



REQUEST FOR QUALIFICATIONS

The East Bay Asian Local Development Corporation (Owner) is requesting qualifications related to the design, permitting and rehabilitation of a mixed-use commercial and affordable housing building at 1955 San Pablo Avenue in Oakland. Responses are requested from qualified firms or individuals (Architect) to provide comprehensive design services for the project reflecting the following considerations:

1. PROJECT BACKGROUND

- A. Project Information.** The proposed project is the renovation of an occupied mixed use property located in downtown Oakland. The project contains 144 affordable SRO and Studio residential units for seniors, property management and community spaces, and one commercial suite. The renovation scope will include replacement, repair, and/or upgrades to building systems as well as cosmetic improvements. Total building size is 36,112 square feet.
- B. Owner Background.** East Bay Asian Local Development Corporation (EBALDC) is a nonprofit community development organization who works with and for all the diverse populations of the East Bay to build healthy, vibrant and safe neighborhoods. Since 1975, EBALDC's has developed over 2,000 units of affordable housing and more than 300,000 square feet of community serving commercial space. We also provide more than 5,500 people annually with comprehensive services including employment support, housing stability, and financial services.

In 2013, EBALDC adopted our "Healthy Neighborhoods" framework, which is organized around the interconnected social, environmental and economic factors that determine the length and quality of an individual's life. Beyond merely providing housing units, we aim for each project we develop under the Healthy Neighborhoods framework to deliver a meaningful impact on "social determinants" such as education, transportation, economy, and health which will enable people to lead to healthier and more vibrant lives.

For more on EBALDC, visit: <http://ebaldc.org/>

- C. Schedule:** The preliminary timeline for this project is as follows:
- i. December 2016 - Request qualifications from Architects and General Contractors.
 - ii. January 2017 - Architect Selection (see detail schedule in item 5.E.).
 - iii. February 2017 - Contract with Architect. Pre-Development General Contractor Selection.
 - iv. March 2017 - Contract with General Contractor for Pre-Development. Begin Design work.
 - v. July 2017 - Finalize scope and plans. Contract General Contractor for Construction. Submit permit requests.
 - vi. November, 2017 - Renovation begins.
 - vii. August 2018 - Renovation complete.
- D. Estimated Budget.** The preliminary estimated budget for the renovation is \$13 million.



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2. **PROPOSAL BACKGROUND.** The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price structuring proposal for those services.

The owner is looking for a "turnkey" approach, where the architecture firm will provide the following (not listed in order of preference):

- A. A conceptual plan for the building, incorporating the latest thinking in the field concerning mixed use and affordable senior housing requirements.
- B. Recommendations relative to the installation of different building systems.
- C. The project may incorporate health goals during the development process to inform design decisions that will lead to measurable positive health outcomes. The architect may be asked to incorporate recommendations from this process into the design and rehabilitation of the property.
- D. The owner also may seek certification through one or more residential green building programs such as Green Point Rated, Enterprise Green Communities, and compliance with all applicable Cal Green requirements. The architect will participate in the process to certify the project, including managing the integrative design process, ensuring compliance with program requirements, and providing guidance on which credits to select for certification.
- E. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
- F. The architect may be requested to participate in selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience (previous occupied multifamily rehab projects are given specific attention), their reputation for on time and on budget performance, and their financial credibility.
- G. Preparation of necessary bid documents to be sent to construction firms for the project.
- H. The architect may be requested to participate in review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used.
- I. Assistance with the government approval process (i.e., obtaining necessary permits).
- J. Preparation of certain marketing materials for a preleasing and post completion leasing effort (e.g., renderings, both interior and exterior).
- K. Develop a standard fit out package for commercial tenant and a budget for the tenant with pricing for custom add-ons. Additional services may be requested for commercial tenant improvements.
- L. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
- M. Final sign off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
- N. This project is expected to be completed by August 2018.



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Additional Considerations:

- The exact scope of work will be finalized through negotiations between the owner and the architect.
- At all stages of the project, the Architect will be responsible for ensuring compliance with design requirements of funding agencies and local government agencies as they may affect the building and unit design, including, but not limited to, the California Tax Credit Allocation Committee, The United States Department of Housing and Urban Development (HUD), the Federal Home Loan Bank, the City of Oakland Planning Department, Building Services, Fire Department, and Public Works. The Architect may be called upon to provide letters, certifications, representations, and other information in connection with project financing.
- The Architect will be expected to participate in a highly integrative design process involving multiple internal and external stakeholders including EBALDC Property Management, Facilities Management and Resident Services staff; as well as the property's residents, neighbors, and community partners, funders, and third-party consultants. The Architect is expected to participate in meetings and events related to resident engagement including community design charrettes.

3. **Response.** As this proposal covers renovations to an existing building, please answer the questions providing information to support renovations.

A. Provide the following information:

- i. Name of Firm
- ii. Complete Address
- iii. Contact Person
- iv. Telephone Number
- v. Fax Number
- vi. Internet address
- vii. E-Mail address

B. Provide a General Statement of Qualifications that responds to the project background information given above. Please highlight qualifications related to these unique project features, as applicable:

- i. Occupied multifamily residential or mixed-use buildings.
- ii. Incorporating design requirements from numerous public finance agencies (tax credits, local, state, or federal loans or grants).
- iii. Experience with projects located in the City of Oakland and experience with Oakland Planning and Building code.
- iv. Affordable housing.
- v. Incorporating health goal considerations to project design.
- vi. Compliance with residential green building certification programs including, but not limited to Green Point Rated, Enterprise Green Communities, and CalGreen.
- vii. Incorporating community design feedback processes into the final project.
- viii. Buildings with historic features.



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- C. Personnel
 - i. List the professional and support positions and number of personnel in each position.
 - ii. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two clients with whom the architect has worked on a similar project.
 - iii. List proposed engineers and consultants outside your firm who could provide services not available in your firm. Provide specific information documenting their work on similar projects.
- D. Mixed Use and Multifamily Residential Facilities
 - i. Submit a list of all mixed use and/or multifamily residential projects your firm currently has in progress and the status of each.
 - ii. For your last five mixed use or multifamily residential projects, provide the following:
 - 1. Name of project
 - 2. Client contact
 - 3. Owner's total initial budget
 - 4. Total project cost
 - a. Number of change orders
 - b. Total cost of change orders
 - 5. Date of bid
 - 6. Scheduled completion date
 - 7. Actual completion date
 - iii. List three multifamily residential or mixed-use renovation, rehabilitation, or restoration projects that have a comparable scope, program, budget, or complexity as the proposed project. Please list the project personnel, including consultants, for those projects.
 - 1. At least one of these projects must be the work of the firm's staff member(s) and consultants proposed for the current project.
 - 2. At least one project must have been completed within the last five years.
 - iv. Describe the exceptional features of multifamily residential facilities designed by your firm.
- E. Special Design Concerns
 - i. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
 - ii. The residential population of this building includes seniors and households with special needs. The unit mix is a combination of studio and SRO units. Please describe any specific experience your firm has in designing projects to serve these populations or designing units in an SRO setting.
 - iii. Efficient energy and water usage is a concern to the Owner. Please describe how your firm incorporates these aspects of design into its renovation work. Provide examples.



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- iv. The owner is not contemplating a “historic” rehab, but wishes to explore opportunities to feature the building’s rich history. The architect will be requested to offer thoughtful and creative approaches to incorporating design elements that celebrate that history. Explain any previous experience with projects involving historically valuable properties or incorporating design features for the purposes of highlighting historic elements of a project.

F. Architectural / Engineering Service

- i. Provide information on your current workload and how you would accommodate this project.
- ii. Describe in detail the process you would follow from schematic and preliminary design through approval of the final design. Include a detailed description of what investigative work you would conduct or request to ensure the design process is adequately thorough to inform an appropriate construction scope and budget.
- iii. Outline the design schedule you would implement to meet the expected construction completion date. Describe the methods you would use to maintain this schedule.
- iv. Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- v. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
- vi. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

G. Construction Costs

- i. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
- ii. List the steps in your standard change order procedure.

H. Legal Concerns

- i. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a multifamily residential clients or any of the same you have filed against a multifamily residential client.
- ii. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client other than a health care client or any of the same you have filed.
- iii. Explain your General Liability Insurance coverage.
- iv. Explain your Professional Liability Insurance coverage.

I. Fees

The response for this section does not require a dollar-amount fee proposal, but is interested in the overall methodology for how your company will arrive at a fee proposal. Specific figures for hourly rates or fees charged on similar projects may be incorporated if it helps to build a detailed description of the fee structure.



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- i. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs. Fee structure should assume full architecture and engineering services; please note which engineers/consultants are included in your assumptions. Please provide a breakdown by percentage of fees per phase of design (schematic design, construction documents, construction supervision, etc.)

Scoring of RFQ responses will take into account the clarity, specificity, and transparency of the firm's methodology for structuring fees. At the conclusion of the selection process, the top ranking firm will be required to submit a fee proposal that will be the basis for negotiating a contract between EBALDC and the selected Architect.

4. **Proposal Submission.** Three (3) hard copies of the proposal shall be addressed and delivered in a sealed envelope to:

East Bay Asian Local Development Corp
Attn: Capri Roth
1825 San Pablo Ave, Suite #200
Oakland, CA 94612-1517

Proposals will be received until 5:00pm Pacific Time on January 16, 2017. Any bid received after that time and date will not be opened or considered, and will be returned to the bidder.

5. **Selection Process.** EBALDC will score the applications according to the criteria outlined in **Attachment C: Scoring Criteria.**

- A. Based on the resulting scores, a short-list of no more than three applicants will be selected for interviews and further consideration and will be invited to tour the property.
- B. EBALDC will arrange site tours and interviews for all short-listed firms. Following interviews, EBALDC will conduct reference calls using project contact information submitted in the qualifications package. EBALDC will rank candidates based on interviews, reference calls, and RFQ responses.
- C. EBALDC will initiate negotiations with the highest-ranking firm to establish fee and contract terms for the project. In the event that no agreement can be reached to the satisfaction of both parties, EBALDC reserves the right to cease negotiation and commence negotiation with the next highest ranking firm under the same conditions.

- D. Architect Selection Schedule:

i. RFQ Issued	December 15, 2016
ii. Questions re: RFQ Due:	January 3, 2017
iii. Responses to Questions Issued:	January 9, 2017
iv. RFQ Proposal Packages Due:	January 17, 2017
v. Short List Issued:	January 20, 2017
vi. Site tours, Interviews & References Called:	January 23-27, 2017
vii. Final Rankings Issued:	January 30, 2017
viii. Contract Negotiations:	January 31, 2017 - February 9, 2017



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- ix. Contract Execution or MOU: February 13, 2017
- x. Design Kick-Off: February 21, 2017

6. **Inquiries.** Submit all questions, inquiries, or requests for clarification about the project in writing via E-Mail to Capri Roth, Project Manager, East Bay Asian Local Development Corp; croth@ebaldc.org.

7. **Attachments.** Please find attached for your further review and information:

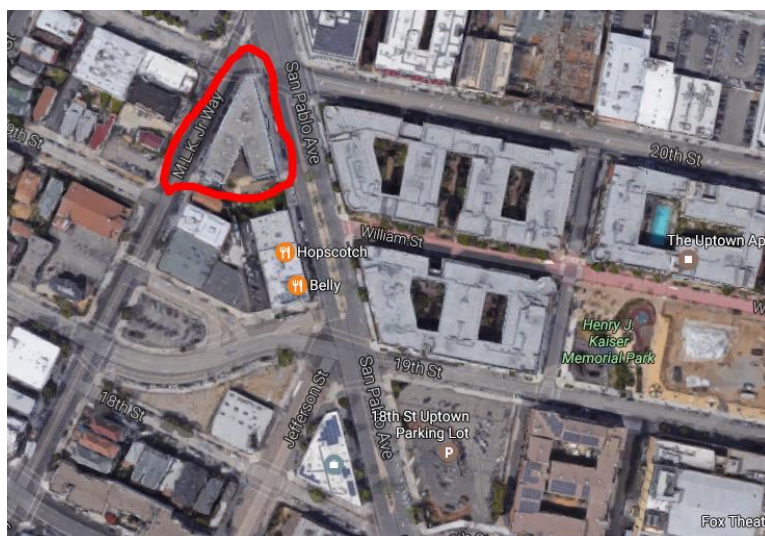
- A. Project Information and Assumptions, Photographs
- B. Preliminary Renovation Scope
- C. Scoring Criteria



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Attachment A: Project Information and Assumptions, Photographs

Address:	1955 San Pablo Avenue Oakland, CA 94612
Site and Built Improvements:	Asphalt paved parking, concrete paved walkways & courtyard, landscape, and One (1) five-story residential hotel structure above a full basement.
Site Configuration & size:	One irregular shaped parcel 0.20 acres in area. Approximately 14,992 sq. ft of residential units plus 21,120 sq. ft of residential common area and commercial use.
Age:	1908 date of construction; 1995 modernization and rehabilitation. Varied effective age of 21 to 108 years.
Building Program:	Mixed-use affordable housing over commercial space.
Preliminary Residential Program:	144 affordable senior apartments in SRO and studio apartments plus community rooms, property management, and resident services offices.
Preliminary Commercial Program:	6,847 sq ft - community organization providing services & using office space.
Hard Construction Cost Estimate:	Preliminary estimate \$13 Million (not including soft costs such as architecture, engineering, permitting, insurance, or bonds).
Target Completion Date:	August 2018
Proposed Financing:	Low Income Housing Tax Credits Tax Exempt Bonds CA Dept of Housing and Community Development City of Oakland Conventional or subsidized construction and permanent financing.





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1. View of building façade looking south



2. East façade of building



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Attachment B: Preliminary Scope Considerations

- Refuse management - Trash room redesign to improve exhaust, walls, floor, and access. Study waste management on residential floors.
- Roof - Roof replacement with possible incorporation of solar PV.
- Elevator - Operating system review and elevator cab upgrades.
- Systems - All major building systems need review and possible upgrade, including but not limited to: Boilers, Electrical, Fire Protection, Sump Pump, Generator, HVAC, and Water Supply.
- Doors, Windows and Hardware - All to be evaluated and repaired or replaced as needed.
- Flooring and Subfloor - Flooring to be replaced throughout building, subfloor has areas of spawling and corrosion to be addressed.
- Ceilings and Walls - repairs and paint throughout.
- Lighting - Upgrades needed on interior and exterior lighting.
- Laundry Room - Upgrades needed.
- Restrooms and Kitchens - Improvements to residential and commercial-space kitchens and restrooms to meet code requirements and improve user experience.
- Lobby and Management Facilities - Redesign, reconfigure and/or upgrade community use and management spaces including lobby, community rooms, offices, courtyard, and basement storage.
- Exterior Improvements - Window systems, parking lot resurfacing, exterior painting, other façade improvements to be considered.



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Attachment C: Scoring Criteria

Architecture & Engineering Team

Experience and qualifications of firm's proposed staff	8 points
Experience and qualifications of proposed engineering & consultant team	5 points
Firm's capacity to successfully complete the proposed project, based on current workload and track record of successfully completing comparable projects	2 points
Firm is a registered LBE/SLBE in the City of Oakland	1 point

Project Experience

Experience successfully completing projects of occupied rehabilitation projects of comparable scope, budget, and complexity	5 points
Experience successfully completing occupied projects permitted in the City of Oakland	3 points
Experience designing affordable housing projects	3 points
Experience designing projects serving senior or special needs populations	1 point
Experience designing projects involving public financing (such as low income housing tax credits, local, state, or federal loan or grant programs)	2 points
Experience completing projects with an Enterprise Green Communities certification or GreenPoint rating	2 points
Experience completing mixed-use projects	2 points
Experience designing projects with a unit mix that includes SRO units.	1 point

Design Approach

Quality and appropriateness of firm's design based on past projects	3 points
Firm's experience working in a highly integrative design process including multiple stakeholders such as residents, community members, partner agencies, and consultants.	2 points
Firm demonstrates unique qualifications, approaches, knowledge, or understanding that will benefit the proposed project or owner/developer.	2 points
Examples or descriptions of previous projects incorporating historic features or rehabbing buildings with historic value.	1 point

Cost & Fee

Evaluation of proposed fee structure	5 points
Firm's track record of designing projects with minimal hard cost increases and/or additional services	2 points

Total Possible Points

50