

# **Attachment A**

**REVISED**



**CITY OF PASADENA**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS  
(RFP)**

**FOR**

**ARCHITECTURAL & ENGINEERING SERVICES**

**FOR**

**ROBINSON PARK RECREATION CENTER RENOVATION**

**November 26, 2013**

**CITY OF PASADENA  
REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FOR ARCHITECTURAL & ENGINEERING SERVICES  
FOR ROBINSON PARK RECREATION CENTER RENOVATION**

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**EXHIBITS (Forms to be completed by Proposer)**

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- Exhibit 2 Designated Representatives, Key Personnel, and Consultants
- Exhibit 3 Hourly Rates of Architect and Its Consultants

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Appendix F	Geotechnical Investigation Criteria
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**NOTICE REGARDING DISCLOSURE  
OF  
CONTENTS OF DOCUMENT**

All responses to this Request for Proposals (RFP) accepted by the City of Pasadena (City) shall become the exclusive property of the City. At such time as the City Manager recommends a consultant to the City Council, and such recommendation, with any recommended contract, appears on the Council agenda, all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are identified by the proposer as business or trade secrets and plainly marked as "Trade Secret," "Confidential," or "Proprietary." Each element of a proposal that a proposer desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (e.g., regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

**CITY OF PASADENA  
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR  
ARCHITECTURAL & ENGINEERING SERVICES FOR  
ROBINSON PARK RECREATION CENTER RENOVATION**

**1. INVITATION FOR QUALIFICATIONS AND PROPOSALS**

The City of Pasadena, Department of Public Works, is requesting qualifications and proposals to lead to the selection of an architectural and engineering firm ("Architect") to provide architectural and engineering services for design and construction of the Robinson Park Recreation Center Renovation on the existing site ("Project"). This Request for Qualifications and Proposals ("RFP") describes the Scope of Services, Architect selection process, and mandatory information that must be included in response to RFP. **This RFP is open solely to firms that previously submitted Proposals for the Robinson Park Recreation Center Renovation on June 13, 2013.**

**2. DEADLINE FOR SUBMISSION**

Parties interested in responding must submit one (1) original (unbound) and twelve (12) CDs that each contain an electronic copy in PDF format (in the format described in **Section 13** herein) of their Proposals. Label the outside of the package "**Proposal for Architectural and Engineering Services, Attention: Dale Torstenbo.**" Proposals received after the Proposal Deadline may not be accepted by City.

Proposal Deadline: **January 7, 2014, PRIOR to 3:00 p.m.**

Location: City of Pasadena  
Department of Public Works  
100 N. Garfield Ave., Room N306  
Pasadena, CA 91101  
Attn: Dale Torstenbo

**3. MANDATORY PRE-PROPOSAL CONFERENCE**

A mandatory pre-proposal conference will be held Monday, **December 9, 2013 at 3:00 p.m.** to resolve any questions regarding this RFP and the City's contracting requirements. A presentation of revisions to the RFP requirements and schedule will be made by City Staff. The conference will be held at the existing Robinson Park Recreation Center multipurpose room, 1081 North Fair Oaks Avenue, Pasadena, CA. **Proposers must register and sign-in at the pre-proposal conference in order to submit a proposal on the Project.**

**4. DEADLINE FOR RFP QUESTIONS**

The **deadline to submit questions** related to this RFP is **Monday, December 16, 2013, prior to 12:00 p.m. (noon).** Questions must be submitted via email to Dale Torstenbo at [dtorstenbo@cityofpasadena.net](mailto:dtorstenbo@cityofpasadena.net). Any questions submitted after the date and time specified will not be considered.

## 5. **BACKGROUND**

In 2002, after extensive community input and City Commission review, the City Council adopted the Robinson Park Master Plan (see **Appendix A**). Phase I of the implementation involved a 2 ½ acre expansion of the existing park and improvement of the site with new soccer and baseball fields, installation of synthetic turf, and construction of new restroom and storage facilities, new sports field lighting, site amenities, and a parking lot. The City is now moving forward with the design and construction of Phase II, which will include a substantial renovation of the existing approximately 19,000 sq. ft. recreation center, expansion of existing office space, and inclusion of a café area for a new total of approximately 30,000 sq. ft. The City has completed a preliminary community focus group and community input process and generated an existing site plan showing limit of work (see **Appendix B**), the conceptual Robinson Park Recreation Center floor plan (see **Appendix C**), the Preliminary Project Budget (see **Appendix D**), and the Revised Preliminary Project Schedule (see **Appendix E**) for the proposed improvements.

In conjunction with this public process, the City submitted a Community Development Block Grant (“CDBG”) Section 108 Loan Application and Substantial Amendment to the 2010-2015 Consolidated Plan to the U.S. Department of Housing and Urban Development. This CDBG funding is to be used for rehabilitation of the Robinson Park Recreation Center, a publicly owned facility (see **Appendix H**). Architect must design the Project in accordance with the requirements of the Application.

The U.S. Department of Housing and Urban Development (HUD) Section 3 Loan requirements are applicable to this Project. It shall be the Architect’s sole responsibility to familiarize itself with the requirements contained therein, to submit all required HUD forms with its Proposal and to incorporate them into the design as required. (See **Appendix K** and **Exhibit 10**.)

The City’s zoning designation for the site located at 1081 North Fair Oaks Avenue is: FGSP-OS. Design standards as stipulated in the City’s General Plan, the Fair Oaks-Orange Grove Specific Plan, and Zoning Code are applicable to this Project as well as a contextual sensitivity to immediately adjacent land use elements. It shall be the Architect’s sole responsibility to familiarize itself with the standards and requirements contained therein, and to incorporate them into the design as required.

## 6. **PROJECT GOALS**

The City’s primary goals in connection with this RFP and the Project are:

- A. Completion of design and construction in an expedient fashion (on-time or ahead of schedule), thus minimizing impacts to the public;
- B. Achievement of high quality standards for design and construction which meet the programming requirements of the conceptual plan and the intended uses;
- C. Establishment and maintenance of good relationships with stakeholders through a community engagement process that emphasizes communication, open dialogue and cooperative decision making;

- D. Completion of the Project within the City's budget; and
- E. To secure the services of the most qualified and experienced firm.

7. **COMMUNITY ENGAGEMENT AND COMMUNITY OUTREACH GOALS**

- A. Participation – Generate utmost participation of local community members;
- B. Collaboration – Collaborative idea generation with focus on the identification of key issues, existing assets, proposed programs, proposed uses and problems;
- C. Consensus – Achievement of consensus on shared goals and strategies to attain those goals; and
- D. Action – Process must include an action plan, which includes first steps and potential action inhibitors for each strategy.

8. **CITY-PROVIDED WORK AND DATA**

The City has or will complete the following work and provide the following documents, reports, and concept design documents as part of the Project planning and research. It shall be the Architect's sole responsibility to familiarize itself with the information contained therein, and to incorporate it into the design as required.

- A. City has prepared the Robinson Park Master Plan (see **Appendix A**).
- B. City has prepared an Existing Site Plan for Robinson Park showing limit of work (see **Appendix B**).
- C. City has prepared Conceptual Floor Plans for the Robinson Park Center (see **Appendix C**).
- D. City has prepared a Preliminary Project Budget (see **Appendix D**).
- E. City has prepared a Revised Preliminary Project Schedule (see **Appendix E**).
- F. City has prepared Geotechnical Investigation Criteria (see **Appendix F**).
- G. City has prepared Boundary and Topographic Survey Criteria (see **Appendix G**).
- H. City has prepared HUD Section 108 Loan Application (see **Appendix H**). **Architect** must design the Project per the requirements of the Application.
- I. City has provided HUD Section 3 Information and Forms. **Architect** must submit required forms and meet the requirements therein (see **Appendix K** and **Exhibit 10**).
- J. City has prepared List of Designers and Engineers to assist Proposers in maximizing Local Pasadena Business participation (see **Appendix I**).
- K. City will conduct any required CEQA review for the Project. **Architect** must design the Project in accordance with the requirements of the CEQA documents.
- L. In accordance with City ordinance, the building must meet LEED® Silver certification levels, at minimum. **Architect** must design the Project to this LEED® Silver certification level. It will be the **City's** responsibility, should it elect, to

commission and register the building.

- M. City will purchase, deliver, and install the furniture and equipment for the Project.
- N. City shall pay all permit and application fees.
- O. City will complete a lead-based paint survey of the existing buildings prior to commencement of design
- P. City will complete an asbestos-containing material survey of the existing buildings prior to commencement of design
- Q. City will complete a Phase I environmental site assessment of property in accordance with the requirements of ASTM E1527-05 – Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process.

## 9. **SCOPE OF SERVICES**

The City is seeking services of a qualified professional architectural firm to provide architectural and engineering services for the design and construction of the Robinson Park Recreation Center (Phase II) consistent with the above-described concept and documents.

**Basic Services will be provided by the Architect pursuant to an AIA<sup>®</sup> Document B101-2007, Standard Form of Agreement between Owner and Architect, as modified by the City. This AIA B101-2007 Agreement is attached hereto as Appendix J and includes, but is not limited to, the following Basic Services:**

### **A. Community Engagement and Community Outreach Process**

1. Attend thirteen (13) Robinson Park Recreation Center Renovation Steering Committee meetings with City staff, beginning in the Schematic Design Phase and continuing throughout the duration of the Project, to discuss and gather community input regarding the Project. Architect shall prepare a PowerPoint presentation, hand-out materials, and presentation boards of the Project for each meeting, answer questions regarding the design and Project status, and take and distribute minutes of the meeting summarizing community input and comments within one week of meeting date. Architect shall also publish notices in the *Pasadena Journal* and *La Opinion* newspapers notifying residents of the time and location of all Steering Committee Meetings two (2) weeks prior to meeting date.
2. Attend nine (9) Community Meetings with City staff, beginning in the Schematic Design Phase and continuing throughout the duration of the Project, to discuss and gather community input regarding the Project. Architect shall prepare a PowerPoint presentation, hand-out materials, and presentation boards of the Project for each meeting, answer questions regarding the design and Project status, and take and distribute minutes of the meeting summarizing community input and comments within one week of meeting date. Architect's responsibilities also include, but are not limited to:



- a. Generate and mail meeting notices at least three (3) weeks prior to meeting date, notifying residents within a 1/2 mile radius of the Project site of the meeting time and location.
  - b. Notices shall also be posted at least two weeks prior to meeting date at Pasadena City Hall, nine (9) Pasadena Libraries, and four (4) Pasadena community centers.
  - c. Architect shall also publish notices in the *Pasadena Journal* and *La Opinion* newspapers notifying residents of the time and location of all Community Meetings two (2) weeks prior to meeting date.
3. Attend two (2) Local Subcontracting and Local Hiring community meetings in conjunction with City Purchasing Division staff during the Construction Documents and Bidding Phases. It will be the goal of these meetings to inform Pasadena residents about the City's Local Subcontracting and Local Hiring Program and to maximize employment opportunities for residents during the construction phase of the project. Architect shall prepare a PowerPoint presentation, hand-out materials, and presentation boards of the Program for each meeting, take and distribute minutes of the meeting summarizing community input and comments within one week of meeting date. A copy of the City's current Local Subcontracting and Local Hiring Provisions for Construction Projects is attached as **Appendix M** for Proposer information only. Architect's responsibilities also include, but are not limited to:
  - a. Generate and mail meeting notices at least three (3) weeks prior to meeting date, notifying residents within a 1/2 mile radius of the Project site of the meeting time and location.
  - b. Notices shall also be posted at least two weeks prior to meeting date at Pasadena City Hall, nine (9) Pasadena Libraries, and four (4) Pasadena community centers.
  - c. Architect shall also publish notices in the *Pasadena Journal* and *La Opinion* newspapers notifying residents of the time and location of all Community Meetings two (2) weeks prior to meeting date.
4. Community engagement and community outreach process shall provide a robust and detailed strategy designed to communicate with an ethnically and culturally diverse community regarding the Project using various media outlets, social media, blogs, websites, traditional mailers and leaflets, workshops and charrettes which acknowledge the various demographic groups, stakeholders, non-profit organizations, businesses and residents including African-American, Hispanic, Asian, youth and seniors. Community engagement team must demonstrate a keen understanding of Pasadena and the unique Robinson Park community. Proposers shall strongly consider potential local hires, internships, training and professional development opportunities for local Pasadena residents as a component of their Community Engagement and Community Outreach strategy.

5. Within thirty (30) calendar days of Notice To Proceed, Architect shall submit to the City for approval a final, project-specific Community Engagement and Community Outreach Plan which shall include, at a minimum, the following:
  - a. A detailed explanation of strategy, approach and staffing for attainment of Community Engagement and Community Outreach goals shown in RFP Section 7 and Local Subcontracting and Local Hiring goal (RFP Section 9.A.3), including a schedule of all Community meetings, Steering Committee meetings, needs assessment meetings, workshops, charrettes and a listing of all potential stakeholders and prospective users.
  - b. A detailed explanation of the types of media outlets, social media, blogs, websites, written communication, workshops, charrettes, or other strategies the Architect proposes and the justification for each.
  - c. Proposer's Plan shall demonstrate a results oriented strategy which not only notifies residents through its Community Outreach component, but garners useful input from the community through its Community Engagement component.
  - d. Within thirty (30) calendar days of Notice To Proceed all social media, blogs, websites shall be functional (live).

**B. Document Distribution Services**

1. Develop and maintain contact, mailing and e-mail distribution lists of City staff, the Project design team, Robinson Park Recreation Center Renovation Steering Committee and community members for the duration of the Project. In addition, Architect shall maintain a list of any returned mail for the public record and update mailing list as required. Copies of Project documents including, but not limited to, meeting minutes, handouts, PowerPoint presentations, applications, and design documents in PDF format shall be forwarded via e-mail to distribution list members; City staff shall post these documents on the City's website after each Project, Commission, Steering and Community meeting.

**C. Schematic Design Services**

1. Conduct interviews and collect information from user groups and stakeholders regarding equipment, personnel operational needs and program requirements. Conduct two (2) needs assessment meetings with designated City staff. Prepare meeting minutes summarizing information collected and distribute via e-mail. These user groups and stakeholders include, but are not limited to:
  - a. Human Services and Recreation Department

- b. Public Works Department
  - c. Northwest Commission
  - d. Recreation & Parks Commission
  - e. Chairman of the Robinson Park Recreation Center Renovation Steering Committee
2. Prepare preliminary program evaluation and space requirement report and recommend minimum requirements for facility, including requirements for special equipment and systems consisting of diagrammatic studies and pertinent descriptions for items that include, but are not limited to, the following:
    - a. Conversion of programmed requirements to net area required
    - b. Human, vehicular and material flow patterns
    - c. General space allocations
    - d. Special facilities and equipment
  3. Identify security criteria
  4. Recommend optional space requirements for the facility.
  5. Define energy and environmental requirements.
  6. Recommend and incorporate approved sustainable design guideline principles in the design of the facility.
  7. Analyze applicable codes and ordinances to determine items, which include, but are not limited to:
    - a. Zoning Requirements
    - b. Building Code Requirements
    - c. Easements
    - d. Ingress/Egress Requirements
    - e. Fire/Life Safety Requirements
    - f. Parking Requirements
    - g. General and Specific Plan Requirements
    - h. Accessibility Requirements
    - i. LEED® Silver Requirements
    - j. SUSMP Requirements
    - k. Existing Conditions Investigation
    - l. Other Site Constraints
  8. Provide a geotechnical investigation of the existing site according to the requirements of **Appendix F**.
  9. Prepare a boundary and topographic boundary survey of the existing site according to the requirements of **Appendix G**.
  10. Prepare schematic level site plan and floor plans based on the concept provided (See **Appendix C**).

11. Prepare complete Schematic Design Documents for design including, but not limited to, site plan, building plans, space planning and interior design, sections, elevations, LEED® credit worksheet, color perspective sketches, full color renderings, 3-D Renderings, preliminary selection of building systems, and construction materials.
12. Prepare opinion of probable construction cost for the design.
13. Prepare preliminary schedule requirements and analysis of lead times for equipment.
14. Provide recommended building material schedule.
15. Provide recommended building system options.
16. Conditional Use Permit:
  - a. Architect shall prepare and submit conditional use permit documents in accordance with the City's conditional use permit submittal requirements, including, but not limited to all required applications, drawings, site plans, elevations, data, calculations, photographs, radius maps and mailing labels.
  - b. Architect shall attend required hearings and present Project to the hearing officer(s) and the public.
  - c. Based on the written Notice of Decision, Architect shall incorporate all conditions of approval into the Project design.
17. Schematic Design & Design Development presentations:
  - a. Eight (8) Commission meetings, which may include: Recreation and Parks Commission, Northwest Commission, Accessibility and Disability Committee, Planning Commission, Human Services Commission, Commission on the Status of Women, Senior Commission, and/or Arts and Culture Commission. Architect shall provide all submittals, presentation materials, and material boards as required to secure recommendations from and approval of the design by the Commissions. The Architect shall incorporate all conditions of approval and Commission recommendations into the design.
  - b. Six (6) Design Commission Hearings: Presentation of the design to the Design Commission in accordance with the City's Consolidated Design Review Submittal Requirements for New Construction/Major Rehabilitation. The Design Review process will continue through the Design Development and Construction Document Phases. Architect shall provide all applications, submittals, drawings, presentation materials, materials boards, perspective sketches, full color renderings, 3-D models, and PowerPoint presentations as required to secure recommendations from and approval of the

design by the Commission. The Architect shall incorporate all conditions of approval and Commission recommendations into the design. The Design Review period is to be determined.

**D. Design Development Services**

1. Prepare complete Design Development Documents. The development of the design shall include the services of all disciplines including, but not limited to, architectural, civil, mechanical, electrical, plumbing, structural, on-site parking, on/off-site traffic, interior design, on/off-site utility, energy design, fire & life safety, landscape, and security, and shall consist of, at a minimum, outline specifications, plans, elevations, sections and construction details clearly identifying materials and building systems and describing the character and size of the Project.
2. Prepare a list of all furnishings and equipment to be purchased by the City. The list shall include all exterior and interior furniture, cubicles, and specialized equipment not otherwise to be provided by the Contractor or a "built-in" specifically identified within the Project Drawings and Specifications. The list shall include a complete description of the item, cut sheets, and a recommended brand and manufacturer. Provide a separate cost estimate of all individual items including applicable taxes, shipping, and set up or installation where required. All items must be available for purchase under the California Multiple Award Schedule (CMAS).

**E. Construction Document Services**

1. Prepare complete Construction Documents and Specifications including, but not limited to, Drawings and Specifications illustrating and describing in detail the requirements for construction of the Project.
2. Prepare permit applications and submit Construction Documents for plan review in accordance with the City's plan review submittal requirements.
3. Address plan review comments and corrections.
4. Plan review resubmittal as required. The plan review period is to be determined.

**F. Bidding Services**

Bidding Services consisting of organizing and handling Bidding Documents for:

1. Document Coordination
2. Reproduction
3. Completeness Review
4. Distribution
5. Distribution Records
6. Retrieval

7. Receipt and return of document deposits
8. Review, repair and reassembly of returned materials
9. Addenda services consisting of preparation and distribution of Addenda as may be required during bidding or negotiation including supplementary Drawings, Specifications, instructions, and notice(s) of changes in the bidding schedule and procedure.
10. Participate in bid evaluations and recommendations.
11. Analysis of alternates/substitutions consisting of consideration, analyses, comparisons, and recommendations relative to alternates or substitutions proposed by Bidders either prior to or subsequent to receipt of Bids.
12. Attendance at the pre-bid meeting.
13. Response to Bidders' questions, RFI's, written and electronic inquiries, and clarifications regarding the Construction Documents.

**G. Construction Administration Services**

1. Review and approve shop drawings and submittals
2. Applications/Certificates for payment
3. Conduct field observation
4. Monthly construction observation report
5. Weekly attendance at construction coordination meetings
6. Prepare and distribute construction coordination meeting minutes within one week of meeting date
7. Responses to RFI
8. Weekly updates on RFI and submittal review status
9. Preparation/review of change orders and change order requests
10. Monthly updates on change order review status
11. Material/equipment substitution review
12. Contract document interpretation and/or clarifications
13. Architect's supplementary instructions
14. Certificate of Substantial Completion
15. Punch list for Final Completion
16. Final Certificate for Payment
17. As-built Project closeout documents received from Contractor
18. Certificate of Final Completion

**10. DELIVERABLES**

**Deliverables will be stipulated in the AIA Document B101-2007, Standard Form of Agreement between Owner and Architect, as modified by the City, which is attached**

hereto as Appendix J. Deliverables will include, but are not limited to, the following:

**A. Community Engagement and Community Outreach**

1. Final, project-specific Community Engagement and Community Outreach Plan submitted for City approval within thirty (30) calendar days of Notice To Proceed. Twelve (12) copies and one (1) electronic copy for distribution to City staff.
2. Generate and mail meeting notices at least three (3) weeks prior to Community, Steering Committee and Local Subcontracting and Local Hiring meeting dates, notifying residents within a 1/2 mile radius of the Project site of the meeting time and location.
3. Notices shall also be posted at least two weeks prior to meeting date at Pasadena City Hall, nine (9) Pasadena Libraries, and four (4) Pasadena community centers.
4. Publish notices in the Pasadena Journal and La Opinion newspapers notifying residents of the time and location of all Community Meetings two (2) weeks prior to meeting date.
5. PowerPoint presentations, presentation boards, materials boards, and meeting minutes for Robinson Park Recreation Center Renovation Steering Committee meetings. Twelve (12) copies and one (1) electronic copy for distribution to Committee members and City staff for each meeting
6. PowerPoint presentations, presentation boards, materials boards, meeting minutes, and generation, mailing, and posting of community notices for Community meetings. Twelve (12) copies and one (1) electronic copy for distribution to City staff for each meeting.
7. PowerPoint presentations, materials boards, and meeting minutes for Local Subcontracting and Local Hiring community meetings. One (1) electronic copy for distribution to City staff for each presentation.
8. Within thirty (30) calendar days of Notice To Proceed, all social media, blogs and websites shall be functional (live).

**B. Schematic Design Documents and Services (Five copies and 1 electronic copy unless otherwise noted below):**

1. Needs assessment interviews and meetings
2. Reports
3. Space requirements
4. Analysis of codes and ordinances
5. LEED<sup>®</sup> credit worksheet

6. 50% complete Schematic Design Documents
7. 100% complete Schematic Design Documents
8. 100% outline Specifications
9. 50% complete Opinion of Probable Cost
10. Boundary and topographic survey
11. Geotechnical investigation
12. Standard Urban Storm Water Mitigation Plan - SUSMP
13. Color perspective sketches
14. Full color renderings
15. 3-D models
16. PowerPoint presentations, materials boards, and meeting minutes for Commission presentations. Twelve (12) hard copies and one (1) electronic copy for distribution to Commission members for each Commission presentation.
17. Conditional use permit submittal and hearings per the City's conditional use permit submittal requirements including applications, drawings, site plans, elevations, data, calculations, photographs, radius maps, and mailing labels.
18. Presentation of the design to the Design Commission including all required applications, submittals, drawings, materials boards, perspective sketches, full color renderings, 3-D models, and PowerPoint presentations in accordance with the Consolidated Design Review Submittal Requirements for New Construction/Major Rehabilitation and as required to secure approval of the design from the Commission. Architect shall incorporate all conditions of approval and Commission recommendations into the design. Fifteen (15) hard copies and one (1) electronic copy for distribution to Commission members and City planning staff for each hearing.
19. Document distribution

**C. Design Development Documents and Services (Five Black Line Sets and 1 Electronic Copy):**

1. 50% complete
2. 100% complete
3. 50% complete Project Manual
4. 100% complete Opinion of Probable Cost
5. Color perspective sketches
6. Full color renderings
7. 3-D modeling/renderings
8. Document distribution



**D. Construction Documents – Drawings and Technical Specifications (12 Black Line Sets and 1 Electronic Copy):**

1. 50% complete
2. 100% complete
3. 100% complete Project Manual
4. Document distribution

Owner reserves the right to retain independent third parties to perform design review, peer review, constructability review and to provide value engineering alternatives. Architect agrees to fully cooperate, and to contractually secure the agreement of its Consultants to cooperate with such reviewers and to respond to comments made by such reviewers as Owner deems appropriate. Architect's obligation to cooperate includes responding in an objective, meaningful professional manner to requests for information of such reviewers and modifying or supplementing the Instruments of Service as may be determined by Owner in its reasonable discretion as part of Basic Services Compensation.

**E. Bidding Services**

1. Addenda
2. Clarifications
3. Supplementary Drawings and Specifications
4. Analysis of Alternates
5. Document Distribution
6. Attendance at pre-bid meeting

**F. Construction Administration Services**

1. Review shop drawings and submittals
2. Certificate of payment
3. Monthly observation reports
4. Weekly attendance at construction coordination meetings
5. Meeting minutes
6. RFIs
7. Weekly update on RFI status
8. Change orders
9. Monthly update on change order status
10. Substitution review
11. Contract document interpretation, clarification and supplementary instructions
12. Certificate of Substantial Completion

13. Punch list for Final Completion
14. As-built drawings received from Contractor
15. Certificate of Final Completion
16. Document Distribution

**11. PROJECT SCHEDULE**

The City anticipates that the design for the Project will commence in February 2014 and that Schematic Design, Design Development, and Construction Documents will be completed and documents will be submitted for plan check approximately **eighteen (18) months** after commencement of design.

Proposers are required to submit a detailed schedule for performance of all Basic Services and Deliverables on **Exhibit 9** described in this RFP, which meets or is more aggressive than the City's Revised Preliminary Project Schedule attached hereto as **Appendix E**. Proposer's schedule shall clearly identify any improvement proposed by firm.

**12. PROPOSAL EVALUATION PROCEDURES AND CRITERIA**

**A. Summary of Mandatory Requirements**

1. Architect must have successfully completed at least two (2) public projects of comparable complexity, including community centers, recreation centers, gymnasiums, senior centers or similar projects with a substantial recreational use of a minimum 10,000 SF each, in California within the last 10 years.
2. Architect must have successfully completed two (2) community engagement processes of similar size and scope, in California within the last 10 years.
3. Architect must submit a project schedule which is at least as aggressive as that shown on the City's Revised Preliminary Project Schedule attached hereto as **Appendix E**.
4. Architect must submit all required forms and information in accordance with the requirements of this RFP in the format described in RFP Section 13.

**Proposals which do not meet the mandatory requirements listed above will be deemed non-responsive.**

**B. Evaluation Criteria**

Evaluation of the Proposals will be based on the competitive selection process, in which the evaluation of Proposals will not be limited to price alone.

1. Qualifications based on overall professional and practical 15pts.

experience of firm and key personnel (provide references).

2. Specific experience of firm and key personnel in design and construction administration of recreational facilities or similar projects (provide references). Proposal shall demonstrate Architect's successful completion of design and construction administration of at least two (2) public projects of comparable complexity, including recreation centers, community centers, gymnasiums, senior centers or similar public projects with a substantial recreational use of a minimum 10,000 SF each, in California within the last 10 years. **Proposals which do not meet this minimum requirement will be considered non-responsive.** Specific experience detailed in Proposal must be Proposer's experience as Architect of Record, Principal, Job Captain, Project Architect or Project Manager with present firm. 20pts.
3. Specific experience of firm and key personnel in Community Engagement and Community Outreach processes (provide references). Proposal shall demonstrate Architect's successful completion of two (2) community engagement processes of similar size and scope in California within the last 10 years. **Proposals which do not meet this minimum requirement will be considered non-responsive.** Specific experience detailed in Proposal must be Proposer or Sub-Consultant's experience as Architect of Record, Principal, Job Captain, Project Architect or Project Manager with present firm. 15pts.
4. Project implementation/approach, including the ability to perform, ability to complete the Project on time and within budget, and experience and availability of key personnel. Proposal shall clearly outline a project-specific approach and strategies for Community Engagement and Community Outreach plan. 25pts.
5. Proposed schedule for performance of Scope of Services and Deliverables. **Proposals which do not meet the requirements shown on the City's Revised Preliminary Project Schedule (Appendix E) will be considered non-responsive.** 10pts.
6. Local Pasadena Businesses – Proposers receive a 5% preference. In order to qualify as a Local Pasadena Business, Proposers must have a permanent, fixed business location within Pasadena City limits and a current Pasadena Business License at time of RFP release. Non-Local Proposers will be allotted pro-rated points based on the percentage of the Scope of Work performed by Local Pasadena Consultants as shown on **Exhibit 1** submitted with Proposal. Copies of current Pasadena business license(s) for Proposer and Consultants must be submitted with proposal if claiming such preference. 5 pts.
7. Small and Micro-Businesses – Proposers receive a 5% preference. Non-Small and Micro Business Proposers will be 5 pts.

allotted pro-rated points based on the percentage of the Scope of Work performed by Small and Micro-Business Consultants shown on **Exhibit 1** submitted with Proposal. Proposers and Consultants must be certified by the State of California as Small or Micro-Businesses. Copies of State certification(s) for Proposers and Sub-consultants must be submitted with proposal if claiming such preference.

<http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx>

8. HUD Section 3 Businesses – Proposers receive a 5% preference. Proposer must execute and submit required forms with Proposal if claiming such preference (see Exhibit 10). 5 pts.

**TOTAL** 100 pts.

The City is seeking to maximize participation by Local Pasadena, Small and Micro-Businesses and HUD Section 3 Businesses in the Project. To this end, the City has provided a list of designers and engineers (see **Appendix I**) to assist Proposers in securing proposals from local Pasadena firms and HUD Section 3 Business Information (see **Appendix K**) detailing HUD Section 3 requirements for the Project. It shall be Proposer's sole responsibility to perform whatever outreach it deems necessary to Local Pasadena, Small and Micro-Business, and HUD Section 3 Businesses and to judge their qualifications. Additionally, City Housing Department staff will be in attendance at the mandatory pre-proposal conference to make a presentation regarding the HUD information and to answer questions regarding the requirements.

The City reserves its right to request additional information which, in the City's opinion, is necessary to evaluate whether a Proposer's qualifications, experience, number of qualified employees, business organization, and financial resources are adequate to perform the Services required for the Project.

**13. SELECTION, NEGOTIATION OF FEE AND ENGAGEMENT PROCESS**

**A. Proposals Scoring**

In a group setting, a Selection Committee comprised of three (3) City staff and three (3) Robinson Park Recreation Center Steering Committee members will review all Proposals initially to verify that the Proposers and Proposals meet the mandatory requirements set forth in this RFP and that the Proposals are responsive to the RFP. The City's goal is to select the firm that clearly displays the ability to competently and expeditiously implement the design, construction, and Community Engagement and Community Outreach for the Project. After determining the firms that meet the mandatory requirements and whose Proposals are responsive, the firms will receive a score/ranking by the Selection Committee based on the written evaluation criteria shown above. Based on this group scoring process, it is imperative that Proposers adhere to the Proposal formatting requirements shown in RFP Section 14.

**B. Proposals Score Tie Breakers**

In the event of tie scores between Proposals, tie-breaking criteria will be applied in the following order: 1) greatest number of Local Pasadena Business preference points, and 2) greatest local hiring commitment percentage (as shown in Project Workforce Utilization Form AA-2 to be submitted with Proposal).

**C. Interviews and Interview Evaluation Criteria**

At the City's sole discretion, it may require at least the three (3) highest ranked Proposers, including key personnel, to make an oral presentation to and answer questions from members of the Selection Committee. The proposed format for the interviews will include an opportunity for a short introduction and statement of qualifications of the firm and key personnel, a short question-and-answer period, any closing remarks, and a discussion of the following with scoring as shown:

- |    |  |         |
|----|--|---------|
| 1. | Completion of design and construction in an expedient fashion (on-time or ahead of schedule), thus minimizing impacts to the public.   | 10 pts. |
| 2. | Achievement of high quality standards for design and construction which meet the programming requirements of the conceptual plan and the intended uses.  | 10 pts. |
| 3. | Establishment and maintenance of good relationships with stakeholders through a community engagement process that emphasizes communication, open dialogue and cooperative decision making.   | 10 pts. |
| 4. | Completion of the Project within the City's budget.  | 10 pts. |
| 5. | To secure the services of the most qualified and experienced firm.   | 10 pts. |
| 6. | Proposer shall clearly describe its understanding of the technical issues and the scope of work to be addressed in the design and construction of the Project and explain the firm's proposed technical approach to develop and execute appropriate and efficient solutions. | 10 pts. |
| 7. | Proposer shall clearly describe its design approach and address how it will enhance the Project's long-term performance, durability, maintainability and sensitivity to aesthetics and neighborhood context.   | 10 pts. |
| 8. | Proposer shall clearly describe its Project approach, Project implementation, and Community Engagement and Community Outreach strategies and discuss how they will impact Project  | 10 pts. |

success and attainment of Community Engagement and Community Outreach goals (see RFP Section 7). Community Engagement and Community Outreach team must demonstrate a keen understanding of Pasadena and the unique Robinson Park community.

- |     |  |         |
|-----|--|---------|
| 9.  | Proposer shall clearly describe its understanding of the Project's key issues and how it has introduced innovation, approaches, structures, and procedures that the Proposer will employ to ensure successful attainment of the Project goals (see RFP Section 6). | 10 pts. |
| 10. | Panel questions regarding community concerns.  | 10 pts. |

<b>TOTAL</b>	<b>100 pts.</b>
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The RFP Selection Committee will then rank the Proposers' oral presentations and assign a score for each of the firms based on the written interview evaluation criteria shown above. The maximum score for the interview is 100 points.

**D. Total Scoring**

The final score assigned to each firm will be the average of all Selection Committee members' scores for the firm's Proposal and the interview, 200 points maximum.

**E. Total Score Tie Breakers**

In the event of a tie in total scores, tie-breaking criteria will be applied in the following order: 1) greatest number of Local Pasadena Business preference points, and 2) greatest local hiring commitment percentage (as shown in Project Workforce Utilization Form AA-2 to be submitted with Proposal).

**F. Negotiations**

After total scores are recorded, the envelopes containing fee schedules and hourly rates will be opened privately. Fee and hourly rate information may be used for discussion purposes and will not be disclosed to other Proposers.

The City will attempt to negotiate a mutually agreeable professional services agreement with the most qualified firm at a price that the City Manager determines to be fair and reasonable. The City reserves the right to select the firm, which in the City's sole judgment, best meets the needs of the City. Negotiations will be limited to the fee only; the terms and conditions of the Standard Agreement are not subject to negotiation.

In the event the City is unable to negotiate a satisfactory contract with the firm considered most qualified, negotiations with that firm shall be formally terminated. The City shall then undertake negotiations with the second most

qualified firm. Failing to reach accord with the second most qualified firm, the City shall terminate negotiations and commence negotiations with the third most qualified firm. Should the City be unable to negotiate a satisfactory contract with any of the top three qualified firms, the City shall select additional firms in order of their competence and qualifications and continue negotiations, or take whatever other actions are deemed to be in the best interest of the City. Upon reaching a satisfactory agreement, a recommendation will be made to the City Council for award of the contract.

A copy of AIA® Document B101-2007 is attached hereto as **Appendix J** for your information only. After award of the contract by the City Council, the City will tender the Agreement to Architect. Upon receipt of the signed Agreement and all required Exhibits, the City will execute the Agreement. The selected Architect shall commence performance of services upon receipt of City's written Notice to Proceed.

#### **14. CONTENTS OF PROPOSAL**

Consideration of qualifications by the City is contingent upon the submission of the mandatory information identified in this paragraph. Failure to include any information item or to complete any form listed or referenced in this RFP could result in the rejection of the Proposal without further consideration by the City. Additional and supplemental information may be submitted in so far as it pertains and clarifies the data sought by this RFP, if requested by the City. All information required by the RFP shall be completely and fully provided. If the City determines that any information provided in the Proposal is false or misleading, or is incomplete so as to be false or misleading, or if the firm fails to meet the essential requirements for qualification, the City may reject the Proposal.

##### **A. FORMAT**

Hard-copy Proposal shall be submitted on:

1. White, 8 1/2" x 11" paper, preferably recycled
2. Stapled (not bound) or three-ring binder
3. Printed single or doubled sided
4. Proposals shall also be submitted in PDF format on CD's.
5. For ease of review and to facilitate evaluation, Proposals must be organized in order as described below with separate and clearly identified Proposal sections or tabs provided as follows:

##### **B. COVER PAGE**

Indicate the name of the firm or association and the Project title.

##### **C. COVER LETTER**

This letter shall provide a brief introduction including the name and address of