



City of San Pablo

REQUEST FOR QUALIFICATIONS

SOQ Deadline: October 23, 2017 at 2:00 pm

NEW CITY HALL PROJECT

DESIGN-BUILD DEVELOPMENT OPPORTUNITY

The City of San Pablo ("City") invites qualified design-build entities ("DBEs") to submit statements of qualifications for design-build delivery of the New San Pablo City Hall Project, an approximately 42,000 square foot concrete tilt-up office building, including tenant improvements, a surface parking lot, and site development ("Project").

1. ABOUT SAN PABLO

San Pablo is located in West Contra Costa County off Interstate 80, minutes away from the Bay Area cultural centers of Berkeley, Oakland and San Francisco. Interstate 80 is the principal arterial route between the Bay Area and Sacramento. The City of San Pablo is nestled between the cities of Pinole and Richmond and by the neighboring cities of El Cerrito and Hercules. Historically one of the oldest Spanish settlements in the region, San Pablo has become a thriving residential and business community with a population of about 32,000 in an area of approximately two and one-half square miles. Additional information about the City can be obtained from the City of San Pablo website: www.sanpabloca.gov.

2. THE PROJECT

The City owns an approximately 2.35-acre piece of vacant property ("Property") at the corner of Gateway Avenue and Chattleton Lane within its Plaza San Pablo development, depicted in **Exhibit 1**, Site Plan. The City plans to build a 42,000 square foot City Hall building on the Property (as indicated on the attached Site Plan) to replace

its existing City Hall facilities (“New City Hall”). The City desires to contract with a qualified DBE to design and build the New City Hall.

The preliminary design of the New City Hall Building, which is depicted in **Exhibit 2**, New City Hall Design, has been approved by both the City’s Planning Commission and City Council, and has received City design review approvals. Both Planning Commission and City Council agenda packets can be accessed via the links provided below:

Planning Commission:

<http://www.sanpabloca.gov/ArchiveCenter/ViewFile/Item/1864>

City Council:

<https://sanpablo.legistar.com/LegislationDetail.aspx?ID=3142928&GUID=D8066328-B302-47FB-8400-FB02A5F36349>

The New City Hall Building is intended as a complete replacement of the existing City Hall complex at 13831 San Pablo Avenue, and to house all City Hall operations, including office and administrative needs and Council chambers for public meetings.

3. REQUEST FOR QUALIFICATIONS

The City intends to use design-build procurement for the Project, pursuant to California Public Contract Code section 22160 et seq. This RFQ seeks statements of qualifications (“SOQs”) from potential design-build entities (as that term is defined in Public Contract Code section 22161) in order to short-list the DBEs that will be eligible to submit a proposal in response to the City’s Request for Proposals (“RFP”).

This RFQ is not a formal request for bids nor an offer by the City to contract with a DBE responding to this RFQ. The City reserves the right to reject any and all SOQs. The City also reserves the right to amend this RFQ by addenda. All materials submitted to the City in response to this RFQ will remain the property of the City.

4. RFQ INFORMATIONAL MEETING

A non-mandatory informational meeting on the Project and the RFQ/RFP process is scheduled for October 12, 2017 at 1:00 pm at Building 2, City Council Conference Room in San Pablo City Hall, located at 13831 San Pablo Avenue, San Pablo, California. Prospective DBEs and team members are encouraged to attend.

5. PROJECT BUDGET

The City has budgeted \$16,000,000 for the design and construction of the New City Hall. The budget includes the design, engineering, construction and all other costs that are necessary to complete the Project.

6. PREVAILING WAGE REQUIREMENTS

The work on this Project will be subject to prevailing wage requirements. All contractors and subcontractors must be registered with the Department of Industrial Relations to perform public construction.

7. QUALIFICATIONS

At a minimum, each responding DBE should possess the following qualifications:

- Experience in office building construction, preferably office buildings owned or operated by public agencies for public purposes that include frequent access by members of the public.
- Experience as a design-build entity (or ability to demonstrate through the members of a to-be-formed DBE), especially with comparable public sector design-build projects.
- Commitment to using a skilled and trained workforce, as specified under Public Contract Code section 22164(c).
- Experience with design or construction services for public works projects.
- Technical design and construction expertise.
- Safety program and acceptable safety record.
- Sufficient financial strength to complete a project of this scope and size, including the requisite capacity to obtain required insurance coverage and payment and performance bonds.

8. STATEMENT OF QUALIFICATIONS

Each SOQ must be submitted in compliance with the requirements of this RFQ, as further specified in section 9, below, on SOQ Submission. Clarity and brevity are preferable to volume. Each SOQ must include the following organized as Sections A through H:

- A. *Cover Letter.* Section A of the SOQ must include a cover letter identifying and describing the DBE, and identifying the DBE's principal place of business for purposes of responding to this RFQ. The cover letter must include a concise fact-based statement as to why the DBE is qualified to serve as the DBE for this Project.
- B. *About the DBE.* Section B of the SOQ must provide more detailed information about the DBE, its team members and key personnel including the following:
1. If the DBE is a privately held corporation, limited liability company, partnership or joint venture, provide a list identifying all of the shareholders, partners, or members known at the time the SOQ is submitted who will perform work on the project. For each individual listed, provide his or her full name, title, and a summary of relevant qualifications and experience. Provide a copy of the DBE's organizational documents or agreement committing to form the DBE.
 2. Identify each member of the proposed design-build team, including the DBE itself, and other individuals or entities who are to be members of the design-build team, including, but not limited to, the design professionals, general contractor, and any electrical, mechanical and plumbing contractors.
 - a. For each member of the design-build team, including the DBE, provide the team member's name, title (if applicable), type of entity (if applicable), and provide detailed and verifiable information evidencing that each proposed team member has completed or demonstrated the experience, competency, capability, and capacity to complete projects of similar nature, size, scope or complexity to this Project.
 - b. For each past project identified as similar to this Project, provide the following information:
 - 1) Title, project description, contract amount, location, date of completion, and whether a design-build project;
 - 2) Role of team member, e.g., designer, contractor or subcontractor; and
 - 3) References for two individuals with direct knowledge of the team member's performance on the project, including, for each reference, the individual's name, title or role, address, phone number, and email.
 - c. For each member of DBE's team describe any and all design or construction related claims or litigation that the team member has been a party to within the past five years, with respect to claims or litigation involving \$100,000 or more. Provide contact information for representatives of the parties involved

in the claims or litigation, including for each, name, title or role, party represented, nature of involvement, address, phone number, and email.

3. Identify all proposed key personnel, and for each provide the individual's name, title or role, and describe the individual's experience and training as it relates to their ability to competently manage and complete design and/or construction of the Project.
 4. For each DBE team member or key personnel identified in response to items B.2 and B.3, indicate the licenses, registration and credentials required to design and construct the Project, including the type of license, registration, or credential; the number; and the issue and expiration date of each. Provide information on the present or past revocation or suspension of any such license, registration, or credential.
- C. *Bonds and Insurance.* Section C of the SOQ must provide evidence that establishes that the DBE has the capacity to obtain all required payment and performance bonding (for the construction phase), liability insurance, and, for design professionals, errors and omissions (professional liability) insurance. The Project insurance requirements will include: \$5 million in general liability insurance with \$10 million aggregate; professional liability insurance of a minimum of \$1,000,000 per occurrence, \$2,000,000 in aggregate; workers compensation insurance as required by State law; and employer's liability insurance of at least \$1 million
- D. *Financial Statement.* Section D must describe DBE's financial capacity and must attach a financial statement showing that the DBE has the capacity to complete the Project.
- E. *Worker Safety.* Section E must provide information on the DBE's Workers' Compensation experience and worker safety program.
- F. *Safety Record.* Section F must provide information on DBE's safety record with respect to each contractor member of the DBE team that will be directly responsible for construction of the Project, including the contractor's experience modification rate for the most recent three-year period.
- G. *Skilled and Trained Workforce.* Section G must include a statement certifying that the DBE will provide an enforceable commitment that the DBE and its subcontractors of any tier will use a skilled and trained workforce as further specified and defined under PCC section 22164(c) and the statutes referenced therein.
- H. *Certification.* In Section H the DBE and its general partners or joint venture members must sign a certification under penalty of perjury that the information submitted in the SOQ is truthful and complete, and must include the following statement:

“The undersigned agrees to all of the provisions of the City’s SOQ, and authorizes the City to obtain credit reports, contract references, and any other persons or entities with information regarding the DBE and its members, or to conduct such other investigations it deems necessary to confirm the DBE’s qualifications. DBE agrees to sign all releases, authorizations or other documents required for disclosure of financial information for DBE or its members.”

9. SOQ SUBMISSION

Each submission must be clearly identified as “SOQ for New City Hall Project”. Each responding DBE must submit five print copies and one electronic copy (PDF or comparable) of its SOQ to:

**City of San Pablo
City Clerk’s Office
13831 San Pablo Ave, Bldg 1
San Pablo, CA 94806**

And via email: Lehnyc@sanpabloca.gov

All responses must be received by October 23, 2017, no later than 2:00 p.m.

Questions regarding this RFQ may be submitted in writing only and directed to Charles Ching, email: charlesc@sanpabloca.gov. All questions must be received at least three business days before the RFQ response deadline date.

By signing and submitting an SOQ each DBE agrees to the following:

- City may modify or waive any the criteria or procedures specified in this RFQ, subject to the limitations of law.
- City will not compensate any DBE for the cost of responding to this RFQ, or preparing its SOQ.

10. TWO-PHASE DESIGN-BUILD SELECTION

The City will use a two-phase process for selection of the DBE, as further specified in Public Contract Code section 22164, including the following:

Phase 1 (the RFQ Process) is intended to develop a “short-list” of two to five DBEs who, based on the scoring of their SOQs, are determined to be the most qualified to

design and construct the Project. Each short-listed DBE will be invited to submit a design-build proposal in response to the City's Request for Proposals in Phase 2.

Phase 2 (the RFP process) is intended to determine which proposal from the short-listed DBEs offers the best value to the City for design and construction of the Project. The City reserves the right to decline to award the design-build contract to any DBE, the right to initiate a new RFQ or RFP process, and the right to delay, modify or cancel the Project, based on the City's best interests and at the City's sole discretion.

11. EVALUATION OF SOQS

- A. Submittals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing respondents prior to and during the review, evaluation and negotiation processes. All DBEs are responsible for clearly marking any information that is not a public record under the California Public Records Act (Government Code section 6250 et seq.).
- B. Significant factors that the City will consider in evaluating SOQs include:
 - 1. Responsiveness to this RFQ;
 - 2. Technical design and construction expertise;
 - 3. Safety program and acceptable safety record;
 - 4. Workers' Compensation experience and history;
 - 5. Experience and successful performance with comparable design-build projects;
 - 6. Experience with public works projects in California;
 - 7. Commitment to use of a skilled and trained workforce pursuant to Public Contract Code section 22162(c);
 - 8. Claim and litigation history; and
 - 9. References based on delivery of comparable projects.
- C. Submittals will be reviewed for responsiveness and evaluated based on factors listed above. Sections A through G of each RFQ will be separately scored on a 1-10 basis for each section, with 70 points being the highest possible score for each SOQ.

- D. The City reserves the right, but assumes no obligation, to request clarifying information from any DBE following submission of an SOQ if it determines that further clarification is necessary to evaluate the SOQ. The City may, acting in its sole discretion, elect to reject any SOQ that it determines to be nonresponsive.
- E. The City will create a short-list made up of two to five of the highest scoring DBEs and invite short-listed DBEs to respond to a Request for Proposals.
- F. Final selection of a DBE, terms and conditions of any and all agreements and authority to proceed with the design-build services, will be determined at the sole discretion of the City.

12. SCHEDULE

The following schedule is provided for general planning based on currently available information. All dates and durations are subject to revision as the procurement process and Project proceed.

- RFQ release: October 5, 2017
- RFQ Informational Meeting: October 12, 2017 at 1:00 pm
- SOQ Submission Deadline: October 23, 2017 at 2:00 pm
- Staff review and scoring of SOQs: October 23, 2017
- Short-list highest-ranked DBEs: October 23, 2017
- Issue RFP to short-listed DBEs: October 30, 2017

13. EXHIBITS TO REQUEST FOR QUALIFICATIONS

Exhibit 1 – Site Plan

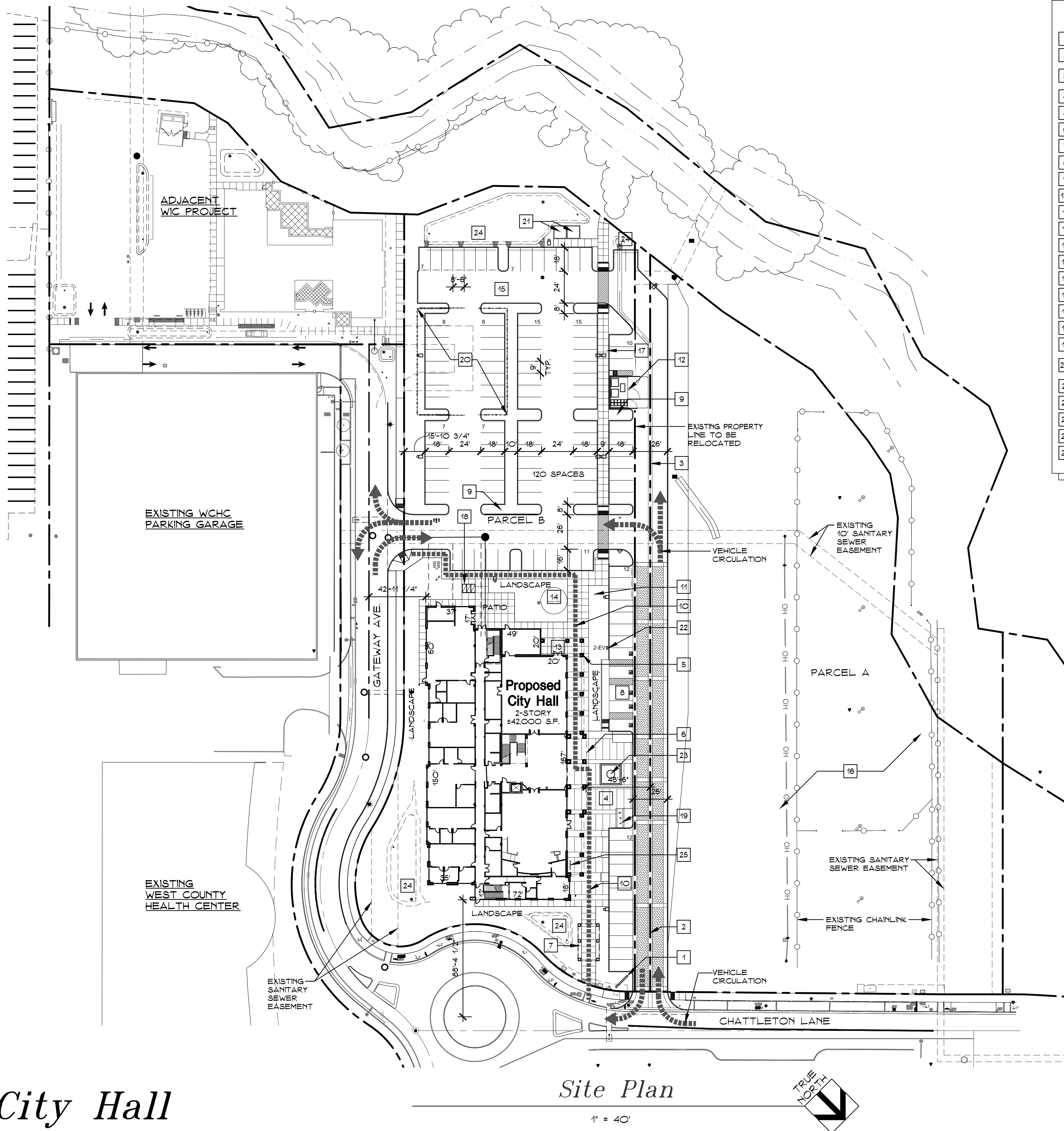
Exhibit 2 – New City Hall Design

Exhibit 1
Site Plan

See attached.

San Pablo City Hall

San Pablo, CA



KEYNOTES	
1	MONUMENT SIGN
2	STAMPED AC PAVING ASCENT & ENTRY DRIVE
3	PROPOSED NEW LOCATION OF PROPERTY LINE
4	ENTRY PLAZA
5	COVERED WALKWAY
6	COVERED ENTRY FEATURE
7	TRELLIS
8	ACCESSIBLE PARKING STALLS
9	LANDSCAPE PLANTERS - SEE LANDSCAPE
10	ACCESSIBLE PATH OF TRAVEL
11	LED SITE LIGHTING (FINAL LOCATIONS TBD)
12	COVERED TRASH ENCLOSURE
13	CONCRETE FLATWORK
14	HOLIDAY TREE LOCATION
15	AC PAVING
16	UNDEVELOPED ADJACENT PARCEL
17	PEDESTRIAN CONNECTOR
18	(6) BIKE LOCKERS
19	FLAG POLES
20	SECURED PARKING WITH 6' HIGH FENCE WITH (2) MANUAL ROLLING GATES
21	(2) 10' X 10' STORAGE SHEDS
22	(2) ELECTRIC VEHICLE CHARGING SPACES
23	WATER FEATURE
24	WATER QUALITY SWALES - SEE CIVIL
25	BIKE RACK FOR 6 BIKES MIN.

BUILDING DATA:	
APN:	417-310-010
STREET ADDRESS:	CHATTLETON LN. / GATEWAY AVE.
TOTAL PARCEL SIZE:	2.5 NET AC
ZONING:	SP-2
BUILDING AREA:	± 42,000 S.F.
F.A.R.	38.5%
LANDSCAPE AREA:	±29,167 S.F. (27%)
CODES:	2016 CALIFORNIA BUILDING CODE 2016 CALIFORNIA MECHANICAL CODE 2016 CALIFORNIA PLUMBING CODE 2016 CALIFORNIA ELECTRICAL CODE 2016 CALIFORNIA ENERGY CODE 2016 CALIFORNIA FIRE CODE 2016 CALGREEN CODE
CONSTRUCTION TYPE:	III-B
OCCUPANCY:	B/A-3

PARKING DATA:	
PARKING REQUIRED: 1/350 S.F.	120 SPACES REQ'D
PARKING PROVIDED	
DISABLED ACCESSIBLE PARKING:	5 SPACES
COMPACT PARKING STALLS:	3 SPACES
STANDARD PARKING STALLS:	112 SPACES
TOTAL PROVIDED PARKING:	120 SPACES
BICYCLE PARKING:	6 RACKS & 6 LOCKERS

DRAWING INDEX:	
A1	OVERALL SITE PLAN
A2	1ST FLOOR PLAN
A2.1	2ND FLOOR PLAN
A3	ELEVATIONS
A4	PERSPECTIVES
A5	PERSPECTIVES
A6	SITE PHOTOS
C1	GRADING AND STORM WATER CONTROL PLAN
C2	UTILITY PLAN
C3	FIRE TRUCK ACCESS PLAN
LA	PRELIMINARY LANDSCAPE PLAN

PROJECT TEAM:

DEVELOPER
CAPITAL PARTNERS
DEVELOPMENT COMPANY, LLC
2890 KILGORE ROAD, SUITE 115
RANCHO CORDOVA, CA 95670
(916) 851-9800

ARCHITECT
PERKINS, WILLIAMS & COTTERILL ARCHITECTS
3320 DATA DRIVE, SUITE 200
RANCHO CORDOVA, CA 95670
(916) 851-1400

CIVIL
SIEGFRIED
3244 BROOKSIDE ROAD, SUITE 100
STOCKTON, CA 95219
(209) 943-2021

LANDSCAPE
GARTH RUFFNER LANDSCAPE ARCHITECT
4120 DOUGLAS BLVD. #306-301
GRANITE BAY, CA 95746
(916) 797-2576

PERKINS, WILLIAMS & COTTERILL
A.R.C.H.I.T.E.C.T.S.
3320 DATA DRIVE, SUITE 200, RANCHO CORDOVA, CA 95670
916-851-1400 FAX: 916-851-1408
pwarch@pwarchitects.com

Site Plan	
Project:	SAN PABLO CITY HALL
Job No.	16551
Date:	7-27-17
Scale:	AS NOTED

Exhibit 2
New City Hall Design

See attached.

