

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

**Single Family House Renovation,
Replacement and Relocation**

*The Redevelopment Agency of the City of Fresno is requesting Statements of
Qualifications (SOQs) from qualified Architectural and/or Engineering firms for
design services related to the renovation, replacement and relocation of three
Agency-owned properties:*

473 N Glenn Avenue (Lowell Neighborhood)

237 N Park Avenue (Lowell Neighborhood)

864 Klette Street (Southwest Fresno)

February 8, 2010



**The Redevelopment
Agency
of the City of
Fresno, California**

REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES

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

Single Family House Renovation, Replacement and Relocation,

The Redevelopment Agency of the City of Fresno (Agency) is requesting Statements of Qualifications (SOQ) from qualified Architectural and/or Engineering firms for the following design services for the renovation, replacement and relocation, of three Agency-owned properties:

1. 473 N Glenn Avenue (Lowell Neighborhood)
2. 237 N Park Avenue (Lowell Neighborhood)
3. 864 Klette Street (Southwest Fresno)

473 North Glenn Avenue

Design, engineering and construction management services related to: (i) the potential renovation of one (1) residential structure at 473 N Glenn Avenue, Fresno, CA (APN 459-061-29T), including options of reducing the number of housing units contained within the structure from five to two, or from five to one; and, (ii) a site plan for the intensification of residential development on the 473 N Glenn site with additional one-story housing units in a "bungalow court" configuration. These services may include, but not be limited to, preparation of architectural and construction drawings and documents and the provision of construction management services for the reconstruction of the home with the additional units added in a complementary site plan and architectural style. The proposed project may include demolition of one or more of the existing secondary buildings on this site.

Property History

Working in conjunction with the Housing Authority of the City and County of Fresno (HACCF), the Agency acquired the property in March, 2009. The property was originally listed in the Multiple Listing Service as an 8 unit complex: units contained within the two other structures on the site bring the total number of units on the site to 8.

The Main House is characterized as a two story "apartment building" with a first floor footprint of 1,850 square feet plus another 159 square feet of front porch. The ground floor houses three units, and the second floor houses two units. A small basement exists under the rear portion of the building.

According to the City of Fresno's Historic Preservation Manager, the property is located on lot 26 of the Griffith's Villa Addition (platted 1884) within the proposed North Park Historic District. The following is a basic chronological history based on two primary sources: building permits and the Sanborn Fire Insurance maps. Further research would be necessary to provide the most accurate assessment of the property under the California Environmental Quality Act.

The parcel is 16,800 square feet (80' x 210'). Of the three buildings on the current parcel (as defined by the APN and fence lines) the Main House is the oldest, having a construction date of 1911 (Building permit # 271, December 20, 1910, \$3,000).

This Craftsman bungalow style home is included on the 1919 Sanborn as a single family residence. In the earliest years the front porch extended all the way across the façade (it has apparently been filled in on the south end since). Several modifications have been made to the building subsequent to the original construction.

A "new garage" was constructed on the property in 1916 at the rear of the property, off of the alley.

The small house which is now located on the same parcel was actually on a separate parcel in both 1919 and 1948. The address for this home is 483 (and later 485) N Glenn and the building permit was issued in 1913 for \$200. There have been several alterations and additions over time.



PROPERTY LOCATED AT 473 N. GLENN AVENUE, FRESNO, CA 93701

In 1943 the Main House was converted to 5 units and back stairs were added. The garage on the rear of the lot had been converted to housing by the 1948 Sanborn map, although there is no building permit for this. The Historic Preservation Manager believes that the severe housing shortage both during and immediately following World War II was the reason for the division of the Main house and the change in occupancy for the former garage.

The two houses are approximately 100 years old and thus meet one of the basic requirements for listing on any register: age. Any applicant would need to do further research to verify whether they were historically "significant" as defined in the City's Historic Preservation Ordinance and not just typical examples of housing stock from the period.

Whether or not these buildings are worthy of designation or not, the City recommends that the Agency take the most creative approach to redeveloping the site. The Agency had investigated the feasibility of moving the Main House to another location in order to make the lot available for more intensive development, and retained the services of Brooks Ransom Engineering to perform a cursory inspection of the Main House to assess whether or not it was feasible to relocate the Main House. The other two structures were not part of the scope of investigation.

The engineer toured the house on August 12, 2009 and concluded that it would be structurally possible to move the building to another location, **but that doing so would prove to be both impractical and costly** (their emphasis), for the following reasons:

1. Due to the size, geometry and height of the building it would be necessary to cut the building into two or more pieces to move the building.
2. The width of Glenn Avenue would limit the size of the building sections that could be moved at one time.
3. The existence of overhead power lines in the area would limit the height of the building sections that could be moved at one time.
4. Rejoining the cut sections of the home to return it to one cohesive structure would require a significant amount of labor and engineering to achieve.

The structural engineer further recommended that an architect or engineer consult with a house mover for further cost estimates of moving the house.

The Agency has therefore determined the relocation of the Main House to another location to be infeasible. Therefore, the scope of this work would be to retain at least the Main House for a residential use. In addition, the Consultant shall create a site plan and architectural concept for a courtyard housing project constructed as in-fill on the rear portion of this large lot.

The consultant contract awarded will be to provide the following services related to the relocation of the house:

1. Determine the feasibility of the renovating of the Main House on its current site, and reducing the number of housing units contained within the structure from five to two, one downstairs unit and one second floor unit.
2. Determine the feasibility of the renovating of the Main House on its current site, and reducing the number of housing units contained within the structure from five units to a single family home.
3. Prepare a renovation plan for the Main House, including the removal of redundant kitchens and bathrooms; egress issues; structural, foundation and termite work; lead paint and asbestos; and basic residential remodeling including interior and exterior architectural issues. Special attention should be given to doors and windows as well as any sections of siding that would need to be removed due to termite infestation.
4. Prepare presentations for the Fulton-Lowell Design Review Committee as well as the Historic Preservation Commission as well as the submittal of the renovation plans to the City's Building and Safety Division. Coordinate with the City's Historic Preservation Manager and Department of Downtown and Community Revitalization.
5. Provide construction management services to oversee the renovation of the Main House on the current site.

The consultant would also undertake the site planning and basic architectural concept for a courtyard housing development (or "bungalow court") at the rear of the property. The "bungalow court" historic context prepared in September, 2004 by the City of Fresno is available on the City of Fresno's website at <http://www.fresno.gov/NR/rdonlyres/42ED2C2A-B9F5-401D-8024-76EA1A796CD6/0/HistoricPresBungalowCourtProjectFeb122009.pdf>.

6. Prepare a courtyard housing (or bungalow court) plan for the current site, assuming the Main House would remain in its current location and be renovated into either a single family structure or a duplex (upstairs and downstairs).
7. Include the bungalow court plan in the presentations for the Fulton-Lowell Design Review Committee as well as the Historic Preservation Commission. Prepare a site plan

sufficient to meet the requirements of the City's Department of Planning and Development requirements for site plan approval. Coordinate with the City's Historic Preservation Manager and Department of Downtown and Community Revitalization on community input into the project.

237 North Park Avenue

Design, engineering and construction management services related to: (i) the potential renovation of the one (1) single family home on its current site; and, (ii) a site plan for the replacement of the house with a three-bedroom, two-bathroom home (floorplan to be provided by the Agency). These services may include, but not be limited to, preparation of site architectural and construction drawings and documents and the provision of construction management services for the renovation or replacement of the home on the site.

The consultant shall first determine the cost of renovating the home on the site as well as the cost of demolishing and replacing the house with a three-bedroom, two-bathroom home (floorplan to be provided by the Agency) in order to evaluate the feasibility of renovating the structure.

These tasks are as follows:

8. Estimate the cost of the renovating of the house on its current site.
9. Estimate the cost of demolishing the current house, including lead and asbestos hazard abatement, grading and preparation of the site and foundation for the newly-constructed house on the site, as well as the cost of constructing the three-bedroom, two-bath home (plans provided) on the site.

Once a recommendation is made and if a decision made to renovate the house, then Tasks 10 through 12 would be undertaken.

Once a recommendation is made and if a decision made to demolishing the current house and construct a new house, then Tasks 10 through 12 would not be undertaken, but the consultant would move to Task 13.

Property History

The Agency acquired the 1,071 square foot, boarded up and abandoned, single family home located at 237 N. Park Avenue, Fresno, CA 93701 for a purchase price of \$25,000 in January, 2010.

The property is an important and strategic part of the Agency's plan to revitalize the Lowell neighborhood given its close proximity to the elementary school. The Agency acquired and intends to redevelop the subject property and to resell the property to an eligible, owner-occupied, low or moderate income family.

Notwithstanding its commitment to redeveloping the property, the RDA is faced with a decision on this property that could result in significantly overinvesting in a house that only has two bedrooms and one bath. The pest control report indicates the presence of termites, drywood termites, fungus/dryrot (as well as moss at the edge of the roof), and other problems that warrant further investigation. The presence of significant amounts of lead paint and perhaps asbestos in the house require remediation of those environmental hazards. The foundation is failing in at least several locations, with the northwest corner of the house (under the bathroom) supported by a jack.



PROPERTY LOCATED AT 237 N. PARK AVENUE, FRESNO, CA 93701

The City of Fresno has an approved set of plans for a single family home for the Fulton/Lowell neighborhood, which exterior could be adapted to match the exterior of the existing home. In addition, the house can be designed to be constructed on a raised foundation rather than on a slab, in keeping with the neighborhood character.

The consultant contract awarded will be to provide the following services related to the renovation of the house:

10. Prepare a renovation plan for the house, including structural, foundation and termite work; lead paint and asbestos; and basic residential remodeling including interior and exterior architectural issues. Special attention should be given to doors and windows as well as any sections of siding that would need to be removed due to termite infestation.
11. Prepare presentations for the Fulton-Lowell Design Review Committee as well as the Historic Preservation Commission as well as the submittal of the renovation plans to the City's Building and Safety Division. Coordinate with the City's Historic Preservation Manager and Department of Downtown and Community Revitalization.
12. Provide construction management services to oversee the actual renovation of the house on the current site.

If the renovation of the house is determined not to be feasible and therefore not the preferred alternative of the RDA, consultant shall provide the following services related to the replacement of the house:

13. Prepare a demolition plan for the current house, including lead and asbestos hazard abatement, grading and preparation of the site and foundation for the newly-constructed house on the site.
14. Prepare a site plan for the new home on the current site, assuming the consultant could use the approved single family home plan for the Fulton/Lowell area.

15. Code check the house plan to ensure compliance with City and State codes, including egress, structural, foundation, plumbing and electrical, civil engineering, Title 24, ADA, and basic residential remodeling including interior and exterior architectural issues.
16. Prepare presentations for the Fulton-Lowell Design Review Committee as the submittal of the plans to the City's Planning and Development Department for site plan approval and Building and Safety Division for building permits.
17. Provide construction management services to oversee the actual construction of the new house on the current site.

864 Klette Avenue

Design, engineering and construction management services related to: (i) the relocation of one (1) residential structure from its current site at 864 Klette Avenue, Fresno, CA, to another permanent location within Southwest Fresno, and the reconstruction of the home at the new site. These services may include, but not be limited to, preparation of a relocation plan, architectural and construction drawings and documents and the provision of construction management services for the relocation of the home and its reconstruction.

Property History

The Agency and the Housing Authority collaborate on a joint housing effort called the Community Housing Partnership Program (CHPP). The CHPP has nearly completed the acquisition of properties in a project area referred to as the California Triangle, an area bounded by Kern, Waterman, and California Streets within the Southwest Fresno Redevelopment Project Area. All of the residents in this area have been relocated. This house, which is approximately five years old, must be relocated to another site to complete the land assembly for the ultimate mixed use development contemplated for the site. It is a 4 bedroom, two bath home of 1,341 square feet. The



receiving location is an Agency-owned residential lot located on Florence Avenue in the immediate neighborhood.

The property is an important and strategic part of the Agency's plans for the revitalization of the Southwest Fresno neighborhood.

After the house is moved and rehabilitated, the Agency will resell the property to an eligible, owner-occupied, low or moderate income family.

PROPERTY LOCATED AT 864 KLETTE AVENUE, FRESNO, CA 93706

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.
- Summary of company's proposed approach identifying the major tasks to be assigned to specific consultant team members and company's approach to the work.
- Demonstrated ability to accommodate an aggressive project timeline.
- Listing of client references associated with completed projects would be desirable.
- **Fee Schedule (In a separate sealed envelope)** – to include the hourly and/or unit cost schedule that would be employed by the consultant in the negotiation of a final consultant contract with the RDA. This fee schedule will not be opened or used in the selection of the finalist for the consultant contract negotiation but will provide the basis for negotiation of the final contract award.

The SOQ (minus the fee schedule) 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 RDA – by 3:00 PM March 4, 2010
- Selection of a Consultant firm for the Projects – March 16, 2010
- Proposal from Consultant and Negotiation of Contract – March 29, 2010
- Recommendation of Consultant Agreement by Housing & Community Development Commission, if necessary – April 14, 2010
- Approval of Consultant Agreement by Council, if necessary – April 22, 2010

Selection & Qualifications:

It is the intent of this solicitation to select a qualified consultant to complete the City's selection process who will be best able to provide the RDA quality consulting services at the best value, in a timely fashion, and to complete proposed project. A selection Committee will be formed in accordance with established consultant selection policy to evaluate the consultants SOQ. The Committee may consist of RDA staff and may include a representative knowledgeable in the specific discipline and/or project scope to discuss qualifications for consulting services for this project. The RDA 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.

The consultant "short list" may or may not be requested to interview with the Committee as part of the SOQ process. The Committee will address the following criteria in its evaluation of the proposal (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, and demonstrated interest of the consultant in the success, efficiency, workability of the project during design, construction, and post construction. Not all consultants submitting an SOQ will be guaranteed inclusion on the "short list". Inclusion on a "short list" does not guarantee that the consultant will eventually be selected and/or engaged under a contract with the RDA for consulting services. Inclusion on a "short list" does not guarantee that the consultant will be requested by the RDA to participate in negotiations for any potential contract.

Consultant selection for award of a contract shall be in accordance with City of Fresno's consultant selection policy, Administrative Order No. 6-19. Fresno Municipal Code Section 4-109 provides for a local 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 final proposal and qualifications is judged as providing the best value in meeting the interest of the RDA and the objectives of the project. The RDA 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 SOQs does not commit the RDA to enter into a contract or to pay any costs incurred in the preparation of the SOQ. The RDA 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 sitting as the Board of Directors of the RDA in accordance with the Fresno Municipal Code.

The RDA 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 RDA follows the City of Fresno guidelines delineated in the following 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, 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 RDA 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 City Council sitting as the RDA Board of Directors to be non-responsible may be debarred from bidding or proposing upon or being awarded any contract with the 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 5 copies of a SOQ proposal to John Quiring of the City of Fresno Redevelopment Agency to the address above by 3:00 PM on March 4, 2010. The RDA will be utilizing a Standard City Consultant Agreement. Copies of the RDA's Standard Contract, Local Preference and Consultant Selection Policies are available upon request.

Should you have any questions, please feel free to call me at (559) 621-7624.

Sincerely,

Debra Barletta
Project Coordinator