



REQUEST FOR PROPOSALS FOR
City Hall Facility Space Needs Assessment

September 12, 2019

Proposals due by October 3, 2019, 5:00 PM PST
(POSTMARKS WILL NOT BE ACCEPTED)

City of Goleta
Request for Proposal
City Hall Facility Space Needs Assessment

INTRODUCTION

The City of Goleta is requesting proposals from qualified firms or individuals interested in conducting a Space Needs Assessment for City Hall and the Departments within the facility. The City currently leases a total of 26,395 square feet, but is in the process of purchasing the building, which will make an additional ~13,000 square feet available. The City desires to develop plans to correct existing space deficiencies and meet the future needs (5-10 years) of the Departments within City Hall. The City desires to evaluate options for relocating and reconfiguring staff work areas, break rooms and meeting spaces.

BACKGROUND

The City of Goleta is located on the Central Coast of California just north of Santa Barbara. Incorporated in 2002, the City has the warmth and charm of a small town. Beaches and well-maintained parks and open spaces add to its attraction. Contributing to this young community's outstanding quality of life are the City's low crime rate, mild coastal climate, and desirable location.

The City is comprised of the following departments: Finance, Public Works, Planning and Environmental Review, Neighborhood Services and Public Safety, Library, in addition to the offices of the City Clerk, City Attorney, and City Manager.

City Hall currently leases office space at 130 Cremona Dr. that is partitioned into suites. The first floor, Suite B, totals 18,080 square feet and consists of offices and cubicle space for staff and management from the City Manager's Office, City Attorney's Office, City Clerk, Finance, and Planning and Environmental Review departments, in addition to staff and management from the Support Services (HR/Risk Management/IT) division. The first floor also contains two small reception areas, a large City Council chambers, Mayor and City Councilmember offices, three conference rooms, three kitchenettes and various storage areas.

The second floor, Suites D and E, are 4,808 square feet and 3,507 square feet respectively, for a combined total of 8,315 square feet. These suites consist of offices and cubicle space for staff and management from the Public Works, and Neighborhood Services and Public Safety departments, as well as a small kitchenette and a large conference room and workroom/library space.

The City is in the process of purchasing the property at 130 Cremona Dr. Upon closing of the sale an additional ~13,000 square feet of space on the second floor, Suite C, will be available for our use. The space had previously been leased by another tenant and consists of offices and cubicle space, as well as a large kitchen area, conference rooms, a data server room and a large meeting area.

SCOPE OF SERVICES

The City has established the following scope of work for evaluation options for expanding /remodeling or reorganizing City Hall.

- A. Future facility needs pertaining to the following:
- a. Space needs for each department including both shared and individual workspace potential
 - b. Work group cohesion
 - c. Staffing growth potential
 - d. Storage
 - e. Breakrooms
 - f. Meeting/Conference Rooms
 - g. Server room

B. The consultant will need to evaluate the adequacy of the current facilities and make recommendations that address the needs and requirements identified for the departments at City Hall utilizing the additional space that will soon be available for the City's use. The recommendations must include estimated costs to renovate and/or expand these facilities, including site layouts for expansion. The consultant should consider a time window 5 to 10 years into the future.

Prospective firms must attend a mandatory tour of the facility before bids can be submitted. Tours will be offered on the following dates/times:

- Thursday, September 19, 2019 from 2:00 PM to 3:00 PM
- Wednesday, September 25, 2019 from 10:00 AM to 11:00 AM

DELIVERABLES

At the conclusion of the operational and organizational reviews, the consultant shall, as described in the Scope of Work, be expected to provide the following products:

- A. An evaluation of the long-term (5-10 years into the future) facilities needs for the City's Administrative departments located at City Hall
- B. The suitability of the current facility to meet those needs and the costs to improve those facilities to address current deficiencies and meet future needs
- C. At least one option for a general floor plan for design of the Facility as recommended by the consultant
- D. Three paper copies of the final space needs assessment and one electronic copy

A Draft Report with an Executive Summary shall be issued to City staff. The document shall include the summary of findings and recommendations as identified in the Scope of Work. Any documentation prepared by the Consultant

shall be provided to the City in both paper copies and electronic format. A Final Report shall be issued following staff comments on the draft. In addition, City staff may require the Consultant to conduct a PowerPoint presentation to City officials. The report should provide sufficient information for policy decisions regarding operational and service options. Three (3) copies of the Final Report will be required along with an electronic copy.

PROJECT SCHEDULE

Prospective firms must attend one of the mandatory tours of the facility before bids can be submitted. Tours will be offered on the following dates/times:

- Thursday, September 19, 2019 from 2:00 PM to 3:00 PM
- Wednesday, September 25, 2019 from 10:00 AM to 11:00 AM

Tour location:

Reception Desk
Goleta City Hall
130 Cremona Dr., Suite B
Goleta, CA 93117

This project is a priority for the City. Below is a desired schedule for initiating this project; however, dates may be subject to change and adjusted as necessary.

Request for Clarifications Due	September 25, 2019
Clarification Responses Provided	September 27, 2019
Proposals Submittal Deadline	October 3, 2019, 5:00 PM PST
City Staff Evaluation of Proposals	October 4-9, 2019
Interview Top Candidates	October 14-16, 2019
Award Contract	October 18, 2019
Kick-off Meeting	Between October 24-29, 2019
Draft Report Due	November 22, 2019
City Comments to Consultant	November 26, 2019
Final Report Due	December 6, 2019
Presentation to City Council	December 17, 2019

SUBMISSIONS

Please submit your firm's qualifications, identify key staff to be assigned to this project, provide resumes for each key staff member; provide at least three (3) professional references for work that was performed similar to that requested in this RFP, and provided a detailed description of your approach to the project, time schedule, and not to exceed total fee amount.

SELECTION CRITERIA

The successful applicant must have space needs analysis experience. The successful firm will have demonstrated their ability to meet these requirements.

Other criteria include:

- Completeness of response to the RFP
- Proposed Approach, Scope, and Timelines
- Experience with similar projects and reference feedback
- Oral communication skills
- Writing and formatting skills
- Cost

REQUIREMENTS OF PROPOSAL

The following materials should be submitted with the proposal:

- Cover Letter

The cover letter should briefly state the consultant's understanding of the work to be performed, the commitment to perform the work in the required timelines, and why the consultant believes it is best qualified to perform the duties and tasks outlined and described in scope of work contained in this request.

Qualifications

The proposal should include the following information and materials:

- *Qualifications and Related Experience of Personnel Who Will Perform Work.* Résumés of all personnel who are proposed to provide professional services to the City of Goleta within the Scope of Work outlined and described in this request should be included. Résumés should include all relevant experience, education, and other qualifications over the past 3 years.
- *Prior Relevant Experience.* A description of prior work experience and projects relevant to the Scope of Work outlined and described in this request should be included.
- *References of local clients.* Please include a list of at least three (3) current and/or previous clients located in California for which the consultant has rendered professional services relevant to the scope of work outlined and described in this request.

Approach, Scope, and Timelines

Provide a proposed approach and projected timeline to conduct and complete the step in the Scope of Work.

Cost

- Cost Estimate with justification
- Justification of hours and costs may be required prior to final selection and will be required prior to execution of a contract.
- Proposal shall include hourly rates for all personnel on the project.
- Proposal should include options for reducing or adding services.

General Information

1. The City reserves the right to cancel or reissue the RFP or extend the timeline at any time.
2. The City reserves the right to reject any and all proposals. The City may accept any proposal if such action is determined to be in the best interest of the City in the sole and exclusive discretion of the City Council.
3. The City is not liable for any costs incurred by the proposer prior to issuance of a written notice to proceed to the successful consultant.
4. The project team is subject to the approval of the City of Goleta. The City will have the right to review and approve any changes in the project team.

Questions During Proposal Period

All questions should be directed in writing to Kristine Schmidt, Deputy City Manager, kschmidt@cityofgoleta.org

DEADLINE FOR PROPOSAL SUBMITTALS

Submittals are due by 5:00 PM PST on Thursday, October 3, 2019.

One (1) original proposal with three (3) double-sided copies must be submitted along with an electronic copy on a CD or USB of the proposal in PDF format. Proposals shall be clearly marked "CITY HALL SPACE NEEDS ASSESSMENT PROPOSAL" and enclosed in a sealed envelope. Proposals may be hand delivered or mailed to:

Deborah Lopez, City Clerk
Attn: City Hall Space Needs Assessment Proposal
City of Goleta
130 Cremona Drive, Suite B
Goleta, CA 93117

Proposals not received by the due date and time requested in the Project Schedule herein may be rejected without consideration.

NOTE: FAXED, E-MAILED, LATE OR “BY-POSTMARK DATE” PROPOSALS WILL NOT BE ACCEPTED.