

Facilities and Major Projects Division
2101 "G" Street, Building "A"
Fresno, California 93706
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www.fresno.gov

Kenneth A. Nerland
Director

January 2, 2010

**NOTICE
REQUEST FOR QUALIFICATIONS
FOR CONSULTING SERVICES**

**THE CITY OF FRESNO IS INVITING CONSULTANTS TO SUBMIT
"STATEMENTS OF QUALIFICATIONS" FOR:**

TED C. WILLS COMMUNITY CENTER REHABILITATION PROJECT

The City of Fresno General Services Department, Facilities and Major Projects Division (City) is requesting Statements of Qualifications (SOQ) from qualified architectural firms for design services.

The Parks and Recreation and Community Services Department (PARCS) received a CDBG grant as part of the American Recovery and Reinvestment Act (ARRA) stimulus funding that will be utilized for the Ted C. Wills Community Center Rehabilitation Project. CDBG is a federal grant through the U.S. Department of Housing and Urban Development (HUD). As a HUD entitlement city, Fresno is a direct recipient of CDBG-R funds under ARRA. Additionally, the PARCS Department has received State Prop 40 funds for this project.

The scope of the project is to upgrade the Ted C. Wills Community Center. The project will include and not be limited to design services for:

1. Replacement of the eight foot (8') high fascia wall.
2. Install exterior lighting within the mall area. This will be a combination of lights on buildings and poles. Remove CMU walls within mall area for visibility.
3. Rehab irrigation, landscaping, and grass area between gym and recreation building.
4. Seal building roofs with approved polymer material with a 10 year warranty. The existing roofing membrane system may contain asbestos materials.
5. Remove the existing evaporative cooler unit serving the recreation room of the Head Start building and provide a new HVAC system serving the aforementioned room.
6. ADA retrofit for priority 1-3, per 42-page report (attached), excluding interiors and senior building, Head Start at north building, and priorities 4 and C. Work will include complete gym restroom retrofit/remodel.
7. Install CMU planter/retaining walls between parking lot and Westside of buildings and provide landscaping.

The selected consultant will provide architectural, structural, mechanical, plumbing, electrical, land surveying, and landscape architectural design services as needed to complete the proposed project. The selected consultant will review the existing site, utilities, facilities, and right-of-way and prepare construction documents, including specifications for ARRA compliance for bidding. The selected consultant will incorporate City "Boilerplate" specifications documents for the appropriate ARRA requirements. The selected consultant will coordinate with all relevant agencies regarding design proposals, approvals, and compliance requirements.

SOQ Requirements

If your firm is interested in this project, please submit 6 copies of a Statement of Qualifications (SOQ) that includes the following:

- Cover letter
- Overview of the firm and any proposed subconsultants (if any)
- Summary of the company's experience and performance on similar projects completed in the last five years including references
- Resumes for the Project Manager and key staff including education, relevant past project experience, and description of their assignment on this project
- Work plan identifying the major tasks to be completed by the consultant team, approach to the work and key issues for this project
- Listing of client references associated with related completed projects would be desirable

The SOQ should be concise and shall not exceed 25 single-sided pages.

Proposed Schedule:

The proposed schedule for hiring and engaging the Consultant is as follows:

- SOQ's submitted to City - by December 23, 2009, at 4:00 p.m.
- Interviews of candidates if necessary – week of January 4, 2010
- Selection of a Consultant firm for the Project – week of January 11, 2010
- Proposal from Consultant – February 4, 2010
- Approval of Consultant Agreement by Council – February 25, 2010

Selection & Qualifications:

It is the intent of this solicitation to select a qualified consultant who will provide the City quality professional consulting services at the best value, in a timely fashion, and to complete proposed project.

From the SOQ's submitted, a selection panel may select the firm best able to meet the needs for this project; or may create a "short list" of several firms to meet with a panel to discuss the project and the firm's qualifications. The panel may consist of City staff, stakeholders, and may include a representative knowledgeable in the specific discipline and/or project scope to discuss qualifications for consulting services for this project. The panel's criteria in its evaluation of the SOQ's (not necessarily in this order): experience with related projects, educational background related to discipline, quality of past performance on similar projects, adequate staffing to perform work, ability to furnish effective construction documents, ability to work within project budget, references, and demonstrated interest of the consultant in the success, efficiency, workability of the project during design, construction, and post construction. Inclusion on a "short list" does not guarantee that the consultant will eventually be selected and engaged under a contract with the City for consulting services. Inclusion on a "short list" does not guarantee that the consultant will be requested by the City to participate in negotiations for any potential contract.

The City is seeking a consultant with the expertise and project experience related to the above-mentioned project. As minimum qualification, the consultant and/or subconsultants must have had at least 5 years similar project experience to be considered.

Consultant selection for award of a contract shall be in accordance with City's consultant selection policy, Administrative Order No. 6-19. Fresno Municipal Code Section 4-109 provides for a preference to local firms as defined in said section. Selection will be based on qualitative analysis and cost. Any award of a contract

shall be on the basis of the criteria specified above, and made to the consultant whose fee proposal and qualifications is judged as providing the best value in meeting the interest of the City and the objectives of the project. The City reserves the right to make the selection of a consultant based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the consultant to perform the services set forth herein.

This solicitation for SOQ's does not commit the City to enter into a contract or to pay any costs incurred in the preparation of the SOQ. The City reserves the right to accept or reject any SOQs, and to negotiate with any qualified consultant, or to cancel in part or in its entirety this solicitation for SOQs.

Professional Liability Insurance

Professional liability insurance (errors and omissions) with limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and commercial general liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate will be required for this project. The City's standard contract will be used, which includes a conflict of interest statement and completion of a statement of economic interest. Copies of the City's Standard Contract, Local Preference, and Consultant Selection Policies are available on request. Any contract exceeding \$50,000 shall be subject to the approval of the City Council in accordance with the Fresno Municipal Code.

The City hereby notifies all consultants that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.

Regulated Communication in City Procurement Process Ordinance

The Regulated Communications in City Procurement Process Ordinance (Article 6, Chapter 4 of the Fresno Municipal Code) became effective May 7, 2004. With certain specified exceptions, the Ordinance provides that no Respondent, Bidder, or Proposer (as the case may be) shall initiate, engage in, or continue any communication to or with any City elected official concerning or touching upon any matter which is the subject of this competitive procurement process.

Any Respondent, Bidder, Proposer or elected official (as the case may be) who initiates, engages in, continues in, or receives any regulated communication shall file the written disclosure required by the Regulated Communications in City Procurement Process Ordinance.

Any Respondent, Bidder, or Proposer violating the Regulated Communications in City Procurement Process Ordinance may be disqualified from participating in this procurement process and/or determined to be non-responsible. Additionally, the City may set aside the award of a contract, prior to its execution, to a party found to have violated the Ordinance.

Note: The full text of Fresno Municipal Code Chapter 4, Article 6 may be obtained by logging on to the City's website at <http://www.fresno.gov>. Under "Related Online Resources" on the bottom right portion of the home page click on "Fresno Municipal Code." Or view the Fresno Municipal Code directly at <http://www.municode.com/Resources/gateway.asp?pid=14478&sid=5>.

Debarment

A Proposer who has been determined by the Council to be non-responsible may be debarred from bidding or proposing upon or being awarded any contract with the City or City of Fresno Redevelopment Agency, or from

being a subcontractor or supplier at any tier upon such contract, in accordance with the procedures in Resolution No. 2003-130 adopted by Council on April 29, 2003. The initial period of any such debarment shall not be less than one year or more than three years. A Proposer may request a hearing, in accordance with Resolution No. 2003-130, upon receipt of a notice of proposed debarment from the City Manager or his/her designee. A copy of the Resolution may be obtained from the City Clerk's Office, 2600 Fresno Street, Fresno, California 93721.

If your firm is interested in the consulting services for this project, please submit 6 copies of an SOQ by December 23, 2009, at 4:00 p.m. to:

**City of Fresno
General Services Department, Facilities and Major Projects
2101 "G" Street, Building A
Fresno, CA 93706-1620
Attn: Mark M. Johnson, Project Manager**

The City will be utilizing a Standard City Consultant Agreement. Copies of the City's Standard Contract, Local Preference, and Consultant Selection Policies are available upon request.

If you have any questions or need additional information, please do not hesitate to contact me at (559) 621-1017.

Sincerely,



Mark M. Johnson
Project Manager

C:	Randy Copper, PARCS Director	Jerry Haynes, Assistant PARCS Director
	Kelly Riddle, Facilities & Major Projects Division	Irma Yepez-Perez, Grant Writer
	Kyle Jeffcoach, Recreation Manager	Paul Melikian, Administrative Manager
	Gary Biglione, Project Manager	File