



# County of Santa Cruz

33

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## GENERAL SERVICES DEPARTMENT

ROY HOLMBERG, DIRECTOR

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073  
(831) 454-2718 FAX: (831) 454-2710 TDD: (831) 454-2123

August 17, 1998

Agenda: August 25, 1998

### BOARD OF SUPERVISORS

County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### **APPROVAL OF REQUEST FOR QUALIFICATIONS (RFQ) FOR REPLACEMENT FACILITY FOR COURT MODULAR BUILDINGS.**

Dear Board Members:

In the 1998-99 Supplemental Budget Reports your Board accepted a report on planning efforts for the replacement of the modular court facilities, approved the issuance of a Request for Qualifications (RFQ) for architectural firms that specialize in court facilities, and directed that a Request for Proposals (RFP) be developed for approval on this date. In addition, as part of the 1998-99 Budget, your Board approved an appropriation of \$150,000 in the Plant Acquisition Budget to begin the programming and design process for a replacement facility for the modular buildings.

As directed, the RFQ was issued in July, 1998 to firms listed on the General Services bid list for Judicial and Courtroom Facilities. Legal ads were also placed in the Santa Cruz Sentinel and San Jose Mercury newspapers. Six responses to the RFQ were received by the General Services Department. Four of the firms were recommended by the Court Facility Planning Group, which is a staff working group which includes the General Services Director, and representatives from the Court, the County Administrative Office, and Teal Messer, Architect, to receive the RFP based on their significant experience in court projects. These firms are all located within the San Francisco and Monterey Bay area. Two of the responses were eliminated due to significantly less experience in designing court facilities.

The attached RFP has been developed based on the standard format approved by your Board and has been reviewed by the Planning Group. Respondents will be provided approximately six weeks to submit their proposals with a due back date of October 7, 1998. The Director of General Services will serve as the County liaison for this project and the Court Facility Planning Group will review the proposals, conduct interviews, and make a recommendation to the County

BOARD OF SUPERVISORS

-2-

Agenda: August 25, 1998

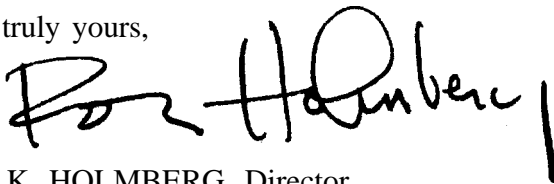
**APPROVAL OF REQUEST FOR QUALIFICATIONS (RFQ) FOR REPLACEMENT FACILITY FOR COURT MODULAR BUILDINGS.**

Administrative Officer for the design firm. Contract terms will be negotiated and a final recommendation and contract will be presented to your Board on or before November 24, 1998.

It is therefore Recommended that your Board:

- 1) Approve the Request for Proposals (RFP) for programming and design services for a replacement facility for the modular court buildings;
- 2) Direct the General Services Director to report back on or before November 24, 1998 with a recommended architectural firm and contract for the replacement facility for the modular court buildings.

Very truly yours,

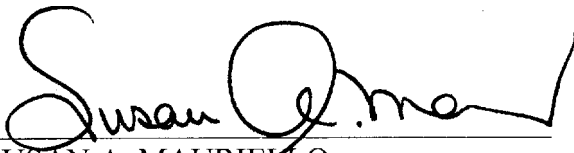


ROY K. HOLMBERG, Director

RKH:CHG/S:\COURTRFP.WPD

cc. County Administrative Office  
Superior Court  
Teal Messer, Architect

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

In order to ensure your receiving any addenda in a timely manner, please be sure to include your ZIP Code and FAX number!

35

\$ n/a

BID #: 98S1-002 DESCRIPTION: RFQ New Court Facility

DUE DATE: 8/7/98

NAME	ADDRESS	PHONE	AX
1. Salas O'Brien Engineers, Inc. Janice Tyler, Marketing Administrator	105 S. 11th St. San Jose, CA 95112-2218	282-1500	297-2995
2. Howard Leach LEACH MOUNCE ARCHITECTS	885 Knoll Drive Ventura, CA 93003	(805)656-3522	
3. Jerome Kasavan Associates Leah Hommel, Admin. Ass.	580 E. Romie Ln. Salinas, CA 93901	424-2232	454-2501
4. The Design Partnerships John Kibre, AIA	375 Fremont St., #200 San Francisco, CA 94105	(415)777-3737	(415) 777-3476
5. Edward J. Gee, Assoc.	315 Bay Street, 4th Floor San Francisco, CA 94133-2914	(415)788-5959	(415) 788-0568
6. HMC Lee Salin, AIA	1570 The Alameda, Suite 330 San Jose, CA 95126-2305	(408) 977-9160	(408)977-9170
7.			
9.			
<input type="radio"/> RECOMMENDED FOR RFP			

14

REQUEST FOR PROPOSAL  
CONSTRUCTION OF COURT FACILITIES AT  
THE SANTA CRUZ COUNTY GOVERNMENT FACILITY

1. General Project Description.

This project will consist of design services for construction of a new court facility to replace three existing modular structures. The existing modular structures include two courtrooms with Judges Chambers, Jury deliberating room with file storage, and a jury assembly facility. The new facility is to be constructed adjacent to the existing courthouse at the main County Government Center and will become part of the secured perimeter of court functions. The architectural style of the new facility is to complement existing buildings.

2. Project Background.

During the 1980's, modular buildings were brought in to serve as temporary structures for an increase in courts at this location. These structures have provided for these needs on an interim basis; however, they are nearing the end of their useful life and do not provide the level of security and access appropriate for court activities. It is desirable to keep court activities grouped and the County recently modified its main courthouse with a secured entry where all visitors are required to pass through a metal detector and have packages, etc. x-rayed to inspect for illegal weapons or explosives. In order to minimize staff costs and provide security at the new facilities, they are to be constructed in a way to be connected into the existing secured perimeter. The existing single point entry is not optimally configured and the design solution should include options to reconfigure this feature to enhance security measures while retaining an appropriate architectural style for court facilities.

New facilities must include:

- > Two full service courtrooms.
- > Jury assembly area.
- > Men's and women's restrooms.
- > Two judges chambers.
- > One jury deliberation room.
- > Court reporter offices for two courts.
- > Jury Commissioner's Offices.
- > File storage.
- > Child waiting area.

A site plan and building envelope are provided (Attachment A). Construction drawings and site plans for existing facilities are available and copies can be reviewed upon request. Construction costs for this project are estimated to be approximately 4 million dollars.

3. Scope of Work.

Services provided are to include the following:

- > Architectural programming phase. This phase will include working with the various County departments involved and the Court to reline size and configuration of facilities needed to accommodate the needs of the courts, provide appropriate levels of security and integration of architectural features of new facilities with existing structures. This phase will also include preliminary cost analysis services needed to determine if the project as proposed can be constructed within the limitations of available funding.
- > Design phase. This phase will include services needed to develop construction documents suitable for bidding based on criteria developed in the architectural programming phase. Included in this phase will be schematic designs, documents necessary to process permits and final construction documents and specifications. The County will apply for and coordinate the permit processing activities, however, the selected design consultant will be expected to provide all documents necessary to obtain permits. The design consultant will be required to present plans to the Board of Supervisors at the schematic design stage and be available to represent the County at any required public hearings during the planning stage. The consultant will be required to provide technical specifications for all construction activities and the County will provide General Specifications and assemble the final bid package. The County has developed general requirements for construction of new County facilities (Attachment B). These requirements are aimed at achieving cost effective construction and reduce long term facility maintenance costs. The design consultant will be expected to incorporate these requirements in the plans or obtain prior approval for an alternative. The design consultant will be expected to provide a professionally prepared engineer's estimate of the proposed work and cost engineering as required to bring design into conformance with funding limitations.
- > Bid phase. The County will assemble final bid documents and conduct the bidding process. The consultant will be expected to provide re-design services at no additional cost to the County should the low bid received not be within 10% of the engineers estimate. The design consultant will be expected to attend a pre-bid walk through and provide information to respond to questions from bidders as to the intent of plans and specifications. The design consultant will provide any necessary changes to plans and specifications needed for addendums during the bid phase. The County will receive and respond to questions from bidders and issue any needed addendums using materials and information provided by the design consultant.

- > Construction Phase. The design consultant will be expected to provide typical construction oversight services during the construction phase. The County will provide construction project management and inspection services. The design consultant will review and provide approval of submittals and provide recommendations on any necessary change order proposals. The County will issue change orders and process payment claims to the construction contractor. The design consultant will review progress billings and provide recommendations on progress payments.

4. Survey and Geotechnical Services.

The County will be responsible to arrange for and pay for any necessary survey and Geotechnical Services needed during the design phase. All existing materials giving information on the site will be made available to the design consultant.

5. County Liaison.

The County liaison shall be Roy Holmberg, General Services Director at (83 1)454-271 8. The design consultant shall direct all questions regarding the project to the County liaison.

6. Insurance. Important Notice of Insurance Requirements. Attachment C to this Request for Proposal (RFP) details the proposed County insurance requirements to be incorporated in the final contract with the Contractor ultimately selected for this project.

If you do not currently carry the type/limit of insurance in Attachment C, please submit your proposal with any difference clearly noted. Indicate whether you would be able to obtain the proposed insurance and at what (if any) additional cost in relation to your base proposal. Finally, please indicate any other problems you or your insurance carriers may have with the proposed insurance and why.

It is recommended that you provide a copy of Attachment C to your insurance broker(s) for review. Should either you or your broker have questions regarding any of the provisions in Attachment C, call Roy Holmberg, General Services Director, at (831)454-2718.

The insurance provision shown may or may not be modified, based on factors unique to this project and the proposals received. It is suggested that your firm not construe these insurance provisions as a reason not to submit a proposal at all. However, for the County to give your fair consideration, please be specific about what insurance you can/cannot provide and any other concerns.

7. Selection Criteria.

Selection of a design consultant will be made using a qualifications based selection process. Firms on the short list will be invited to prepare a proposal and make a presentation to the selection committee. The selection committee will include

representation from the County Administrative Office, the General Services Department, the Court and a private architect. Following are selection criteria to be used to determine qualifications of the consultant:

- a. Technical approach.
- b. Qualifications of the firm to provide the professional services necessary for this project.
- c. Qualifications of the specific personnel who will work on the project.
- d. Project management experience and demonstrated ability to meet required time schedules. Consideration will be given to location of the firm's office and resulting availability of the firm for meetings, presentations and construction liaison.
- e. Experience designing facilities to meet the unique needs of a courtroom setting including acoustic and security issues.
- f. Ability to design facilities to meet pre-determined funding limitations.
- g. Demonstrated ability to provide accurate cost estimating services when comparing engineers estimates and actual bid results.
- h. Demonstrated experience in preparing plans which require minimal addendums during bidding and minimal change orders during construction.

8. Response Requirements.

This section describes the contents of the proposal as requested by the County. All proposals should be printed on 8 1/2 x 11 inch paper. Submit seven (7) copies. The proposal should be bound and contain, in the order specified, the following information:

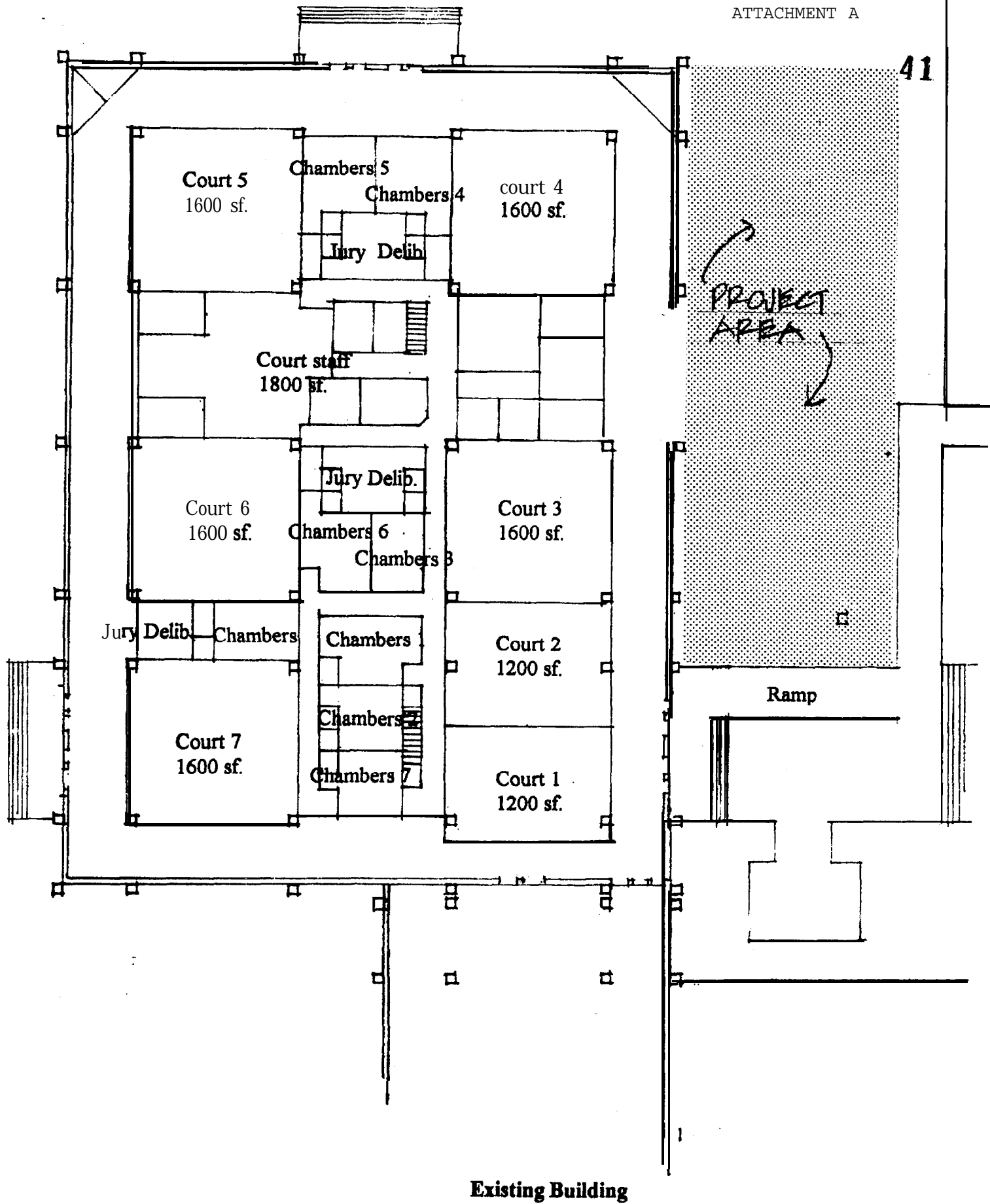
- a. Title page indicating project name. Name, address and telephone number of firm submitting proposal and due date.
- b. Letter of introduction. This letter should clearly identify the firm's contact person with respect to this project, the person's place in the organization, and the telephone number and address at which the person can be reached. Qualification submittals must be signed by an authorized person or officer of the firm or team.
- c. A complete description of the approach to the analysis and how the major work elements are to be accomplished.
- d. Detailed estimate of work hours per task.

- e. Listing of personnel who would actually perform the work, including subcontractors and the amount of time that each would commit to the project by tasks.
  - f. Insurance coverage carried relative to required insurance as outlined in Section 6.
  - g. Proposals are due by 5:00 p.m., October 7, 1998, and must be delivered to the Department of General Services, County of Santa Cruz, 701 Ocean Street, Room 330, Santa Cruz, CA, 95060.
9. County Notices. In addition to the aforementioned requirements, all Respondents who submit a Proposal should notice the following:
- a. All work performed for the County, including all documents associated with the project, shall become the exclusive property of the County.
  - b. The County reserves the right not to enter into any agreement, not to select any Respondent, or to cancel this process at anytime.
  - c. Selected Respondent is expected to perform and complete the project.
  - d. Any and all cost arising from the RFP process incurred by the Respondent shall be born by the Respondent, without reimbursement by the County.

RH:ljr/rfp0706

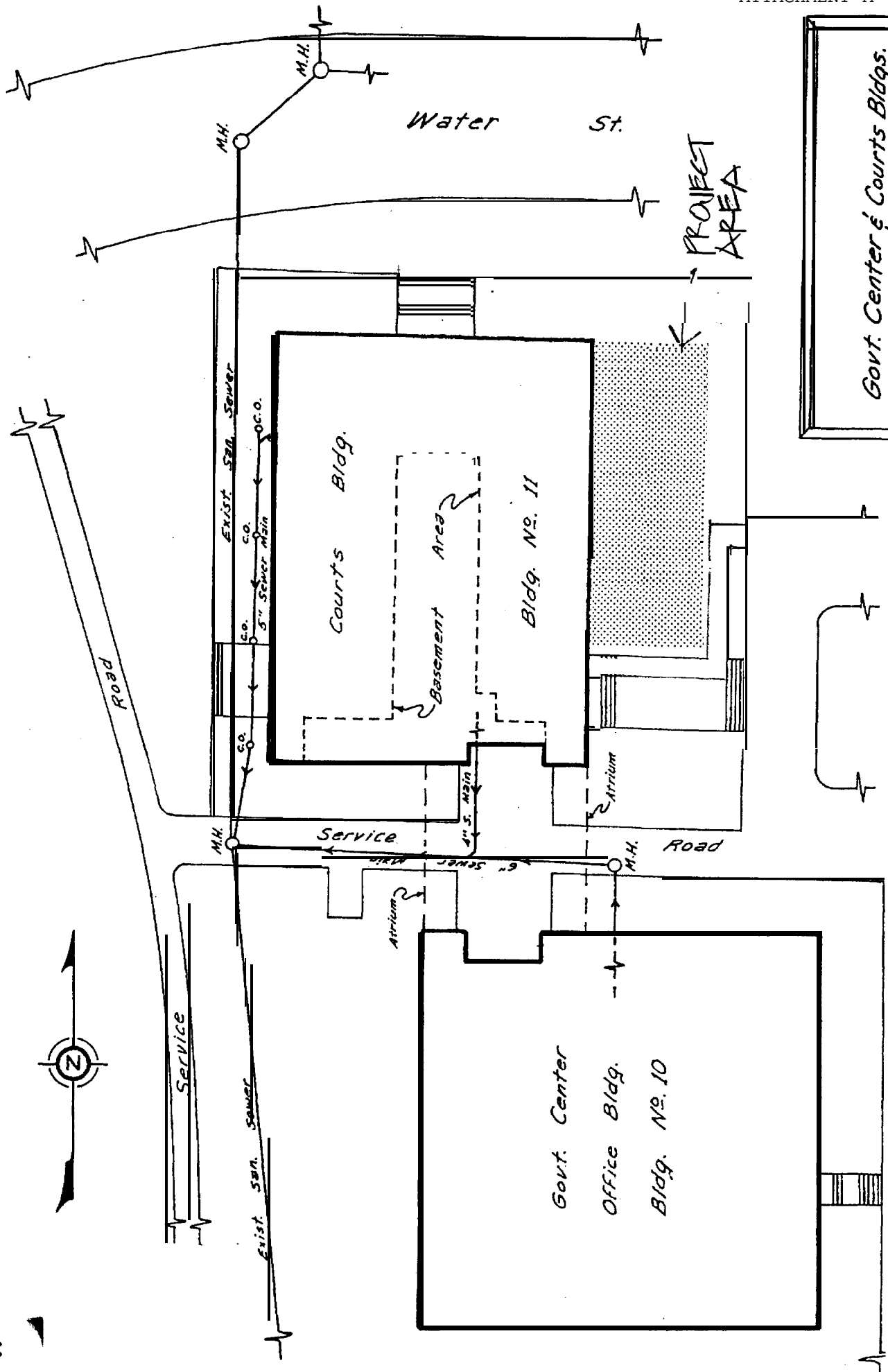


41



Existing Building

14



Govt. Center & Courts Bldgs.

42  
For: On Call Book. 12-9-87:FS.

## **GENERAL BUILDING DESIGN GUIDE**

### **General Services Design Guidelines**

#### **ENERGY EFFICIENCY**

The County is interested in constructing new facilities which take maximum advantage of energy conservation measures. The design should include an energy efficient envelope, and lighting and mechanical systems with the lowest life cycle cost. Designs should go beyond the requirements of Title 24 and energy saving systems with reasonable pay-back periods should be incorporated.

When there are options which have a higher initial cost, but reduced operational costs or extended life spans, the County should be presented with a cost comparative analysis providing sufficient data to evaluate both short and long term impacts.

#### **RESTROOMS**

- Floor should be unglazed ceramic tile with a dark grout.
- Floor drain should be installed.
- Glazed ceramic tile with dark grout should be used for wall surfaces and should extend from floor to ceiling. Tile should be a readily available standard product.
- Fixtures should be all hung and should be commercial quality by American Standard, Chicago or equivalent. Cut sheets showing fixtures should be provided during preliminary design review stage.
- Stall partitions should be hung from walls or ceilings - and well secured. If solid plastic wall partitions are used they should be a dark color.
- Provide accessible facilities to fully comply with Title 24 and ADA requirements.
- Use double tissue dispensers with roll paper.
- Provide paper towel dispensers which will accommodate standard 9" x 10" folded paper towels. Typically a combination paper towel and waste dispenser which fits into a recessed wall opening is utilized.

**MECHANICAL/ELECTRICAL**

- Air supply controls should be in an area which is not accessible to general staff. When controls are easily accessible, people tend to open or close and throw system out of balance.
- All outlets should be labeled as to breaker.
- Heat and hot water system should have back-up capabilities when repairs are needed. Either a standby system, or several units, so one unit can be shut down and system operated on remaining unit(s) at minimal capacity.
- County prefers a closed loop hot water (not steam) system if appropriate considering size of facility. System should be zoned with control fans at each zone. Outside air economizer should be used.
- Balance valves and other controls, etc., should be accessible with access doors, have adequate space around them for servicing, and be clearly labeled.
- Smoke sensors should be located where they are accessible to maintenance personnel for servicing.
- Vent grills should be designed so they do not easily plug with dirt.
- Various HVAC plumbing components should have isolation valves so repairs can be made without having to shut down entire systems.
- If any air conditioning is used, a system which does not use ozone depleting chemicals should be selected.
- Electrical components should have an identification system.
- Interior lighting should primarily use 4' T8 fluorescent tubes and electronic ballasts. Incandescent lighting should not be used unless there is a particular need which can not be addressed with an energy saving alternative.
- Exterior security lighting should use High Pressure Sodium fixtures.
- Do not put lighting fixtures over stairs; place them over landings.
- Select components such as water heaters, etc., in a size which can be replaced through doors or access panels.

- Use built-in hoisting equipment for heavy machine maintenance.
- Drawings should show mechanical equipment in open or extended position to assure clarity and accessibility.
- Provide a separate secure mechanical space for major components.
- Provide sufficient illumination for machine maintenance..
- All necessary information should be available at time of final inspection to allow for future maintenance. This would consist of operation manuals, repair manuals, preventative maintenance routines and schedules, etc..
- Identify equipment with plastic laminated signs.
- Minimize the needs for special tools and devices.
- Use self-cleaning filtration units for air handling systems where possible.
- Use floor drains in areas for mechanical maintenance where spillages may be expected.
- Provide drip pans to catch coolants, lubricants, process chemicals and other fluids.
- Locate shut-off valves for convenient maintenance.
- Support duct systems throughout their length.

#### **BOILER MAINTENANCE ITEMS**

- Provide a 1-1/2" hot and cold water outlet in the boiler room.
- Feed all blow-down and other fluid lines to a suitable drainage system.
- Provide a specific fitting for the introduction of boiler water treatment.
- Use sufficient clean-out doors for boiler breeching.
- Locate boilers so the tubes may be pulled easily.
- Vent relief valves to floor drains.
- For valves which cannot be reached, use a sprocket chain,

- Use smoke stacks which do not require painting.

### **PLUMBING FIXTURES/PIPES**

- Should have high quality plumbing fixtures - no plastic cartridges.
- All pipes should be color coded and show direction of flow.
- Plumbing fixtures, valves, fittings, etc., should be standardized units.
- Space should be provided near walls and other equipment to turn a wrench and service valves.
- Branch lines should be valved for service and the valves clearly labeled with durable tags, indicating valves' normal position.
- Place valves, or at least a plugged tee, for future lines.
- Provide a union at each valve to facilitate removal.
- Valves should not face downward.
- Provide siphon breakers when using bib faucets.
- Avoid ferrous piping, if possible, especially in concealed or hard to reach locations.
- Consider the installation of water softening equipment. If cost rules this out at time of construction, at least provide space and connection points for a future addition.

### **PLUMBING CHASES**

Adequate plumbing chase areas greatly facilitate maintenance and are an important item to maintenance staff. Ideal features would include:

- An access door large enough to easily enter.
- Adequate space to work in.
- Adequate space around various components to service the components.
- Include an electric switch and light and outlet.
- Include a floor drain.

- Include isolation valves to shut off individual service to fixtures without having to shut down entire area.
- Any overhead access hatches should be large enough to easily enter.

### **LOCKS/SECURITY EQUIPMENT**

- Doors should have high quality lock mechanisms designed for high volume of use. The County has standardized on Schlage “D” series hardware. The “Primus” lock with non-duplicatable key should be used for exterior doors and high security interior doors. The Schlage Rhodes lever handles in oil rubbed bronze finish is normally specified for all office and public areas. The County will provide the contractor with a keying schedule integrating new facilities with existing keying.
- All high use doors should have similar locks - (standardized hardware)
- Maintenance area doors, access hatches, etc., should be keyed alike.

### **GENERAL HARDWARE**

- Wall-hung fixtures, mirrors, coat racks, etc., should be mounted with through bolts and nuts.

### **WALL FINISHES**

- Avoid flat finish paints, semi-gloss should be used.
- Provide vinyl base cove moldings

### **FLOOR FINISHES**

#### **CARPETING**

- The County typically uses modular carpet tiles and has standardized on specific carpet products at many facilities. Check with General services for carpet standards currently being used.

#### **TILE**

- Tile in restrooms or kitchens should be set on concrete block or mud set, Tile should not be specified to be set on sheet rock backer.

### CONCRETE FLOORS

- Concrete floor finishes should have a smooth machine troweled finish even if to be covered with carpeting. Future remodels may remove carpeting and non-smooth finishes could present a problem.

### CUSTODIAL CLOSET(S)

- Should be at least 9' x 6' in size, and a layout which will allow a cart to be rolled in for storage.
- Should be no further than 150' from any area it services.
- Should have a floor receptor rather than a raised sink. Outlet should be braced so a mop bucket can be hung on it. Install metal lip on receptor.
- Install a siphon breaker.
- Install wall hooks for tools.

### ROOF SYSTEM

- Avoid flat roofs if at all possible. A 3" in 12" minimum slope is preferred. If design of facility is such that a flat roof is mandatory it should be designed with a tapered system which will maintain positive drainage of all areas.
- Protect roof from traffic - do not design security equipment on roof locations if they require frequent service or inspections. Provide walk-ways and an access ladder if necessary to service rooftop equipment.
- Require a minimum 10 year warranty on materials and workmanship. Include extra manufacturer's warranty costs to get protection on complete installation.
- Provide pitch pockets for penetrations.
- Provide adequate drainage (slope, gutters, downspouts).
- Provide an access ladder.



6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here \_\_\_\_/\_\_\_\_.

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here \_\_\_\_\_.

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here \_\_\_\_\_.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$\_\_\_\_\_ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY \_\_\_\_\_.

(5) Errors and Omissions Insurance in the minimum amount of \$\_\_\_\_\_ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR AND COUNTY \_\_\_\_\_.

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement

coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

(3) All required insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Santa Cruz County  
General Services Department  
701 Ocean Street, Room 330  
Santa Cruz, CA 95060  
Attn: \_\_\_\_\_

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Santa Cruz County  
General Services Department  
701 Ocean Street, Room 330  
Santa Cruz, CA 95060  
Attn: \_\_\_\_\_