

REQUEST FOR STATEMENT OF QUALIFICATIONS

TOWN OF MORAGA PUBLIC WORKS/ENGINEERING DEPARTMENT

ON-CALL ARCHITECTURAL SERVICES FOR VARIOUS FACILITIES PROJECTS AND ARCHITECTURAL DESIGN REVIEW CONSULTING SERVICES

1.0 INTRODUCTION

The Town of Moraga, Public Works/Engineering Department is seeking architecture firms with licensed professional architects to provide on-call or as-needed architectural services for various types, sizes and locations of projects for multiple facilities owned and operated by the Town. The Planning Department is also seeking assistance from qualified architects or architecture firms, to provide consulting services associated with the design review of project applications submitted to the Town.

The Town prides itself as an efficient service provider. Our mission is to operate the Town by achieving maximum efficiency in its service delivery, utilizing a minimum number of permanent service employees, and keeping capital expenditures and operating costs to a minimum while responding to community needs and priorities. The Town seeks improved methods of governmental administration that will be as cost-effective as possible and avoid the incremental growth of government service except for urgent short-term situations.

Accordingly, the Town is seeking firms with similar philosophies and an innovative approach to providing architectural services that are efficient and cost-effective in all phases of a capital improvement project and in giving on-call consulting services for municipal clients. The Town intends on contracting with up to three (3) architecture firms; however, the exact number will be determined depending on the quality, diversity, and responsiveness of the statement of qualifications received. The qualified firms shall provide consulting services on an "on-call" basis for projects to be determined during the term of the contract.

For each firm selected, the contract term is anticipated to be three (3) years with an option to renew and extend for an additional two years up to five (5) years total. The total contract amount is estimated to be \$50,000 annually but, may be adjusted depending on the number of consultants selected. The individual task order amounts will be determined based on proposals submitted.

1.1 Project Description

Architectural Services for Public Facilities

Architectural projects may include investigations, assessments, design, review studies, and reports. The types of project, size, and locations will vary and depending on how many projects are issued; the entire contract amount may not be utilized. Typical

projects may include building renovations or modernizations, remodeling of specific areas within a building, upgrading for access and ADA compliance, other code-related improvements, tenant improvements, exterior building renovations, HVAC improvements, repainting of interior or exterior, carpet or flooring replacement. The Town facilities include office buildings, police department facilities, maintenance corporation yard facilities, community center facilities, library, and park facilities.

Major Town and other facilities include:

- Hacienda de las Flores, 2100 Donald Drive. This complex of historic buildings, within extensive landscaped grounds, houses the Town's Park and Recreation Department, and is used as a venue for private special events such as weddings, as well as community activities and meetings. Buildings within the Hacienda complex include the main house, and the freestanding La Sala Building, Pavilion, and Casita, as well as miscellaneous structures used for storage and other functions;
- Moraga Public Library, 1500 St. Mary's Road;
- Town's parks include architectural elements such as restrooms, pavilion structures, etc. at the following locations:
 - West Commons at 1425 St. Mary's Road;
 - Rancho Laguna public parks such as restrooms, pavilion structures, etc.
- Miscellaneous government buildings and other facilities within the town.

Every year staff works with the Town Council to update the Capital Improvement Program (CIP) and project listings. The new CIP is typically published during the month of June.

The following list of funded and unfunded projects have already been identified and adopted by the Town Council as part of a 5-year plan within the FY 2019/20 Capital Improvement Program (CIP):

- Future Hacienda de las Flores projects including:
 - ADA Accessibility to Upper Floors;
 - Exterior and Interior Light Replacement;
 - Window Replacement;
 - Misc. Minor Improvement Program;
 - Mosaic Room Restoration;
- ADA Self-Evaluation Plan and Compliance Facilities Program;
- Moraga Public Library Improvement Program;
- Minor Improvements to Government Facilities Program;
- Municipal Building Repainting Program;
- Municipal Building Restrooms Refurbishing Program;
- Pavilion Building Flagstone Staircase Replacement;
- Commons Park Improvement Program

Architectural Consulting Services for Design Review

The Town of Moraga has an extensive set of design guidelines and standards for residential and commercial projects that require some level of design review. Many of these projects would benefit from a qualified design professional who can objectively review and critique plans and, designs in the context of local neighborhoods and community character, and provide constructive input on potential improvements and refinements to designs submitted.

While the Town anticipates that in-house staff will continue to provide design review for most small residential and commercial projects, there is a need for assistance with design review of larger, more complex, and higher profile projects such as residential subdivisions, new business projects, significant additions and, new single-family homes. The consultant may also be called upon, for example, to assist with review of institutional projects associated with Saint Mary's College, a private university, with numerous historic buildings, whose campus located within the Town.

All services would be on an as-needed or on-call basis. For any project, the Town reserves the right to use the on-call consultant, use any other existing consultant it may have on contract, or advertise separately for that project.

2.0 SCOPE OF SERVICES

2.1 Provide on-call architectural services on an as-needed basis, including but not limited to the following:

- a) Preliminary Design
 - Programming
 - Site surveys, evaluation and planning
 - Consultations with Town staff and other appropriate agencies
 - Conceptual and preliminary design
 - Cost estimate
 - Facilitating and attending community and project meetings
- b) Schematic Design
 - Site plans, which may include parking plans and alternatives
 - Schematic design of facility
 - Phasing plan, if necessary
 - Detailed budget-level cost estimate
 - Facilitating and attending community and project meetings
- c) Design Development
 - ❖ Design development
 - ❖ Cost estimate
 - ❖ Facilitating and attending community and project meetings
- d) Construction Documents
 - ❖ Working drawings
 - ❖ Technical specifications

- ❖ Coordination with the Building Department and Planning Department, if necessary, to achieve a permitted set of drawings
- ❖ Bid schedule (bid sheet)
- ❖ Cost estimate
- e) Bidding
 - ❖ Clarifications to construction documents
 - ❖ Addenda and drawing revisions
 - ❖ Evaluation of bid results
- f) Construction
 - ❖ Construction administration
 - ❖ Responding to requests for information
 - ❖ Preparation of change order requests
 - ❖ Proposed change order (PCO) evaluations and negotiations
 - ❖ Clarifications to construction documents
 - ❖ Submittals review and comments
 - ❖ Site observations and on-site progress meetings
 - ❖ Preparation of supplemental instructions
 - ❖ Preparation and maintenance of document logs (i.e. RFIs, Submittals, Change Orders, etc.)
 - ❖ Review of contractor payment applications
 - ❖ Preparation of meeting minutes
 - ❖ Preparation of punchlists
- g) Design Review Services
 - ❖ Review planning submittals including design review applications for residential, commercial and institutional projects, signs, etc. for conformance with Design Guidelines and other Town policies.
 - ❖ Provide input on architecture-related aspects of other projects such as new subdivision applications.
 - ❖ Provide consulting services regarding policy-related matters such as development of new or revised design review standards and guidelines, policies and procedures.

2.3 Compensation

The Consultant shall advise the Town in writing of the scope of work to be provided for each assignment and the cost of and estimated time to perform services through individual Work Authorizations. The Consultant shall not proceed to perform any such services until the Town and Consultant have established a project cost, a completion schedule, and a period for performance and the Town has given its written authorization to perform.

The cost shall be formatted in a not to exceed at cost estimate (number of person hours multiplied by the current billing rates of the Consultant) for each scope of work item to be performed.

2.4 Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, computer software (if purchased on the Town's behalf), video and audio recordings, software output, and any other materials

with respect to work performed shall be provided to Town upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the Town and shall not be released to others without prior written consent from the Town.

3.0 STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL REQUIREMENTS

The SOQ submission may not exceed ten (10) single-sided standard sized (8½" x 11") pages. Minimum font size of 12 required. The page limit does not apply to one-page table of contents, any folder, cover, or divider pages. Each page must be numbered. Costs for preparing and submitting a response to this RFQ are entirely the responsibility of the Consultant. The submittal content shall include a cover letter, a conflict of interest disclosure, and a summary of qualifications and experience as well as a rate schedule as described below.

3.1 Cover Letter

Summary – Provide a brief summary of the firm’s SOQ submittal contents, emphasizing qualifications and capabilities of the Consultant and any subconsultants, if appropriate. The summary should indicate an understanding of architectural services required for performance.

Signature and Contact Information – The cover letter shall be signed by the Consultant’s Project Manager and an official authorized to negotiate and contractually bind the firm with the Town regarding the requested services. The Project Manager shall be the main contact with the Town for technical and contractual issues and shall be responsible for the direction of day-to-day progress. Please provide the telephone number, e-mail address, and office location of the Project Manager.

3.2 Conflict of Interest

The Consultant shall disclose and list any financial, business, or other relationships with the Town that may have an impact on the outcome of any services or project required for performance. A potential conflict of interest includes, but is not limited to, work related to contracts with other Town departments, other municipalities, local land developers, current clients, and other parties who may have a financial interest in the outcome of the project.

See the Conflict of Interest section on the attached sample agreement for more information. At the Town’s discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

3.3 Qualifications and Experience

Summarize the qualifications and relevant experience for the consultant firm and any subconsultants. The following items shall be included:

Summary – Provide a summary of the firm’s overall capabilities, history, recent and related experience, and expertise. The proposed relationships among all key personnel and support staff that are expected to provide services should be identified. Provide information on the firm’s experience related to the sample projects and scopes of work, firm’s current workload, facilities, resources, and experience that clearly demonstrate its

ability to successfully be on-call for the Town. Firms shall have experience in preparing bid documents adhering to the Public Contract Code. Experience with Americans with Disabilities Act compliance and historical building regulations is highly desired.

On-Call References – Provide five (5) references for on-call services preferably with agencies within Contra Costa County or for public agencies. Provide client name, contact person, and current phone number and e-mail address. Should the Town not reach a contact person with the contact information provided, then the reference will not be considered in the proposal evaluation. Select one (1) of these references to elaborate on the various assignments that were issued to your firm and include 1) Assignment descriptions and locations, 2) Description of services provided, 3) Budget and schedule performance, and 4) Key personnel assigned to specific work tasks and subconsultants involved.

Resumes – Provide a resume in the appendix for each of the proposed key personnel focusing on relevant experience and the assigned function of each key person. Provide information related to the contract's scope of work. Similar information is required for each subconsultant utilized, if any, and the approximate percentage of their contribution. The proposal should include a statement describing the firm's commitment of the individuals proposed to perform the requested services.

3.4 Schedule of Costs and Fees

Provide a schedule of costs and fees, which shall include current fee schedules, personnel wage rate sheets and other costs. The firm shall provide specific hourly rates for each class of employee, specialist, and/or subconsultant. Such specific rates of compensation are to include an hourly breakdown, direct salary costs, salary additives, indirect costs, and fixed-fee or profit. Other direct costs should be set forth as independent cost items. The schedule of costs and fees shall include a separate itemization of any additional costs, such as mileage, printing, postage, and other reimbursable expenses unless enveloped as part of the billing rate.

4.0 **SELECTION PROCESS**

4.1 SOQ Evaluation

SOQ submittals are to be reviewed by an evaluation committee using a rating matrix to determine the ranking of consultants. Submittals will be rated on the basis of understanding of and technical approach to the scope-of-work plan, allocation of resources, experience of the project team, broad experience in various types of municipal projects, and professional background and expertise in the area planning, design, and project management. The evaluation committee will recommend which firms will be selected for on-call services.

4.3 Consultant Selection

All firms are hereby notified that the selection of the Consultant for this contract and any agreements for services resulting from the Request for Qualifications is dependent on the approval by the Town Council.

SUBMITTAL OF STATEMENT OF QUALIFICATIONS

5.1 Submittal

Please submit *one (1) original and three (3) copies* of your SOQ **no later than 4:00 p.m., Monday, August 5, 2019**, to:

Shawn Knapp, Senior Civil Engineer
Public Works Department/Engineering Department
329 Rheem Boulevard
Moraga, CA 94556

Proposals received by the due date will be ranked by a selection committee. **Late submittals will not be accepted.**

5.2 Questions

Please submit any questions regarding this RFQ, insurance requirements, and professional services contract agreement in writing to sknapp@moraga.ca.us **no later than 5:00 p.m., Monday, July 22, 2019**. Answers to all questions will be posted end of day on the Town's website on Thursday, July 25, 2019. Please note that questions will **only** be accepted via e-mail and responses will be compiled and posted on the Town's website. It is your responsibility to obtain the answers from the Town's website and the Town shall not be responsible for transmitting the answers to any holders of the RFQ.

5.3 Submittal Information

- The Town reserves the right to reject any and all SOQs submitted.
- All responses to the RFQ become the property of the Town.
- The RFQ does not commit the Town to award a contract or to pay any cost incurred in the preparation of the SOQ.
- The Town reserves the sole right to evaluate each submittal and to accept or reject any or all submittals received as a result of the RFQ process.
- The Town reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFQ and/or RFQ process, to obtain further information from any and all consultant teams and to waive any defects as to form or content of the RFQ or any responses by any consultant teams.
- Once a final award is made, all RFQ responses, except financial and proprietary information, become a matter of public record and shall be regarded by the Town as public records. The Town shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.
- Award of a contract does not guarantee that a Consultant or its sub-consultants will actually receive any work.

5.0 SCHEDULE OF EVENTS*

- | <u>Event</u> | <u>Date</u> |
|---------------------------------------|---------------|
| ➤ Request For Qualifications Released | July 5, 2019 |
| ➤ Written Question Deadline | July 22, 2019 |

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| ➤ | Answers Posted on Website | July 25, 2019 |
| ➤ | Receipt of Submission Deadline | August 5, 2019 |
| ➤ | Consultant Presentation/Interviews | August 13, 2019 |
| ➤ | On-call Consultant Selection | August 15, 2019 |
| ➤ | Town Council to approve On-Call Contracts | August 28, 2019 |
| ➤ | Consultant Submits Signed On-Call Contract | September 5, 2019 |
| ➤ | Town execute On-Call Contracts | September 6, 2019 |
| ➤ | Available to Issue First Task Order Authorization | TBD |

* Dates are tentative and subject to change

6.0 ATTACHMENTS

- Attachment A – Sample Consultant Services Agreement