

East Bay Asian Local Development Corporation

Request for Qualifications:

Architectural Services for 34th & San Pablo
Mixed Use Development



EAST BAY ASIAN LOCAL
DEVELOPMENT CORPORATION

BUILDING HEALTHY, VIBRANT AND SAFE NEIGHBORHOODS

Developer Background

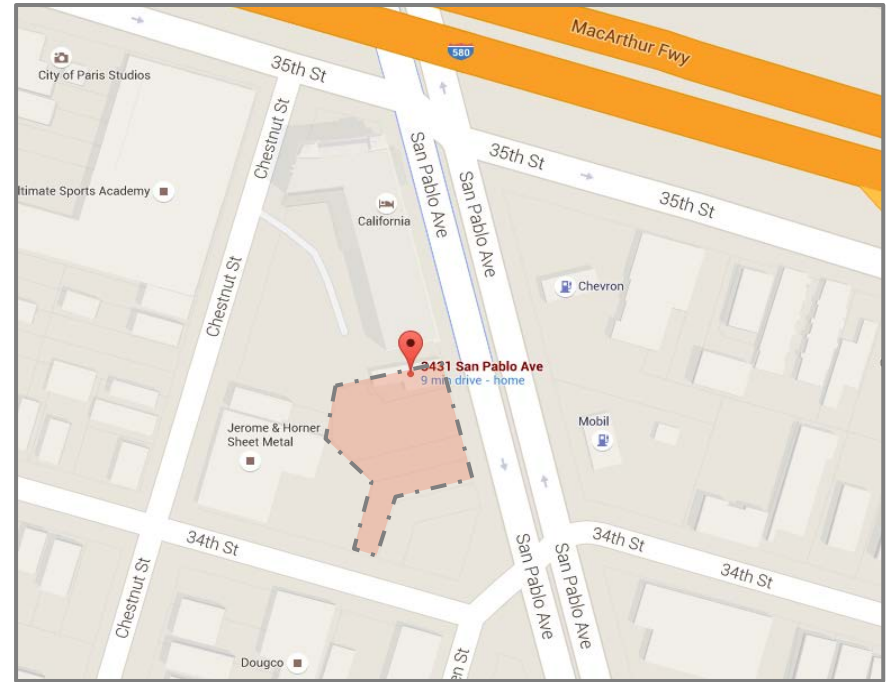
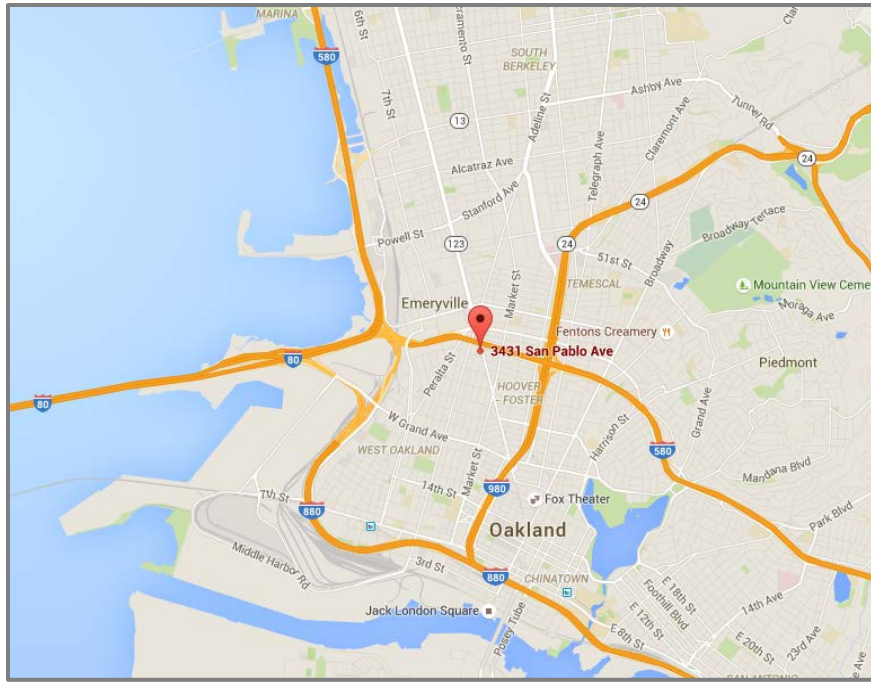
East Bay Asian Local Development Corporation (EBALDC) is a nonprofit community development organization who works with and for all the diverse populations of the East Bay to build healthy, vibrant and safe neighborhoods. Since 1975, EBALDC's has developed over 2,000 units of affordable housing and more 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/>

Project Description & Goals

EBALDC purchased the 34th & San Pablo site in August 2015, with the intention of creating a new construction, mixed-use affordable housing development with a community serving ground floor use. The development site, located at 3419-3431 San Pablo Ave., is a 15,175 square foot, irregularly shaped site consisting of four parcels in West Oakland. Three of the parcels are currently vacant, and one has a 1,500 sf commercial building which is to be demolished prior to construction of the new development. The site is adjacent to EBALDC's historic California Hotel property.



It is strategically located at one end of the San Pablo Corridor, one of the neighborhoods where EBALDC is piloting our Healthy Neighborhoods framework. A cornerstone of this effort is the San Pablo Area Revitalization Collaborative (SPARC), a diverse partnership of community organizations, public agencies, and residents co-founded by EBALDC, whose goal is to restore what was once a thriving residential, business, and cultural neighborhood in West Oakland.

Beyond simply building housing, EBALDC's goal is for the 34th & San Pablo development to be deeply and meaningfully informed by community engagement and EBALDC's desire to positively impact the social determinants of health. The design and development of the project must have lasting and measurable impacts that contribute to SPARC's vision for the neighborhood. EBALDC anticipates seeking funding for the project that will require the design team to "go beyond the four walls of the building," for example, connecting the design of the building to transit improvements, or making design decisions that are informed by a body of research about resident health.

While EBALDC is developing the design, entitlements, and financing for the development, we will use the 34th & San Pablo site to host a popup outdoor market and community space - the “SPARC-It-Place” - which will be home to temporary uses such as food and retail vendors, performances, art installations, and community activities. By running in parallel with the design process, these activities will provide a unique opportunity for the development team to “test drive” ideas and gather deep insight from the community on the commercial and residential design and programming of the final project.

Based on preliminary studies, we believe that 5 stories of housing over one story of commercial use and parking yielding approximately 60 units of housing in an approximately 60,000 sq. foot building is possible. The residential component is expected to include a mix of one-, two-, and three-bedroom units. At this stage, we intend the target population to be families at or below 60% of area median income.

Programming of the commercial component will be refined through 2016 and early 2017, integrating feedback from the SPARC-It-Place events and EBALDC’s efforts to identify viable commercial tenants and program partners.

Financing, community input, and further feasibility analysis will influence the final program of the development.

We are estimating a hard construction cost of approximately \$225 per sq. foot.

Additional project information and assumptions to base RFQ responses on can be found in [Attachment A: Project Information & Assumptions](#).

Beyond simply building housing, our goal is for this project to deeply and meaningfully inform by community processes, and for it to have lasting and measurable impacts that contribute to the health of the neighborhood.

Scope of Work

This Request for Qualifications for Architectural Services (RFQ) relates to the programming, design, entitlement, permitting, and construction of a mixed-use affordable housing building at 3419-3431 San Pablo Ave. The selected firm (the “Architect”) will provide full architectural and engineering services, including Project Administration, Conceptual Design, Schematic Design, Design Development, Construction Documents, Bidding/Negotiation, Construction Administration and Post-Construction Services. The exact scope of work will be finalized through negotiations between EBALDC and the Architect.

During the Conceptual Design phase, the Architect will assist EBALDC in researching planning/zoning requirements and develop design/massing studies. The Architect will also assist EBALDC in determining the programming of the development. Subsequently, the Architect will assist EBALDC in preparing an entitlement application for the proposed project. The Architect may be requested to participate in the selection of a general contractor who will be retained during the design phase on a negotiated bid basis.

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 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 neighborhood residents and community partners, funders, and third-party consultants. The Architect is expected to participate in meetings and events related to SPARC, including community design charrettes.

In line with our Healthy Neighborhoods framework, EBALDC intends on incorporating aspects of a Health Impact Assessment (HIA) in the development process to inform design decisions that will lead to measurable positive health outcomes. HIAs apply evidence about health impacts to a specific program or project, leading to evidence-based recommendations that inform decision-making which will improve health and well-being. The Architect is expected to be a key player in the HIA process.

EBALDC intends for the project to seek LEED BD+C and/or GreenPoint Rated certification. The Architect will lead 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.

RFQ Responses

Please respond to this RFQ by submitting the information listed below. EBALDC reserves the right to disqualify firms from consideration if the information requested in this RFQ, including all attachments, is not provided. Where applicable, please provide responses in the form and/or format requested.

1. **Cover Letter:** Provide a letter expressing interest in this project. You may include a brief written profile of your firm including any unique skills or experience of your firm, and note any benefits they may have to EBALDC. Please feel free to comment specifically on why the 34th & San Pablo development may be an appropriate project for your firm and describe the approach your firm would employ in the design of this project. If applicable, please speak to your firm's ability and commitment to designing projects that have social impact or contribute to broader neighborhood, regional, or social goals. Specifically, please speak to any experience your firm has integrating aspects of a Health Impact Assessment (HIA) or Outcomes Based Design process in your work; and experience working in a collaborative, community based process. Include any other unique qualifications that you feel would be relevant to EBALDC and would assist us in choosing an architect.
2. **Firm Profile:** Provide the information requested in Attachment B: Firm Profile.

3. **Project Team**: Provide the information requested in Attachment C: Project Team, including resumes or bios of key staff from the firm who will be assigned to this project, and a list of proposed engineers and consultants.
4. **Project Experience**: Provide the information requested in Attachment D: Project Experience. Provide a minimum of five projects completed by your firm that demonstrate your ability to successfully complete the proposed project. Submitted project experience must meet the following threshold requirements:
 - a. At least three projects must be residential or mixed-use, and have a comparable scope, program, budget, and complexity as the proposed project. At least one of these projects must be the work of the firm's staff member(s) proposed for this project.
 - b. At least one project must have been completed within the last five years.

Scoring preference will be given to projects that have the following characteristics (see Attachment G: Scoring Criteria for additional information):

- i. Located in City of Oakland and demonstrate experience with Oakland Planning and Building code
 - ii. Affordable housing
 - iii. Publicly financed (tax credits; local, state, or federal loans or grants)
 - iv. Mixed-use
5. **Firm Capacity**: Provide the information requested in Attachment E: Firm Capacity, indicating your firm's current pipeline of projects.
 6. **Cost Effective Design**: Provide the information requested in Attachment F: Cost Effective Design, including cost data for recent projects completed by your firm in the past five years.

7. **Fee Structure:** Please provide a description of how your firm proposes structuring fees for this project (fixed fee, percentage of construction cost, etc.) and the methodology and assumptions that will be used to compute the fee (e.g., provide a scale of percentages based on construction cost that would be used to calculate fee). 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, 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.

Selection Process & Schedule

Architect selection will take place as follows:

Phase I: EBALDC will score the applications according to the criteria outlined in Attachment G: Scoring Criteria. Based on the resulting scores, a short-list of no more than three applicants will be selected to proceed to Phase II.

Phase II: EBALDC will interview all short-listed firms. Following interviews, EBALDC will conduct reference calls using the project contact information submitted in the qualifications package. EBALDC will rank candidates based on interviews, reference calls, and RFQ responses.

Phase III: EBALDC will initiate negotiations with the highest ranking firm to establish fee and contract terms for the project. In the event 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.

Architect Selection Schedule

RFQ Issued:	April 1, 2016
Questions re: RFQ Due:	April 13, 2016
Responses to Questions Issued:	April 20, 2016
RFQ Proposal Packages Due:	April 29, 2016 @ 5:00pm
Short List Issued	May 11, 2016
Phase II Interviews & Reference Calls	May 16-27, 2016
Final Rankings Issued	May 31, 2016
Initiate Contract Negotiations	June 1, 2016
Execute Contract or MOU	June 20, 2016
Design Kick-Off	June 27, 2016

Questions or clarification regarding the RFQ should be submitted to: Annie Ledbury, Assistant Project Manager via email at aledbury@ebaldc.org by April 13, 2016. EBALDC will provide responses to all questions submitted by April 20, 2016. If you would like to receive a copy of the RFQ Questions and Answers, please notify Annie Ledbury.

Submit three printed copies and one digital copy (CD, flash drive, link to FTP or other file sharing platform is acceptable) of your completed proposal package to the following address:

East Bay Asian Local Development Corporation
attn: Jerry Jai, Senior Project Manager
1825 San Pablo Avenue, Suite 200
Oakland, CA 94612
jjai@ebaldc.org, with cc: to aledbury@ebaldc.org

Qualification packages must be submitted no later than 5:00 pm on April 29, 2016;
EBALDC reserves the right to reject proposals submitted after this deadline.

List of Attachments

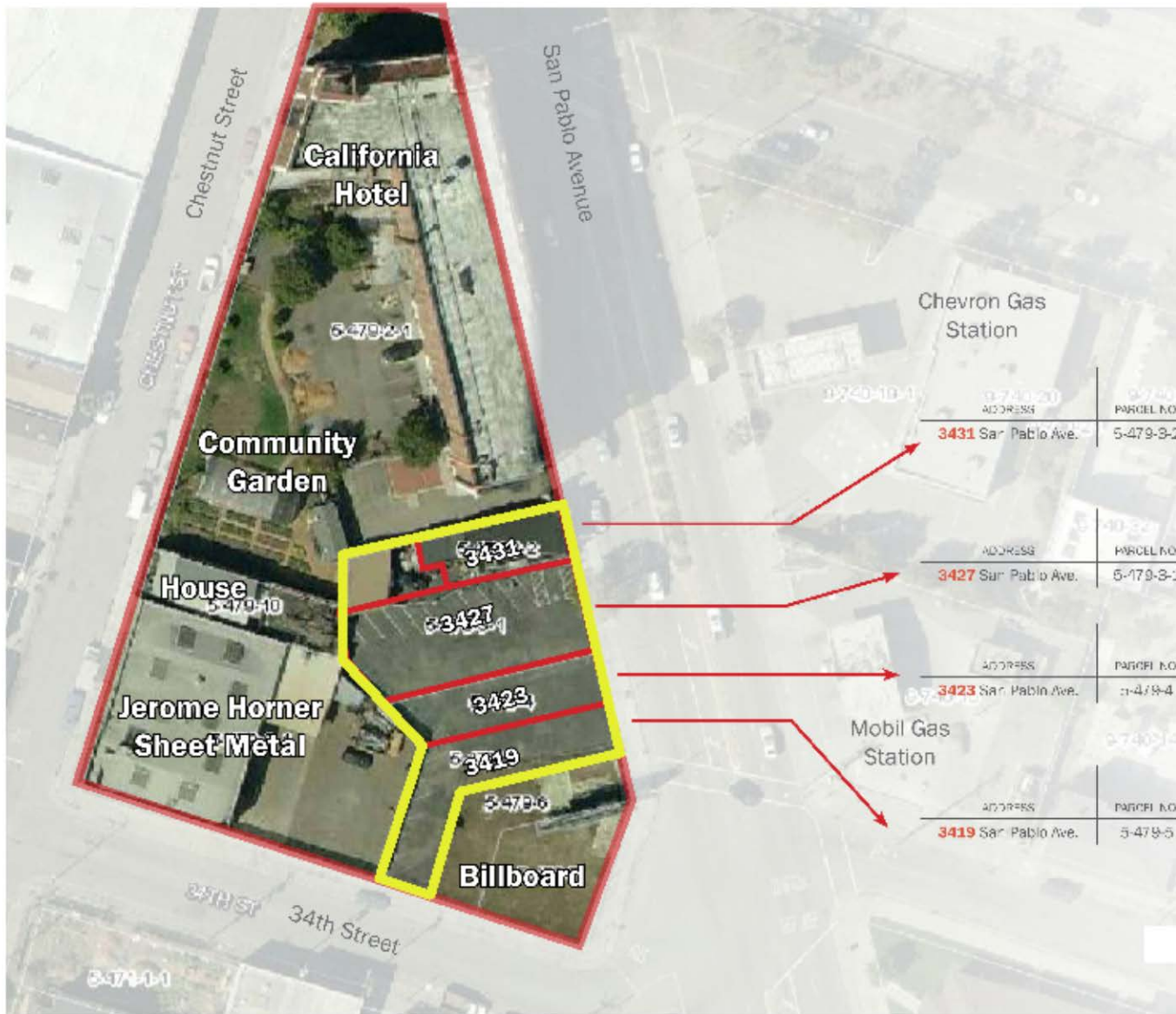
- Attachment A: Project Information & Assumptions
- Attachment B: Firm Profile
- Attachment C: Project Team
- Attachment D: Project Experience
- Attachment E: Firm Capacity
- Attachment F: Cost Effective Design
- Attachment G: Scoring Criteria

Attachment A: Project Information & Assumptions

Address:	3419-3431 San Pablo Avenue Oakland, CA 94608
APNs:	5-479-3-1, 5-479-3-2, 5-479-3-4, 5-479-3-5
Site Area:	15,175 sq. feet
Building Program:	Mixed-use affordable housing over community serving commercial space.
Preliminary Residential Program:	Approx. 60 affordable family apartments in 1, 2, and 3 bedroom units plus community rooms, laundry facilities, property management and resident services offices.
Preliminary Commercial Program:	Up to 10,000 sq. feet of commercial space for local business incubation and/or community serving programs (such as afterschool programs, art studio, performance space, etc.) Commercial program to be determined based on community planning activities and design charrettes.
Hard Construction Cost Estimate:	Approximately \$225 per sq. foot in hard construction cost (not including land or soft costs such as architecture, engineering, permitting or impact fees, insurance or bonds)
Target Completion Date:	April 2020
Proposed Financing:	Low Income Housing Tax Credits Tax Exempt Bonds Affordable Housing and Sustainable Communities (AHSC) City of Oakland Public and private grants Conventional construction and permanent financing

Proposed Project Schedule

Commence Conceptual Design & Massing	May 2016
Community Design Charrette	July 2016
Submit Entitlements Application	December 2016
Complete Schematic Design	April 2017
Complete Design Development	September 2017
Submit Permit Application	November 2017
Complete Construction Drawings	March 2018
Bidding	July 2018
Start of Construction	November 2018
Completion of Construction	April 2020



Attachment B: Firm Profile

Name of Firm:

Address of Firm:

Main Telephone:

Website:

Number of Staff:

Years in Business:

Single Point of Contact for this Architect Selection Process:

Name:

Title:

Email:

Telephone:

Does the architect of record possess a current and valid license to practice architecture in the State of California?

Yes ☐

No ☐

Is firm a registered LBE/SLBE in the City of Oakland?

Yes ☐

No ☐

Does your firm have a valid Oakland Business Tax Certificate?

Yes ☐

No ☐

Has there been any legal proceeding (arbitration, complaint, or court action) filed against your firm in the past five years? *(if yes, please attach an explanation)*

Yes ☐

No ☐

Firm has, or can obtain, General Liability Insurance with limits no less than \$1,000,000 per claim/\$2,000,000 aggregate per project; and Professional Liability Insurance including Errors and Omissions coverage with limits no less than \$1,000,000 per claim/\$3,000,000 aggregate per project.

Yes ☐

No ☐

Attachment C: Project Team

- A. Architectural Staff:** Provide names and information for key project team members, including, at minimum, the Principal in Charge, Project Manager, and Project Architect/Designer. (An individual may fulfill more than one role, for example the project manager may also be the project architect.)

For each individual, provide a resume or bio including the following information:

- a. Name
- b. Title
- c. Email
- d. Telephone
- e. Years of service with firm
- f. Total years of professional experience
- g. List of relevant project experience, including role in project
- h. Education
- i. Architectural license number, if applicable

- B. Engineers & Consultants:** Provide the proposed engineering & consultant team for the project. EBALDC expects to finalize the consultant team after selection of the Architect and prior to execution of a contract. Please list the following, as well as any additional engineers/consultants that you feel are appropriate to a project of this type:

- Structural Engineer
- Electrical Engineer
- Mechanical Engineer
- Civil Engineer
- Landscape Architect

Attachment D: Project Experience

Provide a minimum of five (5) projects completed by your firm that demonstrate your ability to successfully complete the proposed project.

For each project, please include:

- A. Project Name and/or Location
- B. Photographs/Renderings
- C. Completion Date
- D. Owner and/or Developer
- E. General Contractor
- F. Key staff from your firm and their role(s)
- G. Number of Stories
- H. Total Square Footage
- I. Number of Residential Units
- J. Number of Affordable Units*
- K. Square Footage of Non-Residential Area (*if mixed-use*)
- L. Budget (*specify if Total Development Cost, Hard Cost Only, etc.*)
- M. Construction Hard Cost per Square Foot
- N. Change Orders as a Percentage of Hard Cost
- O. List public financing (*if applicable*)
- P. LEED and/or Green Point Rating (*if applicable*)
- Q. List of sustainable design features (*optional*)
- R. Construction Type (*e.g., Type V, Type III*)
- S. Brief project description (*optional*)
- T. Client Reference

* For the purposes of this RFQ, “affordable” is understood to mean that unit is controlled by a regulatory agreement from a public agency restricting the unit to occupancy by a low-income household

Attachment E: Firm Capacity

List the current projects in your firm's pipeline. For each project, please include:

- A. Project Name and/or Location
- B. Project Type (*e.g., New Construction, Rehab, TI, etc.*)
- C. Current Phase of Project (*e.g., Schematic Design, Construction Administration, etc.*)
- D. Estimated Completion Date
- E. Estimated Hard Construction Cost

Attachment F: Cost Effective Design

Provide the following information for a minimum of three new construction projects completed by your firm in the past five years:

- A. Hard construction cost estimate during design (to the best of your ability)
- B. Contracted hard construction cost (at start of construction)
- C. Final hard construction cost (at completion of construction)
- D. Change orders as a percentage of hard construction cost
- E. Amount of additional services as a percentage of total architectural contract

For Items A-C, please provide total dollar value and dollar value per square foot.

Attachment G: Phase I Scoring Criteria

Architecture & Engineering Team

Experience and qualifications of firm's proposed staff	10 points
Experience and qualifications of proposed engineering & consultant team	3 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 comparable scope, budget, and complexity	10 points
Experience successfully completing new construction projects entitled and permitted in the City of Oakland	4 points
Experience designing affordable housing projects	3 points
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 a LEED or GreenPoint rating	1 point
Experience completing mixed-use projects	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 community members, partner agencies, and consultants.	2 points
Evidence of firm's experience integrating principals of Outcomes Based Design, Health Impact Assessments, and other evidence-based approaches to design	2 points

Experience designing projects that contribute to or integrate neighborhood/community level planning or broader social impact (e.g., projects that integrate transportation improvements, LEED ND certification, etc.)	2 points
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Firm demonstrates unique qualifications, approaches, knowledge, or understanding that will benefit the proposed project or owner/developer.	2 points
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Cost & Fee

Evaluation of proposed fee structure	5 points
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Firm's track record of designing projects with minimal hard cost increases and/or additional services	2 points
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Total Possible Points	55 points
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