



County of Santa Cruz ⁰³²⁷

REDEVELOPMENT AGENCY

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TOM BURNS, AGENCY ADMINISTRATOR

January 22, 2001

Agenda: February 6, 2001

Board of Directors
County of Santa Cruz Redevelopment Agency
701 Ocean Street
Santa Cruz, CA 95060

Request for Proposals - Architectural Design Services for Phase II of the Live Oak Library Project

Dear Members of the Board:

In February of 1998, the Live Oak Interim Library opened its doors to the local community. Located on scenic Corcoran Lagoon, the site gained immediate popularity with the community. As a result, in October of 1998, your Board selected this site for the expanded permanent Live Oak Library. The Agency's multi-year work program currently has expansion of the library scheduled for 2003, with the design process beginning early this year. The purpose of this letter is to forward a Request for Proposal (RFP) for design services to allow selection of an architect for the project.

The RFP covers the following services: conceptual, preliminary (for planning submittal) and construction plans; construction specifications; cost estimates; and support during construction. It is anticipated that the design consultant will address special aesthetic considerations in the design process, including a design which complements the setting adjacent to a coastal lagoon and within a residential neighborhood, as well as a design which enhances views from the building to the lagoon.

Request for Proposal

Staff, in accordance with County procedures for design services over the amount of \$50,000, is bringing to your Board, as the Board of Directors for the Redevelopment Agency, a Request for Proposal (RFP) for design services for Phase II of the Live Oak Library Project for approval (Attachment 1) .

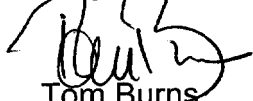
Following the approved County procedures, a Request for Qualification package was previously sent out to local architects as well as architects serving the Monterey Bay and San Francisco Bay areas. Ten (10) qualification packages were received, ranked by a review panel of County and Library staff, and a short list of four (4) consultant teams was developed. The next step in the selection process is to send out RFP's to the short list of firms and schedule interviews.

Following the review of the RFP's and interviews, the selection committee will rank the firms according to their qualifications. Staff will then negotiate a contract with the top ranked firm, with that contract to be brought to your Board for approval, later this spring. Funds for design of the project are included in the Santa Cruz County Redevelopment Agency 2000/2001 budget.

Recommendation

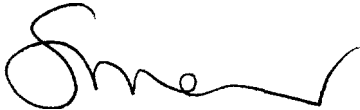
It is therefore RECOMMENDED that your Board, as the Board of Directors for the Redevelopment Agency, approve the Request for Proposal for Phase II of the Live Oak Library Project.

Very truly yours,



Tom Burns
Redevelopment Agency Administrator

RECOMMENDED:



Susan A. Mauriello
Redevelopment Agency Director

TB:gc

Attachment: RFP

cc. RDA
Ann Turner, City/County Library

S:\BOARDPND\libraryrfp.wpd

**County of Santa Cruz Redevelopment Agency
Request for Proposal
Architectural Design Services
LIVE OAK LIBRARY EXPANSION**

PROJECT INTRODUCTION AND BACKGROUND

Existing Conditions and Visual Resource

The beach and coastal areas of Live Oak, located between the cities of Santa Cruz and Capitola in Santa Cruz County, are unquestionably one of the primary visual and recreational resources within the community and the County as a whole and a source of community character and pride. In the mid 1990's the County began searching for a new home for the Live Oak Library. In February of 1998, the Live Oak Interim Library opened its doors to the local community, in a renovated building previously used as a restaurant and bar. This building located on scenic Corcoran Lagoon which is home to many types of flora and fauna even has a view of the Monterey Bay. During it's interim use, the site became so popular that it has been chosen as the location for the permanent Live Oak Library.

Project Goals

To accommodate the permanent use, the library building will need to be expanded to provide for the needs and programs offered by the City/County Library system. With a small constrained site, located next to a scenic and sensitive environment, the consultant will need to address multiple design challenges. The primary challenge will be to maximize the potential expansion opportunities for the library program while balancing the building scale and massing with the scenic residential setting. Furthermore the City/County Library system has program needs which require special attention to layout, space, and activities within the library, yet the building design must be sensitive to the opportunities offered by the natural lagoon setting as well as enhance scenic views of the lagoon from the library. The building design and character must also address the fact that the Live Oak Library is an important public building yet compliment the natural and neighborhood setting. Lastly, the consultant must address the challenge of the site and it's constraints with regards to setbacks, parking requirements, landscaping, irrigation, pedestrian uses, etc., and minimize the length of disruption and/or shutdown of the existing library during construction.

Project Roles

The lead agency for the Live Oak Library project is the Santa Cruz County Redevelopment Agency. The Agency will direct project design and implementation and will oversee and direct the work of consultants, including the

Live Oak Library Expansion Project
Request for Proposal
Page 2

professional design consultant. The Agency will be the primary contact with the community during project design and implementation as well as with the appropriate reviewing agencies involved in the land use approval process. Library staff will submit a proposed program for the new library and will actively participate in the design review process.

The consultant is being hired at this time to provide design and technical expertise to the in-house staff responsible for the project. The consultant team must demonstrate the following:

- Good judgement and a practical approach to the design of improvements.
- The ability to listen to a wide range of input from staff and the community and to synthesize that input into creative and innovative design solutions.
- Sensitivity for the coastal and residential environment of this project in relation to the existing building and proposed expansion with additional square footage, vehicle access and parking areas, bicycle and pedestrian access, planting, etc.

Agency staff have a long history of working with the local community and will continue to act as the primary contact with the community as well as reviewing agencies through Conceptual and Preliminary design.

The principal(s) of the lead consultant firm will be the Agency's direct contact in all matters related to the project, and under guidance of the Agency, will provide design and technical expertise needed to implement the project at the direction of the Agency. The principal(s) of the firm will also be requested to attend the meetings with the community and reviewing agencies as needed.

The consultant team must have sufficient staffing and expertise to perform and produce all work required for design, community meetings, graphics, reports, etc., within a timely manner.

SCOPE OF WORK

The consultant will be responsible for developing conceptual plans for community input and Board approval, preliminary plans required for the land use approval process, and preparing construction plans and specifications required for competitive bidding of the project, and provide consultation services during construction. The general requirements for these phases of the project are discussed below. The proposal submittal to the Agency must explain in further detail the consultant's proposed approach to accomplishing this work.

Live Oak Library Expansion Project
Request for Proposal
Page 3

The County has a “2% Percent for the Arts” program and the process of selecting an artist for a Public Art Project will occur during the development of the library design and construction documents. The consultant will play a role in the selection, design, coordination of placement or installation requirements, and must allow time for art selection meetings and coordination with the selected artist.

Phase I - Conceptual Design Plans

The purpose of this phase of work is to develop design options for the project that address the Redevelopment Agency’s and library staffs program requirements and project goals, and with community input to refine a final design concept for approval by the Redevelopment Agency Board of Directors before proceeding to preliminary design. To this end, the consultant team will be responsible for:

- Synthesizing previously prepared technical studies, evaluating existing site conditions; reviewing the prior remodel building plans and specifications, on-site visit and inspection of the existing building and site; identifying opportunities and constraints; and developing a project schedule.
- Reviewing and refining project goals, objectives and program requirements including: 1) the program for library needs and operations, including interior layout; 2) the appropriate architectural style, building character, and elevations, building massing and scale in relation to the site constraints and surrounding setting; 3) the project budget.
- Preparing and refining design options which address the refined goals and objectives, and program requirements, including all necessary graphics and exhibits; preparing cost estimates for the different options, developing a option(s) for presentation and input at a community meeting.
- Preparing a final conceptual design plan in a format suitable for presentation to the Redevelopment Agency Board of Directors.

All work must be designed in accordance with County Design Criteria, State and Local Building codes, and Americans with Disabilities Act. During this phase of work the consultant will need to meet frequently with staff to discuss and review design options and to coordinate the community process.

Phase II - Preliminary Design Plans

The purpose of the Preliminary Design Phase is to further develop the conceptual design which has been adopted by the Redevelopment Agency Board of Directors as required for submittal for permit applications. During this phase of work the consultant may need to meet frequently with staff to discuss detailed

Live Oak Library Expansion Project
Request for Proposal
Page 4

design of areas and/or elements within the design, review progress of submittal documents, and attend public hearings before permitting agencies, and coordinate work with the artist selected for the public art component of the project. The following documents and/or information is required for submittal, but not limited to:

- A. Cover Sheet with Vicinity Map and Statement of Concept, Design Goals, and Constraints.
- B. Preliminary Reference and Site Plan of Improvements showing building location, setbacks, parking layout, etc.
- C. Preliminary Grading and Drainage Plan including Cut and Fill Calculations and Drainage Profiles.
- D. Preliminary Erosion Control Plan per County Standards.
- E. 3-D drawings of the Library Building and site improvements and their relation to the surrounding buildings or site amenities.
- F. Floor Plans, Interior Layout, and Exterior Elevations of proposed library building.
- G. Color Board showing material & colors for structures.
- H. Preliminary Planting Plan showing all proposed trees, shrubs, turf, and groundcovers.
- I. Revised Preliminary Cost Estimate.

Multiple copies will be required for review by the Redevelopment Agency and for submittal to the Planning Department and other permitting agencies.

Phase III - Construction Documents

Meet with the Redevelopment Agency and City/County Library staff to go over any questions, concerns, or final design requirements. The consultant will prepare final construction plans, specifications, and probable construction cost estimate, based on the following, but not limited to and incorporating any development permit conditions. During this phase of work the consultant may need to meet frequently with staff to discuss detailed design of areas and/or elements within the library building.

- A. Cover Sheet
- B. Existing Conditions and Demolition Plan
- C. Civil plans and details
- D. Grading and Drainage Plan with cut and fill calculations, drainage profiles, utility locations, trench details, etc.
- E. Construction Details
- F. Architectural plans, elevations, details (including all exterior and interior plans)
- G. Furniture or Shelving layout and plans

Live Oak Library Expansion Project
Request for Proposal
Page 5

- H. Structural plans and details
- I. Electrical plans and details
- J. Telecommunication and Data plans and details
- K. Mechanical plans and details
- L. Plumbing plans and details
- M. Erosion Control Plan and details
- N. Irrigation Plan and details
- O. Landscape Planting Plan and details
- P. Construction Specifications (CSI Format)
- Q. Construction Bid Documents (Boiler plate supplied by County)
- R. Construction Cost Estimate
- S. Other

Coordinate with the Redevelopment Agency any necessary and/or additional soils, geologic, and/or soil fertility tests required for completion of construction documents. The Redevelopment Agency will pay all costs for additional tests.

Redevelopment Agency staff will work closely with the consultant and review the construction plans as they are developed. The consultant will then submit three (3) sets of a 90% complete construction document package (items A thru O) for review by the Redevelopment Agency, Public Works Department and City/County Library staff.

Submit up to six (6) sets of blueines of the final construction documents wet signed by all consultants to Redevelopment Agency for submittal to the Building Department for building permits. Review and permits could take up to three (3) months. After incorporating any necessary revisions for the Building Department, submit final construction documents on reproducible material and submit four (4) sets of blueines of the final construction documents wet signed by all consultants. Submit original CSI formatted specifications and the County will meld with the general provisions and special conditions. Submit four (4) copies of the final probable construction cost estimate. Meet with County staff to submit the above documents and cost estimate. If the low bid amount received by the County is 10% or greater than the consultant's construction cost estimate, the Consultant and/or Consultant team will revise the bid documents to incorporate cost saving measures at no cost to the County of Santa Cruz.

Additional Meetings; the consultant may be required to attend additional meetings as needed to coordinate the project design with others.

Phase IV - Construction Administration

The consultant shall propose construction administration services, inspections,

Live Oak Library Expansion
Request for Proposal
Page 6

etc, which you consider appropriate for this project, including:

- Attendance and participation in Pre-bid meeting at project site.
- Be available to answer any bid document questions during bidding.
- Attendance at Board of Supervisors Meeting for bid openings to review bids.
- Attendance at pre-construction meeting.
- Review and respond to submittals, request for information, schedules, pay applications, change orders, and other construction process documents.

REIMBURSABLE EXPENSES

The consultant shall propose their firm's requirement for reimbursable expenses.

CONTRACT AGREEMENT

The County intends to award a contract with compensation based on an approved fee schedule, the total of which is not to be exceeded in performing the Scope of Work.

PROPOSAL REQUIREMENTS

The proposal must include the following:

- **Project Approach** - A refined statement of your project approach with consideration of Scope of Work requirements, a review of the project site, and the additional information provided. **(Please make appointments with the Agency for visits to the existing Library)**
- **Work Plan and Schedule** - Based on the Scope of Work, a complete description of the services proposed and a schedule of work. Base the schedule on Board approval of the Conceptual Design in the Fall of 2001 and an application for Permits by Spring of 2002.
- **Project Team Organization** - Describe the project team organization and staffing plan indicating the line of responsibility of each member of the team throughout all phases of work and clearly indicating the Principal and Project Manager. Please provide the following information:
 1. Who will be the principal architect assigned to this project, and what his/her experience with this type of project?
 2. Who will be the other staff members assigned to this project, and what is their experience with this type of project?
 3. Will the staff designing the project and preparing the construction

Live Oak Library Expansion
Request for Proposal
Page 7

documents be the same persons performing and processing construction administration activities?

4. Identify all projects similar to the Live Oak Library that the principal architect and the other staff members have completed in the past five years.
5. Provide the name and telephone number of the owner's representative for each of these prior similar projects.
6. Please provide the name, address and telephone number of the contractor for each prior similar project.
7. Please provide information on the number of change orders that have occurred on previous projects, and if these change orders were generated by the architect or the owner.

Please come to the interview prepared to address the following as part of your presentation:

1. Describe your most challenging public projects and explain it's difficulties and the outcome.
2. Your firm's approach to the design of a building with regards to architectural style, function, interior finishes, and site relationship.
3. Based upon your review of this project site, the existing library building, the special aesthetic considerations of the site and lagoon environment, and neighborhood setting, discuss your approach and ideas for developing a range of options for the library expansion and site improvements during the conceptual design phase. With review of the existing building, site, project goals and other available information, what do you see as the main technical issues associated with the design of this project, and how would you approach resolving them?
4. Redevelopment Agency staff and Library staff will be working closely with the consultant throughout all phases of this scope of work. How do you propose to coordinate your team and work effectively with both of these groups?
5. What percentage of the principal architect's and/or project manager's time will be devoted to this project during the design stage? During the construction document phase? During the construction of the project? If the roles change during the project due to unforeseen circumstance how will you assure consistent quality work and client satisfaction?
6. Explain your experience with contractor claims for projects you have designed and how they have been resolved.

Live Oak Library Expansion
Request for Proposal
Page 8

PROPOSAL SUBMITTAL

Please submit eight (8) copies of your proposal for services as describe in this Request for Proposal by **5:00 PM on March 6.2001**. These proposals will be used to follow along with your interview which has been scheduled in accordance with the attached letter. Please mail your proposal to:

Santa Cruz County Redevelopment Agency
701 Ocean Street - Room 510
Santa Cruz, CA 95060
RE: Live Oak Library Expansion Project
Attn: Gary L. Carlson

Please direct all questions about the Request for Proposal and Interviews to Gary L. Carlson, Redevelopment Agency Project Manager, (831) 454-2466.

Included in this RFP are the following attachments:

1. Vicinity Map
2. Project Area Map
3. Existing Building Plans and Site Plan