



San Diego Convention Center Corporation

Request For Qualifications to provide Design Services for San Diego Convention Center Expansion Project

Solicitation Schedule

Issue Date: June 15, 2010

Deadline for Submitting Questions: June 25, 2010, 4:00 PM (PDT)

Response Due Date: July 9, 2010, 4:00 PM (PDT)

RF#: FY10-23

Purchasing Contact: Stephanie Chen (619) 525-5381

Solicitation

The San Diego Convention Center Corporation ("Corporation") is soliciting statements of qualifications from qualified design teams ("Respondents") who are interested in providing Design Services for the San Diego Convention Center Expansion Project. Respondents must demonstrate the ability to perform the work described in the Scope of Services set forth in this Solicitation and have significant experience successfully performing comparable work.

This solicitation ("RFQ") is the first step in a two-step process for selecting a design team. Based on the initial RFQ process, Corporation will select approximately five (5) of the most qualified Respondents to participate and respond to a separate Request for Proposals ("RFP"), when the Respondents will be required to submit detailed proposals including conceptual design studies, fee proposals, design schedules, and other material.

The Corporation is not a governmental entity. The Corporation is not required to engage in a public bidding process to solicit proposals, quotes, information or statements of qualification. This process is not subject to protest or appeal.

Neither the Respondent nor its agents, lobbyists, attorneys, or other parties

representing the interests of the Respondent shall contact members of the San Diego Convention Center Board of Directors, the San Diego City Council, or the San Diego Unified Port District with regard to this project or process. Any such contact shall be grounds for automatic disqualification of the potential Respondent and its response submittal.

This solicitation is not an offer or commitment to purchase any goods or services or to award or enter into a contract.

Information on the Corporation

Corporation is a California nonprofit public benefit corporation and its primary business is management, operation and marketing of the San Diego Convention Center. Corporation is not a governmental entity. More information is available at <http://www.visitsandiego.com>.

Corporation has a corporate policy on equal opportunity contracting. Small, local, disadvantaged, women-owned, and ethnic minority-owned businesses are encouraged to submit responses to this Solicitation.

Scope of Services for this Solicitation

Project Background

The Corporation has acquired a lease option on 6.86 acres of land adjacent to the existing 2.6 million square foot Convention Center. It is the intent of the Corporation to use this land to expand the existing 2.6 million square foot Convention Center. The Expansion Project will include over 1.2 million square feet of additional exhibition, meeting and support space, development of a 250-500 hotel and a water transportation ticketing center.

Goals and Objectives

Corporation desires to engage the services of a multi-disciplinary design team – led by a single architect or master planner – to provide full design services for the third phase expansion of the Convention Center including entitlement processing, construction documents, and construction administration. Teams must include architects, urban designers, landscape architects, and related professionals with demonstrated experience in creatively planning and implementing similar, large-scale projects. This capability can be achieved through combinations of non-local and local design professionals.

Required Services

Under the direction of Corporation's President and CEO and its Project Manager, the awarded RFP Respondents shall provide professional services ("Services") to meet the goals and objectives which may include, but not be limited to:

- Prepare a master plan consisting of an approximately one million square foot 3rd phase Convention Center expansion including Convention Center hotel.
- Assist the Project Manager in identifying opportunities to protect and enhance public realm spaces within the project and on public lands surrounding the project site.
- Prepare complete construction drawings including architectural, structural, MEP, life safety, code, and all other disciplines.
- Prepare and make presentations to project permitting authorities (San Diego Unified Port District and California Coastal Commission), Corporation, and stakeholders as necessary.
- Assist in identifying and developing mitigation for Environmental Impacts such as bulk-and-scale, auto traffic, parking, service truck traffic, service truck staging, etc.
- Assist in development of community outreach strategies.
- Attend meetings as appropriate and necessary.
- Assist in developing an energy efficiency plan for expansion including but not limited to California Title XXIX, LEED, and California Green Building Standards.
- Assist in completing the Environmental Application and the Environmental Impact Report.
- Assist with updating proposed hotel concept for both functional and urban design considerations.
- Assist in all technical reviews of soil with geotechnical, seismic, and contamination.
- Other related assignments that Corporation President and CEO and Project Manager require to successfully design, entitle, finance, construct, and open the Convention Center third phase expansion.

Qualifications

The successful Respondent must have extensive experience, including but not limited to:

- Experience with expanding and designing convention centers and other similar operational facilities.
- Experience with processing Port Master Plan Amendments, environmental impact reports, or similar land use entitlements in other jurisdictions.
- Experience with developing plans for entitlements.
- Experience with public outreach strategies.
- Experience with San Diego businesses and professional organizations.
- Urban hotel experience, mixed-use experience, and overall understanding of a context with waterfront proximity.
- An understanding of convention center operations with loading, servicing and infrastructure requirements.

- Experience with public approvals before public agencies such as San Diego Unified Port District, California Coastal Commission, and City of San Diego
- Experience in implementation schedules and conceptual construction budgets for convention centers.
- Other related convention center experience (building, entitling, expanding) in the last 10 years.

Timeline and Contract Term

Time will be of the essence. The selected Respondents will receive a “Selection Process Kit” in mid-July including project programming information, constraints, and requirements. It is expected that the selected design team will commence work immediately after award of a contract following the RFP process and commit this assignment as a priority for the entire design, entitlement, and construction period.

The Services must be performed in accordance with the scope of services, terms and conditions of a written contract which will be negotiated on completion of the RFP process.

Response Requirements and Content

Prior to submitting a response, the Respondent must carefully review this Solicitation and any addenda subsequently issued. The Respondent is responsible for seeking any clarification or information needed to respond. The Respondent is solely responsible for any deficiencies in the response submitted.

The Respondent is solely responsible for all costs, direct or indirect, incurred responding to this Solicitation. The Corporation will incur no obligation or liability in connection with the submittal of a response.

A responsive submittal must include the following:

- a completed and signed Corporation Solicitation Response Submittal Cover Sheet
- a completed City of San Diego’s Workforce Report form and information demonstrating the Respondent’s commitment to equal opportunity, such as efforts related to workforce diversity or contracting
- a roster of proposed design team members and detailed personal resumes or curriculum vitae of the principals who would be performing the Services
- a detailed listing and description of experience and other information that demonstrates the Respondent’s expertise and capacity to provide the Services specified in this Solicitation
- a list of current and former clients to whom the Respondent has provided services similar and comparable to those described in this Solicitation, and contact information (name, dates services provided, telephone, email address)

and website address) for at least three (3) clients from whom the Corporation may obtain references, and clearly identify any business relationship that the Respondent believes may give rise to a conflict of interest if selected to provide the Services in this Solicitation

- any other relevant information that Respondent believes would assist the Corporation in evaluating the submittal

Proprietary Information. Certain documents in the Corporation's possession are subject inspection and copying pursuant to the California Public Records Act [Cal. Govt. Code §6250, et. seq.]; however, the law does not require disclosure of proprietary information which constitutes a trade secret under California law. The Corporation will attempt to protect legitimate proprietary information included in any submittal, but shall not be liable for the disclosure of any proprietary information.

Proprietary information included with a response submittal must be separately bound and clearly labeled with the words "Confidential Proprietary Information." Appropriate reference to this separately bound information must be made in the body of the submittal. ***Marking the entire submittal as proprietary will result in it being rejected and returned to the Respondent participant unread.***

Response Submittal Procedures

Clarifications. Requests for clarification of this Solicitation must be directed to Stephanie Chen, Purchasing Manager, and submitted in writing, by facsimile to 525-5390 or by E-mail to stephanie.chen@visitsandiego.com 4:00 PM (PDT) on June 25, 2010.

Addenda. Any material changes to this Solicitation resulting from either a request for clarification or a business decision of the Corporation will be issued in written form in the same manner this Solicitation was advertised. All changes in such addenda shall supersede or supplement this Solicitation. Respondents are solely responsible for determining whether any addenda have been issued prior to submittal of a response.

Response Submittal Package. Respondent must submit the following documents in a sealed envelope:

- One (1) signed original the Corporation Solicitation Response Submittal Form attached hereto
- One (1) original and five (5) copies of a typed or printed document on 8½ x 11 white paper that is a compilation of all of the information set forth in the Response Requirements and Contents.

The envelope must be addressed as follows:

San Diego Convention Center Corporation
Attn: Stephanie Chen
Procurement Division – Request #FY10-23
111 West Harbor Drive
San Diego, CA 92101

Submittal Deadline. Submittals must be received by 4:00 PM (PDT) on Friday, July 9, 2010.

Submittal Methods. Submittals may be sent by U.S. or private delivery mail service or by personal delivery to Corporation's Purchasing Offices, located next to Lobby/Hall A. Submittal by E-mail, in PDF format, will be accepted provided the signed original Corporation Solicitation Response Submittal Cover Sheet is received within twenty-four (24) hours after the submittal deadline. Proposals received after the submittal deadline may be rejected.

Withdrawal of Submittal. A Respondent may withdraw its proposal by written request at any time prior to the submittal deadline. Corporation will destroy, not return, the submittal package.

Selection Process

This Solicitation is seeking to identify the Respondents most qualified to provide the Services. The Corporation, in its sole discretion, will determine which Respondents are most qualified to provide the Services based on the information in the response submittals, and input from references provided if necessary. The Corporation, in its sole discretion, will select approximately five (5) Respondents whose experience, expertise, reputation, capabilities, and past performance qualify them to receive an RFP as described in the "Solicitation" section above.

The Corporation's decision is final and is not subject to any form of administrative review, appeal or protest.

Contracting Process

Neither this Solicitation nor the selection of a Respondent will create a binding commitment on the Corporation. Upon completion of the two-step selection process, Corporation will award a negotiate a definitive contract with the party whom it selects to provide the Services in this Solicitation. A binding commitment will only occur when a contract between Corporation and the successful Respondent has been fully executed.

Disclaimers

The Corporation anticipates approximately five (5) Respondents will be selected as a result of this Solicitation and be invited to participate in step two, the RFP process. The

Corporation further reserves the right, in its sole discretion, to reject any or all response submittals, waive any informalities in this process or the submittal requirements; and/or cancel, in whole or in part, this Solicitation.

Attachments

The following documents are attached hereto and incorporated herein:

- Corporation Solicitation Response Submittal Cover Sheet
- Equal Opportunity Contracting Workforce Report

San Diego Convention Center Corporation
SOLICITATION RESPONSE SUBMITTAL COVER SHEET

SDCCC Request # _____ Respondent's Name _____

Business Address: _____

Phone _____ Fax _____ Website _____

☐ Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP FED ID # _____

If Proprietorship using a dba, give owner's name _____

If Partnership, list all general partner(s) _____

If Corporation, list state of incorporation _____

If LLC or LLP, list managing member(s)/partner(s) _____

Primary contact for the Solicitation Process _____

Title _____ Phone _____ Fax _____ Email _____

Person Authorized to sign for Respondent: _____
Name Title

Primary contact for project: _____
Name Title

Address or ☐ Same as Respondent _____ Phone _____ Fax _____ Email _____

List the names and titles of persons who will perform Services if Respondent is selected: _____

Can Respondent commence work on the start date in the Solicitation? Y / N If no, when? _____

Has the Specimen Contract attached to the Solicitation been reviewed? Y / N

Are any terms unacceptable? Y / N If yes, specify the terms _____

Would Respondent seek to negotiate any terms? Y / N If yes, specify the terms _____

Describe the Respondent's ability, if selected, to promptly respond to requests from SDCCC _____

CERTIFICATION

I declare that the foregoing is true and correct and that I am authorized to make this representation and submit the attached Response to SDCCC's Request # _____ on behalf of _____.

Type or Print Respondent's Name

Date: _____

Signature

Type or Print Name

Title



City of San Diego

EQUAL OPPORTUNITY CONTRACTING (EOC)

1010 Second Avenue • Suite 500 • San Diego, CA 92101

Phone: (619) 533-4464 • Fax: (619) 533-4474

WORK FORCE REPORT

ADMINISTRATIVE

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

CONTRACTOR IDENTIFICATION

Type of Contractor: ☐ Construction ☐ Vendor/Supplier ☐ Financial Institution ☐ Lessee/Lessor
☐ Consultant ☐ Grant Recipient ☐ Insurance Company ☐ Other

Name of Company: _____

AKA/DBA: _____

Address (Corporate Headquarters, where applicable): _____

City _____ County _____ State _____ Zip _____

Telephone Number: (____) _____ FAX Number: (____) _____

Name of Company CEO: _____

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: _____

City _____ County _____ State _____ Zip _____

Telephone Number: _____ FAX Number: (____) _____

Type of Business: _____ Type of License: _____

The Company has appointed: _____

as its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate, and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: _____

Telephone Number: (____) _____ FAX Number: (____) _____

- ☐ One San Diego County (or Most Local County) Work Force - Mandatory
- ☐ Branch Work Force *
- ☐ Managing Office Work Force

Check the box above that applies to this WFR.

*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.

I, the undersigned representative of _____
(Firm Name)

_____, _____ hereby certify that information provided
(County) (State)

herein is true and correct. This document was executed on this _____ day of _____, 200 ____.

(Authorized Signature)

(Print Authorized Signature)

WORK FORCE REPORT – NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- | | |
|--|--|
| (1) Black, African-American | (5) Filipino |
| (2) Hispanic, Latino, Mexican-American, Puerto Rican | (6) White, Caucasian |
| (3) Asian, Pacific Islander | (7) Other ethnicity; not falling into other groups |
| (4) American Indian, Eskimo | |

OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicities	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial														
Professional														
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														



CITY OF SAN DIEGO WORK FORCE REPORT – ADMINISTRATIVE

HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (Black, Hispanic, Asian, American Indian, Filipino) for each occupation. Currently, our CLFA data is taken from the 2000 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report.¹ By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county.² For example, if participation in a San Diego project is by work forces from San Diego County, Los Angeles County and Sacramento County, we will ask for separate Work Force Reports representing the work forces of each of the three counties.^{1,2} On the other hand, if the

project will be accomplished completely outside of San Diego, we ask for a Work Force Report from the county or counties where the work will be accomplished.²

MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report.^{1,3} In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.³

TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one ¹, two ² & three ³. These numbers coincide with the types of work force report required in the example. See below:

- ¹ One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- ² Branch Work Force *
- ³ Managing Office Work Force

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county*

Exhibit: Work Force Report Job categories

Refer to this table when completing your firm's Work Force Report form(s).

Management & Financial

Advertising, Marketing, Promotions, Public Relations, and Sales Managers
Business Operations Specialists
Financial Specialists
Operations Specialties Managers
Other Management Occupations
Top Executives

Professional

Art and Design Workers
Counselors, Social Workers, and Other Community and Social Service Specialists
Entertainers and Performers, Sports and Related Workers
Health Diagnosing and Treating Practitioners
Lawyers, Judges, and Related Workers
Librarians, Curators, and Archivists
Life Scientists
Media and Communication Workers

Other Teachers and Instructors
Postsecondary Teachers
Primary, Secondary, and Special Education School Teachers
Religious Workers
Social Scientists and Related Workers

Architecture & Engineering, Science, Computer

Architects, Surveyors, and Cartographers
Computer Specialists
Engineers
Mathematical Science Occupations
Physical Scientists

Technical

Drafters, Engineering, and Mapping Technicians
Health Technologists and Technicians
Life, Physical, and Social Science Technicians
Media and Communication Equipment Workers

Sales

Other Sales and Related Workers
Retail Sales Workers
Sales Representatives, Services
Sales Representatives, Wholesale and Manufacturing
Supervisors, Sales Workers

Administrative Support

Financial Clerks
Information and Record Clerks
Legal Support Workers
Material Recording, Scheduling, Dispatching, and Distributing Workers
Other Education, Training, and Library Occupations
Other Office and Administrative Support Workers
Secretaries and Administrative Assistants
Supervisors, Office and Administrative Support Workers

Services

Building Cleaning and Pest Control Workers
Cooks and Food Preparation Workers
Entertainment Attendants and Related Workers
Fire Fighting and Prevention Workers
First-Line Supervisors/Managers, Protective Service Workers
Food and Beverage Serving Workers
Funeral Service Workers
Law Enforcement Workers
Nursing, Psychiatric, and Home Health Aides
Occupational and Physical Therapist Assistants and Aides
Other Food Preparation and Serving Related Workers
Other Healthcare Support Occupations
Other Personal Care and Service Workers
Other Protective Service Workers
Personal Appearance Workers

Supervisors, Food Preparation and Serving Workers
Supervisors, Personal Care and Service Workers
Transportation, Tourism, and Lodging Attendants

Crafts

Construction Trades Workers
Electrical and Electronic Equipment Mechanics, Installers, and Repairers
Extraction Workers
Material Moving Workers
Other Construction and Related Workers
Other Installation, Maintenance, and Repair Occupations
Plant and System Operators
Supervisors of Installation, Maintenance, and Repair Workers
Supervisors, Construction and Extraction Workers
Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
Woodworkers

Operative Workers

Assemblers and Fabricators
Communications Equipment Operators
Food Processing Workers
Metal Workers and Plastic Workers
Motor Vehicle Operators
Other Production Occupations
Printing Workers
Supervisors, Production Workers
Textile, Apparel, and Furnishings Workers

Transportation

Air Transportation Workers
Other Transportation Workers
Rail Transportation Workers
Supervisors, Transportation and Material Moving Workers
Water Transportation Workers

Laborers

Agricultural Workers
Animal Care and Service Workers
Fishing and Hunting Workers
Forest, Conservation, and Logging Workers
Grounds Maintenance Workers
Helpers, Construction Trades
Supervisors, Building and Grounds Cleaning and Maintenance Workers
Supervisors, Farming, Fishing, and Forestry Workers