

**THE YOSEMITE APARTMENTS REHABILITATION
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR SUB-CONSULTANT SERVICES**

Salazar Architects Studio, Inc. ("SAS") requests qualifications and proposed fees from sub-consultants to perform Schematic Design through Construction Contract Administration services for the rehabilitation of Yosemite Apartments in San Francisco, a project by Tenderloin Neighborhood Development Corporation (TNDC).

LBE firms are strongly encouraged to respond to this RFQ.

SPONSOR & PROJECT BACKGROUND

TNDC, a community-based non-profit housing developer founded in 1981, has acquired, rehabilitated, and/or constructed 26 buildings containing over 1,800 units, with additional projects in development. For additional information about TNDC, please see www.tndc.org.

Yosemite Apartments is a 32 unit Single Room Occupancy building renovation project for Tenderloin Neighborhood Development Corporation (TNDC). The building is located at 480 Eddy Street. The building is 20,330 square feet, six stories with steel frame structure and brick clad exterior walls in the Tenderloin neighborhood. Salazar Architects Studio Inc. (Architect of Record) with SGPA (Associate Architect) recently completed the green PNA for the building and is initiating the sub-consultant selection process. The major items in the PNA Conceptual Cost Estimate include: significant structural renovation at the first floor; conversion of existing commercial space into a community room; various modifications for access compliance including two accessible units; window replacement; significant electrical upgrades; modest mechanical and plumbing renovation; addition of Solar Hot Water and PV systems; new trash / recycling rooms and chutes; exterior landscape work; upgraded laundry room; and interior common space and unit finishes renovation.

SCOPE OF SERVICES

The project's scope is under review and subject to change, however sub-consultant fee proposals should be based on the Conceptual Cost Estimate in the attached document (Exhibit A: PNA dated April 13, 2010). The project team is soliciting proposals from the following disciplines (note that the project team is *only* looking for Historical Consultant Services from Vendors in the "Architectural, Including Historical and Conservator Service" category):

- Structural Engineering
- Mechanical Engineering (including Plumbing)
- Electrical Engineering
- Landscape Architecture
- Civil Engineering
- Acoustical Engineering / Noise Analysis
- Architectural, Including Historical and Conservator Service

PROJECT SCHEDULE

SD to start in July 2010 and finish in early October. DD and CD will likely occur in 2011, subject to funding availability. Construction start date to be determined. Please note: at present, TNDC is self-financing the project; at each design progress stage, a decision will be made whether to continue design work or cease work until outside financing is provided. Commencement of design work and then construction are fully dependent on the availability of funding from various sources, possibly including the City and County of San Francisco Mayor's Office of Housing. Such work may not proceed for a period of one to three years.

HUMAN RIGHTS COMMISSION: LBE GOALS

The LBE goal for this project is 30% across all professional services. LBE sub-consultant firms that are certified with the San Francisco Human Rights Commission (HRC) are strongly encouraged to apply. At this point in time Mayor's Office of Housing (MOH) funds are not part of the project, however the project sponsor may consider using MOH funds in the future in which case HRC registered LBE sub-consultant firms may be required.

CONTRACT TERMS AND CONDITIONS

Sub-consultants selected for this project will be bound by the same Contract Terms and Conditions as SAS. Please note that the terms and conditions are currently being negotiated between SAS and TNDC and are subject to change. Upon completion of those negotiations a copy of the contract will be provided to the selected sub-consultants. The contract form is AIA document B181.

INSURANCE REQUIREMENTS

Sub-consultants selected for this project will be bound by the same Insurance Terms and Conditions as SAS. Please note that the terms and conditions are currently being negotiated between SAS and TNDC and are subject to change. Upon completion of those negotiations a final copy of the insurance requirements will be provided to the selected sub-consultants for their review.

- See the attached "Exhibit C: Insurance Requirements" from the original RFP issued by TNDC.
- See the attached "Exhibit B: Subconsultants Insurance Requirements" which will be updated and attached to the SAS-Subconsultants contract.

QUALIFICATIONS FORMAT AND CONTENTS

LBE firms are strongly encouraged to respond to this RFQ. Firms interested in the Project must include in their qualifications package the following items and other information that address the selection criteria **(please use this as a checklist)**:

• **Completed Project Experience**

Applicants to list 3 to 5 **similar** projects by firm (or projects that require similar skill sets to the proposed Project) completed within the last five years. Clearly explain the involvement, if any, of staff proposed for the Project. Explain the role of staff and/or firm involved.

Project Name:

Project Type:

Renovation or New Construction?

Stacked Flats or Townhomes?

Project Location / City:

Project Description Short Narrative of Sub-Consultants Role:

Units:

Lead Sub-consultant Project Manager Name:

Lead Architect and Firm Name and Contact Phone Number:

Construction Start Date:

Estimated Completion Date:

Estimated % of Current Workload:

• **Current Project Experience**

Applicants to list 3 to 5 **similar** projects in progress by firm (or projects that require similar skill sets to the proposed Project) and list staff for the Project. Provide the following information about each project:

Project Name:

Project Type:

Renovation or New Construction?

Stacked Flats or Townhomes?

Project Location / City:

Project Description Short Narrative of Sub-Consultants Role:

Units:

Lead Sub-consultant Project Manager Name:

Lead Architect and Firm Name and Contact Phone Number:

Construction Start Date:

Estimated Completion Date:

Estimated % of Current Workload:

• **Organization & Capacity**

Applicants to list **ALL** current projects (workload). Please provide information for ALL projects currently in progress by Applicant, clearly explaining the involvement of staff proposed for the Project. Provide the following information about each project:

Project Name:

Lead Sub-consultant Project Manager Name:

Construction Start Date:

Estimated Completion Date:

Estimated % of Current Workload:

- **Proposed Team Staff.**

Applicants are to list the names and include resumes of all proposed staff including lead engineers/designers and support staff. Applicants should carefully consider the proposed team members and fully define their role and duration of participation in the Project. Any proposed staffing substitutions during the course of the Project may need to be formally requested and approved by TNDC.

- **Fee Proposal**

Applicants are to submit a Fee Proposal based on the green PNA (Exhibit A: PNA dated April 13, 2010). Please break out your fees by Phase (SD, DD, CD, BN, CA) and clearly indicate any items that are excluded from your proposal. The HRC Chapter 14B bid discount will be applied to the fee proposal.

EVLAUATION OF QUALIFICATIONS / PROPOSALS

Salazar Architects Studio on behalf of TNDC will conduct the sub-consultant selection process per the following process.

- The pre-proposal Site Walk (see schedule below) is not mandatory. Salazar Architects Studio and HRC representatives will be present to answer questions. Responses to questions asked at the Site Walk will be posted on the SF Office of Contract Administrations website where the RFP/Q is posted. That site is here:
<http://mission.sfgov.org/OCABidPublication/>

LBE firms are strongly encouraged to attend the pre-proposal Site Walk.

- The selection committee, comprising of Salazar Architects Studio staff will score the applicants according to specific criteria designated in the attached **Evaluation of Qualifications** (see Exhibit D). Each criterion will be scored on a scale of 1 to 10 and multiplied by the assigned weight (multiplier); HRC Chapter 14B rating bonuses for LBE firms will be applied. Based on the total scores of the selection committee, a short-list of three (3) applicants for each sub-consultant role will be selected.
- The selection committee will then review the fee proposals by the short-listed firms and conduct reference calls using the project contact information submitted in the qualifications package. The selection committee will also rank the candidates per a criterion that evaluates references response, submitted information and fee proposals.
- Salazar Architects Studio will initiate negotiations with the highest-ranking team to establish a fee, precise scope of work, schedule and contract terms for the Project. Final negotiations will be contingent on fee negotiations, as well as the qualifications and overall fees associated with the selected consultants.

GROUND FOR REJECTION

Salazar Architects Studio reserves the right to waive all submission irregularities and to reject all submissions equally for the same irregularities. Salazar Architects Studio reserves the right to reject any firm for one or more of the following reasons:

1. Submission does not contain all information requested in the RFQ.
2. Submission not received by the required the deadline.

CLAIMS PROCEDURES

Firms wishing to contest the selection process or results will have five business days from the date of notice of the final selection to submit written complaints to Salazar Architects Studio, TNDC and HRC.

SELECTION SECHEDULE

Request for Proposals Available:	Tuesday, July 13th
Site Walk & Information Session at 480 Eddy St.:	Monday, July 19th, 9am
RFP Responses due at SAS:	Thursday, July 29th
Final Selection (tentative):	Tuesday, August 6th

SUBMISSION

RFP responses are due July 29, 2010. PDFs digital versions are acceptable, email to Alex Salazar at asalazar@salazarch.com. A hard copy is not required, however if provided please provide 3 copies by 4pm to:

Alex Salazar
Salazar Architects Studio, Inc.
C/O IB+A
300 Beale Street, Suite A
San Francisco, CA 94105

ATTACHMENTS:

Exhibit A - PNA dated April 13, 2010

Exhibit B - Subconsultants Insurance Requirements (SAS)

Exhibit C -Insurance Requirements (City of San Francisco)

Exhibit D - Evaluation of Qualifications