



City of Del Mar Staff Report



TO: Honorable Mayor and City Council Members

FROM: Kathleen A. Garcia, Planning and Community Development Director
Via Scott W. Huth, City Manager

DATE: December 15, 2014

SUBJECT: Authorization to Issue a Request for Qualifications for a Design Team to Prepare the Design of a New City Hall/Town Hall

REQUESTED ACTION/RECOMMENDATION:

Receive the report, receive community input, and provide comments and direction to staff regarding the proposed Request for Qualifications for the preparation of the design of a new City Hall, Town Hall and associated uses, and the formation of a Selection Committee to review the Statements of Qualifications.

DISCUSSION/ANALYSIS:

The City of Del Mar has been actively engaged in the preliminary planning and the master planning for a new City Hall/Town Hall complex at 1050 Camino del Mar. Since June of 2013, the City Council has been reviewing the conditions, space programs, alternatives, considering additional uses and master planning. A schedule of work tasks is shown in Attachment A. The next stage in the process, after the determination of a design program, is to embark on the design process, including Schematic Design and Design Development.

Anticipating that the City Council may make this decision within the next few months, staff is proposing the solicitation of qualifications from architects and design teams to undertake this design process, prepare entitlement documents (Design Review, Coastal Development, Land Conservation Permits), and work with the City Council and staff on community outreach. Staff is proposing a two part process, where the City will first solicit Statements of Qualifications from proposed firms/teams. A draft of the Request for Qualifications (RFQ) is included in Attachment B. Following a short-list of the most qualified and desirable teams, only the short-listed teams will provide proposals with scopes of work and fee proposals for the tasks. It is intended that, from that secondary submission, one firm will be recommended for selection to prepare the design documents.

City Council Action:

Staff is seeking the City Council's confirmation or additional direction on the assessment criteria stated in the RFQ on page 5 (Attachment B).

Proposals will be assessed on:

1. Demonstrated success and leadership in designing civic centers;
2. Strength of the consultant team in relevant technical areas;
3. Understanding the community and the issues facing the City of Del Mar;
4. Commitment of involvement on behalf of the principal/project manager and key design team members;
5. Demonstrated success as a leader in consensus-building and working with the public on design;
6. Demonstrated commitment to sustainable design, the ability to create lively civic plazas, and civic designs that are indicative of the community's character and desires;
7. The ability to meet deadlines and work within budget, including demonstrated cost-savings means;
8. Corporate, project, and individual references; and
9. The ability to meet the City's contract requirements.

Staff is proposing that the City Council establish a selection committee to review, rank and determine a short list of those consultants who would be moving forward with proposals. A three (3) member RFQ Selection Committee is proposed to be the two Council Liaisons and one Design Review Board Member, as selected by City Council.

Requested Action:

Staff requests that City Council provide comments and direction regarding the Draft RFQ for the preparation of City Hall/Town Hall design, in particular the selection criteria. Staff will then refine and finalize the RFQ based upon any comments and release it publicly as well as post it on the City's website.

Additionally, staff requests that City Council provide comments and direction regarding the formation of the Selection Committee to review the Qualifications submissions. Staff will then return with a process for the City Council to make appointments to the Selection Committee.

FISCAL IMPACT:

The City Hall planning effort to date is within the adopted Capital Improvement Program budget (CIP#FA01) for Fiscal Years 2013-2014 and 2014-2015 which included \$306,883 for Public Facilities planning related services and \$431,000 approved during the Fiscal Years 2013-2014 and 2014-2015 Operating and Capital Budget Update on June 16, 2014.

ENVIRONMENTAL IMPACT:

In accordance with California Environmental Quality Act (CEQA) standards, facility planning is not defined as a project and is therefore exempt from the provisions of CEQA. A future development project would be subject to CEQA review.

PRIOR CITY COUNCIL REVIEW:

During the last eighteen months, the City Council has addressed the numerous topics associated with City Hall/Town Hall planning at multiple, noticed meetings.

- December 1, 2014: Review of Options for Voting
- November 17, 2014: Review of Workshop Results and Direction for Voting Options
- October 27, 2014: City Hall/Town Hall Council Workshop #3 - Scenarios Review
- October 20, 2014: Financial Analysis of Master Planning Scenarios
- October 6, 2014: Master Planning – Mixed-Use Scenarios Review
- July 7, 2014: City Hall Mixed-Use Goals & Assessment Criteria
- June 16, 2014: Direction to prepare alternative scenarios/Master Planning Phase
- June 9, 2014: City Hall/Town Hall Council Workshop #2
- June 2, 2014: City Hall Funding Program; City Hall Sites Assessment report; Current City Hall Renovation Costs
- May 19, 2014: Highest and Best Economic Use Analysis for 1050 Camino del Mar; Public Private Partnership Overview; Opinion of Probable Construction Costs, City Financing Bond Capacity;
- May 5, 2014: City Hall Revised Schedule and Recommended Program
- April 21, 2014: City Hall Program Verification
- April 7, 2014: Community Forum
- March 17, 2014: Space Planning Verification and Cost Estimate Consultant Selection
- March 3, 2014: City Hall Planning Schedule
- February 18, 2014: Survey Results
- January 6, 2014: Draft Community Survey
- December 9, 2013: City Council Workshop Report and Next Steps
- December 2, 2013: City Council Workshop #1
- September 3, 2013: Site Selection to redevelop 1050 Camino del Mar
- July 15, 2013: Preliminary Space Needs; Priority to replace City Hall
- July 1, 2013: Goals and Criteria for Success for evaluation of Alternative Sites.
- June 17, 2013: Process for Facility Planning

ATTACHMENTS:

Attachment A – Schedule of Work Tasks
Attachment B – Draft Request for Qualifications



City of Del Mar



Request for Qualifications RFQ 2014-08

for

Consultant Design Services

for a new

City Hall and Town Hall with Plaza, Parking and Ancillary Uses

RFQ Issue Date: December 16, 2014

Due Date: 4:00 p.m. on Friday, January 30, 2015

Request for Qualifications for Design Services (RFQ 2014-08)

The City of Del Mar is considering the replacement of its existing City Hall administrative offices as well as current facilities used for City Council hearings, community meetings and Del Mar TV, as well as redevelopment of the city-owned site at 1050 Camino del Mar. As such, the City is seeking Statements of Qualifications (SOQs) from qualified, multidisciplinary professional teams for architectural/landscape architectural/engineering, etc. design services. This is a two part process with the first part being the selection of the most qualified teams based upon the SOQ (short list) and the second part being a solicitation of a scope and fee proposal from the short listed teams.

The selected consultant team will prepare the Schematic Design and Design Development drawings, construction cost estimates, and entitlement documents, as well as to work with staff on the implementation of the City's Community Participation Program. The design will be for a new City Hall (administrative offices), Town Hall (flexible meeting space for City Council meetings and community meetings as well as shell space for Del Mar TV), a plaza, and public parking in either a parking structure (tucked under buildings) and/or surface parking. The design will require Design Review Board, Land Conservation and Coastal Development permits. The City has already contracted for a site survey which will be available to the shortlisted teams. The City's on-call environmental consultants will be responsible for preparing CEQA documentation; however the design team will be expected to coordinate with that environmental review process.

Based upon entitlements and project delivery method selected, the selected consultant team may also be retained for further efforts, including related design services, design documentation for additional uses, construction documentation and construction administration services.

Background

The City of Del Mar was incorporated in 1959, and is the smallest city in San Diego County, California. It is a residential community with a population of approximately 4,200 and a six block commercial village at its heart. Del Mar is a Charter City and encompasses approximately two square miles of coastal land, and is totally within the Coastal Zone thereby subject to the review of the California Coastal Commission. It is also home to the Del Mar Fairgrounds and Race Track, which along with the beaches brings a substantial amount of visitors to the city.

The City began planning for a new City Hall in the 1980s and 1990s but did not move forward with implementation. The City Council initiated current discussions with the community in June 2013 with a commitment to replace the unsuitable existing facilities. Discussions in the last eighteen months determined the site for the civic uses (1050 Camino del Mar); assessed space needs and prepared a preliminary civic program; established goals and evaluation criteria for the project; and considered additional uses (commercial and/or residential) for the site. The City Council has conducted three community workshops, to date. The City is currently developing a public opinion survey/vote for the community to weigh in on the options of development intensity. This information is available on the City's website at www.delmar.ca.us/cityhall.

At this point, the City is interested in developing a short list of qualified architectural teams for the anticipated selection of a design team to design the civic uses with associated parking and public plaza.

1050 Camino del Mar

The current City Hall at 1050 Camino del Mar was built as a school in the 1920s and expanded in the 1950s. The Del Mar City Hall has been located in this former school since the 1970s. In the 1980s, trailers and a TV Studio building were installed to supplement the former school buildings. The property is owned by the City and consists of two lots and an east/west alley (unused) for a total of approximately 67,500 SF or 1.5 acres. The site is zoned PF – Public Facilities, which can accommodate the civic uses of a City Hall, Town Hall and public parking.



City Hall currently houses 23 full-time and 5 part-time (interns or special project staff) employees. For future planning purposes, the City does not anticipate any significant growth in staff. Currently, the City Hall accommodates the City Manager's Office and the Administrative Services, Finance and Planning Departments as well as areas for the Sheriff Officer (1-2 persons) and Park Ranger (1-2 persons). (Public Works and Community Services departments will remain in existing, separate facilities on other sites.) It is anticipated that the new City Hall will be approximately 9,250 SF and will have the flexibility for future expansion, if needed.



A Town Hall of approximately 3,200 SF is envisioned as a flexible meeting space for approximately 100 persons, with the desire to be able to subdivide the meeting hall into smaller meeting rooms as well as having a closed session conference room. The Town Hall is intended to host City Council, Design Review Board and Planning Commission meetings, as well as other community meetings. It should be flexible to convert to performance or cultural space and have the ability to expand in the future, if needed. The Town Hall should also accommodate studio and control room space for the local TV Station, Del Mar TV.

Preliminary programming has been prepared for these civic uses and the selected design team is expected to confirm and adjust the program as necessary.

The community also wishes to include a civic plaza for outdoor community event space, including a Farmer's Market. Currently, the Del Mar Farmer's Market operates in the lower parking lot of City Hall.

Parking will be provided to support the uses pursuant to the Del Mar Municipal Code and may also include additional parking to contribute to the available public parking for Del Mar's downtown Village.

There has been a long history of planning for a new City Hall. Most recently, the Del Mar City Council has undertaken a site assessment, programming and existing facilities assessment and study of the potential for adding a mix of uses to the City Hall site. At this point, the City Council has determined that they wish to move ahead with designs for the civic uses only with a design that allows flexibility for expansion or additional uses. Any future development would be determined at a later time.

Additional information on the City Hall planning process to date can be found on the City's website at: www.delmar.ca.us/cityhall.

Purpose of the Request for Qualifications

The City of Del Mar is releasing this RFQ for the purpose of pre-qualifying and short list prospective consultants based on their Qualification Statements and their experience in providing the desired consultant services. This Request for Qualifications is intended solely to obtain competitive qualifications from consultant teams who best meet the City's needs. The City may choose a short list of teams which will be asked to further submit fee proposals. This RFQ is being released to provide a fair and open process for the selection of consultants.

General Requirements

Teams or firms interested in submitting proposals for the City Hall Design Services shall submit the following in a sealed package bearing the caption "Del Mar City Hall Design Services RFQ 2014-07" to:

City of Del Mar
Re: City Hall Design RFQ 2014-07
1050 Camino Del Mar
Del Mar, CA 92014

Sealed Statements of Qualifications may be submitted in person to the Administrative Services Department at the address above, via US Mail, or express courier and must be received by **4:00 p.m. on Friday, January 30, 2015**. Submissions after this deadline will not be accepted.

All inquiries and/or requests for clarification of the RFQ shall be submitted **by email** to Kathleen Garcia, at kgarcia@delmar.ca.us. **All requests for clarification must be received no later than 4:00 p.m., Tuesday, January 20, 2015**. Requests for clarification received after this date will be discarded. All responses will be posted on the City's website no later than **Monday, January 26, 2014** and it will be the applicant's responsibility to review these responses online. No responses will be mailed individually or distributed beyond the website posting. No phone calls, please.

At this stage, no pre-proposal meeting is planned. The property is available to tour during normal business hours but no tours will be given of the existing City Hall facilities at this stage.

Statement of Qualifications Contents

Please limit qualification responses to **no more than 50 printed pages** (25 sheets printed both sides), including hourly rate sheet and qualifications. Cover, Table of Contents and Resumes are excluded from the page count. Note, two-sided printing is preferred to conserve paper and each side counts towards the page limit.

Please submit eight (8) hard copies and one (1) digital copy (PDF format only) of the SOQ.

The submittal shall include:

1. Cover letter summarizing key qualifications and contact information.
2. The composition of the consultant's team, the key team member's role and their relevant experience. Please identify all relevant key consultants, including architects, landscape architects, engineers and other disciplines as necessary.
3. A description of recent, relative experience with providing similar consultant services, including:
 - a. Project or jurisdiction name and location.
 - b. Summary of role/responsibility.
 - c. Relevance to the issues facing the City of Del Mar.
 - d. Reference and client contact information.
 - e. Name and title of the client's project manager.
4. A description of the consultant's understanding of Del Mar's issues as they relate to City Hall development.
5. A Fee schedule identifying each of the consultant team member's hourly chargeable rates.
6. Resumes of key consultant team members.
7. Any other information that will help the City's selection process.

Please include all relevant contact information, including email address, mailing address and phone number(s) in your cover letter.

Interviews:

The City may invite one or more of those who submit RFQs to be interviewed, at no cost to the City. No date has been set for interviews with candidates.

Selection Method:

The City intends to shortlist consultants based on the consultant's demonstrated competence and qualifications related to the desired services. The considerations that are most important to the City in making such a selection(s) include the following:

1. Demonstrated success and leadership in designing civic centers;
2. Strength of the consultant team in relevant technical areas;
3. Understanding the community and the issues facing the City of Del Mar;
4. Commitment of involvement on behalf of the principal/project manager and key design team members;

5. Demonstrated success as a leader in consensus-building and working with the public in design.
6. Demonstrated commitment to sustainable design, the ability to create lively civic plazas, and civic designs that are indicative of the community's character and desires;
7. The ability to meet deadlines and work within budget, including demonstrated cost-savings means;
8. Corporate, project, and individual references; and
9. The ability to meet the City's contract requirements.

The City reserves the right to reject any and all submittals or to release a new Request for Qualifications. The City also reserves the right to select qualified consultants from different teams or to reject one or more of the members of the consultant's identified team, in which case, the consultant may submit a substitute team member for consideration by the City or the City. The City also reserves the right to seek clarification of each RFQ submitted and reserves the right to require other evidence of technical, managerial, financial, or other abilities as part of the selection process.

Contract Requirements

A sample of the City's standard contract is attached as Attachment A. The selected consultant(s) will be expected to enter into a standard Professional Services Agreement to the satisfaction of the City. If changes are proposed, these must be submitted with the Statement of Qualifications and may or may not be accepted by the City.

General Conditions

Limitations- This RFQ does not commit the City to pay any costs incurred in the preparation or presentation of an RFQ, or to procure or enter into a contract for services or supplies.

Equal Opportunity: In connection with proposals pursuant to the RFQ, it is agreed that the consultant shall not, on the ground of race, religious creed, color, national origin, age, ancestry, physical handicap, medical condition, marital status, or sex, discriminate or permit discrimination against any person or group of persons in a manner prohibited by Federal, State, or local laws. In connection with this RFQ, consultant shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, age, ancestry, physical handicap, medical condition, marital status, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In the event of a consultant's noncompliance with this nondiscrimination clause or with any such rules, regulations or orders, the consultant may be declared ineligible for a contract agreement with the City.

Business License: The consultant(s) selected will be required to obtain a Del Mar Business License while conducting any work under the contract.

Insurance: The consultant(s) selected will be required to maintain the City's minimum insurance requirements (\$2 million) during the entire duration of any contract, with the City named as an additional insured party.

Submissions: All materials, inquiries, responses, or correspondence related to or in reference to this RFQ, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the consultant will become property of the City and a matter of public record. Any changes to this RFQ by the City will be posted on the City's website. Such changes become an integral part of the RFQ for incorporation into any contract awarded pursuant to the RFQ.

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. All costs incurred during proposal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview shall be the sole responsibility of the Consultant.

Evaluation Process: The City retains sole discretion to evaluate qualifications and shortlist the consultant(s) the City deems to have the most responsive Statement of Qualifications. Receipt of qualifications in response to its RFQ does not obligate the City in any way to engage any consultant and the City reserves the right to reject any or all statement of qualifications, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the qualifications process at any time prior to the actual execution of a contract with no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into as a result of this solicitation.

The evaluation process shall include review of qualifications by a panel as designated by the City Council. The City reserves the right, where it may serve the best interest of the City, to request additional information and clarification from consultants. At the discretion of the City, consultants submitting qualifications may be requested to make oral presentations as part of the evaluation process.

Undue Influence

The consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City in connection with the award or terms of the Agreement that will be executed as a result of this RFQ, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City will receive compensation, directly or indirectly, from the vendor, or from any officer, employee or agent of the vendor, in connection with the award of the Agreement of any work to be conducted as a result of the RFQ. Violation of this Section shall be a material breach of the Agreement/Contract entitling the City to any and all remedies by law or in equity.

This request and solicitation is for a Statement of Qualifications only. A fee proposal is not requested at this time.

End of Request for Qualifications

Attachment A: Standard Contract