period of two years from the submittal due date of the RFQ. Any requested increases thereafter are subject to the approval of the City, and are not guaranteed to be granted.

V. EVALUATION PROCESS

1. General Criteria

The City has allocated approximately ten to fifteen working days for the review and scoring of the proposals.

2. Specific Criteria: The following specific criteria and the points for each criteria, for a total of 100 points, will be used in evaluating and rating the RFQs:

- a. EXPERIENCE 25 points
- Past, recently completed, or on-going projects that will substantiate experience.
 - Prior experience and ability to work with City staff, community groups and other stakeholders, and addressing the various interests in developing a successful project.
- b. QUALIFICATIONS 25 points
- Professional background and qualifications of team members and firm comprising the team.
 - Experience with regulatory agencies and securing permits.
- c. ORGANIZATION 20 points
- Available staff and specialized resources, if any.
 - Level of technological advancement and innovation.
 - Capacity and flexibility to meet schedules, including any unexpected work.
- d. APPROACH 25 points
- Understanding of the nature and extent of the services required and an outline of how the work will be performed.
 - Awareness of potential problems and providing possible solutions.
 - Ability to perform on short notice and under time constraints.
 - Cost and quality control procedures in design and construction
- e. OTHER FACTORS 5 points
- Presentation, completeness, clarity, organization, and responsiveness of RFQ.

Local participation in accordance to the local ordinance.

VI. SELECTION PROCESS

A. CONTRACT NEGOTIATIONS

1. The completion of the RFQ review process will result in the firms being numerically ranked. The City intends to execute at least five as-needed architectural, landscape architectural and structural engineering services contracts. The estimated total aggregate fee amount for the life of each contract is \$500,000.00. Should the City and a firm not be able to reach an agreement as to contract terms within a reasonable time frame, the City may terminate the negotiations and begin negotiations with the firm that is next in line, and proceed down the list as necessary.
2. The contract amount will be for a maximum not-to-exceed amount, based on the tasks listed in Article III, and the rates submitted in response to Article IV, or lesser rates mandated by the City.
3. Reimbursable expenses are subject to the prior approval of the City. The amount for such expenses will be included in the maximum not-to-exceed amount.

B. CONTRACT AWARD

1. Upon successful completion of the negotiations, a request by City staff will be made to authorize the award of the contract to the selected firm(s).
2. A sample City of Richmond's Standard Contract agreement is included in this RFQ as Attachment "A". The selected team(s) will be required to enter into a contract that contains similar terms and conditions as in the standard agreement. Please note that the City Attorney's Office is typically not inclined to make any modifications to the standard agreement, and in particular to the indemnification clause. It is strongly advised that Consultants resolve any reservations regarding the standard agreement prior to responding to this RFQ.
3. Upon authorization to award the contract by the City Council and the submission of necessary documents, the consultant will be issued a Notice to Proceed by the City.
4. The selected consulting team will be required to maintain auditable records, documents, and papers for inspection by authorized local, state and federal representatives. Therefore, the consulting team may be required to undergo an evaluation to demonstrate that the firm uses recognized accounting and financial procedures.

END OF RFQ