



CITY OF ENCINITAS
PUBLIC WORKS DEPARTMENT
505 SOUTH VULCAN AVENUE
ENCINITAS, CA 92024-3633

REQUEST FOR PROPOSALS

PREPARATION OF A PRELIMINARY DESIGN REPORT AND CONSTRUCTION DOCUMENTS FOR PACIFIC VIEW REHABILITATION

The City of Encinitas is seeking an architectural consultant to prepare a complete preliminary design report, and ultimately construction drawings, for the rehabilitation of the Pacific View Elementary School site (Pacific View) located at 390 W. F Street, Encinitas, CA (APN 258-151-22-00).

NOTICE INVITING PROPOSALS

The City of Encinitas is requesting interested architectural consulting firms to submit a proposal to prepare a complete preliminary design report as described in this Request for Proposal for the above referenced project. The City of Encinitas will receive proposals at the Engineering Services Division, until **Thursday, March 19, 2015 at 12:00 noon**. Proposals shall be submitted in eight (8) copies to the attention of Greg Shields.

A mandatory pre-proposal meeting at Pacific View is scheduled for Thursday, March 5 at 10:00am. Only consultants who attend the pre-proposal meeting can submit proposals for the project. Proposals submitted by a consultant who did not attend the pre-proposal meeting will be rejected.

PROJECT BACKGROUND

Pacific View Elementary School was built in 1953, and is located at 390 W. F St. on the west side of Third Street between E Street and F Street. The buildings were originally used as an elementary school; the school closed in 2003. Later on, the City used the site as a temporary location for its Public Works Department. Recently, the site has been used as a corporate yard for storage of equipment and landscaping supplies. The buildings comprise approximately 10,000 square feet of building space. The building structures are wood frame and stucco with composite asphalt roof decking over a wood deck. The overall size of the Pacific View site is 2.82 acres.

The plumbing in the Pacific View buildings consists mostly of old cast iron piping. No fire sprinkler system currently exists in any of the buildings. The buildings are most likely not in compliance with current American with Disabilities Act (ADA) Standards, Title 24, and Section 504 Standards. Electrical, Plumbing, and HVAC systems are outdated and don't meet 2013

California Building Code, Electrical Code, Plumbing Code, and Mechanical Code requirements. Regarding hazardous materials; Doors and Door Jambs contain lead based paint while the linoleum tile, mastic, and putties contain asbestos. The following reports, plans and maps have been completed for the site and they are included on the City's ftp site to download:

- Hazmat Report
- Structures Report
- Site Plan
- Topographic Map

Instructions for access to the City's ftp site and to download the Hazmat report, the structures report, site plan, and topographic map are shown below.

Instructions to get access to the ftp site and file folder entitled "Pacific View" is as follows:

In your internet browser go to <ftp://fileshare.encinitasca.gov> . A screen will pop up asking for the user name and password. The username and password are:

Username: engineering

Password: jsk!p0d&

Go to the folder that says "Pacific View" and download all the documents that are in the ftp folder.

It is recommended that you access the City of Encinitas Public Meetings Webcast at <http://webcasts.encinitasca.gov/> and click on City Council – 6:00 p.m. Feb 11, 2015, then skip to item 10.A, Pacific View Site Activation Plan. By viewing the City Council discussions you will gain an understanding of the scope of the work desired.

The City is seeking an architectural consulting firm to prepare a complete Preliminary Design Report (PDR) for the cost effective rehabilitation of the building at the Pacific View site to a code compliant habitable shell. The PDR, will include a maximum of three (3) alternatives to renovate the Pacific View site including rehabilitating the existing buildings on the site. The City desires to rehabilitate the existing structures to a code compliant habitable state ready for tenant improvements. Once the final construction documents have been completed the City intends to partner with a management partner to rehabilitate, complete tenant improvements and operate the facilities. It will be the partner's responsibility to determine the extent of the tenant improvements. The City Council has determined that the buildings will be used as a living cultural museum. The final design of the buildings may have drop or open ceilings (exposed structure ceilings) , surface raceways for electrical and other features that will minimize the costs for renovations. The architectural consultant will be responsible for accounting for all required electrical, plumbing and HVAC upgrades. The Preliminary Design Report should address any required fire suppression for the buildings. The architectural consultant shall also ensure adequate bathrooms facilities will be available for all buildings based on planned uses. The architectural consultant will also be responsible for determining the system requirements for a security alarm system for the entire site. In addition to the buildings, it is estimated that 40 parking stalls will be required as well as passive use areas for the site, which may include a playground/tot lot. The Preliminary Design Report will address the requirements for bringing the buildings into compliance with the current Americans with Disabilities Act (ADA) Standards, Building Code, Electrical Code, Plumbing Code, current Section 504 Standards, and Title 24.

Included in the PDR will be a complete cost estimate for each alternative including all costs for design, construction, and construction management, material testing, permitting, and contingencies. Each alternative will layout the minimum amount of work necessary to utilize the existing structures and site and bring the buildings up to current Code Compliance for occupancy. Minimum Code Compliance requirements are outlined below in the Scope of Project section of this Request for Proposal.

Once the PDR has been completed the City will determine the preferred alternative with City Council concurrence. Once a preferred alternative has been determined, City staff will seek authorization from the City Council for additional funding for development of the final construction documents. A contract amendment will be negotiated with the architectural consultant at that time.

The architectural consultant shall not be responsible for any interior furnishings, (i.e.-Furniture, etc.), nor wall finishes (paint), flooring type, etc. The City's Subcommittee on the Pacific View Project will hold public outreach meetings at a later date to find a partner interested in operating and managing the site. The partner who will operate and manage the site will be responsible for tenant improvements and all interior furnishings.

SCOPE OF PROJECT

The consultant selected shall be responsible for the following tasks:

- A. Preparation of a complete preliminary design report. The report shall include the following sections:
 1. Introduction
 - a. Background of the project.
 2. Existing Building Description
 - a. Complete Building Overview of all existing buildings.
 - b. Detailed description of existing plumbing layout for all existing buildings.
 - c. Detailed description of existing electrical system for all existing buildings.
 - d. Detailed description of existing HVAC for all existing buildings.
 - e. Detailed description of all restroom locations/conditions for all existing buildings.
 - f. Detailed description of existing telecommunications for all existing buildings.
 3. Building Rehabilitation Assessment for all buildings-Maximum of 3 alternatives which will include the following:
 - a. The Architectural consultant shall come up with alternatives which will layout the minimum amount of work necessary to utilize the existing structures and site and bring the buildings up to current Code Compliance for occupancy. At a minimum, all buildings will be rehabilitated to bring them into compliance with the following Codes and Standards:
 - 2013 California Building Code
 - 2013 California Electrical Code
 - 2013 California Mechanical Code
 - 2013 California Fire Code

- 2013 California Plumbing Code

In addition to the aforementioned Codes and Standards the architectural consultant is encouraged to look at ways to incorporate LEED Green Building Design Standards, 2010 California Green Building Design Standards Code, and the 2010 California Energy Code.

- b. The architectural consultant shall prepare a detailed outline of removal of hazardous materials that is in compliance with all Federal and State requirements.
 - c. The architectural consultant shall determine the complete structural, plumbing, electrical, telephone/telecommunications, fire sprinkler system, security alarm system, and HVAC upgrades necessary for all buildings on site.
 - d. Americans with Disabilities Act (ADA), Title 24, and Section 504 Upgrades for all buildings. The architectural consultant shall review current buildings and determine what is necessary to bring them all up to current ADA, Title 24, and Section 504 Standards. The architectural consultant shall provide a detailed summary of required improvements/upgrades to bring all buildings up to current ADA, Title 24, and Section 504 Standards.
 - e. Summary of proposed post construction Best Management Practices (BMP) and Low Impact Design (LID) to be installed on site which will address long term storm water quality.
 - f. Proposed layout of on-site parking.
 - g. Detailed summary of proposed passive use areas as well as a playground/tot lot to be installed on site including the recommended location of the playground/tot lot.
 - h. Recommended phasing of building improvements and on site improvements.
 - i. Provide a detailed/itemized cost estimate for each alternative.
 - j. Conclusions and Recommendations.
- B. Architectural consultant shall prepare an estimated project schedule that starts with the Notice to Proceed with the preparation of the preliminary design report, and through design
- C. Architectural consultant shall be responsible for all required survey and field work needed to prepare preliminary design report.
- D. The Architectural consultant shall prepare exhibits and attend two (2) City Council meetings to present findings of the preliminary design report. The architectural consultant shall make two (2) presentations at the City Council meetings, and shall be available to answer any technical questions the City Council or public may have.
- E. The architectural consultant shall submit eight (8) copies of the draft preliminary design report when it is 50%, and 90% complete to the City for the City's review. The consultant shall incorporate all comments from the City into the preliminary design report. When the preliminary design report has been completed and finalized, the architectural consultant shall submit eight (8) copies of the final preliminary design report and will provide a pdf copy of it on CD. The Architectural consultant shall attend a kick off meeting before any work starts, two (2) meetings after the City has completed their review of the 50% draft and 90% draft to address the comments from the City, and ten (10) additional meetings during the preparation of the preliminary design report.

CONTRACT AWARD

The City reserves the right to award a contract to the most qualified consultant submitting a proposal based on demonstrated competence and professional qualifications necessary for the satisfactory performance of the project as measured by the selection criteria listed below. The City also reserves the right to reject all proposals. By this request for proposal (RFP), the City in no way obligates itself to award a contract for this project.

The City requires that the chosen consultant, prior to entering any agreement with the City, obtain and maintain a insurance policy of professional liability, automotive liability, public liability, general liability, and property damage insurance in an insurable amount of not less than one million dollars (\$1,000,000) for each occurrence or aggregate. The City shall be named as additionally insured.

REQUIREMENTS

Any consultant who is interested in submitting a proposal for this project must contact Greg Shields, at gshields@EncinitasCA.gov or (760)633-2778, to be put on an RFP holders list prior to the March 6th deadline. The consultant shall give their contact information in case there are any addendums to the RFP. Any consultant who submits a proposal on this project but is not on the RFP holders list and/or did not attend the pre-proposal meeting shall have their proposal rejected.

All proposals shall be valid for a minimum of 90 days. The proposals shall include the following:

1. **Presentation Letter** identifying the firm and firm-representatives contact information, and the location of the office from which the work will be carried out.
2. **Architectural consultant Experience:** Provide a description of the firm's and proposed sub consultants background and experience with similar type projects, any projects they have done in Encinitas the last 5 years, ADA, Title 24, and Section 504. A list of similar projects the architectural consultant has done in the past, construction cost, and client contact information (telephone number) shall be included for each job listed under this section. Include all experience with projects involving ADA, Title 24, and Section 504 conformance. In addition, include projects which were done in the City of Encinitas the last 5. This section shall be limited to 10 pages.
3. **Project Understanding.** This section shall present the key issues and goals of the project, as perceived by the consultant, as well as the approach and methodology proposed to successfully develop the preliminary design report. This section shall be limited to 3 pages.
4. **Scope of Work:** Describe in detail the tasks within the scope of the project.
5. **Project Team:** In this section the consultant shall include an organization chart indicating the individuals who will conduct the work identifying their role and responsibility, and the resumes for each key team member that will be involved on the project.
6. Provide a preliminary estimated **schedule** that starts from the Notice to Proceed date and runs through the preliminary design report and ends with the final design. Show all critical paths in schedule.
7. **Financial Proposal:** The itemized fees for all the proposed services including summation of the fees shall be presented with in a separate sealed envelope attached to the proposal package. This proposal shall be used as the basis for negotiation of the selected consultant.

8. Proposals shall not exceed 40 pages including introduction, experience, project understanding, scope of work, project team summary including resumes, estimated schedule, and fee schedule. The City discourages “padding” of proposals with brochures, extensive literature, and boilerplate material not applicable to the Pacific View Project.

SELECTION CRITERIA

Selection criteria will be based on the following weighted factors:

FIRM:	
EVALUATION ELEMENTS	SCORE
QUALIFICATIONS	44
Project Key Personnel / subs	33
Local Firm	11
HISTORY OF SIMILAR PROJECTS	31
No. of similar projects in last 5 years	5
same key personnel on this project	3
Experience with ADA	6
Experience with Title 24	6
Experience with Regularatory Agencies	3
Any similar projects in Encinitas	8
FINACIAL CAPABILITY	4
Letter of Financial Responsibility	
SCHEDULE - SHOW THE MINIMUM TIME TO REHABILITATE PACIFIC VIEW TO A SAFE AND HABITABLE CONDITION	21
A maximum of 21 for the shortest reasonable duration submitted	
1point deducted for each week longer than the shortest duration submitted	
TOTAL	100

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Your interest in this project is greatly appreciated. Should you have specific questions relating to this RFP, please feel free to contact Greg Shields at (760) 633-2778, gshields@encinitasca.gov. Email is preferred. Questions will be answered via an addendum which will be sent out to all potential proposers no later than four (4) working days before proposals are due.

Deadline to ask questions is 5:00pm on Tuesday, March 10th.

Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. To this end, each bidder should contact the Project Manager at gshields@EncinitasCA.gov to verify that Bidder has received all Addenda issued, if any, prior to bid date. A printed copy of the autoreply from gshields@EncinitasCA.gov shall be maintained by the Contractor for all communications emailed to the Project Manager. Bidders should add gshields@EncinitasCA.gov to their email address books in order to ensure that autoreplies and responses are received by the Bidders.