

**Request for Qualifications (RFQ) for the  
Administrative Office Tenant Improvements Project  
at 5050 El Camino Real, Los Altos, CA**

Midpeninsula Regional Open Space District  
330 Distel Circle, Los Altos, CA  
Issued: Monday, April 23, 2018

**Optional Pre-Proposal Site Visit:** Friday, May 4th 2018 at 11:00 AM **OR**  
Friday, May 11th 2018 at 11:00 AM  
**(RSVPs requested by 1:00 PM Wednesday, May 2nd 2018)**

**Statement of Qualifications Due: Tuesday, May 22nd 2018 by 4:00 PM PST**

The Midpeninsula Regional Open Space District (District) is seeking qualified architect-led teams for the design of tenant improvements to the new Administrative Office (AO) building (Project) at 5050 El Camino Real in Los Altos. The purpose of the Project is to provide a new headquarters for the District's administrative personnel. Interested teams should submit a Statement of Qualifications (SOQ) by Tuesday, May 22<sup>nd</sup> 2018. The District will shortlist a minimum of three (3) qualified teams to submit a proposal and interview with various District representatives and Board members.

The Project team will provide full architectural and engineering services to remodel the approximately 40,000 square feet (sf) building located at 5050 El Camino Real in Los Altos, CA. The Project will follow a standard design-bid-build process, with scope items including schematic design, design development, production and submittal of permit drawings, production of construction documents, bid support, construction administration, and preparation of as-built drawings. The selected architect will also be responsible for selecting and managing any engineers and other subconsultants required to complete the scope of work. The architect-led design team may include but is not necessarily limited to:

- Mechanical Electrical Plumbing (MEP) engineer
- Civil engineer
- Structural engineer
- Fire protection engineer
- Landscape architect
- Acoustics consultant
- Construction manager (cost estimating, value engineering, and constructability)
- Information Technology consultant (Audio Visual, data, servers, building/site security, internet, etc.)
- Waterproofing consultant
- LEED/CalGreen consultant

The team will work with a furniture supplier/dealer selected by the District.

**1. PROJECT BACKGROUND & SITE DESCRIPTION**

The District owns and manages approximately 62,000 acres of land in 26 Open Space Preserves in the Santa Cruz Mountain Region in the San Francisco Bay Area. The District's purpose is to acquire,

permanently protect, and restore lands forming a regional open space greenbelt and to provide opportunities for ecologically sensitive public enjoyment and education. Find out more about the District at <http://www.openspace.org>



Figure 1 – 5050 El Camino Real

The District has completed a basic programming and space needs assessment process that will serve as the basis for the design of the tenant improvements. The space will need to accommodate approximately 100 staff at opening and growing to about 140 over the next 30 years. The District has identified the following goals as being priorities for the development of its headquarters:

#### 1. APPROACH AND POLICIES

- Utilize forward looking and imaginative approaches for evaluating and designing each facility
- Establish policies and provide the technology to support work from satellite offices, videoconferencing, and telecommuting
- Pursue sustainable design and construction options that are cost-effective and are evaluated through a lifecycle analysis
- Retain staff over a longer period of time and respond to the needs of diverse staff

#### 2. PHYSICAL SPACE

- Deliver an up-to-date, modern, and flexible work environment
- Create spaces to facilitate collaboration among District departments and across service lines
- Account for the unique needs of each business line and department
- Provide quiet places for focused work
- Seek flexible and adaptable options to meet evolving needs and respond to outside factors influencing work force and work culture

### 3. EXPERIENCE DESIGN

- Improve outward facing or public facilities so visitors have a more welcoming experience when visiting District’s facilities
- Design physical space to reflect the culture, brand, and identity of the organization as a whole
- Prioritize access to natural light, views, and outdoor space when possible
- Deliver spaces that support health, wellness, and productivity

### 4. EFFECTIVE SPACE

- Increase the efficiency of space use through smart adjacencies
- Optimize staff deployment per District’s May 2015 Financial and Operational Sustainability Model (FOSM) recommendations and how departments and staff will work in the future
- Invest funds strategically and creatively, focusing on high-impact areas while being mindful of the bottom line
- Facilitate Midpen’s ability to effectively provide services to the public and to execute projects to the highest capability of the organization

The basic programming and space needs assessment can be found in Attachment A, “5050 El Camino Space Programming”.

The project will involve a remodel of the existing building located at 5050 El Camino Real, Los Altos, CA. Completed in 1981, 5050 El Camino Real is a Class-B, multi-tenant office building located within the City of Los Altos. The building is approximately 40,000 square feet, and comprised of a two (2) story structure with ample off-street parking and a semi-underground parking garage. The property has close proximity to several major arterial roads, local restaurants, and entertainment.

A high-level facility assessment was conducted by the District prior to the building’s acquisition that summarizes existing conditions, improvements required by current codes (including ADA compliance), including fire and life safety systems, and recommended (but not required) improvements to improve overall building performance. The assessment also provides an analysis of the following systems: Architectural, Life- safety, Accessibility, Structural, Mechanical, Electrical, and Fire Protection. This assessment is preliminary, non-destructive, and covers big picture items only. Additional assessments will be necessary by the Project team prior to design.

The facility assessment can be found in Attachment B, “Building Assessment, 5050 El Camino Real”.

## 2. **PROJECT / SCOPE DESCRIPTION**

The District is seeking to retain a licensed architectural design firm to provide architectural and engineering design services in accordance with District standard agreement (Attachment C). **A full proposal for this scope of work will be submitted at a later date from the consultants shortlisted through this RFQ process. This Project/Scope Description section is for reference.** We anticipate the work to be organized into the following tasks:

### **TASK 1 – PROJECT MANAGEMENT**

Due to the time-sensitive nature of the project, project management and coordination will be essential to keep the project team focused and on schedule. Pertinent personnel shall attend meetings and conference calls. Consultant shall initiate the project with a “kick-off” meeting and keep the District

informed of progress on a bi-weekly basis. Provide QAQC review of all deliverables to ensure that the work products are complete and District goals for the project are achieved.

## TASK 2 – REVIEW AND DOCUMENT EXISTING CONDITIONS

Review existing reports and plans provided in Attachments A, B, D, and E, as well as additional project-related information provided by the District. Although basic programming work has been completed by the District, consultant should confirm the space program with and solicit detailed requirements from each of the District's departments and sub-departments. Consultant will work with each District departments on the space needs prior to developing schematic plans. Consultant will also work with District to address any questions regarding project scope, space program, and requirements.

Existing building and site as-built plans are not completely available. Project team shall review available plans and documents, and develop a complete set of plans showing the existing conditions with the necessary information to acquire permits and develop construction documents. This effort may be completed with topographic survey and visual observations. These building and site components should include but not limited to:

- Structural elements (columns, foundation, beams, etc.)
- MEP system (transformers, meters, plumbing, valves, etc.)
- HVAC system (heating and cooling units, duct work, ventilation system, etc.)
- Elevator
- Americans with Disabilities Act (ADA) compliance
- Stormwater drainage and treatment
- Waterproofing systems' conditions
- Landscape architecture
- Parking
- Topographic survey including sidewalk infrastructure along El Camino Real
- Existing asbestos/lead contaminants

## TASK 3 – SCHEMATIC DESIGN

Project team will use the data from the programming document and work with the District to develop Schematic Design Documents for both the interior and exterior improvements. Schematic design tasks may include:

- Develop up to three (3) preliminary planning concepts including plans, sections, elevations, renderings, and any other representations needed to effectively communicate the schematic-level design of the space
- Coordinate with a furniture supplier/dealer selected by the District.
- Upon approval of preferred planning concept by the District, prepare Schematic Design Documents
- Prepare an estimate of the cost of the work
- Organize a number of work sessions with the District.
- Submit Schematic Design Documents for approval by the District
- Attend, facilitate, and/or present at Board/Committee meetings to communicate the planning concepts, preferred planning concept, and cost estimate to Board members and District staff

#### TASK 4 – DESIGN DEVELOPMENT

Upon approval of the Schematic Design Documents, Consultant will prepare Design Development Documents, organize a number of work sessions with the District and update the estimate of the Cost of the Work. The completed Design Development Documents will be submitted for approval by the District. Consultant team shall attend, facilitate, and/or present at Board and public meetings to communicate the design and cost estimate to Board members, stakeholders, public members, and District staff.

#### TASK 5 –CONSTRUCTION DOCUMENTS, ENVIRONMENTAL REVIEW AND PERMITS

Once the District has approved the Design Development Documents, Consultant will proceed with the Construction Documents. Responsibilities in this Task includes:

- Prepare Construction Documents and Specifications
- Coordinate with a furniture supplier/dealer selected by the District.
- Prepare submittal packages appropriate for local permitting agencies
- Submit documents to agencies and provide clarifications to documents as required
- Provide clarification if necessary to the City of Los Altos as it conducts environmental review per the California Environmental Quality Act (CEQA)
- Provide updated cost estimates
- Support the District in the preparation of materials related to the bid process
- Attend, facilitate, and/or present at Board and public meetings to communicate the design and cost estimate to Board members, stakeholders, public members, and District staff.

#### TASK 6 – BIDDING AND CONSTRUCTION ADMINISTRATION

The following services shall be included for Bidding and Construction Administration:

- Attend pre-bid site walk and respond to questions during the bidding process (assume 3 Addenda)
- Attend pre-construction (construction kick-off) meeting
- Review and respond to Request For Information (RFI) and submittals
- Attend construction meetings and site visits during construction to raise and address design issues
- Perform punchlist walk through with District and contractor

#### TASK 7 – AS-BUILT DRAWINGS

Update Construction Documents to address revisions made during construction by the Consultant, Contractor, and/or District. Redline markups will be provided by the contractor upon completion of the project.

### **3. PROJECT SCHEDULE / WORKPLAN**

In their proposals, shortlisted teams shall prepare a detailed project workplan to ensure the project conforms to the following tentative outline.

TENTATIVE DATE	PROJECT MILESTONE
7/16/2018	District issues Notice To Proceed
9/2018 – 3/2019	Schematic Design Documents
3/2019 – 9/2019	Design Development Documents
9/2019 – 3/2021	Construction Documents, Environmental Review, and Permitting
3/2021 – 3/2022	Bid Support, Construction Administration

#### 4. PROPOSAL DEADLINES & SUBMISSION INSTRUCTIONS

##### Optional Pre-Proposal Site Visit

Two optional pre-proposal site visits have been scheduled for **Friday, May 4th 2018 at 11:00 AM and Friday, May 11th 2018 at 11:00 AM PST**. Information on how to participate will be provided prior to the sessions. Please RSVP to Melissa Borges, Administrative Assistant, at (650) 691-1200 or [mgarcia@openspace.org](mailto:mgarcia@openspace.org) by Wednesday, May 2<sup>nd</sup> at 1:00 PM. Prospective proposers should participate in at least one session to develop a better understanding of the project and ask of the District any questions related to the project or proposal process.

##### Requests for Additional Information and Questions

Outside the site visits, specific questions related to the RFQ should be addressed in writing to the District via email by **8:00 AM on Thursday, May 14, 2018**. Answers will then be distributed to all teams who have attended a site visit. Please submit all requests to:

**Felipe Nistal**  
**Senior Capital Project Manager**  
**[fnistal@openspace.org](mailto:fnistal@openspace.org)**

##### Statement of Qualifications Submission

SOQ packages must be submitted by **4:00 PM PST on Tuesday, May 22nd, 2018**. Four (4) copies of each final proposal are to be hand-delivered, mailed, or delivered by courier to:

**Felipe Nistal**  
**Senior Capital Project Manager**  
**Midpeninsula Regional Open Space District**  
**330 Distel Circle, Los Altos, CA 94022**

An E-mailed "PDF" proposal should also be submitted to [fnistal@openspace.org](mailto:fnistal@openspace.org)

Shortlisted teams shall deliver proposals in a sealed manner and clearly marked on the outside of envelope:

**"5050 El Camino Real Administrative Office Tenant Improvements Project"**

The District at its sole discretion may grant an extension to all candidates if circumstances require additional time. Responding teams should assume that District may initiate discussions simultaneously with all respondents. No facsimile will be accepted.

**Interviews and Proposals**

Upon review of the qualifications, the District will shortlist minimum of three top qualified teams and request full proposals for services. The District will also conduct interviews at the District office in Los Altos, CA on the week of June 18, 2018. The District reserves the right to request more detailed information from one or more proposers to provide for a reliable comparison between proposals.

**RFQ and Contract Award Tentative Schedule**

The following is a tentative schedule that is subject to change. The District will inform all teams of changes in the schedule by email correspondence.

<b>DAY</b>	<b>DATE &amp; TIME</b>	<b>ITEM</b>
Monday	4/23/2018	RFQ Issued
Monday	5/4/2018 @11:00 AM PST	Optional Pre-proposal site visit
Monday	5/11/2018 @ 11:00 AM PST	
Thursday	5/17/2018 @ 8:00 AM PST	Written requests for Additional Information Due
<b>Tuesday</b>	<b>5/22/2018 @ 4:00 PM PST</b>	<b>Statement of Qualifications Due</b>
<b>Tuesday</b>	<b>5/29/2018 by 5:00 PM PST</b>	<b>Shortlisted Teams Notified</b>
<b>Monday</b>	<b>6/18/2018</b>	<b>Proposals Due</b>
Friday	6/22/2018	Interview for Selected Teams
Monday	7/16/2018	Notice to proceed

**5. STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS**

Clarity and conciseness in the qualifications are essential and will be considered in assessing the submitter's capabilities. SOQs that do not follow the required format may be eliminated from review and further consideration. Teams wishing to respond to the RFQ must provide the following information in the order listed below.

**a. Project Team and Consultants (maximum of 2 pages printed on both sides)**

Provide an organization chart describing the project team, including potential subconsultants. List key members and titles of consultant and subconsultant teams. Clearly specify the name and title of each individual proposed level of involvement in the project and employer.

**b. Team Qualifications (maximum of 1 page printed on both sides per firm)**

Provide a statement of the team’s experience and qualifications to provide the services as described in the Project Description. Provide a brief overview and history of each firm on the team, including location(s), number of employees, organizational structure, and number of years in business.

**c. Team Relevant Experience (maximum of 5 pages printed on both sides)**

Provide an overview of the team’s relevant experience. Supply a brief description of at least five past or current projects of a similar nature – 40,000 sf office tenant improvement, public agency owner, etc. This section should only describe those projects completed by the proposed Project Principal, Project Manager, Project Management Team and Subconsultants. Clearly specify the name and title of each individual, level of involvement in the project(s) and employer. The description of each project should include a current contact person, telephone number and e-mail address for reference.

**d. Staff Qualifications (maximum of 5 pages printed on both sides)**

Provide the resumes and qualifications of the staff members who will complete the work. Highlight experience on similar projects.

**e. Consultant Agreement and Insurance Requirements**

Submit a statement of the team’s acceptance of District’s standard contract terms, insurance and indemnification requirements. See Attachment C, Midpeninsula Regional Open Space District Agreement for Professional Services.

**6. SELECTION PROCESS – EVALUATION CRITERIA**

**Evaluation Criteria**

- Ability to perform the tasks outlined in the Project Description.
- Demonstrated experience with project requirements.
- Team members and firms have demonstrated understanding of how to execute the scope of work required for this project.
- Proven track record and technical ability to create concise, well-coordinated contract documents for the scope of work described herein.
- Qualifications of the specific individuals who will work on the project.
- Relevancy of past experience provided.
- Ability to provide required insurance.
- Acceptance of District’s standard professional services agreement.

**7. STIPULATIONS**

***General Stipulations***

The District is not responsible for any expenses which proposers may incur in preparing and submitting the proposal. The District will not be liable for any costs incurred by the proposers that are related to the RFQ and RFP process; this includes production of the proposal, interviews/presentations, travel and accommodations. The District reserves the right to request

or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this Request for Proposal will become the property of the District and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the District. The District reserves the right to reject any and all proposals and to waive minor irregularities. The District also reserves the right to seek new proposals or re-advertise if responses have not been satisfactory or for any other reason.

#### PUBLIC RECORDS AND PROPRIETARY INFORMATION, INDEMNIFICATION

The District recognizes that proposers will occasionally believe that all or portions of their proposals are confidential or proprietary. This can present problems in participating in a public agency RFQ and RFP process. All proposals, strategies, supporting information, rate schedules and other information and documents are presumptively public records under the California Public Records Act (Gov't Code section 6250 et seq.), subject to prompt disclosure upon request by any member of the public.

The District is not soliciting, does not wish to receive, and will not treat any information received under this proposal as proprietary or confidential information, unless specifically called for or expressly accepted by the District General Counsel in writing, and will be accepted and considered only when, in the sole discretion of the District it is necessary to serve the public purpose of the project. If the inclusion of confidential or proprietary information is determined to be necessary to the proposal, proposers must identify each and every specific item and each and every page, and segregate the information into a separate envelope or electronic file labeled conspicuously as confidential, with a cover page describing the information and applicable law exempting the same from disclosure. Any material marked or claimed as confidential or proprietary may be returned to the proposer by the District or destroyed and may not be considered in the review of proposals if the claim does not appear justified or would inhibit the public purposes of the project proposed.

If the documents have been properly marked and expressly accepted as confidential and proprietary in writing by the District General Counsel, the District will make its best effort to advise the proposer of any Public Records Act request, should any be received, seeking documents claimed to be confidential or proprietary, to give the proposer an opportunity to take legal steps to protect such property from disclosure to third-party requester. The District expressly disclaims any duty and will not defend the confidentiality or proprietary nature of any information submitted. By submitting any confidential or proprietary information to the District, the proposer agrees to hold harmless and indemnify and defend the District and its officers, employees, and agents for any and all costs, including attorneys fees, incurred by the District or awarded to a Public Records Act requester relating to a request for release of proposer's data should the proposer ask the information to be handled as proprietary or confidential.

#### **8. LIST OF ATTACHMENTS**

- Attachment A: 5050 El Camino Real Space Programming
- Attachment B: Building Assessment, 5050 El Camino Real
- Attachment C: Midpeninsula Regional Open Space District Agreement for Professional Services
- Attachment D: Available Plans
- Attachment E: Storage inventory
- Attachment F: Due Diligence Reports