



*"Small Town Atmosphere
Outstanding Quality of Life"*

September 19, 2008

Subject: Request for Proposal (RFP) for Architectural Design Services for the Veterans Memorial Building Project, Danville CIP A-510

The Town of Danville is requesting proposals from qualified, credentialed, and experienced architects and related design consultants to assist the Town in redeveloping the Veterans Memorial Building located at 400 Hartz Avenue in downtown Danville.

The building currently serves as a meeting place for veterans and their affiliates, pursuant to the original 1921 mandate of the United States Congress relating to the establishment of Veterans Memorial Buildings. The building is also used to conduct senior programs, community recreational classes and programs, and as a rental facility for private events.

Originally dedicated in 1925, the existing two-story building has a total floor area of approximately 6,625 square feet. It sits on a 13,675 square foot (0.31 acre) site at the southeast corner of Hartz Avenue and Prospect Avenue (APN 208-022-016) in downtown Danville, California. The 1st floor consists of an auditorium with kitchen, lounge, restrooms and a small office for Town staff. The 2nd floor includes a meeting area, a small kitchen, restrooms, veterans' office space, and storage. A central interior staircase provides access between floors, and additionally an exterior staircase provides direct access to the 2nd floor meeting room. Floor plans of the existing building are available for review at the Town offices.

Redevelopment of the existing facility in order to meet the needs of current and future veterans, as well as seniors and community needs, may take one of several forms as determined through the identified scope of work. Options for the project range from a simple renovation and expansion of the existing building to complete demolition and construction of a new facility. Cost and input from stakeholder groups will be the deciding factor.

510 LA GONDA WAY, DANVILLE, CALIFORNIA 94526

Administration
(925) 314-3388

Building
(925) 314-3330

Engineering & Planning
(925) 314-3310

Transportation
(925) 314-3310

Maintenance
(925) 314-3450

Police
(925) 314-3410

Parks and Recreation
(925) 314-3400

For purposes of this RFP, reference to the “new” Veterans Memorial Building should not be construed as pre-disposing the Town to any particular approach.

Broad Project Goals:

1. The facility shall continue in perpetuity the rights afforded to veterans under the original 1921 mandate of the United States Congress relating to the establishment of Veterans Memorial Buildings, including, but not limited to, the free use of portions of the facility with programming directed toward the needs of veteran organizations.
2. The facility shall serve as a center for the veteran community, including current and future veterans, families, and friends as well as auxiliary groups that support our military.
3. The facility shall add value to taxpayers by providing a location for civic, social, and Town-sponsored recreational activities, including local senior citizens.
4. The facility shall encourage visitation to downtown Danville which will in turn support economic development by encouraging business activity for local shop owners, restaurants, and other businesses.
5. The facility shall be financially viable with positive cash flow derived from rental income, fundraising, and endowment income, with reasonable maintenance requirements and equipment life-cycle costs that can be accomplished effectively by the Town of Danville.

Building Design Goals:

1. Veterans’ Program: Effectively designed to support the programming needs of veterans, consistent with the January 2008 Business Plan prepared for the building by the Veterans Memorial Building Development Committee of the San Ramon Valley (VDCSRV). The plan is attached as an exhibit to this RFP.
2. Senior Program and Community Use: Effectively designed to support the event and programming needs of senior and community groups using the facility, in addition the veterans use described in #1 above.
3. Support Space Functionality: Office and storage space sufficient to support the needs of veterans and all user groups, and professional operation of the venue.

4. Appropriateness: Features appropriate to the traditions and rituals of patriotic veteran service organizations and appropriate for use by senior citizens and others with mobility, hearing, and/or visual limitations.
5. Facility Entrances: Two nicely appointed entrances, one for veterans and one for the public. The veterans' entrance shall provide a secure entrance to a "Veterans Wing" to allow veterans events to take place while other activities are taking place within the common use area.
6. Meeting Space: Space to support a range of meeting needs, featuring state-of-the-art technical capabilities and productivity enhancements that support revenue generation for the building.
7. Banquet Facilities: Space which would be available for all facility users, including event, conference and dining for veterans activities, private parties, weddings, corporate, and public affairs.
8. ADA compliance: Fully accessible for the disabled in compliance with current building codes.
9. LEED Certification: Designed to achieve a third-party LEED (Leadership in Energy and Environmental Design) Silver or better certification as promulgated by the U.S. Green Building Council.

Desirable building features for the "Veterans Wing" (as identified in the January 2008 Business Plan) include:

- a) Veterans' events center for small events to reduce main building usage impact for events of approximately 100 people.
- b) Veterans' lounge.
- c) Kitchen to support small events.
- d) Veterans' board room with conference tables and chairs.
- e) Veterans' meeting room adjacent to board room.
- f) Veterans' resource center with space for computers, office equipment, and book storage.
- g) Space to support the work of volunteer auxiliary groups that support the veteran community such as the Blue Star Moms.
- h) Exhibit features to facilitate the public display of both permanent and revolving veterans' exhibits.
- i) Restrooms (men's and women's)
- j) Secured storage with separate spaces for up to six different veterans groups.
- k) Appropriate support spaces (janitorial, etc.).

Desirable building features for the common use area (main building) include:

- a) Banquet hall with seating for 375 (dining) or 560 (assembly) plus an accordion acoustical wall to divide the space for smaller events
- b) Lounge or suitable room for Senior drop-in activities
- c) Public restrooms (men's and women's) accessible from lobby
- d) Meeting room to support the banquet facility (for rental purposes) and to support Senior programming with space for 75 people
- e) Built-in art and artifact exhibit space (museum quality and architecturally designed)
- f) Commercial kitchen to support banquets of 375 people and capable of serving 500 meals per event
- g) Pantry and kitchen storage
- h) Building storage (especially for folding tables and stackable chairs)
- i) Storage to support Senior programming
- j) Main lobby appropriate for quality community events and possible reception counter
- k) Secondary lobby with access to Veterans Wing
- l) Staircase and elevator for second floor access
- m) Program and building management office for Town staff
- n) Loading area with convenient access to exterior
- o) Appropriate support spaces (janitorial, etc.)
- p) Furnishings to match or compliment the interior design

Desirable site features include:

- a) Preservation of the dedication plaques that are presently mounted in a masonry pedestal at the exterior corner of the building nearest the street intersection. If careful removal and salvage of the plaques is possible, another method of display can be considered.
- b) Disabled parking and a loading/unloading area proximate to the building. Parking for other facility users is available in municipal parking lots located either immediately adjacent (southeast) to the site on Front Street, or in the Clock Tower municipal lot at the corner of Railroad Avenue and Prospect Avenue.

Funding:

As part of the Town's 2008/09 – 2012/13 Capital Improvement Program, the Town Council appropriated funds to bring the total amount allocated to the project to \$5,275,000, of which \$5 million is available for project design and construction. In addition, the Veterans Memorial Building Development Committee of San Ramon Valley (VDCSRV) has committed to raise \$3 million, of which \$2 million will be

dedicated specifically toward the construction of the project. As such, \$7 million should be assumed as a total project budget for design, construction, and all related costs.

Veterans Memorial Building Steering Committee

Tasks 1 and 2, as well as the consultant interviews, will be guided by a Veterans Building Steering Committee comprised of ten members including elected and appointed Town officials. This committee will be the primary contact overseeing the conceptual design effort. The committee's needs and desires must be satisfied so ultimately the committee can recommend approval of the conceptual design to the Town Council. The Steering Committee will be assisted by Town staff. The Town Council must approve the overall conceptual design, before the consultant is authorized to move forward to construction documents.

PROPOSED SCOPE OF SERVICES

The following scope of work is anticipated, although consultants are encouraged to provide additional suggestions to the Town in the proposals based on their unique experience and expertise with similar projects:

Task 1. Determination of Potential Historical Significance

The Veterans Memorial Building is not officially listed on the Town's *Survey of Historically Significant Resources* nor is it listed at either the California Office of Historic Preservation or at the National Register of Historic Places. However, due to the age of the building, the structure is listed on the Town's inventory list as a "potential" heritage resource. As a "potential" heritage resource, the Town, as project applicant, must evaluate the property for historical significance prior to proposing any alterations. This initial evaluation will determine how and whether the current building is to be retained, retained in part, or razed as part of this process. The Town has not pre-determined which course to follow and is committed to following the established Town guidelines to arrive at a determination of historical significance.

For more information, please review the Heritage Resources Design Guidelines available on the Town's website at:

<http://www.ci.danville.ca.us/default.asp?serviceID2=Documents>.

Determination of historical significance requires evaluation by a historic architect. The deliverables for Task 1 shall include preparation of a report by a historic architect that evaluates and reports on the historical significance of the property and building in conformance with the Town's guidelines.

Task 2. Conceptual Design and Estimating

If, after completing Task 1, the structure is determined *historically significant*, the consultant shall assist the Town in developing a conceptual design and cost estimate for a project that conforms to the Town's *Design Guidelines for Heritage Resources*. The Historic Design Review Committee and the Heritage Resource Commission, jointly with the Planning Commission, would be the reviewing bodies. The consultant shall prepare appropriate illustration materials for presentation at a public hearing, and shall be participants in the discussion.

If, after completing Task 1, the structure is determined *not historically significant*, the Town may elect to demolish the building entirely or alter the building substantially according to the Downtown Business District Standards since the project is no longer bound by the Historic Preservation Ordinance.

The consultant shall develop conceptual designs for a new or substantially altered building based on input from the Steering Committee for presentation to the Design Review Board and Planning Commission as reviewing bodies.

The Downtown Business District Standards are as follows:

Area 1 Zoning:

FAR: 80%
Setbacks: 10' from public right-of-way; no interior side or rear setback
Height: Two stories (35' maximum)
Land use permit required for non-retail use of ground floor

The comprehensive standards are available under "Volume II Development", "Chapter XXXII Planning and Land Use", "Article V District Regulations", "32-45 Downtown Business District Standards" at the following website:

http://www.amlegal.com/danville_ca/

Conceptual Design and Estimating task will also include:

1. An analysis of the existing building and site to identify opportunities and constraints, which would include conformance to planning regulations, physical constraints and opportunities, traffic concerns and parking demands, CEQA impacts, and an evaluation of the proposed building's structural, electrical, lighting, mechanical, and plumbing systems relative to any portion of the existing building to be preserved, or relative to the cost of a new building given the Town's funding constraints for the project.

2. Preparation of a geotechnical report to provide foundation and associated site-development recommendations and to assure that any in-ground stormwater quality facilities proposed in the SCP can be provided proximate to the building.
3. An evaluation of green-building practices that could be incorporated into the design to achieve LEED (Leadership in Energy and Environmental Design) Silver certification or better. The Town is especially interested in providing a photovoltaic electrical system to minimize on-going utility costs and to reduce the project's greenhouse gas impact.
4. An analysis of the spaces and features for issues related to accessibility and code compliance.
5. Preparation of a Stormwater Control Plan (SCP) in conformance with the Town's NPDES Permit. Said SCP must be prepared in conformance with the Contra Costa Clean Water Program's *Stormwater C.3 Guidebook* available at:

<http://www.cccleanwater.org/new-developmentc3/>
6. A third-party cost estimate associated with the approved conceptual design to assure that adequate funding is available to fully implement the design.

The deliverables for Task 2 are undefined at present since the Town must first determine to what extent the existing building or any portion thereof will be preserved as part of the project. At a minimum, however, several conceptual designs must be developed for review and refinement by the Steering Committee. The conceptual designs must be presented to the appropriate reviewing bodies, as discussed above. The conceptual design must be accompanied by preliminary cost estimates to demonstrate that the preferred design can be implemented within the prescribed budget.

Environmental Review

Environmental review will be undertaken by the Town and should not be considered part of this contract.

Task 3. ALTA/ACSM Land Title Survey

A survey shall be prepared of the site in accordance with the American Land Title Association and National Society of Professional Surveyors. Said survey shall illustrate the property boundaries and any monumentation, the locations of all structures, the existence of any easements or similar encumbrances, the character and location of any

walls, buildings, fences or other visible improvements within five feet of each property line, the location of utilities serving the site, and an identification of all recorded plats, maps, and rights-of-way with appropriate recording data. The deliverables for Task 3 shall include a plat certified by a licensed land surveyor prepared in accordance with the governing standards.

Task 4. Hazardous Materials Report

A Certified Asbestos Consultant (CAC) with experience in abatement regulations and procedures is needed to sample asbestos containing materials that may exist at the site, and to develop a report and abatement specifications for use by a qualified contractor. The CAC shall also identify and/or sample lead-containing paint, mercury/PCB containing building materials, and all other potentially hazardous building materials governed by regulation or law requiring abatement before the building is renovated or demolished.

The CAC shall also develop an estimate of the cost for a qualified abatement contractor to perform all needed work. The deliverables for Task 4 shall include a hazardous materials report and a cost estimate for the expected abatement work.

Task 5. Final Design:

The scope of work for the Final Design Phase will include:

1. Preparation of plans, technical specifications, structural calculations, energy calculations. The final design shall be capable of achieving a Silver or better LEED certification.
2. A final cost estimate for bidding according to Prevailing Wage requirements and the California Public Contract Code. The estimate shall be prepared by a third-party estimator, and shall be consistent with the funding allocated for the project.
3. Coordination with the Town's Building Division, the San Ramon Valley Fire Protection District, and Contra Costa County Health Department during permit plan-check to assure that the design conforms to current code standards and can be permitted.
4. Coordination with East Bay Municipal Utility District for a new service associated with a fire sprinkler system that the fire district is expected to require, and for any upgrades to the existing potable water service. Coordination with Central Contra Costa Sanitary District for any new or redirected connection to the sanitary sewer service. Coordination with PG&E for any needed upgrades to the electrical or gas services. Coordination with AT&T for any needed upgrades

to the telephone or similar communication systems. Coordination with Comcast Cable Communications for any needed cable television or internet services.

5. Coordinate the design with the Town's security consultant to allow for an "Access Control System" in accordance with the Town's standard security requirements.
6. Construction support services during the bidding and construction periods including routine meetings with the contractor and Town staff, review and response to requests for information, approval of material submittals, and review of change order requests.

The Task 5 deliverables shall include plans printed on mylar in 24" x 36" format, specifications for bidding the project, an accurate, complete, and reliable engineer's estimate, and all reports, studies, calculations, and exhibits needed to obtain permits from various agencies for construction of the project.

Project Schedule:

RFP Released		September 19, 2008
Pre-proposal meeting to view the existing building	11:00 a.m.	October 10, 2008
Proposals Due	5:00 p.m.	November 6, 2008,
Proposal review by Town staff	Week of	November 10, 2008
Consultant Interviews	Week of	November 17, 2008
Award of Design Contract by Town Council		December 16, 2008

The Veterans Memorial Building Steering Committee will interview three firms selected by Town staff, in order to select the preferred consultant.

The Town's goal is to start construction on this project by March, 2010.

The Town reserves the right to reject any and all proposals.

PROPOSAL FORMAT:

Proposal format and content are important and length is limited. Clarity and conciseness are essential and will be considered in assessing the consultant's capabilities. The Town expects the consultant who submits a proposal will have assembled a team of sub-consultants who together can accomplish all work required of this project, except as specifically indicated in this RFP.

The proposal should be organized in the following manner:

A. Title Page:

Show the RFP subject, the name of the firm, location address, telephone number, FAX number, e-mail address, name of the contact person and the date. Indicate other firms serving as sub-consultants.

B. Proposal Content:

This section should clearly convey the consultant's understanding of the work and the project's requirements. The consultant should detail the following:

1. An understanding of the purpose of the project as specified in the proposal content, general tasks and deliverables in this RFP.
2. A full description of the work elements, assigned personnel (including subconsultants) and the proposed methodology. The work description should be detailed to a sufficient level to show a clear understanding of the precise work required to meet the project goals.
3. Who will be the assigned project manager responsible for day-to-day contact with the Town staff and with the Steering Committee. Consultants are cautioned against listing a company principal or president as the assigned project manager if said principal or president will have only peripheral involvement in the project.

C. Summary of Qualifications:

Provide a description of previous projects, which significantly relate to the design team's qualifications for this project. Provide a list of former clients for whom the design team has performed similar services. Include a contact name and telephone number for each.

D. Schedule:

A preliminary schedule to perform the work shall be provided. The schedule shall show each phase of the project together with a preliminary list of deliverables for each phase. Allow an average of two weeks for review of each deliverable by the Town.

This solicitation does not commit the Town to pay any costs incurred in the preparation and presentation of submittals or to select any consultant who responds. This

solicitation covers only the work described herein and does not commit the Town to any work beyond that described herein.

Proposals will be accepted up to **November 6, 2008, at 5:00 pm**. Proposals received after that time or those incomplete in requested content will not be considered for the selection process. Proposals are to consist of ten (10) 8-1/2" x 11" bound copies.

General Information

The following is intended to assist consulting firms in preparing a proposal for design services for the Town of Danville. This is not a contract although the indemnity and insurance provisions noted below are excerpted from the Town's standard Professional Services Agreement.

Hold Harmless: *[Note: This version must be used for any contract with a licensed architect, engineer, landscape architect or land surveyor.]* To the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless the Town, its officers, employees and agents (collectively the "Indemnified Parties") from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees, that arise out of, pertain to or relate to the negligence, recklessness or willful misconduct of Consultant or its employees in the performance of this Agreement. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Consultant.

Notwithstanding the foregoing, nothing herein shall be construed to require Consultant to indemnify the Indemnified Parties from any claim arising from the sole or active negligence or willful misconduct of the Indemnified Parties.

Insurance:

- A. Minimum Scope of Insurance: Prior to commencing work and during the entire term of the Agreement, Consultant shall procure and maintain the following insurance policies in these minimum amounts:
 - a. Insurance Services Office Commercial General Liability Coverage (occurrence Form CG 0001), one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement, or the general aggregate limit shall be at least twice the required occurrence limit.

- b. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1, one million dollars (\$1,000,000) per accident for bodily injury and property damage.
 - c. Workers' Compensation as required by the State of California, and Employers' Liability Insurance, one million dollars (\$1,000,000) per accident for bodily injury or disease.
 - d. Errors and Omissions Liability: Two million dollars (\$2,000,000) per claim.
- B. Endorsements: Each general liability and automobile liability insurance policy shall be endorsed with the following specific language:
 - a. The Town of Danville, its elected and appointed officers, employees and agents are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Consultant.
 - b. For any claims related to this Agreement, Consultant's insurance coverage shall be considered primary insurance as respects the Town, its elected and appointed officers, employees and agents. Any insurance or self-insurance maintained by the Town, its elected and appointed officers, employees and agents shall be excess of the Consultant's insurance and shall not contribute with it.
 - c. This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company.
 - d. The insurer waives all rights of subrogation against Town, its elected and appointed officers, employees and agents.
 - e. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its elected and appointed officers, employees and agents.
 - f. Each insurance policy required by this Agreement shall provide that coverage shall not be canceled, except after 30 days prior written notice has been given to the Town.
- C. Verification of Coverage: Consultant shall provide to the Town all certificates of insurance with original endorsements affecting coverage required by this paragraph. Certificates of such insurance shall be filed with the Town on or before commencement of performance of this Agreement. The Town reserves

the right to require complete, certified copies of all required insurance policies at any time.

- D. Acceptability of Insurers: All insurance companies providing coverage to Consultant for purposes of this Agreement shall be authorized by the Insurance Commissioner of the State of California to transact business within the State of California and shall have an A.M. Best's rating of no less than "A:VII".
- E. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retention's must be declared to and approved by the Town. At the Town's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured receptions.

Material and Services to be Provided by Town of Danville

1. Basic criteria for project design and any available record drawings. Consultants are advised to review available record information on file at the Town Offices, 510 La Gonda Way, and at Contra Costa County Offices in Martinez prior to submitting a proposal.
2. All work associated with complying with the California Environmental Quality Act (CEQA).
3. Securing and managing the funding for the project.
4. Access to, and provisions for, the consultant to access the building during normal working hours.
5. Meeting rooms for Steering Committee and public meetings.
6. Printing of bid documents, unless requested as an additional service.
7. Contract administration and inspection, including required special inspections, during construction.

Consultant Selection

1. A review committee of qualified Town staff will develop a short-list of qualified consultants for interview by the Steering Committee. The identity of committee members will not be revealed nor their composite ratings.

2. The committee may require oral or written clarification of the proposal to provide additional information required for selection.
3. Consultants will be evaluated principally on the following criteria:
 - a) Qualifications and experience of the design team and the assigned project manager.
 - b) Quality of past projects of a similar nature.
 - c) Organizational management approach proposed.
 - d) The degree to which the design team is likely to produce a high quality product given all the constraints.
 - e) Demonstration of satisfactory performance on past projects of similar nature.
 - f) The ability to work with the public, advisory and elected bodies, and to effectively address issues and resolve problems.
 - g) The understanding of, and the willingness to adapt to, changing priorities and financial considerations.
 - h) The ability to provide adequate staff and facilities to complete the project.
 - i) The predominant factors in the selection procedure are the expertise and professional experience of the design team and the appropriateness of the proposed solution.
4. The short-list of consultants will be invited to an interview with the Steering Committee representatives. The interview format will be established by the committee, but will likely involve a brief presentation by the consultant followed by questions by each committee member.

For more information about this RFP, visit the Town's Web Page at www.ci.danville.ca.us, hover your cursor over "Business" on the left, and then click "RFPs and Bids".

Please direct any questions related to this RFP to Marcia Somers, Assistant Town Manager, at 925-314-3334 or msomers@ci.danville.ca.us.