



Request for Qualifications and Fee Proposal

Architectural Services for New Construction

Project: Durant Avenue Affordable Housing Project
2330 Durant Avenue, Berkeley, CA

Developer: East Bay Asian Local Development Corporation (EBALDC)
www.ebaldc.org

RFQ Issued: April 26, 2023

May 17, 2023 – Clarifying Updates (changes in blue)

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| Part 1 / Intent to Submit: | May 12, 2023 at 5:00 PM |
| | Notify EBALDC of your intent to submit at lprobst@ebaldc.org and ghillthomas@ebaldc.org. |

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| Part 2 / Response Due: | May 26, 2023 at 5:00 PM |
| | EBALDC to notify respondents the Week of May 29 if invited to interview. |

Deliverables: Please submit a PDF response to lprobst@ebaldc.org and ghillthomas@ebaldc.org.

Please mail / hand deliver four (4) hard copies of the response in a sealed envelope to:

East Bay Asian Local Development Corporation
Attn: Liz Probst, Director of Real Estate Development
1825 San Pablo Avenue, Suite 200
Oakland, CA 94612

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| Part 3 / Interview: | June 12-16, 2023 |
| | Will offer additional times to accommodate vacations and upcoming conferences. Interview slots to be formalized upon notification of selection Week of May 29. |



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| <u>Deliverables:</u> | Up to four firms will be invited to interview, and will be asked to present preliminary building concepts and a site plan. For this exercise, additional program details and a civil survey will be issued when invitations for interviews are sent. |
| Questions: | Please send questions to Liz Probst (lprobst@ebaldc.org) and Garry Hill-Thomas (ghillthomas@ebaldc.org). |
| Table of Contents | Introduction: <ol style="list-style-type: none">1. Project Background2. Proposal Background3. Additional Considerations Exhibits: <ol style="list-style-type: none">A. Proposed ScheduleB. Project SummaryC. Site MapD. Response RequirementsE. Selection Criteria |

The East Bay Asian Local Development Corporation (Developer) is requesting qualifications related to the design, permitting and construction of a mixed-use, affordable housing building at 2330 Durant Avenue, Berkeley, CA 94704. EBALDC has partnered with First Congregational Church of Berkeley (“First Church”) to enter into a ground lease on its parking lot and build a 100% affordable housing new construction apartment building.

Responses are requested from qualified firms or individuals (Architect) to provide comprehensive design services for the project reflecting the following considerations:

1. PROJECT BACKGROUND

Project Information. The proposed project is the construction of a new mixed-use, affordable multifamily property located in Berkeley. The proposed project will be designed as a mid-rise podium to include approximately 50-60 residential units with a varied unit-mix, staff offices, community spaces, and one commercial suite. The site is located at the corner of Dana and Durant in downtown Berkeley, and has been owned by First Church since 1882. The preliminary concept is to develop housing on the northwest corner of the site, currently occupied by a portion of the parking and a house with church offices.

Developer Background. East Bay Asian Local Development Corporation (EBALDC) is a nonprofit community development organization serving diverse populations of the East Bay to build healthy, vibrant and safe neighborhoods. Since 1975, EBALDC has developed over 2,200 units of affordable housing and more than 300,000 square feet of community serving commercial space. We also provide more than 6,000 people annually with comprehensive services including employment support, housing stability, and financial



services. EBALDC currently employs 160 staff members and owns 35 apartment buildings throughout the East Bay.

In 2013, EBALDC adopted a “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 to 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/>

Goals. The overall goal for developing affordable housing on First Church’s property is to create a sustainable community asset that provides quality affordable housing for those with extremely low incomes and the unhoused. Target populations for this housing could include: youth, families, and the unhoused. The ultimate development project will reflect EBALDC and First Church’s mission and values to meet the highest standards for architectural quality and integrity, as well as sensitivity to the neighborhood and the environment.

2. PROPOSAL BACKGROUND

The intent of this RFQ 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.
- 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 final sustainability program has not been identified at this time.](#) 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. [The construction budget has not been established at this time.](#)
- 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., planning streamlining, 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 efforts (e.g., renderings, both interior and exterior).
- J. Regular site observations of the 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.
- K. Final sign off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

3. ADDITIONAL CONSIDERATIONS

- A. The exact scope of work will be finalized through negotiations between the Developer and the Architect.
- B. 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 Berkeley 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.
- C. The Architect will be expected to participate in an integrative design process involving multiple internal and external stakeholders including First Church; 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 design charrettes.

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Exhibit A: Proposed Schedule

The schedule reflects our team goal of applying for affordable housing funding applications in 2024. Subject to change based on design team recommendations and other considerations impacting the overall project approach.

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| Part 2 / Response Due: | May 26, 2023 at 5:00 PM |
| Invitation for Interview | Week of May 29 |
| Part 3 / Interview: | June 12-16** |
| Team Selection Notification: | End of June 2023 |
| Design Team Kickoff: | July 2023 |
| Planning Pre-App Submittal to City: | End of Year 2023 |

**Will offer additional times to accommodate vacations and upcoming conferences. Interview slots to be formalized upon notification of selection Week of May 29.



Exhibit B: Project Summary

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| Address: | 2330 Durant Ave, Berkeley, CA 94704 |
| APN: | A portion of 55-1884-16, 55-1884-17, 55-1884-18 A civil survey will be provided to teams selected for an interview. |
| Property Size: | 19,500 SF |
| Zoning: | R-SMU (Residential- Mixed Use Subarea) |
| General Plan: | Southside Plan |
| Site and Built Improvements: | Asphalt paved lot, concrete paved walkways. Existing small structure on site will be demolished prior to construction of new project. The existing amenities on site, such as open space, are generally assumed to <u>not</u> be included as part of the affordable housing project. Subject to ongoing discussion during the initial space study. |
| Site Configuration & size: | One rectangular shaped ¼-block parcel |
| Building Program: | 100% affordable housing with potential ground floor commercial space. |
| Preliminary Residential Program: | Approximately 50-60 apartments in studio, one-bedroom, two-bedroom, and three-bedroom unit sizes, plus community rooms, property management, and resident services offices. |
| Preliminary Commercial Program: | Approximately 600 - 1,000 square feet of ground floor commercial/retail space desired |
| Preliminary Parking Requirements: | TBD. Surface parking will not be an option for the project. Residential parking spaces, if any, will need to be included within the podium. |
| Proposed Financing: | Low Income Housing Tax Credits City, County, State, Federal Loans Conventional Financing Funders we are highly likely to partner with include TCAC, CDLAC, State HCD, Housing Authority, and City of Berkeley. |

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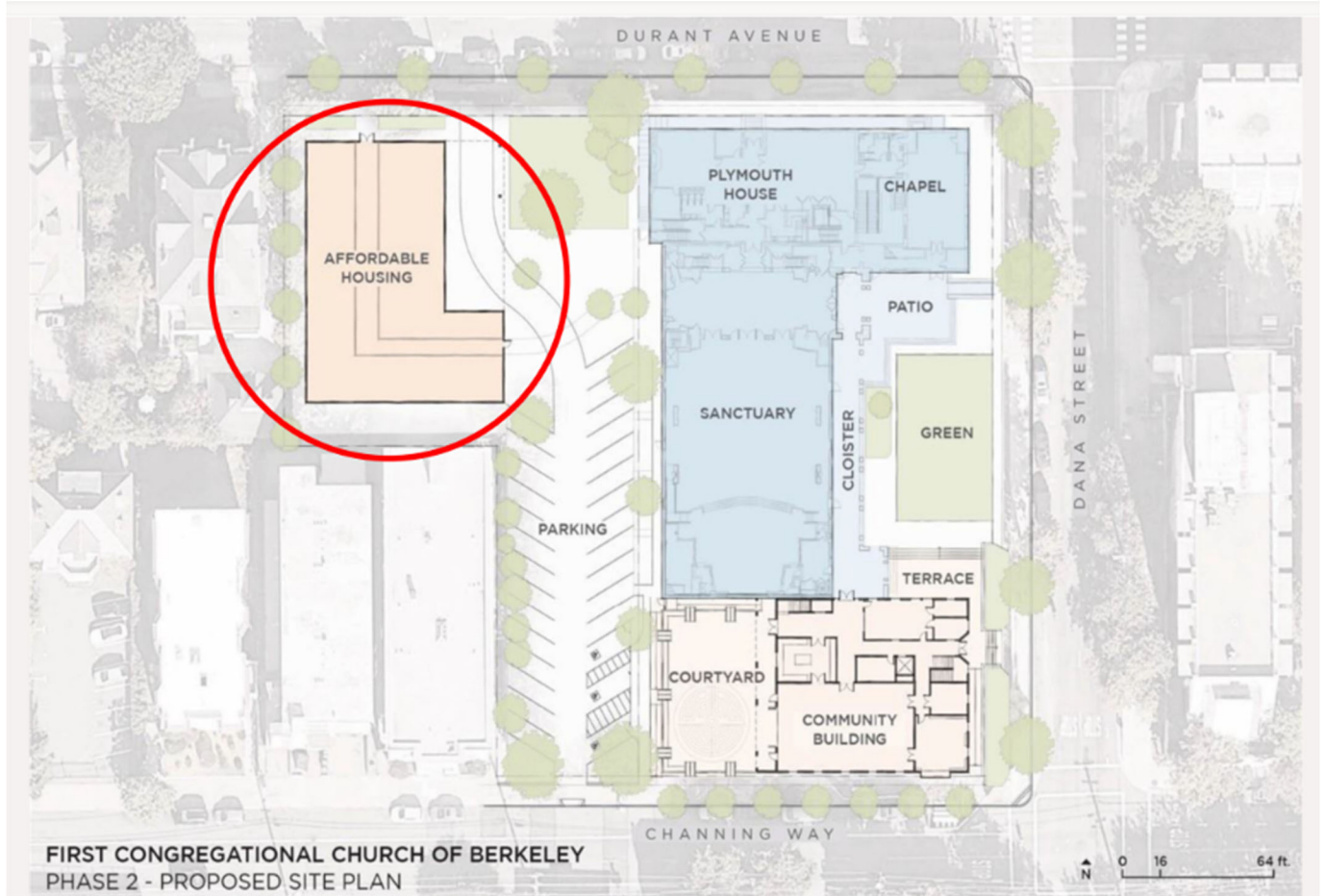
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| | Funders we may partner with include HUD, County, and MTC. |
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Exhibit C: Site Map



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Exhibit D: Response Requirements

Deliverable

Please submit a PDF response to lprobst@ebaldc.org and ghillthomas@ebaldc.org.

Please mail / hand deliver four (4) hard copies of the response in a sealed envelope to:

East Bay Asian Local Development Corporation
Attn: Liz Probst, Director of Real Estate Development
1825 San Pablo Avenue, Suite 200
Oakland, CA 94612

There is no requirement or preference on page limit, page orientation, or page size (portrait vs. landscape, 8.5" x 11" vs. 11" x 17").

A. Cover Letter

Provide the following information:

1. Name of Firm
2. Office Address
3. Contact Person
4. Telephone Number
5. Fax Number
6. Internet address
7. E-Mail address
8. Specific interest in this project

B. Experience and Qualifications

Provide a general statement of qualifications that responds to the project background. Please highlight qualifications related to these unique project features, as applicable:

1. New construction multifamily and/or mixed-use projects
2. New construction multifamily and/or mixed-use projects (40 units or more) located on urban infill sites
3. Experience with projects located in the City of Berkeley and experience with Berkeley Planning and Building code
4. Affordable housing involving public financing (including Low Income Housing Tax Credits, and local, state, or federal loan or grant programs)
5. Affordable housing streamlined planning approvals
6. Religious entities



7. Compliance with residential green building certification programs including, but not limited, to LEED, Green Point Rated, Enterprise Green Communities, and CalGreen
8. Experience with projects that incorporate health goals and/or community design processes into design process and final project

C. Personnel

1. List the professional and support positions and number of personnel in each position that will be assigned to accommodate this project schedule
2. Provide an organizational chart specific to this project, 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.
3. 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. **Note:** Subconsultants included in the response submittal will not directly impact which prime architect is selected. The prime will be selected through the RFQ process, and subconsultants will be finalized post-RFQ process in collaboration with the prime. Therefore, subconsultant qualifications are optional in this submittal, but prime recommendations will be influential in determining which subconsultants ultimately join the team.

D. Mixed Use and Multifamily Residential Facilities

1. Submit a list of all mixed use and/or multifamily residential projects that your firm currently has in progress and the status of each.
2. For your last five completed mixed use or multifamily new construction projects, provide the following:
 1. Name of project
 2. Pre-construction illustration and completed photo
 3. Client contact
 4. Owner's total initial budget
 5. Total project cost
 6. Scheduled completion date and actual completion date
 7. Principal and project management staff
 - a. At least one of these projects must be the work of the firm's staff member(s) proposed to work on this project
 8. Program
 - a. Total units and bedroom mix
 - b. Affordability range (e.g., 30-60% AMI)
 - c. Resident composition (e.g., family, PSH, seniors, etc.)
 - d. Exceptional features or amenities



E. Team Capacity

1. Provide information on your current workload and how you would accommodate this project.

F. Legal Considerations

1. 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.
2. 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.

G. Fee Proposal

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. [The proposal should also include a Phase II fee estimate in the response. However, the initial Phase II fee estimate is anticipated to be further refined once the overall program is more defined in Phase I.](#)

Provide a fee proposal for the following scope of work, inclusive of architectural fees and fee estimates for allied professionals, including but not limited to structural engineering, landscape architecture, and civil engineering necessary to complete the design and construction administration process. [It is anticipated this subconsultant fee estimate will be revisited upon final selection of subconsultants and initial design.](#)

Phase I:

- Conceptual Design
- Streamlined Planning Submittal (SB 35, AB 2162, AB 2011)
- (3) Community and Congregation Meetings
- Planning Submittal Revision

Phase II:

- Schematic and Design Development drawings in sufficient detail to obtain pricing estimates from general contractors
- Construction Documents
- Building Permit Submission and Responses
- Construction Administration



H. Schedule Proposal

1. Propose a design team schedule to meet the milestones described in **Exhibit A, Proposed Schedule**. This RFQ is intentionally requesting a proposed schedule for the early pre-development phase only. We are not requesting a proposed schedule through construction completion, given the number of variables impacting pre-development timing and sequencing.



Exhibit E: Selection Criteria

EBALDC will score the applications according to the criteria outlined below.

- Based on the resulting scores, a short-list of no more than **four** applicants will be selected for interviews and further consideration.
- EBALDC will arrange interviews for all short-listed firms. **The interview panel will consist of representatives from EBALDC and First Church.**
- 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.
- 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.

| THRESHOLD REQUIREMENTS | |
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| <i>Necessary qualifications to be eligible for consideration.</i> | |
| Firm has demonstrated experience designing for multifamily 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 multifamily or mixed-use projects permitted for construction in the San Francisco Bay Area** | Yes / No |

** A team can meet this threshold requirement from Principal experience at other firms, as long as that experience is clearly demonstrated in the response submittal.

| SCORING CRITERIA |
|---|
| ARCHITECT AND ENGINEERING TEAM EXPERIENCE |
| Relevant experience and qualifications of firm’s proposed project staff |
| Note: Subconsultants included in the response submittal will not directly impact which prime architect is selected. The prime will be selected through the RFQ process, and subconsultants will be finalized post-RFQ process in collaboration with the prime. Therefore, subconsultant qualifications are optional in this submittal, but prime recommendations will be influential in determining which subconsultants ultimately join the team. |
| Firm’s capacity to successfully complete the proposed project, based on current workload and track record of successfully completing comparable projects |
| PROJECT EXPERIENCE |
| Experience successfully completing similar new construction mixed-use and multifamily projects (40 units or more) on urban infill sites |

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| Experience successfully completing built projects permitted in the City of Berkeley. |
| Experience (1) completing (Certificate of Occupancy issued) multifamily construction projects in the San Francisco Bay Area OR (2) obtaining building permits for multifamily, new construction projects in the City of Berkeley. |
| Experience designing projects involving public financing (such as low income housing tax credits, local, state, or federal loan or grant programs) |
| Experience completing projects with LEED and/or Green Point Rated New Home Multifamily certifications |
| COST AND FEE |
| Evaluation of proposed fee structure |
| Firm's track record of designing projects within budget |