



**REQUEST FOR
STATEMENT OF QUALIFICATIONS
(RFQ)**

**FOR
DESIGN OF THE**

**GOLETA COMMUNITY CENTER
SEISMIC RETROFIT PROJECT**

January 14, 2019

Submit Statement of Qualifications to:

City of Goleta
Public Works Department
Attn: Melissa Angeles
130 Cremona Drive, Suite. B
Goleta, CA 93117

**Due by 5:00 p.m.
February 4, 2019**

I. Introduction

The City of Goleta is issuing this Request for Qualifications (RFQ) to identify qualified consulting firms to perform design of facilities improvements to the Goleta Community Center.

The Goleta Community Center property is located at 5679 Hollister Avenue (See Attachment A) and was formerly the Goleta Union School; constructed in 1927. The School was closed in 1976, and in 2013 the City purchased the property. Since that time the City has leased the property to the Goleta Valley Community Center (GVCC), a California nonprofit corporation, and waived all lease payments. Most recently, a two-year interim lease and management agreement was executed with the GVCC in February 2017.

The GCC complex is comprised of three buildings:

- Building A – The Community Center
- Building B –Headstart Classrooms
- Building C –Rainbow School Classrooms

The subject of this RFQ will include all Buildings A, B and C. The property also includes a multi-purpose ball field, parking lots and a tennis court.

II. Background

City Council has considered varying levels of repair and investment in the aging facility and directed staff to explore and analyze options for managing the Community Center property and ongoing activities there. On April 18, 2016, City Council conducted a public workshop to discuss many of these issues. At the conclusion of this workshop, Council agreed that more information was needed before final direction could be given. Specifically, Council directed staff to conduct investigative studies including a historic resource evaluation and limited destructive investigative studies related to hazardous materials and facility condition. The City Council also directed staff to perform water and air quality testing as a top priority.

In 2013 a Tier 1 Seismic Evaluation prepared by Crosby Group was completed (see Attachment B). the report concluded that Priority 1 and Priority 2 seismic repairs were only required on Building A.

On July 19, 2016, City Council awarded a contract to Page & Turnbull, Inc. to conduct a Phase 1 historic resource evaluation of the Community Center and educational buildings, with the exception of the Boys and Girls Club and the portable structures. Page & Turnbull initially completed a Phase 1 Historic Resource Evaluation (See Attachment C) to determine whether any or all of the buildings are eligible for listing in the national or state historic resource registries. Results of the Phase 1 study indicate that only the Community Center building (Building A) is eligible for listing.

Based on City Council direction, staff also issued an RFQ for consultant services to conduct both a hazardous materials assessment and a property condition assessment of the Community Center, including more invasive (destructive) and advanced techniques to assess conditions not readily visible. All previous studies had only assessed conditions which could be observed without destructive investigation (i.e. breaking into walls). In consideration of their age, the Headstart and Rainbow School buildings were also included in the proposal. Council awarded a contract to Partner Engineering and Science, Inc, in September 2016 (See Attachment D).

All existing studies and reports in their entirety will be made available to the chosen design consultant after award.

III. Scope of Services

In October of 2018, the City received notification from FEMA and California OES that funding for design (Phase 1) has been obligated under the Hazard Mitigation Grant Program (HMGP). The Scope of Work for Phase 1 includes design, environmental review, and project management. The City will perform the project management and any environmental elements of Phase 1. To this end, the City has determined that the Project is categorically excluded/exempted under both CEQA and NEPA

The scope of services being requested under this RFQ are;

1. Final Design.
Perform all necessary document research, field investigation, design calculations, and drawings to complete the final design and specifications for Project. The consultant will be required to prepare a 65% and 100% plans and specifications for review by the City.
2. Cost Estimate.
Prepare construction cost estimate for Project.

Upon completion of Phase 1 work, the City Council will consider seeking additional funding from FEMA for Phase 2 funding for construction. The Phase 2 work is not part of this RFQ.

IV. Statement of Qualifications (SOQ) Submittal Requirements

Consultants shall submit three (3) copies of their SOQ limited to up to ten (10) double-sided pages exclusive of cover letter, resumes, and references. The SOQ shall be organized in the following format and shall include the information in the below outline:

A. Cover Letter

The cover letter must be signed by an officer of the firm authorized to execute a contract with the City. The primary contact should be identified and a phone number, email and mailing addresses provided.

B. General Qualifications

Provide a summary of the Consultant’s/Team’s qualifications, general information about the firm(s), location of office(s), years in business and expertise in seismic retrofit and structural design. In addition, provide a brief description of projects that involved a similar scope of services to that being requested in this RFQ.

C. Key Staff & Sub-consultants

Identify key staff and include a description of their abilities, qualifications and experience. Attach resumes of key staff that will be assigned to this project. Include a company organizational chart, and availability for key staff to work on this project.

Identify any portion of the scope of work that would be subcontracted. Include firm qualifications (brief) and key personnel, telephone number, email address and contact person for all subcontractors. The City reserves the right to approve or reject all consultants, internal staff performing consulting services, or subconsultants proposed by the Consultant.

D. Project Workplan

Consultant/Team shall demonstrate an understanding of the project, by preparing a task detailed Scope of Work approach to completing the scope of services outlined in section III. Each task should include deliverables and a schedule for completion. Consultant/Team should also include management tasks in the Scope of Work.

E. References

Consultant shall provide a list of references for the firm and any sub-consultants, including the names, addresses, email addresses and telephone numbers of recent clients, preferably other public agencies for which Consultant has done similar work. Include a list of specific projects associated with each reference, date work was performed, cost and key personnel involved.

F. Time Schedule

Consultant shall provide a time schedule corresponding to the tasks identified in the Scope of Work required under Item D above. Please note: all work must be completed no later than September 1, 2019.

G. Environmental Review

Consultant/Team must identify the staff and anticipated schedule for completing all necessary environmental review in accordance with both CEQA and NEPA.

H. Insurance

Consultant shall submit a copy of their existing commercial liability insurance detailing their current level of coverage. Please be advised that the selected Consultant(s) shall be required to provide the following insurance coverage prior to the City issuing a Notice to Proceed:

Commercial general liability at least as broad as ISO CG 0001 (per occurrence)	\$1,000,000
(General aggregate).....	\$2,000,000

Commercial auto liability at least as broad as ISO CA 0001 (per accident)	\$1,000,000
Errors and omissions liability (per claim and aggregate)	\$1,000,000
Workers' compensation.....	Statutory Limits

V. Consultant Selection Process

The basic elements of the Consultant(s) selection process are as follows:

A. Evaluation of Submittals

The SOQs will be received and evaluated based on adequacy of meeting initial criteria including showing adequate competence and more than a satisfactory performance of the services required. Then, the SOQs will be evaluated and ranked based on various qualifications, including but not necessarily limited to:

- Key staff's knowledge and experience
- Availability of key staff personnel and resources
- Experience and demonstrated competence on similar projects
- Understanding of project scope
- Schedule
- References

If necessary, the top three ranked firms/teams may be invited to an interview with City staff. The City will notify all Consultants that submit SOQs of the evaluation results.

VI. General Information

A. Agreement

The Consultant/Team shall enter into agreement with the City using the City of Goleta Standard Agreement used by City for Professional Services (Attachment E).

B. SOQ Submission

Consultants shall submit three (3) copies of their SOQ limited to ten (10) double-sided pages exclusive of cover letter, resumes, and references, (1) copy should be an unbound reproducible copy. SOQs shall be received no later than **5:00 p.m. on Monday, February 4, 2019**, at the following address. Please note that late submittals will be rejected and returned.

City of Goleta
 Public Works Department
 Attn: Melissa Angeles
 130 Cremona Drive, Ste. B
 Goleta, CA 93117

C. Proposed Project Schedule

The following proposed schedule is subject to reasonable change:

- RFQ Issue	January 14, 2019
- On-site Pre-Bid Meeting – 2 PM	January 30, 2019
- Deadline for RFQ Submissions	February 4, 2019
- Consultant Selection and Finalization of Scope.	February 18, 2019
- City Council Award of Contract	April 2, 2019
- Complete Environmental Assessment	June 1, 2019
- Complete 65% Design	July 1, 2019
- Complete 100% Design	August 15, 2019
- Prepare Construction Cost Estimate	August 15, 2019

Phase 1 -

- Completion of Phase 1	September 1, 2019
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D. Statement of Qualifications Property

All Statements of Qualifications become the property of the City upon submission.

E. Non-Commitment of the City

This RFQ does not commit the City to select a Consultant(s), to pay any costs incurred in the preparation of a SOQ for this request, or to produce or contract for services. The City reserves the right to accept or reject any or all SOQs received as a result of this request, or to modify or cancel in part or in its entirety the RFQ if the City determines it is in the best interest of the City to do so.

F. Inquires

All inquiries concerning this RFQ shall be made in writing and directed to: Melissa Angeles, Senior Engineering Technician, who can be reached via Email: mangeles@cityofgoleta.org. Response to questions will be in writing and transmitted to all consultants that showed interest, or posted on the City's web site.

G. Notification and Debriefing of Unsuccessful Proposers

City will notify all of the proposers of the selection panel's recommendation. Consultants desiring a debriefing will be allowed to make an appointment with the City. Debriefings will not be scheduled until the City Council has acted to award contract.

Note: The City reserves the right to amend the RFQ by Addendum.

Attachments:

- A. Project Location Map
- B. ASCE 31-03 Tier 1 Evaluation Report – Crosby Group - 2013
- C. Page & Turnbull, Inc. Phase 1 Historic Resource Evaluation
- D. Partner Engineering and Science, Inc. Property Condition Report
- E. Sample Consultant Agreement