



## REQUEST FOR QUALIFICATIONS AND PROPOSAL

The East Bay Asian Local Development Corporation (Developer) is requesting qualifications related to the design, permitting and construction of a mixed-use commercial and affordable housing building at 285 12<sup>th</sup> Street 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 construction of a new mixed-use affordable multifamily property located in downtown Oakland. The proposed project will be designed for modular construction, and will include residential units with a varied unit-mix, property management and community spaces, and one commercial suite. The site is a ¼-block parcel measuring 15,000 square feet located on the southeast corner of 12<sup>th</sup> and Harrison Streets. The site contains no significant grading, and has no special features or obstructions. Street frontage measures 100 feet along Harrison Street, and 150 feet along 12<sup>th</sup> Street.

The site currently has a conditional use entitlement for a maximum height of 85 feet. The developer wishes to remain within this height limit and to present a revised concept of the building for design review.

- B. Developer 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. Design Schedule:** The proposed timeline for the design stage of this project is as follows:
- i. December 2017 - Request qualifications from Architects and General Contractors.
  - ii. January 2018 - Architect Selection (see detail schedule in item 5) and agreement for services related to conceptual design and design review process.
  - iii. February 2018 - Completion of conceptual design and community meeting (1 of 2).
  - iv. March 2018 - Planning Submittal to Design Review Board.
  - v. April - June 2018 - Design Review meetings (2), and community meeting (2 of 2). Planning submittal revision. Execute full contract for design services.
  - vi. Q3 - Q4 2018 - 2019 - Completion of design and permit submittal.



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

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

- A. Design of the building and site features, incorporating the latest thinking in the field concerning mixed use and affordable housing requirements as well as specific design considerations for planned modular construction.
- B. 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 of the property.
- C. The developer also may seek certification through one or more residential green building programs such as LEED, 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.
- D. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
- E. 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, their reputation for on time and on budget performance, and their financial credibility.
- F. Preparation of necessary bid documents to be sent to construction firms for the project.
- G. The architect may be requested to participate in review of the bids received to assess the relative merits of each and assist the developer in awarding the contract.
- H. Assistance with the government approval process (i.e., obtaining design review approval and all necessary state and local construction permits).
- I. Preparation of certain marketing materials for a preleasing and post completion leasing effort (e.g., renderings, both interior and exterior).
- J. 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.
- K. Regular site observations of the modular construction, and on-site 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.
- L. Final sign off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

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### Additional Considerations:

- The exact scope of work will be finalized through negotiations between the developer 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: Qualifications

Please answer the questions:

#### 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. New modular-construction multifamily and/or mixed-use projects.
- ii. New construction multifamily and/or mixed-use projects (40 units or more) located on urban infill sites.
- iii. Experience with projects located in the City of Oakland and experience with Oakland Planning and Building code.
- iv. Affordable housing.
- v. Projects involving public financing (including Low Income Housing Tax Credits, and local, state, or federal loan or grant programs)
- vi. Compliance with residential green building certification programs including, but not limited to LEED, Green Point Rated, Enterprise Green Communities, and CalGreen.



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- vii. Experience with projects that incorporate health goals and/or community design processes into design process and final project.
- 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 completed mixed use or multifamily new construction 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
      - a. At least one of these projects must be the work of the firm's staff member(s) and consultants proposed for the current project.
      - b. At least one project must have been completed within the last five years.
  - iii. Describe the exceptional features of multifamily residential facilities designed by your firm.
- E. Special Design Concerns
- i. Submit a list of any modular construction mixed-use and/or multifamily residential projects your firm currently has in progress OR has completed in the last 5 years.
  - ii. Efficient energy and water usage is a concern to the Developer. Please describe how your firm incorporates these aspects of design into its design work. Provide examples.
- F. Architectural / Engineering Service
- i. Provide information on your current workload and how you would accommodate this project.



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- 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 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.
  - v. 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.
- 4. Response: Proposal**
- A. Site Capacity Analysis
- i. Please refer to section 1.A. for general site and project information. Please submit a site capacity analysis reflecting to the extent possible, the following program goals:
    - 1. 50-60 units of family housing
    - 2. Unit mix that could include studios, 1brs , 2brs, and 3brs.
      - a. Unit sizes should be minimum:
        - i. Studio - 350sq ft
        - ii. 1 br - 650 sq ft
        - iii. 2 br - 900 sq ft
        - iv. 3 br - 1000 sq ft
    - 3. At least 25% of units are 3br
    - 4. At least 25% of units are 2br.
    - 5. At least 0.5 parking spaces per unit (stackers or puzzle lifts acceptable)
    - 6. Ground-floor commercial space ~ 3000 sq ft.
    - 7. Ground-floor property management offices ~700 sq ft.
    - 8. Community Room ~1000 sq ft (does not need to be on ground floor).



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9. Open Courtyard/Play Area at 2nd story, at least 600 sq ft.
10. Laundry room large enough to accommodate at least 6 washers & dryers.

Response should include floor plans for each floor. Elevations are not required.

### B. Fees

- i. Phase I: Provide a fee proposal for the following scope of work, inclusive of architectural, landscape architecture, and civil engineering fees necessary to complete the design review process for the revised proposal:
  1. Conceptual Design
  2. Planning Submittal
  3. (2) Community Meetings
  4. (2) Design Review Board Meetings
  5. Planning Submittal Revision
- ii. Phase II: Provide a fee estimate for full design and architecture services for the project. Please note which, if any, engineering fees have been included in your estimate:
  1. Schematic and Design Development drawings in sufficient detail to obtain pricing estimates from general contractors
  2. Construction Documents
  3. Building Permit Submission and Responses
  4. Construction Administration.

Estimate should include explanation of any special costs or fees associated with design for modular construction.

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 engaged for the Phase I scope of work, and will be required to submit a formal fee proposal for Phase II that will be the basis for negotiating a contract between EBALDC and the selected Architect.

5. **Proposal Submission.** Please submit an electronic response to [croth@ebaldc.org](mailto:croth@ebaldc.org); and 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 10, 2017. Any bid received after that time and date will not be opened or considered, and will be returned to the bidder.

6. **Selection Process.** EBALDC will score the applications according to the criteria outlined in **Attachment B: 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.





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### Attachment A: Project Information and Assumptions

Address:	285 12 <sup>th</sup> Street Oakland, CA 94607
Site and Built Improvements:	Asphalt paved lot, concrete paved walkways. Existing small structure on site will be demolished prior to construction of new project.
Site Configuration & size:	One rectangular shaped ¼-block parcel measuring 15,000 square feet. Corner lot with frontage of 100ft by 150ft.
Building Program:	Mixed-use; affordable housing over commercial space.
Preliminary Residential Program:	50-60 apartments in studio, 1br, 2br, and 3br unit sizes, plus community rooms, property management, and resident services offices.
Preliminary Commercial Program:	Approximately 3,000 square feet of ground floor commercial/retail space desired.
Preliminary Parking Requirements:	Target 0.5 parking ratio.
Proposed Financing:	Low Income Housing Tax Credits CA Dept of Housing and Community Development Alameda County City of Oakland Conventional or subsidized construction and permanent financing.





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### Attachment B: Selection Criteria

THRESHOLD REQUIREMENTS	
Firm has demonstrated experience designing for modular construction, as evidenced by at least 500 units in design or construction and at least 200 units in active construction or previously completed.	Yes / No
Firm has at least two modular multifamily or mixed-use projects permitted for construction in the San Francisco Bay Area	Yes / No

SCORING CRITERIA	SCORE (1-5)	MULTIPLIER	POINTS
<b>ARCHITECT AND ENGINEERING TEAM EXPERIENCE</b>			
Experience and qualifications of firm's proposed project staff		5X	
Experience and qualifications of proposed engineering & consultant team		3X	
Firm's capacity to successfully complete the proposed project, based on current workload and track record of successfully completing comparable projects		2X	
Firm is a registered LBE/SLBE in the City of Oakland		2X	
<b>PROJECT EXPERIENCE</b>			
Experience successfully completing new construction mixed-use and multifamily projects (40 units or more) on urban infill sites		4X	
Experience successfully completing occupied projects permitted in the City of Oakland		3X	
Experience designing affordable housing projects		3X	
Experience (1) completing (Certificate of Occupancy issued) multifamily modular construction projects in the San Francisco Bay Area OR (2) obtaining building permits for multifamily modular construction projects in the City of Oakland (up to 2.5 points each for [1] and [2])		3X	
Experience designing projects involving public financing (such as low income housing tax credits, local, state, or federal loan or grant programs)		3X	
Experience completing projects with LEED and/or Green Point Rated New Home Multifamily certifications		2X	
<b>DESIGN PROPOSAL</b>			
Proposed program incorporates desired Project Goals		3X	
Quality and appropriateness of firm's design based on past projects		2X	
<b>COST AND FEE</b>			
Evaluation of proposed fee structure		4X	
Firm's track record of designing projects with minimal hard cost increases and/or additional services		2X	
<b>Total</b>			