



City of Del Mar Staff Report



TO: Honorable City Council Members

FROM: Mayor Al Corti and Council Member Don Mosier
Ad Hoc City Hall/Town Hall Project Design Team Selection Committee
By Kathleen Garcia, Planning and Community Development Director

DATE: April 6, 2015

SUBJECT: Ad Hoc City Hall/Town Hall Project Design Team Selection Committee
Recommendation of The Miller Hull Partnership, LLC.

REQUESTED ACTION/RECOMMENDATION:

The Ad Hoc City Hall/Town Hall Project Design Team Selection Committee recommends that the City Council authorize the City Manager to enter into negotiations with The Miller Hull Partnership, LLC. for the design and construction documents for the City Hall Town Hall project and to enter into a contract for the amount not to exceed \$550,000.

DISCUSSION/ANALYSIS:

On January 20, 2015, the City Council appointed the Ad Hoc City Hall/Town Hall Project Design Team Selection Committee (David Arnold, William Cecil, Dennis Cruzan, Lewis Dominy, and Pat JaCoby) to join with Mayor Corti and Councilmember Mosier to recommend the design firm for the City Hall/Town Hall project. The Ad Hoc Selection Committee first reviewed the Statements of Qualifications submitted from fourteen (14) architectural teams as a response to the advertised Request for Qualifications RFQ 2014-08 (Attachment A). The Statements of Qualifications were assessed against the key criteria stated in the Request for Qualifications.

From this review, the Ad Hoc Selection Committee recommended a short list of three design teams for further competition: Architects Hanna Gabriel Wells, The Miller Hull Partnership LLC., and Safdie Rabines Architects. While there were many qualified firms, it was felt that these three firms were the best qualified with the most relevant coastal work, appropriate scale of built projects, experience with meaningful community participation, and understanding of the Del Mar community.

The three architectural firms then responded to Request for Proposal 2015-03 (Attachment B) with their proposals, presenting their particular approach to the project

City Council Action:

and a proposed scope of work. On March 27, 2015, the Ad Hoc Selection Committee convened to review the three proposals and interview the primary team members (architects and landscape architects) from the three shortlisted firms. After deliberations, reference checks and further investigations, the Ad Hoc Selection Committee recommends that the City Council direct staff to enter into negotiations with The Miller Hull Partnership, LLC.

The Miller Hull Partnership, LLC. has demonstrated that they have the necessary Civic Center experience, a strong community process, cost competitiveness and design leadership to deliver the design and entitlement tasks. The Miller Hull Partnership, LLC. has offices in both San Diego and Seattle. Locally, they have done community buildings for National City (Pier 32 Marina), the new San Ysidro Border Crossing, and campus buildings at Mesa College and UCSD, in addition to six City Hall/Civic Center buildings in small Pacific Northwest communities. Their Statement of Qualifications can be found in Attachment C.

The Selection Committee concluded that the Miller Hull team best resonated with the goals that the City is trying to accomplish with this project. The Selection Committee remarked upon the Miller Hull architectural style as one that reflects each particular community rather than any motif, and cited their strong relationship of indoor and outdoor spaces as being appropriate for Del Mar. They were impressed with their team's understanding of this site being a key node in the Camino del Mar streetscape and critical to the Village. The Selection Committee felt that the Miller Hull Principals would be a good fit with the Del Mar community and were very impressed with their interactive methods of engaging the community in the design process and their ability to listen as well as lead. In addition, the Miller Hull team has a strong and demonstrated commitment to sustainability and was cost effective in allocating time and resources to the tasks at hand. Their proposal and work program can be found in Attachment D.

Staff is requesting that the City Council authorize the City Manager to negotiate and enter into an agreement with The Miller Hull Partnership, LLC. for the Concept Design, Programming, Schematic Design, Entitlement and Design Development tasks in an amount not to exceed \$550,000, which would include contingencies. This work is expected to be finished no later than January 2016, which maintains the City Council adopted schedule. Following completion of these tasks, staff will return for authorization for the next phases necessary to take the design into construction: Construction Documents, Permitting and Construction Services.

Staff would also like to thank the Ad Hoc City Hall/Town Hall Project Design Team Selection Committee for their diligence and dedication to the architects' selection. The Committee's insight and observations represented a wide range of Del Mar interests and was invaluable to the process. Staff is recommending that the City Council

consider involving this Committee in further tasks associated with this project as needed.

FISCAL IMPACT:

The amount allocated for this contract negotiation is included in the FY 2014-2015 and 2015-2016 Operating and Capital Budget (Revised) and requires no additional appropriation.

ENVIRONMENTAL IMPACT:

There is no environmental impact associated with this action.

PRIOR CITY COUNCIL REVIEW:

On December 15, 2014, the City Council established the Ad Hoc City Hall/Town Hall Project Design Team Selection Committee. On March 2, 2015, the City Council authorized staff to proceed with the design phase of the efforts and allocated funding to the Capital Improvement Project account and heard an update from the Council Liaisons on the progress of the Selection Committee efforts.

ATTACHMENTS:

- Attachment A – Request for Qualifications RFQ 2014-08
- Attachment B – Request for Proposal RFP 2015-03
- Attachment C – The Miller Hull Partnership, LLC. Statement of Qualifications
- Attachment D – The Miller Hull Partnership, LLC. Proposal



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 at 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 in downtown.

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 2014-08" to:

City of Del Mar

Re: City Hall Design RFQ 2014-08
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, resumes and qualifications. Cover and Table of Contents 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 six (6) hard copies and one (1) digital copy (PDF format only) of the SOQ.

The submittal shall include:

1. Cover letter, summarizing key understanding of the project, key qualifications, and relevant contact information, including email address, mailing address and phone number(s).
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 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 issues as they relate to City Hall development and any proposed ideas.
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, particularly addressing the selection criteria identified below.

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 and municipal buildings;
2. Design creativity;
3. Strength of the consultant team in relevant technical areas;
4. Understanding the community and the issues facing the City of Del Mar;
5. Familiarity with Del Mar's Design Review process and entitlement process;
6. Commitment of involvement on behalf of the principal/project manager and key design team members;

7. Demonstrated success as a leader in consensus-building and working with the public in design.
8. 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;
9. The ability to meet deadlines and work within budget, including demonstrated cost-savings means;
10. Corporate, project, and individual references; and
11. 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

**AGREEMENT BETWEEN THE CITY OF _____
AND
_____**

This Agreement ("Agreement"), made this ___ day of _____, 20___, by and between the CITY OF _____, a Municipal Corporation, duly organized and existing under and by virtue of the laws of the State of California ("CITY"), and _____, a California _____ ("CONSULTANT") with reference to the following facts which are acknowledged by each party as true and correct:

RECITALS

A. CITY is a general law city, formed and existing pursuant to the provisions of the California Government Code.

B. CITY is authorized to enter into consultant agreements under the provisions of California Government Code section 53060.

C. CITY desires or is in need of _____ services.

D. CONSULTANT has special knowledge, experience and facilities for accomplishing the above services.

E. CITY now desires to retain CONSULTANT to accomplish the above services, and CONSULTANT is willing to be so retained pursuant to the terms and conditions of this Agreement.

AGREEMENT

NOW, THEREFORE, it is agreed by and between the parties as follows:

OPERATIVE PROVISIONS

1. RESPONSIBILITIES OF CONSULTANT

1.1 CONSULTANT shall undertake to carry on the scope of services as listed in the attached Scope of Services (refer to Exhibit "A"), which is attached to and made a part of this Agreement. To the extent the provisions of Exhibit "A" are ambiguous in relation to the provisions of this Agreement, inconsistent with the provisions of this Agreement, or expand upon the provisions of this Agreement, the provisions of this Agreement shall take precedence and the provisions of Exhibit "A" shall not apply. These duties may be adjusted from time to time as agreed upon in writing by CONSULTANT and CITY. Any additional services authorized by CITY shall be subject to all terms and conditions of this Agreement, except as modified in writing in accordance with Section 24.

1.2 Representations. CONSULTANT will perform the services set out in this Agreement, as contemplated herein, in an efficient, timely, and professional manner, and in accordance with generally accepted standards for performing similar services. It is understood

that CITY, in entering into this Agreement, is relying on CONSULTANT's representations for quality and professional work performed in a timely manner, and CONSULTANT shall perform in accordance with those representations and standards.

1.3 Monthly Written Reports. The _____ of CONSULTANT shall prepare and submit to the designated CITY representative a monthly written report specifying the activities of CONSULTANT pursuant to this Agreement. CONSULTANT shall prepare the monthly written report in a format acceptable to the CITY. CONSULTANT shall submit the monthly written report to the CITY by the second Friday of each month.

2. ADMINISTRATION OF AGREEMENT

2.1 CITY appoints its City Manager, or his designee, to administer CITY's rights under this Agreement, and to review the work performed by CONSULTANT pursuant to the scope of services.

2.2 CONSULTANT shall keep the City Manager, CITY's representative, or his designee or designees, fully informed as to the progress of the work and shall submit to CITY such oral and written reports as CITY may specify.

2.3 This Agreement shall be administered on behalf of the parties hereto, and any notice desired or required to be sent to a party hereunder shall be addressed, as follows:

For CITY: _____
Address: City of _____
>address<
>city<, CA >zip<
Phone: (____) ____-____
Facsimile: (____) ____-____

For CONSULTANT: _____

CONSULTANT: _____
Address: _____

Phone: (____) _____
Facsimile: (____) _____

3. TERM

3.1 The term of this Agreement shall be from _____, 20____ until _____, 20____.

3.2 Time is of the essence for this Agreement and each provision of this Agreement, unless otherwise specified in this Agreement.

4. PAYMENT TO CONSULTANT

4.1 Consideration. In consideration of the services to be performed by CONSULTANT for the CITY as set forth in Section 1, the CITY agrees to pay CONSULTANT the sum of _____ (\$_____).

4.2 Additional Services. If CITY desires any additional services ("Additional Services"), CONSULTANT may, upon written request by the CITY, furnish a proposal including an itemized statement of the estimated cost of the Additional Services thereof, and the CITY may modify or alter the proposal, or may reject the proposal in its entirety, at its sole discretion, or may direct the submission of a new proposal which may be accepted, altered or rejected. Upon the written approval of any Additional Services including costs by CONSULTANT and CITY, CONSULTANT shall perform the Additional Services and CITY will pay to CONSULTANT the cost of the Additional Services as agreed in writing. All money due for Additional Services shall be supported by a detailed statement of CONSULTANT showing the basis of said claims, and certified by proper officers of CONSULTANT.

4.3 Payments. Payment of CONSULTANT's fee shall be made in accordance with CITY's normal schedule for issuance of checks. CONSULTANT agrees and acknowledges that it is CONSULTANT's sole responsibility to report as income all compensation received from CITY, and to make the requisite tax filings and payments to the appropriate federal, state and local tax authorities.

5. STATUS OF CONSULTANT

5.1 Independent Contractor. It is understood and agreed that CITY is interested only in the results obtained from service hereunder and that CONSULTANT shall perform as an independent contractor with sole control of the manner and means of performing the services required under this Agreement. CONSULTANT shall complete this Agreement according to its own methods of work which shall be in the exclusive charge and control of CONSULTANT and which shall not be subject to control or supervision by the CITY, except as to the results of the work. CONSULTANT is, for all purposes arising out of this Agreement, an independent contractor, and neither CONSULTANT, nor its employees, agents and representatives shall be deemed an employee of the CITY for any purpose.

5.2 Employee Benefits. CONSULTANT shall be responsible for all salaries, payments, insurance and benefits for all of its officers, agents, representatives and employees in performing services pursuant to this Agreement. It is expressly understood and agreed that CONSULTANT and its employees, agents, and representatives shall in no event be entitled to any CITY benefits to which CITY employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation, worker's compensation, sick or injury leave or other benefits.

5.3 Workers' Compensation Insurance. CONSULTANT agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder, as provided in Section 6.1.2 of this Agreement.

5.4 Prevailing Wages. Pursuant to the provisions of section 1773 of the Labor Code of the State of California, the City Council has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft,

classification, or type of workman needed to execute this Agreement, from the Director of the Department of Industrial Relations. These rates are on file with the City Clerk. Copies may be obtained at cost at the City Clerk's office. CONSULTANT shall post a copy of such rates at their office and shall pay the adopted prevailing wage rates as a minimum. If applicable, CONSULTANT shall comply with the provisions of sections 1773.8, 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code and any other applicable laws.

Pursuant to the provisions of section 1775 of the Labor Code, CONSULTANT shall forfeit to CITY, as a penalty, the sum of fifty dollars (\$50.00) for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this Agreement, by him or by any sub-consultant under him, in violation of the provisions of this Agreement.

6. INSURANCE

CONSULTANT shall not begin the services under this Agreement until it has: (a) obtained, and upon the CITY's request, provided to the CITY, insurance certificates reflecting evidence of all insurance required in this Section 6; however, CITY reserves the right to request, and CONSULTANT shall submit, copies of any policy upon reasonable request by CITY; (b) obtained CITY approval of each company or companies as required by Section 6; and (c) confirmed that all policies contain the specific provisions required in Section 6.

6.1 Types of Insurance. At all times during the term of this Agreement, CONSULTANT shall maintain insurance coverage as follows:

6.1.1 Commercial General Liability. Commercial General Liability (CGL) Insurance written on an occurrence basis to protect CONSULTANT and CITY against liability or claims of liability which may arise out of this Agreement in the amount of One Million Dollars (\$1,000,000) per occurrence and subject to an annual aggregate of Two Million Dollars (\$2,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability.

6.1.2 Workers' Compensation. For all of CONSULTANT's employees who are subject to this Agreement and to the extent required by applicable state or federal law, CONSULTANT shall keep in full force and effect a Workers' Compensation policy. That policy shall provide employers' liability coverage as required by applicable state and/or federal Workers' Compensation laws, and CONSULTANT shall provide an endorsement that the insurer waives the right of subrogation against the CITY and its respective elected officials, officers, employees, agents and representatives. In the event a claim under the provisions of the California Workers' Compensation Act is filed against CITY by a bona fide employee of CONSULTANT participating under this Agreement, CONSULTANT agrees to defend and indemnify the CITY from such claim.

6.1.3 Professional Liability. For all of CONSULTANT's employees who are subject to this Agreement, CONSULTANT shall keep in full force and effect Professional Liability coverage for professional liability with a limit of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) annual aggregate. CONSULTANT shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of services under this Agreement; and (2) the policy will be maintained in force for a period of four years after termination of this Agreement or substantial completion of services under this Agreement,

whichever occurs last. CONSULTANT agrees that for the time period defined above, there will be no changes or endorsements to the policy that increase the CITY's exposure to loss.

6.1.4 Commercial Automobile Liability. For all of the CONSULTANT's automobiles including owned, hired and non-owned automobiles, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$500,000 per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto).

6.2 Insurer Requirements. All insurance required by express provision of this Agreement shall be carried only by responsible insurance companies that are no less than "A" and "VII" or better by the A.M. Best Key Rating Guide, and are licensed to do business in the State of California. CITY will accept insurance provided by non-admitted "surplus lines" carriers only if the carrier is authorized to do business in the State of California.

6.3 Deductibles. All deductibles on any policy shall be the responsibility of CONSULTANT and shall be disclosed to CITY at the time the evidence of insurance is provided.

6.4 Specific Provisions Required. Each policy required under this Section 6 shall expressly provide, and an endorsement shall be submitted to CITY, that: (a) the policies are primary and non-contributory to any insurance that may be carried by CITY; and (b) CITY is entitled to thirty (30) days' prior written notice (10 days for cancellation due to non-payment of premium) of cancellation, material reduction, or non-renewal of the policy or policies. Additionally, the CGL and Workers' Compensation policies shall expressly provide, and an endorsement shall be submitted to CITY, that the City of Del Mar and its respective officers and employees are additional insured under the policy.

6.5 Indemnity Not Limited by Insurance. CONSULTANT's liabilities, including, but not limited to, CONSULTANT's indemnity and defense obligations under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement, and CONSULTANT's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement may be treated as a material breach of contract by CITY.

7. AUDIT AND INSPECTION OF RECORDS

At any time during CONSULTANT's normal business hours and as often as CITY may deem necessary, and upon reasonable notice, CONSULTANT shall make available to CITY, or any of its duly authorized representatives, for examination, audit, excerpt, copying or transcribing, all data, records, investigation reports and all other materials respecting matters covered by this Agreement. CONSULTANT will permit CITY to audit and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Agreement. All material referenced in this Section, including all pertinent cost accounting, financial records, and proprietary data, must be kept and maintained by CONSULTANT for a period of at least four (4) years, or for the period required by law, whichever is greater, after completion of CONSULTANT's performance hereunder, unless CITY's written permission is given to dispose of same prior to that time.

8. CONFIDENTIALITY AND USE OF INFORMATION

8.1 Except as otherwise provided by law, all reports, communications, documents and information obtained or prepared by CONSULTANT respecting matters covered by this Agreement shall not be published without prior written consent of City Manager or his designees, nor shall CONSULTANT issue any news releases or publish information relating to its services hereunder without the prior written consent of the City Manager. CONSULTANT shall hold in trust for the CITY, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the CITY's research, development, trade secrets and business affairs, but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.

8.2 CONSULTANT shall advise CITY of any and all materials used, or recommended for use, by CONSULTANT to achieve the project goals that are subject to any copyright restrictions or requirements. In the event CONSULTANT shall fail to so advise CITY and, as a result of the use of any programs or materials developed by CONSULTANT under this Agreement, CITY should be found in violation of any copyright restrictions or requirements, CONSULTANT agrees to indemnify and hold harmless CITY against any action or claim brought by the copyright holder.

8.3 Ownership of Records. All records created by the CONSULTANT shall become the property of the CITY and shall be subject to state law and CITY policies governing privacy and access to files. The CITY shall have access to and the right to examine all books, documents, papers and records of the CONSULTANT involving transactions and work related to this Agreement. The CONSULTANT shall retain all copies of records for a period of five (5) years from the date of final payment.

9. NOTICE

All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service, (b) by U.S. Mail, mailed either by certified mail, return receipt requested, with postage prepaid and addressed to the party to whom the notice is directed, or (c) via facsimile transmission (with proof of confirmation by sender). Service shall be considered given when received if personally served or, if mailed, two days after deposit in the United States Mail by certified mail, return receipt requested. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this Agreement, the addresses of the parties are as set forth in Section 2 above.

10. TERMINATION FOR CAUSE

10.1 CITY may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) a material violation of any of the covenants, agreements, or stipulations of this Agreement by CONSULTANT, (b) CONSULTANT, through any cause, failing to fulfill in a timely and proper manner its obligations under this Agreement, (c) any act by CONSULTANT exposing CITY to liability to others for personal injury or property damage, or (d) if CONSULTANT is adjudged bankrupt, CONSULTANT makes a general assignment for the benefit of creditors, or a receiver is appointed on account of CONSULTANT's insolvency. Written notice by CITY of termination for cause shall contain the reasons for such intention to terminate and shall specify the effective date thereof. Unless prior to the effective date of the termination for cause the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall cease and

terminate on the effective date specified in the written notice by CITY.

10.2 In the event of such termination, CONSULTANT shall be paid the reasonable value of satisfactory services rendered up to the date of receipt of the notice of termination in accordance with this Agreement, less any payments theretofore made, as determined by CITY, not to exceed the amount payable herein, and CONSULTANT expressly waives any and all claims for damages or compensation arising under this Agreement in the event of such termination, except as set forth herein.

11. TERMINATION FOR CONVENIENCE OF CITY

11.1 CITY may terminate this Agreement at any time and for any reason by giving written notice to CONSULTANT of such termination, and specifying the effective date thereof, at least fifteen (15) days prior to the effective date.

11.2 If the Agreement is terminated as provided in this Section, CONSULTANT shall be entitled to receive compensation for any satisfactory work completed up to the receipt by CONSULTANT of notice of termination, less any payments theretofore made and not to exceed the amount payable herein, and for satisfactory work completed between the receipt of notice of termination and the effective date of termination pursuant to a specific request by CITY for the performance of such work.

12. PERFORMANCE AFTER TERMINATION

Upon termination of this Agreement as provided herein, CONSULTANT shall, within such reasonable time period as may be directed by City Manager, complete those items of work which are in various stages of completion and which City Manager determines are necessary to be completed by CONSULTANT to allow the project to be completed in a timely, logical, and orderly manner. Upon termination, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, and other materials prepared by CONSULTANT shall be delivered to the City Manager, upon his request, as property of CITY.

13. DEFENSE AND INDEMNIFICATION

13.1 CONSULTANT shall, to the fullest extent permitted by law, hold harmless, protect, defend (with attorneys approved by CITY) and indemnify the CITY, its council, and each member thereof, its officers, agents, employees, representatives, and their successors and assigns, from and against any and all losses, liabilities, claims, suit damage, expenses and costs including reasonable attorney's fees and costs, and expert costs and investigation expenses ("Claims"), which arise out of or are in any way connected to the performance under this Agreement or any negligent or wrongful act or omission by CONSULTANT, its officers, employees, representatives, subcontractors, or agents regardless of whether or not such claim, loss or liability is caused in part by a party indemnified hereunder. CONSULTANT shall have no obligation, however, to defend or indemnify CITY if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of CITY.

13.2 General Indemnity Provisions. This indemnity is in addition to any other rights or remedies which CITY may have under the law or this Agreement. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, CITY may, at its sole discretion, reserve, retain or apply any monies due to CONSULTANT under this Agreement for the purpose of resolving such claims; provided however, that CITY may release such funds if

CONSULTANT provides CITY with reasonable assurances of protection of the CITY's interest. The CITY shall, in its sole discretion determine whether such assurances are reasonable.

CONSULTANT agrees that its duty to defend the indemnities arises upon an allegation of liability based upon the performance of services under this Agreement by CONSULTANT, its officers, agents, representatives, employees, sub-consultants, or anyone for whom CONSULTANT is liable and that an adjudication of CONSULTANT's liability is not a condition precedent to CONSULTANT's duty to defend.

14. CONFLICT OF INTEREST

14.1 CONSULTANT shall be bound by the requirements of the FPPC (Fair Political Practice Commission) and state law with regard to disclosure of financial interests and prohibited conflicts of interest.

14.2 Prior to execution of this Agreement, CONSULTANT shall disclose in writing to CITY any and all compensation, actual or potential, which CONSULTANT may receive in any form from a party other than CITY as a result of performance of this Agreement by CONSULTANT. If CONSULTANT becomes aware of the potential for such compensation subsequent to the execution of this Agreement, CONSULTANT shall disclose such compensation within three (3) working days of becoming aware of the potential for such compensation.

14.3 Prior to or concurrent with making any recommendation of any products or service for purchase by the CITY, CONSULTANT shall disclose any financial interest that CONSULTANT may have in any manufacturer or provider of the recommended products or services. The term "financial interest" includes, but is not limited to, employment (current or prospective) or ownership interest of any kind and degree.

14.4 CONSULTANT shall not conduct business for third parties which may be in conflict with CONSULTANT's responsibilities under this Agreement. CONSULTANT may not solicit any business during the term of this Agreement which conflicts with its responsibilities under this Agreement. CONSULTANT shall provide no services for any private client within the corporate boundaries or sphere of influence of CITY during the period of this Agreement which may constitute a conflict of interest.

CONSULTANT acknowledges that he/she has read Section 14. Conflict of Interest, and may have ___ or does not have ___ a potential conflict of interest, and will ___ or will not ___ need to file a Statement of Economic Interest Form 700. If CONSULTANT is required to file a Statement of Economic Interest, a Form 700 shall accompany this executed Contract.

Consultant's Initial
City of Del Mar Initial

15. ASSIGNMENT

No portion of this Agreement or any of the work to be performed hereunder may be assigned or delegated (including hiring and retaining use of any other person or entity for any purpose, except for those certain subconsultants specifically included in the attached "Scope of Services") by CONSULTANT without the express written consent of CITY, nor may any interest in this Agreement be transferred (whether by assignment or novation) by CONSULTANT without the express written consent of CITY, and without such consent all services hereunder are to be performed by CONSULTANT, its officers, agents and employees. However, claims for

money due or to become due to CONSULTANT from CITY under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of such assignment or transfer shall be furnished promptly to CITY. Any assignment requiring approval may not be further assigned without CITY approval.

16. SURVIVAL

CONSULTANT's representations, insurance and indemnity obligations, and performance obligations post-termination shall survive termination of this Agreement.

17. COMPLIANCE WITH APPLICABLE LAWS

CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT's business, equipment and personnel engaged in activities covered by this Agreement or arising out of the performance of such activities.

18. PERMITS/LICENSES

CONSULTANT and all of CONSULTANT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

19. NONDISCRIMINATION IN EMPLOYMENT

CONSULTANT agrees that it will not engage in unlawful discrimination in employment and shall comply with all applicable laws and regulations of CITY and/or all other relevant government agencies, including, but not limited to, the California Department of Fair Employment and Housing and the Federal Equal Employment Opportunity Commission. Also, CONSULTANT certifies and agrees that all persons employed by CONSULTANT, its affiliates, subsidiaries and related entities, if any, will be treated equally by CONSULTANT, without unlawful discrimination based upon creed, sex, race, national origin, or any other classification prohibited by state or federal law. If CITY finds that any of the provisions of this Section have been violated, such violation shall constitute a material breach of this Agreement, upon which CITY may determine to cancel, terminate, or suspend this Agreement. While CITY reserves the right to determine independently that the anti-discrimination provisions of the Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or California Department of Fair Employment and Housing, or successor agency, or the Federal Equal Employment Opportunity Commission, or successor agency, that CONSULTANT has violated state or federal anti-discrimination laws relative to this Agreement shall constitute a finding by CITY that CONSULTANT has violated the anti-discrimination provisions of this Agreement.

20. NON-WAIVER

The failure of CITY or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition. Payment to CONSULTANT of compensation under this Agreement shall not be deemed to waive CITY's rights or CONSULTANT's rights

contained in this Agreement.

21. SEVERABILITY

If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, invalid, or void, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

22. DISPUTES

In the event that any action is brought by either party to construe this Agreement or enforce any of its terms, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred, whether or not the matter proceeds to judgment.

23. REMEDIES

The rights and remedies of the CITY provided in this Agreement are not intended to be exclusive, and are in addition to any other rights and remedies permitted by law.

24. ENTIRE AGREEMENT/AMENDMENT

This Agreement and any exhibits attached hereto constitute the entire agreement between the parties and supersede any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement.

25. GOVERNING LAW/VENUE

The terms and conditions of this Agreement shall be governed by the laws of the State of California. Any action or proceeding brought by any party against any other party arising out of or related to this Agreement shall be brought exclusively in San Diego County.

26. BINDING AGREEMENT

This Agreement is intended to be binding on the parties and their respective successors and assigns.

27. NUMBER

The plural shall include the singular, and the singular shall include the plural and neuter wherever the context so indicates or requires.

28. WARRANTY OF AUTHORITY

Each of the parties signing this Agreement warrants to the other that it has the full authority of the entity on behalf of which its signature is made.

29. COUNTERPARTS

This Agreement may be executed in counterparts, all of which taken together will be considered one original document.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF _____

xxxxxxxxxxxxx, City Manager

ATTEST:

xxxxxxxxxxxxx, City Clerk

APPROVED AS TO FORM:

xxxxxxxxxxxxx, City Attorney

Name of Consultant

Name/title of signatory [please print]

Signature

Name/title of signatory [if necessary]

Signature

EXHIBIT A
Scope of Services



City of Del Mar



Request for Proposals to Shortlisted Firms RFP 2015-03

for

Consultant Design Services

for a new

City Hall and Town Hall

with Plaza, Parking and Expansion Area

RFP Issue Date: March 3, 2015

Due Date: 4:00 p.m. on Friday, March 20, 2015

This is a description of the services and submittal requirements.

City of Del Mar
1050 Camino del Mar
Del Mar, CA 92014

Attn: Andrew Potter, Administrative Services Director/City Clerk

Proposals are to be submitted inside an envelope marked on the outside with "City Hall Architectural Services Proposal".

ALL PROPOSALS MUST BE RECEIVED, AT THE CITY CLERK'S OFFICE, NO LATER THAN **4:00 P.M. ON MARCH 20, 2015**.

NO LATE OR FAXED PROPOSALS WILL BE ACCEPTED.

Request for Proposals for City Hall Architectural Services (RFP 2015-03)

The City of Del Mar is replacing its existing City Hall administrative offices, the facilities used for City Council hearings, community meetings and Del Mar TV, as well as redeveloping the city-owned site at 1050 Camino del Mar. Based upon your successful response to the Request for Qualifications (RFQ 2014-08) you have been selected to prepare a statement of design intent, scope of work and fee proposal.

Please see RFQ 2014-08 for project background, selection criteria, sample contract and relevant information. RFP 2015-03 supplements the previously issued RFQ 2014-08.

This RFP includes the following:

1. Development Program
2. Scope of Services
3. Submittal Requirements
4. Selection Process & Evaluation Criteria
5. General Conditions

1. Development 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 development program is:

- a. Approximately 9,250 square foot ($\pm 10\%$) City Hall that includes adequate and flexible space for public counters, lobby, conference rooms and public restrooms.
- b. Town Hall (Approximately 3,200 square foot ($\pm 10\%$)) that has seating for a minimum of 100 persons with flexibility to go up to 150 persons (in workshop table seating) in a flexible space that accommodates a variety of uses, including Council Chambers/TV Studio, community meeting rooms, and space for Del Mar TV.
- c. Approximately 160 parking stalls (all or a majority in structure).
- d. Approximately a 15,000 square-foot public plaza to be used for various events.
- e. Area (between 11,000 and 20,000 square feet) for future expansion, with maximization of expansion space.

2. Scope of Services

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 require Design Review Board, Land Conservation and Coastal Development permits. The architectural team shall include all consultants necessary for full service design and eventual construction documents.

The project schedule (Attachment A) was adopted by City Council and is expected to be maintained.

The City has already contracted for a site survey which is attached (Attachment B) and available as a CADD file to the selected team.

The City maintains an on-call geotechnical consultant that may be utilized for necessary geotechnical work. The Architect will be expected to coordinate any necessary Geotechnical work.

The City's on-call environmental consultants will be responsible for preparing CEQA documentation; however the design team will be expected some coordination with that environmental review process, particularly incorporating mitigations as necessary.

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.

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 preliminary program information is available online at www.delmar.ca.us.

The community 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 at City Hall. The Architect and Landscape Architect will be responsible for suggesting other potential program uses and designing the relationship between buildings and plaza in a way that it will activate and enliven the space.

Parking will be provided to support the uses pursuant to the Del Mar Municipal Code and additional parking to contribute to the available public parking in downtown. Parking for approximately 160 cars is desired.

The consultant is expected to attend the necessary Design Review Board meetings as well as City Council meetings on a regular basis to update the City Council at key milestones in the design process. The consultant is also expected to attend and facilitate two community workshops.

Early (pre-concept) cost estimates have been provided by both Cumming and McCarthy Construction. These were prepared prior to any layout or design and are conceptual at best. The consultant team is expected to provide cost estimates at every stage in the process.

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

3. Submittal Requirements

Please submit seven (7) hard copies and one (1) digital copy (PDF format only) of the Proposal. The digital copy **only** may be emailed to kgarcia@delmar.ca.us

Proposals are to be submitted inside an envelope marked on the outside with "City Hall Architectural Services Proposal" to:

City of Del Mar
1050 Camino del Mar
Del Mar, CA 92014

Attn: Andrew Potter, Administrative Services Director/City Clerk

Sealed Proposals 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, March 20, 2015**. Submissions after this deadline will not be accepted. No faxed proposals will be accepted.

Proposal Contents

The submittal shall include:

1. **Project Approach**, summarizing key understanding of the project, team's approach to addressing the key issues, including:
 - a. Eliciting community input and working with the community to develop a design direction, including method for consensus building
 - b. Confirming and refining development program
 - c. Developing conceptual options for consideration
 - d. Assessing visual/view impact on surrounding residential homes
 - e. Developing a program for, and activation of, the exterior and community gathering spaces
 - f. Developing a style of architecture that relates to the Del Mar community
 - g. Developing and maintaining a project budget throughout the process, including cost control methods and establishing cost estimates.
 - h. Maintaining the schedule to meet expected construction and occupancy dates.

2. **Scope of Work**: Please provide a detailed scope of work of the steps you will undertake through construction, including the tasks you will undertake and the deliverables. This description is to include delineation of specific tasks to be undertaken in each project activity. Include a project schedule if there are any deviations from the adopted schedule (Attachment A). Please include the following tasks at a minimum:
 - a. Schematic Design, including exploration of different options for massing and site arrangement and cost estimates
 - b. Design Development, including cost estimates
 - c. Entitlements, including Design Review Permit
 - d. Construction Documentation, including cost estimates
 - e. Bidding and Construction Administration
 - f. Advise on Delivery (construction) methods
 - g. Presentations to Boards, Commissions, Community meetings and City Council
 - h. Other related tasks

3. **Team:** Describe the management plan to be used and staffing configurations. Please identify all consultants, including architects, landscape architects, engineers and other disciplines necessary for the tasks.
4. **Fee:** Provide a detailed not-to-exceed fee proposal, based upon the fee schedules submitted in the qualification stage. The fee proposal shall be estimated through construction; however the contract will be authorized through Design Development, with an option to continue through Construction Administration. The fee proposal shall show estimated hours and fee by personnel per task and must match the scope of work. The fee proposal must also show a not-to-exceed budget for all reimbursable expenses.
5. **Other:** Any other information that will help the City's selection process, particularly addressing the selection criteria identified below.

Proposals should be concise and complete and do not need to be extensive, however there is no page limit or requirement. Proposals should be organized based upon the Contents stated above.

Proposal Schedule

The following is the anticipated schedule for the Proposal:

March 2, 2015:	City Council meeting to determine development program
March 3, 2015:	Release of RFP
March 3-20, 2015:	Staff available for questions and meetings/tour by appointment
March 20, 2015:	Proposal due to City of Del Mar
March 27, 2015:	Interviews
April 6, 2015:	City Council meeting – recommendation of preferred Architect
April 7 – 15, 2015:	Contract and Scope negotiations
April 20, 2015:	City Council meeting – Approval of Contract
April 21, 2015:	Notice to proceed

(Please note that the anticipated overall Project Schedule is in Attachment A.)

Pre-proposal Meeting

At this stage, no pre-proposal meeting is planned however staff is available for appointments to conduct a tour, meetings or clarifications during normal business hours. All inquiries and/or requests for meetings or clarification of the RFP shall be addressed to Kathleen Garcia, at kgarcia@delmar.ca.us or 858.755.9313 x157. Please do not contact either selection committee members or members of the City Council during this process.

4. Selection Process & Evaluation Criteria:

The City intends to select a consultant team based on the consultant's demonstrated competence and proposal related to the desired services. In addition to the selection criteria outlined in RFQ 2014-08, the considerations that are most important to the City in making such a selection include the following:

1. Design approach for creating an appropriately scaled, civic design that is indicative of the Del Mar's community character and desires;
2. Methodology for working with the community on design and consensus-building;
3. Scope of Work;
4. Value to the City and subsequent costs;
5. Commitment of involvement on behalf of the principal/project manager and key design team members;
6. Corporate, project, and individual references; and
7. The ability to meet the City's contract requirements.

Upon selection of the most desired Architect, the City will negotiate a reasonable fee with the successful Architect. If negotiations are not successful, the next most qualified architect will be notified for fee negotiations.

The City reserves the right to reject any and all submittals or to release a new Request for Proposal. 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. The City also reserves the right to seek clarification of each RFP submitted and reserves the right to require other evidence of technical, managerial, financial, or other abilities as part of the selection process.

The City retains sole discretion to evaluate proposals the City deems to be the most responsive. The evaluation process shall include review of proposals by a panel as designated by the City Council. At the discretion of the City, consultants submitting proposals will be requested to make oral presentations/interviews as part of the evaluation process.

A tentative date of Friday, **March 27, 2015** is reserved for interviews.

The City reserves the right, where it may serve the best interest of the City, to request additional information and clarification from consultants.

5. General Conditions

Standard Contract

The City reserves the right to negotiate all final terms and conditions of any agreements entered into as a result of this solicitation. The City of Del Mar standard agreement for professional consulting services was attached to RFQ 2014-08. It is anticipated that the successful bidder will enter into this agreement **without modification** with the City of Del Mar. It is anticipated that any fee negotiations will occur between April 7 and 15, 2015. The City Council intends to execute the contract at their April 20, 2015 meeting with an authorization to proceed and work start up on April 21, 2015.

Limitations

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

Equal Opportunity

In connection with proposals pursuant to the RFP, 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 RFP, 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 RFP, 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 RFP by the City will be provided to the shortlisted firms. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP.

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.

City Disclaimer

The City reserves the right to reject any or all Proposals, to waive any informality in any Proposal, and to select the Proposals that best meet the City's needs. The City also reserves the right to reduce or revise elements of the scope of services, or to amend or modify the contractual requirements, to extend the due date for the proposal or to negotiate with any qualified consultant.

No representation is made that any contract will be awarded pursuant to this RFP. In no way shall a contract be any guarantee of services to be provided or to be viewed as an exclusive contract in any way. The city reserves the right to retain additional consultants as necessary to satisfy the needs of the City. All costs incurred in the preparation of the proposal, in the submissions of additional information and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the proposing firm. All proposals submitted to the City in response to this RFP shall become the property of the City and considered public information.

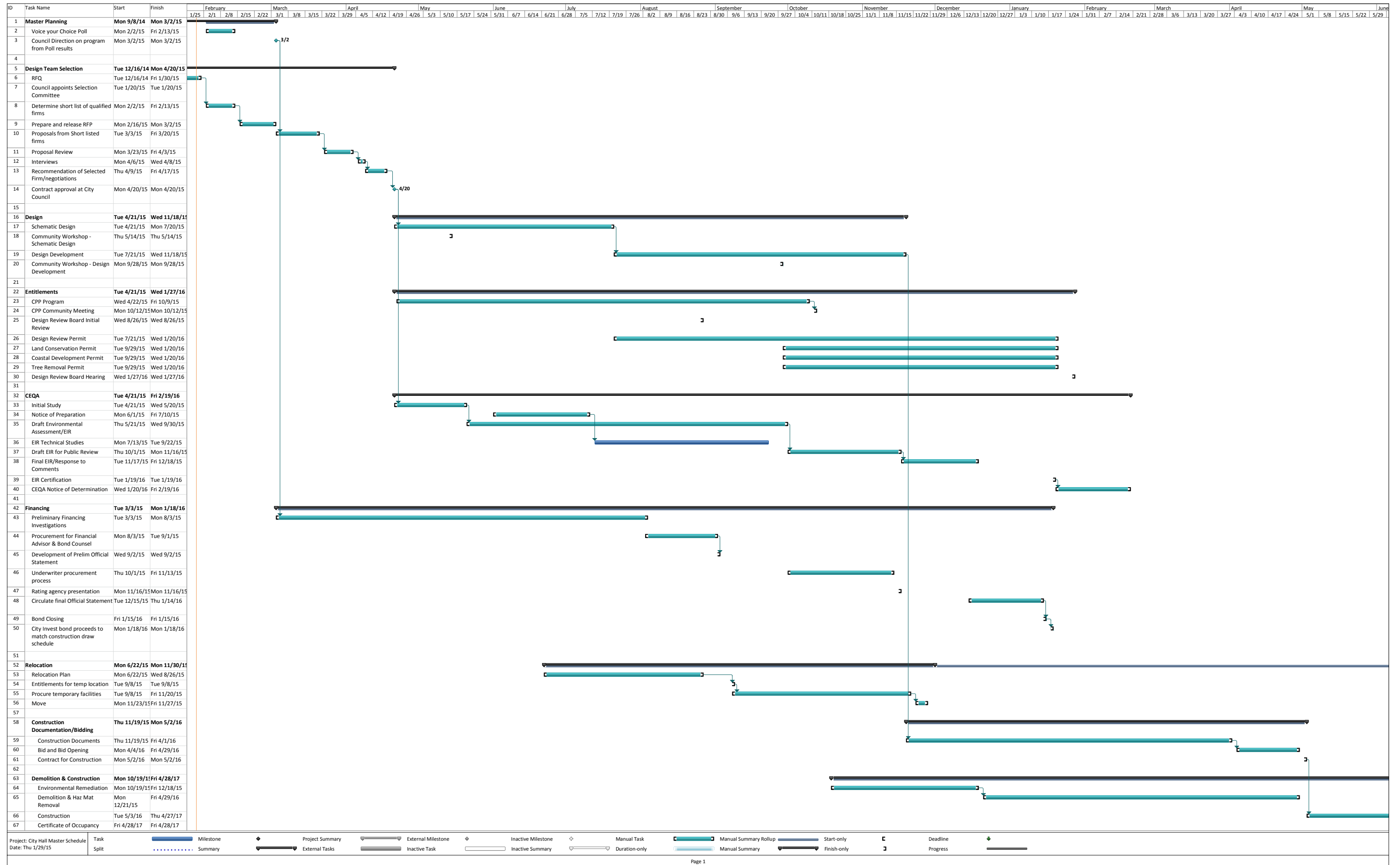
Undue Influence

By submission of a proposal, 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 RFP, 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 RFP. 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.

End of Request for Proposals

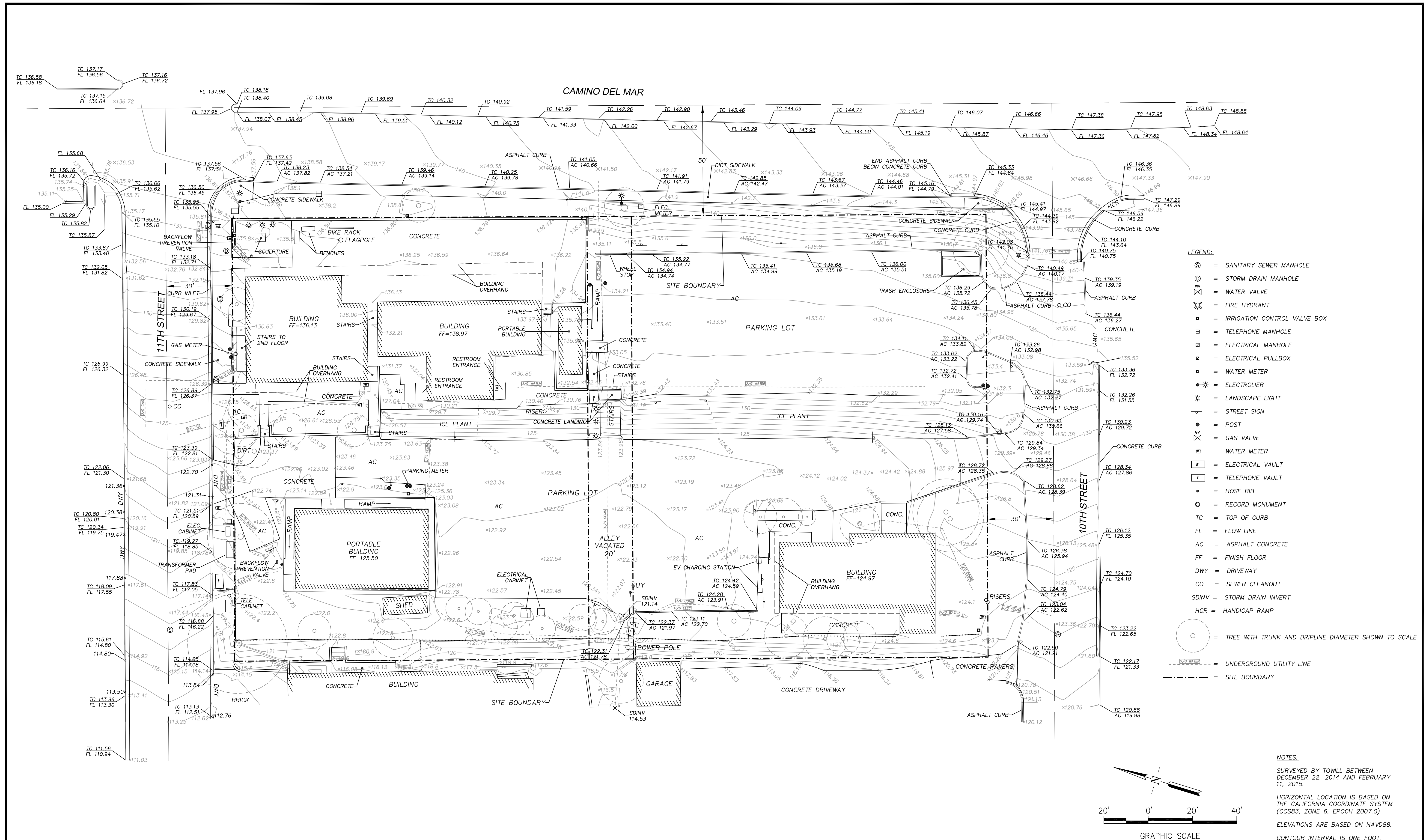
Attachment A: Project Schedule, as adopted by City Council

Attachment B: Topographic Survey



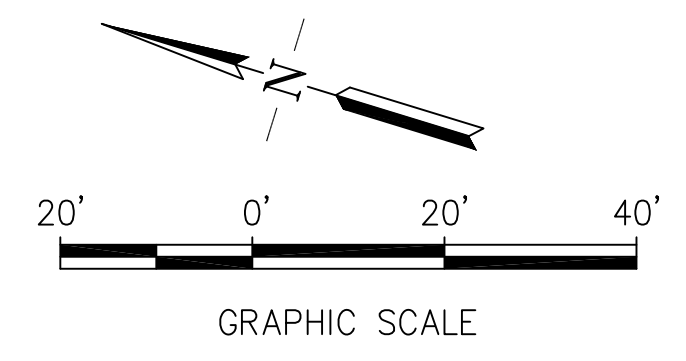
Project: City Hall Master Schedule Date: Thu 1/29/15

Task Split
 Milestone Summary
 Project Summary External Tasks
 External Milestone Inactive Task
 Inactive Milestone Inactive Summary
 Manual Task Duration-only
 Manual Summary Rollup Manual Summary
 Start-only Finish-only
 Deadline Progress



- LEGEND:**
- ⊙ = SANITARY SEWER MANHOLE
 - ⊕ = STORM DRAIN MANHOLE
 - ⊗ = WATER VALVE
 - ⊗ = FIRE HYDRANT
 - ⊗ = IRRIGATION CONTROL VALVE BOX
 - ⊗ = TELEPHONE MANHOLE
 - ⊗ = ELECTRICAL MANHOLE
 - ⊗ = ELECTRICAL PULLBOX
 - ⊗ = WATER METER
 - ⊗ = ELECTROLIER
 - ⊗ = LANDSCAPE LIGHT
 - ⊗ = STREET SIGN
 - ⊗ = POST
 - ⊗ = GAS VALVE
 - ⊗ = WATER METER
 - ⊗ = ELECTRICAL VAULT
 - ⊗ = TELEPHONE VAULT
 - ⊗ = HOSE BIB
 - ⊗ = RECORD MONUMENT
 - TC = TOP OF CURB
 - FL = FLOW LINE
 - AC = ASPHALT CONCRETE
 - FF = FINISH FLOOR
 - DWY = DRIVEWAY
 - CO = SEWER CLEANOUT
 - SDINV = STORM DRAIN INVERT
 - HCR = HANDICAP RAMP
 - ⊗ = TREE WITH TRUNK AND DRIFLINE DIAMETER SHOWN TO SCALE
 - = UNDERGROUND UTILITY LINE
 - - - = SITE BOUNDARY

NOTES:
 SURVEYED BY TOWLL BETWEEN
 DECEMBER 22, 2014 AND FEBRUARY
 11, 2015.
 HORIZONTAL LOCATION IS BASED ON
 THE CALIFORNIA COORDINATE SYSTEM
 (CCS83, ZONE 6, EPOCH 2007.0)
 ELEVATIONS ARE BASED ON NAVD88.
 CONTOUR INTERVAL IS ONE FOOT.



PRELIMINARY - NOT FOR CONSTRUCTION

REVISION	DESCRIPTION	APPROVED	DATE

SCALE: 1" = 20' ACAD FILE NO.	DESIGNED:	DRAWN: RBY	CHECKED: DJM
PROJECT NO. 14616-102	ENGINEER OF WORK	R.C.E. NO.	DATE



City of Del Mar
 1050 Camino del Mar, Del Mar, CA 92014
 T 858.755-9313 F 858.755-2794
 www.delmar.ca.us

APPROVED	DATE
PUBLIC WORKS DIRECTOR	

CITY OF DEL MAR		SHEET 1 OF 1 SHEETS
TOPOGRAPHIC SURVEY OF DEL MAR CITY HALL SITE		



30 January 2015
Request for Qualifications
RFQ No. 2014-08

CITY OF DEL MAR, CITY HALL AND TOWN HALL WITH PLAZA, PARKING AND ANCILLARY USES



January 30, 2015

City of Del Mar
Re: City Hall Design RFQ 2014-08
1050 Camino Del Mar
Del Mar, CA 92014

**RE: RFQ for Architectural and Design Services for the City of Del Mar City Hall and Town Hall
with Plaza, Parking and Ancillary Uses**

Dear Members of the Del Mar City Hall Selection Committee,

We are pleased to present our qualifications to work with your community to design a new City Hall.

Building Momentum

Del Mar is poised to make a significant investment in a City Hall that will establish a legacy for many years to come. Our firm has been helping cities leverage momentum to maximize the opportunity this brings. You will find a range of well-loved civic and community projects in the attached documentation. We understand the political aspects of the stewardship of public funds, and draw the community into the process in way that gives everyone a sense of ownership and pride in order to stay on schedule in a way that continues to build trust and energy.

Creativity Within Constraints

We understand that any municipal project involves a long political history and community visioning process. We appreciate and respect working within these constraints to find creative design solutions that maximize available funds to reflect the communities they serve. We do this by focusing on what a building does to build community. We look to create uses between programmed spaces for impromptu interactions and flexible uses over time. Buildings with a mix of civic uses such as the City Hall you have envisioned, introduce many opportunities to find creative ways to connect your citizens and strengthen a sense of civic identity. We envision a palette of local materials, architectural expression and construction techniques to tie the project to its place while building within the budget. Our buildings look like they belong and are designed to strengthening community ties.

Finding the Right Fit

Our greatest strength is our ability to listen, to engage and to create environments where everyone has a sense of participation. We begin every design by carefully studying the cultural and physical context to tie the project into its site in a way that reinforces existing connections and builds new ones. Our vision will not end with the boundaries of the site but extend to take in a broader community context to ensure the design connects with the community. Another hallmark of our work is a deep commitment to sustainable design from the very beginning. When sustainable thinking is incorporated from the earliest planning stages, informing the building's shape and location, a building that draws from the unique characteristics of its place emerges. We hope that the wide range of projects we present in the following pages give you a sense of our commitment to creating a building that is the perfect fit.

We look forward to the opportunity to work with you to realize your vision for the Del Mar City Hall.



Caroline S. Kreiser, AIA
Principal
619.220.0984
ckreiser@millerhull.com

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A rural heritage and wood industry informed the architectural expression and materials used for the Bainbridge Island City Hall

I. PROJECT TEAM



Rendering of the new public entry at the Bothell Civic Center (currently in construction)

PROJECT TEAM

Caroline Kreiser, Principal-in-Charge: Caroline's leadership will guide the team through all phases of the project. Her particular experience in publicly funded projects, community outreach and consensus building will be of particular value to the City of Del Mar.

Mike Jobs, Design Lead: Mike has lead design teams for over 10 years. His projects include buildings for city and counties, municipalities, and institutions. Mike's sharp focus and innovative response to the program and site considerations of each project has resulted in award winning designs for a wide range of building types.

Kurt Stolle, Project Manager: Kurt will be involved with the project from programming through commissioning. Kurt works closely with consulting engineers to understand the building system requirements for complex program elements early in the design process, and with the design lead to integrate the building systems and programs into the architectural solution. Kurt will be the main point of contact for the City of Del Mar's main point of contact.

TEAM MEMBER FIRMS EXPERIENCE

Our proposed team members have worked together on civic projects for many years. This experience brings a clarity to each of our roles and an understanding of how to efficiently work together and contribute toward a common goal. Here is an abbreviated list of our consultants' respective project experience. In bold are the projects completed with Miller Hull.

THE MILLER HULL PARTNERSHIP, ARCHITECTURE

- Bothell City Hall
- Bainbridge Island City Hall
- Edgewood City Hall
- Pier 32, National City
- The Wharf at America's Cup Harbor
- Fort Vancouver Regional Library
- Northgate Library and Civic Center
- Mesa College Cafeteria, Bookstore, Stockroom & Culinary Arts, San Diego, CA
- Kitsap County Administration Building
- Pierce County Environmental Center
- IDEA District Mixed-use

CITY OF DEL MAR (OWNER)

MILLER HULL, ARCHITECTURE

Caroline Kreiser, AIA, Principal-in-Charge
Mike Jobs, AIA, Design Lead
Kurt Stolle, AIA, Project Manager

SPURLOCK POIRIER, LANDSCAPE ARCHITECTURE

Martin Poirier, FLSA, Principal
Brad Lents, LA, AICP, LEED™ AP BD+C, Project Manager

BURKETT AND WONG, CIVIL

Ambrose Wong, PE, Principal

HOPE AMUNDSON, STRUCTURAL

Jim Amundson, SE, Principal

ELEN CONSULTING, MEP

Dimitry Nathansan, PE, Principal Electrical Engineer
Stephane Beauvais, SE, Electrical Engineer
Radik Musin, PE, LEED™ AP BD+C, Mechanical Engineer

CUMMING, COST ESTIMATING

Ashok Patel, PE, LEED™ AP, Director of Cost Services

I. PROJECT TEAM

TEAM MEMBER FIRMS EXPERIENCE (CON'T.)

SPURLOCK POIRIER, LANDSCAPE ARCHITECTURE

- **The Wharf at America's Cup Harbor**
- Camino Del Mar Streetscape Plan
- City of Del Mar, On-Call Landscape Architect
- Del Mar Library
- 17th Street Life Safety Facility
- Camino Del Mar 4th-9th Streetscape
- Del Mar Estuary Enhancement Project
- San Dieguito River Park
- Torrey Pines High School
- Henderson Civic Plaza
- San Diego Federal Courthouse
- Imperial Beach Pier Plaza

BURKETT AND WONG ENGINEERS, CIVIL

- Animal and Bird Hospital of Del Mar
- L'Auberge Hotel Renovation
- SDSU Conrad Prebys Aztec Student Union
- El Cajon Civic Center Plaza Improvements,
- El Cajon Public Safety Center
- Harbor Aquatics Center
- Superior Court of California, South County Regional Center Courthouse
- **IDEA District Mixed-Use**

HOPE AMUNDSON, STRUCTURAL

- Chula Vista Civic Center Renovation,
- Vista Civic Center

- Yuma Municipal Government Complex
- Horton Plaza Improvement Project
- Veralliance Heights at Del Mar
- Del Mar Highlands Town Center Renovation,
- Kilroy Business Center
- **Mesa College Cafeteria, Bookstore, Stockroom & Culinary Arts, San Diego, CA**

ELEN CONSULTING, MPE, LIGHTING

- 17th Street Beach Safety Center
- Del Mar Fire Department Upgrade
- Alga Norte Community Park
- Alpine Community Center
- Boulevard Fire Station, City Hall and Community Building
- Fallbrook Branch Library
- Lakeside Fire Station #2
- Perris Aquatic Center
- Ramona Branch Library
- Rancho San Diego Sheriff Station

CUMMING, COST ESTIMATING

- City of Del Mar, New City Hall Programming Phase
- Alpine Co. Government Center
- Barona Government Building
- Brentwood Civic Center, New Plaza / Outdoor Stage / Parking Structure
- Chino Hills Govt. Center, New City Hall-Library-Sheriff/ Fire Admin. Offices



2. RELEVANT EXPERIENCE



One stop shopping along the "street" at Bainbridge Island City Hall

BAINBRIDGE ISLAND CITY HALL

Bainbridge Island, WA

<p>CLIENT/REFERENCE: City of Bainbridge Island Lynn Nordby, Former City Council Member 253.692.5668</p> <p>COST: \$4.6 million SIZE: 24,000 SF COMPLETION: 1999</p> <p>PROJECT RELEVANCE: Example of "humane workplace" for government employees</p> <p>Rational approach to sustainability, integrated into building concept</p>	<p>Community consensus built with small, active, coastal community</p> <p>AWARDS:</p> <p>2002: Mayors Institute of Excellence in City Design</p> <p>2001 AIA NW and Pacific, Merit Award</p> <p>2000: AIA National Earth Day Top 10</p> <p>2000: AIA WA Civic Design onor Award</p> <p>2000: AIA Seattle Honor Award</p>
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Miller Hull conducted individual interviews of seven department heads followed by group interviews to include every city employee. Through an intensive programming process we developed a matrix of space needs and then developed building options based on that data, with estimated project development costs and site planning impacts associated with each option. Through this process it was determined to eliminate the Police and Courts functions from the new building and master plan the site to include a future building for these entities. By tying the site alternatives to the building programming exercise it was possible to show the owner how the project could be phased to fit within the desired budget.

Building Concept: The building concept centers around a "public street" running east west down the center of the building, flanked on either side by public counters for the building, planning, and engineering departments. A linear skylight runs the length of the building at the top of this two-story space. The city council chambers anchors one end of the building, with a self-help public room at the other. The city administration is housed in the second floor of the gable form, with views into the interior street from operable wood windows, in a continuation of the rhythm established on the exterior.

Siting: To fit the building into the existing urban fabric of residential scaled wood frame structures, one gable end of the linear building is placed on Madison Avenue with the parking behind. By pushing the project to the street it made room for a new "town square" formed by the new city hall, the existing Performing Arts Building and a future mixed use building to the south. A creative solution to three distinct parking demands provides for a public park during the week, a grassy venue for the Farmers Market during weekends, and overflow parking for theater events.



2. RELEVANT EXPERIENCE

EDGEWOOD CITY HALL

Edgewood, WA

CLIENT/REFERENCE:

Bonnie Valens
City of Edgewood
Phone: 253.952.3299
bonnie@cityofedgewood.org

Caroline Kreiser, AIA, LEED
Administration

PROJECT RELEVANCE:

Built of low maintenance, environmentally sensitive materials

SIZE: 15,000 SF

COMPLETION: 2009

COST: \$5.7 million

Flexible meeting space for town hall forums and administration

PROJECT TEAM:

Mike Jobes, AIA, Design Lead

Area for community interaction and gatherings

Soon after incorporation in 1996, the City of Edgewood developed a Master Plan that concentrated projected growth along the Meridian Avenue corridor and establishes a Civic Center at the heart of the plan. A 9-acre agricultural site gently rising to the East of Meridian Avenue to the Edgewood Knoll was selected as the site for a Civic Park and a new 15,000-square-foot City Hall.

Miller Hull led a predesign effort with the Edgewood City Council to establish the building and site program for a new City Hall, Pierce County Police Precinct facility and Civic Center Park. In conjunction with Bruce Dees and Associates (landscape/civil) our team worked with the City to test several Civic Center Master Plan options and presented them to City Council and the public. Future development opportunities were carefully considered for the 9 acre site to ensure the best and highest use of the city property. We also worked with City staff to assess the current operations of the existing City offices and to improve efficiency and space allotment in the new facility. Dual functions were planned for the Community Meeting Hall/Council Chambers and conference spaces to allow for those spaces to be leased out for private events and conferences when they would not otherwise be used for City functions, providing a substantial income stream for the City.

Our team helped the City project their growth over the next 20 years and to incorporate the projected growth into the planning of the new facility. This study resulted in a decision to build leaseable office space that could be converted into City offices in the future as the staff grows.



BOTHELL CITY HALL & CIVIC CENTER

Bothell, WA

<p>CLIENT/REFERENCE: Robert S. Stowe, City Manager 425.486.3256 Bob.Stowe@ci.bothell.wa.us</p>	<p>PROJECT TEAM: Mike Jobes, Design Lead</p> <p>targeting LEED™ Silver</p>
<p>COST: Phase 1 & 2 (demolition/site infrastructure/ below grade parking/plaza and city hall construction): \$30 million</p> <p>SIZE: 62,000 SF</p>	<p>PROJECT RELEVANCE: Intensive community outreach process</p> <p>Indoor / Outdoor convertible spaces for public gatherings</p>
<p>COMPLETION: Currently in construction</p>	<p>Civic Garden to maximize community interaction and use</p>

The plan for Bothell's New City Hall and Civic Center represents Bothell's progressive vision for a new urban town center that encourages the broad participation of the City's citizens.

Civic Plaza in a Historic Center: As the "front porch" of City Hall, Civic Plaza is the primary gathering space at the end of the pedestrian corridor to historic Main Street. By locating the Plaza atop the below-grade parking garage, an elevated platform gives Council Chambers and City Hall a place of prominence within the city. This space will support markets, and performances. The Plaza incorporates a rain garden with native vegetation and captures runoff from City Hall. The Civic Plaza is balanced by the Civic Green; a soft gathering space for outdoor cinema, play, leisure and public events.

Flexible & Efficient Program: The Council Chambers marks a sculptural entrance and can expand into the lobby for large public events. Clustered around the Civic Green, a series of flexible community meeting spaces accommodate a range of civic and private events. The Office Wing is configured with 60-foot-deep floor plates to maximize natural day-lighting and ventilation, and to efficiently stack above the parking structure below. Flexible retail spaces and commercial office space are oriented along The Boulevard and adjacent to the Lower Plaza and Civic Green to maximize pedestrian activity. Three levels of office space above a retail level front the Boulevard. 50,000 square-feet of for-rent residential units on five floors are located along NE 183rd Street.

Phasing: The phasing plan for construction includes keeping the existing City Hall up and running while the new building is being built on the same block in order to maximize the functionality of the final project while minimizing disruption and relocation costs to the City.



2. RELEVANT EXPERIENCE

MOSES LAKE CIVIC CENTER (CITY HALL AND ART MUSEUM) Moses Lake, WA

CLIENT/REFERENCE:

City of Moses Lake
Joe Gavinski,
City Manager
509.766.9201
jgavinski@ci.moses-lake.wa.us

SIZE: 41,000 SF**COMPLETION:** 2011**COST:** \$9 million**PROJECT TEAM:**

Mike Jobes, AIA, Design Lead
Caroline Kreiser, AIA, LEED
Administration

LEED™ Gold**PROJECT RELEVANCE:**

High sustainability goals valued by
the community

Durable, long lasting materials

This new building stitches together a set of existing city buildings surrounding a civic park. Located in the high desert region of Eastern Washington State, the climate is dry -- hot in summer and cold in winter.

A two-story interior 'Avenue' passes through the building, connecting the outer street grid to the inner Park. The program combines the city administrative offices, a council chamber, a 200 seat sloped floor auditorium, and an art museum with a gift shop and classroom. Large sliding wood frame glass partitions allow the gallery to open to the main public space for all building patrons to enjoy.

Materials were chosen for durability and economy. Exterior materials are brick, weathered steel, concrete and cement board siding. Interior finishes include ground concrete floors, brick and exposed painted TJI ceiling structure.

Sustainable strategies include:

- A two-stage ventilation system that allows for natural ventilation to open the Avenue to the exterior when outdoor conditions are favorable and a passive ventilation system that recycles building air from adjacent uses through the Avenue
- Exterior overhangs at the south glazing are optimized to minimize harsh summer solar heat gain and maximize winter passive heating
- Solar powered fans push the passively heated air from the top of the two-story space to the lower level in the winter
- Exterior automatic operable louvers at the west elevation
- In the gallery, deep light shelves at the clerestory bring natural light without directly impacting the art.



KITSAP COUNTY ADMINISTRATION BUILDING

Port Orchard, WA

CLIENT/REFERENCE:

Kitsap County
 Amber D'Amato, Director
 614 Division Street MS-7
 Port Orchard, WA
 360.337.4412
 adamato@co.kitsap.wa.us

SIZE: 70,000 SF

COMPLETION: 2006

COST: \$18 million

PROJECT RELEVANCE:

Publicly funded entity

Community outreach process in conjunction with internal department programming

Flexible administrative space to accommodate fluctuating departments

AWARDS:

2008: Beyond Green Award, Sustainable Building Industries Council

2008: AIA NW & Pacific, Honor Award

2008: AIA Seattle, Merit Award

2007: AIA WA Civic Design Awards, Merit Award

The Kitsap County Campus is located in Port Orchard, perched on a hill above the waterfront. The existing County Courthouse building had been added onto a few times and the newer Public Works building was over-crowded with program space. Kitsap County also rented other buildings in the neighborhood to meet their office space needs. In 2002, the County hired Miller Hull to design a new administration building to consolidate their admin functions and provide more space for court functions in the courthouse. Siting the building was part of the project. It became clear as the siting study began that there had not been a comprehensive planning study of the county campus and some of the residential neighbors were expressing frustration at county growth.

A neighborhood planning study was added to the project scope and Miller Hull worked with the county and the community to develop a 25 year plan for county growth, which also resulted in determining the best location for the admin building. Once the site was selected, we worked with county staff to develop a county space needs program. A number of options were developed for meeting county needs with a mixture of existing and new facilities and worked with the county commissioners to select the best option for the County. Miller|Hull then provided design and construction admin services and the building opened in 2005.



2. RELEVANT EXPERIENCE

NORTHGATE CIVIC CENTER (COMMUNITY CENTER, LIBRARY & PARK) Seattle, WA

LEED™ Gold

CLIENT/REFERENCE:

David Kunselman
City of Seattle
Former Project Manager with
Seattle Public Library
206.615.1686

SIZE: 10,000 SF

COMPLETION: 2006

COST: \$7.3 million

PROJECT TEAM:

Kurt Stolle, AIA
Project Manager
Caroline Kreiser, AIA
LEED Administration

PROJECT RELEVANCE:

Community gathering space was a
key element of design

Sustainable design solutions to
reduce operating costs for the
Owner

Active and engaged community
design and consensus process

AWARDS:

2007: AIA WA Civic Design
Awards, Merit Award

2007: Gold Winner, Brick in
Architecture Awards

This 20,000-square-foot community center is prominently located in an established neighborhood and shares a 3.5 acre site with a 10,000-square-foot branch library and adjacent park. The project is an excellent example of how several city agencies can combine resources to share a site. In addition, the new city park and play area has become a focal point for the community.

Town Center for the Community: A central plaza links both the Library and Community Center, and forms an entry for both. A large children's play area, adjacent to day care, is also located here. The new center gives the neighborhood more than just an entrance on the street: it creates an outdoor place for people to congregate.

Design Language: The library has been pushed up to the active retail street on the west and acts as a billboard to show the activities from the urban street. A bus stop is also located here. To the south, the large glazed reading area, complete with an array of rocking chairs looks out over the park and community center beyond. Large overhangs protect from solar gain and glare. The community center sits back from the street. Large, glazed activity rooms look out to the park. A rain garden using roof run off protects from the west sun. The building is naturally ventilated through operable windows.

Efficient Solutions: These features include an underground, 149,000-gallon storm water retention vault that collects enough additional runoff from the site and adjacent street to irrigate the park and the landscaping for a full year without added irrigation. An under floor raised floor system that delivers mechanical air at more efficient air temperatures to greatly reduce energy costs and to give the library greater planning flexibility.



VANCOUVER COMMUNITY LIBRARY

Vancouver, WA

CLIENT/REFERENCE:

Fort Vancouver
Regional Library
Bruce Ziegman, Exec. Director
360.699.8813
bziegman@fvrl.org

Meeting space for community,
must be usable and
accommodating for all ages and
demographics

AWARDS:

2013: AIA WA Civic Design
Awards, Merit Award

SIZE: 75,000 SF
COMPLETION: 2011
COST: \$23.5 million

2012: Chicago Athenaeum,
American Architecture Award

LEED™ Gold

2011: AIA Seattle, Honor Award

PROJECT RELEVANCE:

Flexible programming for future
expansion

2009: AIA TAP BIM Awards,
Honorable Mention

The Vancouver Community Library represents an investment in downtown Vancouver, WA. Designed by the Miller Hull Partnership, it also represents a collaborative success story with stakeholder groups and with GC/CM project delivery. The team designed the new facility — using BIM — with attention to trends in technology, staffing models, operations strategies, and materials processing, in order to be a **highly-functional 100-year contribution** to the downtown community.

State of the Art: To plan for future unknowns, the team worked to incorporate several adaptability measures: large unobstructed floor plans, a raised access floor, demountable stack lighting, and modular wiring systems. The team also created mobile staff and technology stations that could be moved throughout the building as user patterns change over time.

BIM and Collection Planning: To test-fit collection sizes for various design options, the team developed a series of customized Building Information Modeling (BIM) tools that precisely calculated capacity from programming through design and construction phases. In the form of dynamic schedules, the staff could see how many volumes could be stored in each design option or collection area. With this information in hand, the library could plan very early for the cost and layout of the new collection. These schedules then became the bid documents for the shelving purchase, streamlining the procurement timeline.

GC/CM: The team worked with Howard S. Wright for over three years — refining the project to align with budget, and coordinating building systems and assemblies. This teamwork between Miller Hull and the contractor resulted in an additional \$1 million savings for the owner mid-way through construction due to unused contingency funds.



2. RELEVANT EXPERIENCE

PIER 32 MARINA ON SAN DIEGO BAY

National City, CA

CLIENT/REFERENCE:

Point Loma Marina, LLC
John Grimstad,
Managing Member
619.688.9217

COST: \$3 million**SIZE:** 9,125 SF**COMPLETION:** 2008**AWARDS:**

2011: Orchid Award for
Architecture, SDAF

RELEVANCE:

Coastal Property with Coastal
Commission overview

Use of natural, local and warm
materials,

Adjacent to environmentally
sensitive areas

Pier 32 is the one of the few new marinas to be developed on San Diego Bay in the past fifteen years. The Port of San Diego prepared the site by dredging a yacht basin that accommodates 250 boat slips of various sizes.

Project Scope: The project includes two main buildings linked with pedestrian bridges and a stair tower. These two buildings house marina support spaces including locker rooms and showers, an exercise room, dry/heated storage, laundry facility, boater's lounge, community conference room, large outdoor terrace, grocery/food-service tenant space, and open office spaces for the marina management and other tenants. Also included is a residential unit for rental, or to be used by the marina management/security

Design Concept: The design incorporates an authentic post-and-beam structural system with exposed glu-lam columns and beams, exposed wood decking at ceilings, and exposed bolted plate connections. The building's linear form is an extrusion of shed roofs with a raised clerestory roof monitor. Exterior materials include durable cement-board siding at the lower story base and ship-lap cedar siding at the upper story. Sloped roofs utilize standing-seam metal roofing panels. Interior spaces open up to the promenade and upper terrace with expansive operable overhead doors. Site work includes a pedestrian promenade that runs the length of the riprap seawall and connects to gangways and piers as well as the new National City Aquatic Center.

"This bold, contemporary, yet warm maritime project embraces the new, but hints to at the old...Pier 32 Marina succeeds as a pristine, playful and functional structure in an area of San Diego's bay frontage that truly benefits from its presence."

Pier 32 Marina, Orchid for Architecture



NORTHWEST MARITIME CENTER

Port Townsend, WA

CLIENT/REFERENCE:

The Northwest Maritime Center
 Dave Robison,
 Former Executive Director
 360.379.2629
 dave@nwmaritime.org

COST: \$8.4 million

SIZE: 26,000 SF

COMPLETION: 2009

TEAM:

Caroline Kreiser, AIA, LEED
 Administration

RELEVANCE:

Full architectural scope -
 conceptual design through
 occupancy

Waterfront development

Utilized site opportunities for
 strategic sustainable strategies.

LEED™ Gold

AWARDS:

2012: ASHRAE Technology
 Awards, First Place, Regional

2012: ASHRAE Technology
 Award, Second Place, National

2010: Wood Design Awards,
 Citation

2010: AIA Seattle, What Makes
 it Green Award, Honourable
 Mention

2007: AIA on the Waterfront
 Exhibit

Client Mission: To engage and educate people of all generations in traditional and contemporary maritime life, in a spirit of adventure and discovery.

Compact Site: Fitting this new-found public shoreline access into a series of downtown road-ends, sidewalks, and parks was important, and the Maritime Center's fundamental goal was to thoroughly understand how visitors moves through town and arrive at this site, and to design facilities to enhance that experience. The best corner of the site was deeded to the city as public shoreline access in perpetuity, with waterfront on Port Townsend Bay and Point Hudson Marina, a continuous boardwalk, jetty walkway, and a new deep-draft education pier.

Extensive cultural and architectural research helped shape an expression firmly rooted in the site — borrowing cues of materiality, transparency, color, and relationship to its site from some of Port Townsend's most important existing and former structures and the community's rich industry and culture of boatbuilding and fine woodworking.

Program: The building contains a mix of hands-on educational spaces, including a boat shop, classrooms, and technology spaces, as well as an administrative center. Activity on the ground floor is maintained with a gallery/retail operation and coffee shop.



2. RELEVANT EXPERIENCE

BETHADAY COMMUNITY LEARNING SPACE (TECHNOLOGY CENTER) Seattle, WA

CLIENT/REFERENCE:

Trish Millines Dziko,
Technology Access Foundation
Co-founder & Executive Director
206.725.9095
TrishMi@techaccess.org

SIZE: 24,000 SF**COMPLETION:** 2012**COST:** \$7.34 million**PROJECT TEAM:**

Caroline Kreiser, Project Manager

LEED™ Silver**RELEVANCE:**

Large public outreach component

Convertible meeting and
administrative rooms to
accommodate various groups

Large indoor / outdoor plaza for
community activities

Plaza has created revenue stream
for the Foundation

In October 2012, the new headquarters for the Technology Access Foundation (TAF) opened in White Center. The design began seven years earlier when Miller Hull joined forces with Public Architecture of San Francisco to develop a concept for the non-profit organization's new building. TAF's program for the new space combines computer learning labs, community space and open offices in a glass and steel pavilion set among beautiful fir and madrone trees.

Creative Construction: In order to find the right contractor, TAF invited seven local builders to review the construction documents and present bids. Miller Hull assisted with the evaluation of the bids and the subsequent interviews. Once a contractor had been selected, all parties reviewed the plans and brainstormed ideas to phase certain portions of the construction to allow the client to close the funding gap. Throughout the construction period, Miller Hull worked closely with the contractor to negotiate changed conditions due to last-minute pricing adjustments. Open and responsive collaboration was key to the success of the building under these difficult circumstances.

Value Added through Fundraising Support: As a public non-profit serving King County's low-income population TAF needed to raise the funds for this project. Over the course of seven years Miller Hull assisted TAF in many different ways: supported grant writers with design information, renderings and building statistics; answered detailed questionnaires from public agencies relating to site development criteria; suggested funding sources which provide support for sustainable design strategies; and participated in community meetings and evening galas to garner support for the project. Just as the project completed permit review, the economy stalled and fundraising became increasingly difficult. Through a Miller Hull connection to a developer from another project, TAF was able to secure innovative bridge financing, which allowed them to move forward with the construction.



3. PROJECT UNDERSTANDING



View from the library, across the civic green to the community center. Northgate Civic Center

PROJECT UNDERSTANDING

Pre-Design

To kick off the design process for the new Del Mar City Hall it is only appropriate to start with the community it will serve. We propose to begin with a validation of the project program and the project schedule. Concurrently, we will study and analyze the project site and the immediate vicinity. We will work closely with our landscape architect as we develop early site planning ideas. We will also engage the civil engineer in this early stage to evaluate storm water drainage options as well as utility connections.

Hosting scoping meetings and collaborating with the stakeholders to develop a direction for the project is one of our favorite activities: the energy of sharing ideas, the interactive exercises and the excitement of the 'dreaming big' creates an inspired base for the next few months. Input from the different stakeholders is critical to a successful design. At this stage, we will also explore sustainable design options that might benefit the end user, the City to create a healthy and durable building with reduced energy and operation costs for the City over the life of the building, and the environment at large.

At the end of the Pre-Design we plan to have confirmation of the program, a list of priorities for the site and goals for the design direction. The project budget and the project schedule should also be established at this point.

Concept Design

Building on the information and dynamics of the Pre-Design phase our team of architects and landscape architects will launch into the development of two (or more) conceptual site plans. We will solicit your input frequently, and confer with the Construction Manager regarding cost-effectiveness of the different options. Other design team members may be consulted for early input at this time.

Once we have reached sufficient progress and consensus, we will prepare for a public presentation (if desired). The participation of the community expresses an approach befitting a public institution and we find that the commentary frequently enriches the project design. Sharing the preliminary designs with the public is an exciting task, and we enjoy facilitating these community meetings. Typically we note down comments at that time, but there should be an alternative, private opportunity to provide input (online or via mail).

Schematic Design, Design Development and Construction Documents

At this stage, the entire consultant team will launch into the design of the preferred conceptual design identified in the previous phase. We create the design documentation using Revit and other building information modelling software. Our consultants (with the exception of civil engineers and landscape architects) also use Revit which allows us to closely coordinate building systems and avoid conflicts.

We will continue to work closely with the stakeholders and offer public presentations if desired. Close collaboration with the Construction Manager is essential to our progress within the constraints of budget and schedule. We like to engage the public agencies early, such as the building department and the utility companies to make sure we allow adequate application and review time. Please refer to the information included elsewhere in this proposal response regarding our approach to project management.

Construction

We understand you plan to engage a Construction Manager during the design phase. We welcome the opportunity to collaborate with the builder during the design process. Our firm has designed many buildings using a GCCM approach and as such we are very familiar with the process of collaborating with the contractor.

We pride ourselves in having one of the industry's lowest change order rates at 1.67% construction cost as averaged across all our firm's projects. During the construction phase the project architect will support the contractor full-time with support from the other design team members. We typically visit the construction site weekly (included in our fee), but we can tailor our involvement to suit your needs.

Once you've moved in, our staff will provide as-built drawings based on redlines provided by the Contractor. We frequently are asked to stay in touch past the project completion to conduct a post-occupancy evaluation of the building performance and user comfort (not included in the fee proposal). We have dedicated in-house staff who are experienced in systems-performance assessment.

3. PROJECT UNDERSTANDING

PROJECT MANAGEMENT

An effective management strategy and project plan ensures that a project starts off on solid ground and continues to move forward, making good informed decisions and building on them throughout the process. Our initial efforts are key to starting on the right track and critical to ensuring the team's understanding of where we need to start, what we need to accomplish, and when we need it done by. There will inevitably be adjustments and changes through the process, but an initial focused effort by the City of Del Mar and the A/E team to work together and "get on the same page" will reap great rewards in terms of understanding work that has been completed to date and ensuring all expectations are met. Establishing communication lines, standards, deliverables, and expectations upfront not only minimizes misunderstandings but also helps build trust as we work toward the "heavy lifting" of the planning, design, and construction phases.

Communication

One of the first items of business if we are selected to work with you will be to identify a clear communication plan and decision-making method. We have found that early establishment of "how we work" sets the stage for smooth "delivering the work." This ensures that all stakeholders and team members understand what's happening, and how decisions were made.

Owner Involvement

Public projects are at the core of what our office does and engaging diverse stakeholders is a hallmark of our firm's design process. We anticipate a series of planning workshops to ensure that the various stakeholders--and the core team--are working in concert together in establishing and realizing the project goals and vision. We find that working in this manner capitalizes on all the right people being in the same place at the same time—in order to make decisions and make forward progress.

Single Point of Contact

Kurt Stolle, our proposed Project Manager, will be the point person for all communication as well as consultant coordination and decision tracking.



Kitsap County Administration Building

PROJECT MANAGEMENT (CON'T.)

Integrated Design

Integrated design = Informed design.

Integrated design brings the technical disciplines such as structural and mechanical engineers in early, and keeps them in the loop. We know and care about systems and materials, and we expect consultants to be able to work in the front-end design process. It's a balance of creativity and practicality.

Expectations and standards for building performance keep getting higher, and project schedules are getting shorter. We're using video conferencing, BIM modeling, web-based project management every day in our work to communicate with each other and coordinate design in real time. With all the technology, we still depend on our people to be on board—to be integrated themselves in the design process. So we're selective about who we work with. They communicate and follow through.

Here are some of our strategies:

- Consider systems early
- Set a Basis of Design with the owner and consultants
- Anticipate. Ask critical questions, think ahead
- Don't just hand it off—diagram the Structural, Mechanical, Daylighting, Ventilation
- Always consider life cycle and maintenance
- Include facilities and maintenance input early
- Hire consultants who are able to be at the design table
- Do LEED administration in-house

Sustainable Philosophy

Creating enduring buildings is a core value for our firm. Sustainable design is about measurable improvements, but also about the creation of places that endure and inspire. A sustainable future is one in which we can come together frequently, and the Del Mar City Hall is a perfect place to support that goal.

At a technical level, our team's approach to sustainable design relies on identifying a project's core issues and finding the most cost-effective and long-lasting solutions to address those issues. Good fundamental design decisions—the 'low-hanging' fruit such as building orientation, solar control and good envelope design—are always a good place to start. These approaches provide multiple benefits that do not add cost to the project. In most cases, we begin with the basics: daylighting, natural ventilation, and connections to the outdoors.



Northgate Community Center, Library & Civic Park

3. PROJECT UNDERSTANDING

COST MANAGEMENT

We have found the best way to stay on schedule is to stay on budget. Working closely with an estimator or contracting partner provides pertinent cost intelligence in “real time” as we monitor market conditions, which in turn informs the design. Our best successes resulted from using costing data beyond the pricing milestones using a target value design process to facilitate life-cycle cost studies, analyze cost and schedule risk. Miller Hull will be intimately involved in these efforts, reviewing and ensuring that realistic cost models are built early in the project. Designing to the allowances built into the early cost models will ensure that our team stays on track and a close back and forth between the designers and the contractor will help keep design decisions within the target value design for those systems.

Aligning the programming space list and project goals with the available funding is critical to establish the project scope and maintain expectations throughout the project. As the Predesign effort evolves and the conceptual design emerges, a cost estimate will be generated using quantity take-offs and material quality factors to establish a more detailed cost estimate. Consultants will provide estimates for their disciplines to capture elements of the design that are understood by the engineers though perhaps not yet fully documented. A 20% estimating contingency would be included in this early Predesign cost estimate.

We anticipate that as the project moves through Schematic Design and Design Development, added clarity of scope will be incorporated into the cost estimate. A cost update provided near the 60% mark of each phase allows time for adjustments, if necessary, before the completion of the phase. If you opt to select a contracting partner in advance, our team will incorporate the contractor into our design team coordination meetings to participate in mid-phase constructability review sessions.

Early feedback from the estimator or contracting partner and their subs on constructability and clarity of the documents reduces change orders and claims. Their feedback can be critical to identifying early procurement packages that could result in improved scheduling. In all cases, early contractor involvement helps establish a positive team dynamic leading into construction.

SCHEDULE

Establishing realistic and reasonable controls is essential to the success of any project. The controls are the rudder that keeps the project steady and moving forward. We like to say that 90% of the success of a project occurs in the first 10% of the effort, and much of that is focused on establishing agreed upon project scope, budget, schedule. Aligning these issues and finding the balance among them involves having open conversations that lead to not only a shared understanding but a shared commitment. Once the controls are established, they are capable of guiding all future decisions on the project.

We Will Need Your Help

Maintaining schedule requires milestone expectations to be clearly identified at the start of the project. Active and participating project managers from your team and Miller Hull are needed to implement and carry out the plan. Communication, good rapport, consensus on deliverables and milestones, and everyone’s commitment all contribute toward the collective success of the project. It is our experience and expectation that regular, periodic coordination sessions with project managers will occur to monitor the overall schedule, and address any items which may impact the overall plan.



Bothell City Hall, Bothell, WA

4. FEE SCHEDULE



Main entry at the Kitsap County Administration Building

FIRM / PROJECT ROLE

HOURLY RATE

The Miller Hull Partnership, LLP	
Partner	\$200.00
Principal	\$165.00
Associate	\$150.00
Staff Architect 1	\$135.00 - \$150.00
Staff Architect 2	\$100.00 - \$125.00
Staff Architect 3	\$75.00 - \$100.00
Specifications	\$80.00
Administrator	\$70.00
Intern	\$60.00

Spurlock Poirier	
Principal	\$200.00
Senior Project Manager	\$150.00
Project Manager / Project Designer	\$125.00
Senior Landscape Designer	\$125.00
Landscape Designer	\$90.00
Administrator	\$75.00
Intern	\$60.00

BWE Burkett & Wong Engineers	
Principal, Structural Design and Civil Design	\$165.00
Principal, Associate or Project Manager	\$130.00
Project Engineer, Structural Design & Civil Design	\$100.00
Engineering Technician, Structural Design and Civil Design	\$90.00
Principal, Professional Land Surveyor	\$165.00
Surveyor, Professional Land Surveyor	\$130.00
Survey Technician	\$95.00
One-Man Field Crew	\$115.00
One-Man Field Crew (Prevailing Wage)	\$175.00
Two-Man Field Crew	\$195.00
Two-Man Field Crew (Prevailing Wage)	\$220.00
Travel Time	\$100.00
Planner	\$130.00

Hope-Amundson	
Principal-in-Charge	\$210.00
Senior Project Manager	\$160.00
Project Manager	\$150.00
Project Engineer	\$125.00
Designer	\$100.00
Senior BIM/CAD Technician	\$110.00
BIM/CAD Technician	\$90.00
Administrative Assistant	\$75.00

4. FEE SCHEDULE

FIRM / PROJECT ROLE

HOURLY RATE

Elen Consulting	
Principal	\$160.00
Engineer	\$100.00
Designer	\$80.00
Drafts Person	\$60.00
Clerical	\$50.00

Cumming Corp	
Managing Director / Director of Cost Management	\$195.00
Senior Cost Manager	\$175.00
Cost Manager	\$160.00
Cost Management Technician / Coordinator	\$115.00



Sun-lit lobby at Bethany Community Church

5. TEAM RESUMES



A mix of materials create a welcoming indoor/outdoor space along the waterfront at The Wharf at America's Cup Harbor in Point Loma.



CAROLINE KREISER

AIA, LEED™ BD+C, PROJECT PRINCIPAL

REGISTRATIONS

Architect: California, Washington

LEED™ AP BD+C

EDUCATION

Bachelor of Architecture
University of Southern California

Los Angeles Harbor College

AFFILIATIONS/ACTIVITIES

American Institute of Architects

Member - USGBC San Diego Chapter

Design Advocate - The 1% - a programs of pro-bono services for non-profit organizations

Board Member Planning Committee- WSU Imagine Tomorrow - Energy Competition for High Schools

Member - American Institute of Architects
AIA 2030 Commitment - Office Team Liason
Seattle Climate Partnership - Office Team Liason

Mixed Greens Committee Chair - In-House Sustainable Strategies Education Programs

Caroline has almost 20 years of diverse experience in the architectural profession. She brings passion for sustainable architecture and innovation as well as dedication to pragmatism to the project team. Her skills include a thoughtful approach to project development with sensitivity and respect for the nature of the site and the larger environment. Caroline contributes strong organizational and communication skills to the team. Furthermore, the meaningful integration of building, message and client goals are under Caroline's constant scrutiny. Other strengths include years of experience with public projects and construction administration, as well as leading design workshops and eco-charettes.

Caroline is based in our San Diego office and will serve as the Project Principal as well as lead of a team eco-charette (if desired). Sustainable strategies are expected to be seamlessly integrated into the design, and Caroline will work to coordinate the required effort. She will manage all contractual communications and will manage overall client and team relationships. Caroline will collaborate with Mike Jobs on the development of the design, Coordinate with the project progress with Kurt and she will work with our in-house specifications writer on materials research.

SELECTED PROJECTS

- *Mesa College Cafeteria, Bookstore, Stockroom & Culinary Arts, San Diego, CA (LEED administration)*
- *Africa Rocks at the San Diego Zoo, San Diego, CA*
- *South Tacoma Community Center (LEED administration)*
- *TAF Lakewood Park Community Learning Center, White Center, WA*
- *LOTT Clean Water Alliance Regional Services Center (LEED administration)*
- *Seattle Fire Station No. 39, Seattle, WA*
- *WSU Arboretum & Wildlife Conservation Center Site Master Plan, Pullman, WA*
- *USFWS Corn Creek Visitor Center (Value Engineering Team Leader)*
- *Ridgefield National Wildlife Refuge, Site Master Plan & Bridge Replacement, WA*
- *UCSC Marine Sciences Campus Master Plan, Santa Cruz, CA*
- *Taproot Theatre Addition, Seattle, WA*
- *NW Maritime Center, Port Townsend, WA (LEED administration)*
- *Cascadia Community College Center for Global Learning & the Arts, Bothell, WA*



MIKE JOBES

AIA, LEED™ AP, LEAD DESIGNER

REGISTRATION

Architect: Washington

LEED™ AP

EDUCATION

Master of Architecture
Washington State University

Bachelor of Arts in Architecture
Washington State University

AFFILIATIONS/ACTIVITIES

American Institute of Architects

In House tasks - leads Miller Hull's research team, heads the design competition committee, and is director of the intern development program

Teaching - Graduate Studio Instructor - Washington State University, School of Architecture, IDEX Studio, 2009 and 2012

Teaching - Graduate Studio Instructor - University of Washington, School of Arch.

As the Lead Designer, Mike will guide the design team. He will listen, research and create the conceptual design solutions. He will provide continual inspiration to the team and collaborate to turn the design into built reality.

Mike's innate ability to integrate programmatic needs and project realities (i.e. schedule and budget parameters) with poetic conceptual solutions will guide the project process. Mike is a great listener and his ability to sift through a project's complexities to find an elegant and meaningful design concept will be an asset to our entire team. Mike's infectious passion for design has inspired his clients and project teams to discover exciting solutions to the opportunities that each project presents.

SELECTED PROJECTS

- *Bothell City Hall, Bothell, WA*
In 2009, under the leadership of a visionary City Manager and visionary new Mayor, the City of Bothell adopted a Downtown Revitalization Plan setting the stage for a walkable downtown with greater density and economic diversity. To catalyze this planned development, the City chose to develop an entire block at the heart of downtown to include a new Civic Center with the remainder of the block planned for private development. The new 61,000sf City Hall will consolidate the Administration, Community Development, Public Works, Parks, Engineering and Fire Administration departments as well as a Community Meeting Hall and Council Chambers.
- *Edgewood City Hall, Edgewood, WA*
In 1996, the City of Edgewood developed a Master Plan that concentrated projected growth along the Meridian Avenue corridor and established a Civic Center at the heart of the plan. A 9-acre agricultural site was selected as the site for a Civic Park and a new 15,000-square-foot City Hall. Miller Hull led a predesign effort and helped the City develop a 20-year plan to grow into the facility. This study resulted in a decision to build new leasable office space that could be converted into City offices in the future as the staff grows.
- *South Tacoma Community Center, Tacoma, WA*
The facility includes a large divisible hall with a stage, a fitness room, a dance studio, multi-purpose room, a community teaching/catering kitchen, child watch/rentable party room, indoor and outdoor play areas, as well as administration and support spaces. All activity spaces are organized along a large lobby, which is designed to serve as a community living room. This project includes natural storm drainage, ground source heat pumps, natural ventilation and natural day lighting, as well as recycled, rapidly renewable, and low-emitting materials.



KURT STOLLE

AIA, LEED™ AP, SENIOR PROJECT MANAGER

REGISTRATIONS

Architect: Washington
(California reciprocity in progress)

LEED™ Accredited Professional

EDUCATION

Bachelor of Architecture cum laude 1993
California State Polytechnic University,
Pomona

CSU International Program 1991-1992
Study Abroad in Florence, Italy

AFFILIATIONS/ACTIVITIES

American Institute of Architects

Kurt Stolle will work closely with Mike, Caroline and the consultant team to develop the design and supporting documentation. He will be responsible for developing schemes that incorporate preferred program elements. Kurt, who recently served as a Project Architect on the San Ysidro Land Port of Entry, spent 5 years of his career practicing in Seattle. There he worked on similar civic and institutional projects, including the Northgate Civic Center and Library.

Kurt also has the experience to insure the development of a clear and thorough set of construction documents. He is just completed a \$160 million project where he was responsible for multiple large structures and multiple drawing sets. He is exceptional at bringing order and clarity to complex systems and prides himself on developing highly constructible drawings.

SELECTED PROJECTS

- GSA San Ysidro Land Port of Entry, San Ysidro, CA*
Kurt served as Project Architect and Construction Administration leader on this \$400 million project which includes complex phasing, interagency coordination, specialized systems, and a compressed timeline. Phase 1 was on schedule and was completed December 2014. Phase 3 is currently in design.
- Intrepid Landing, San Diego, CA*
Currently in design, this project is part of the mixed-use development at America's Cup Harbor in San Diego. Anchored by a restaurant, the development is envisioned as an active place with green space between a series of low-scale structures and series of views and pedestrian paths around and through the site. The program is split into multiple structures scaled to relate to adjacent structures, offer long-term flexibility in tenant type and mix, and to allow for phased implementation based on market conditions and tenant commitments.
- Northgate Civic Center & Urban Park, Seattle, WA*
Project manager for large team on 3.5-acre civic center including community center and public library, as well as large green space and events plaza. Managed project from predesign through construction completion in Summer 2006.
- UW Merrill Hall Reconstruction, Seattle, WA*
Coordinated team on renovation and addition to University of Washington's Center for Urban Horticulture destroyed by fire in 2001. Sustainable features include use of certified wood, natural ventilation, and rainwater cistern.
- Seattle Academy of Arts & Sciences Gymnasium, Seattle, WA*
Administered construction on 45,000 square foot gym facility for private high school sited in urban neighborhood.

5. TEAM RESUMES

MARTIN POIRIER

FASLA, PRINCIPAL

SPURLOCK POIRIER
LANDSCAPE ARCHITECTS

REGISTRATION

Registered Landscape Architect
CA #3186

EDUCATION

Harvard University, Graduate School of
Design, Master of Landscape Architecture

Michigan State University, Bachelor of
Landscape Architecture

AFFILIATIONS/ACTIVITIES

Fellow | American Society of Landscape
Architect

Harvard University, Graduate School of
Design, Alumni Council

Founder GSD|SD San Diego Harvard GSD
Alumni Council

Port of San Diego, Chair, Tidelands Forest
Advisory Committee

For over 35 years, Marty has combined his insatiable curiosity with a love of community life to practice landscape architecture fused with urbanity, social purpose, and aesthetics. Poirier's work has focused on places of dense human interaction – be it a park, college campus, or city center – where the rigorous analysis of the site and a disciplined program for space are masterfully transformed into remarkable landscapes. In 2010, the San Diego Centre City Development Corporation selected Poirier and his team to develop the Downtown Public Open Space Implementation Plan that provides the vision, maintenance, and governance framework to guide the development of parks and public places in perpetuity.

SELECTED PROJECTS

- *San Diego North Embarcadero, San Diego, CA*
- *The New Children's Museum Park, San Diego, CA*
- *Civic Events Plaza, Henderson, NV*
- *Camino Del Mar Streetscape Plan, Del Mar, CA*
- *City of Del Mar, On-Call Landscape Architect (1997-2008), Del Mar, CA*
- *Del Mar Library, Del Mar, CA*
- *17th Street Life Safety Facility, Del Mar, CA*
- *Camino Del Mar 4th-9th Streetscape, Del Mar, CA*
- *Del Mar Estuary Enhancement Project, Del Mar, CA*

BRAD LENTS

RLA, AICP, LEED™ AP BD+C,
PROJECT MANAGER

SPURLOCK POIRIER
LANDSCAPE ARCHITECTS

REGISTRATION

Registered Landscape Architect
CA # 5766,

EDUCATION

University of Illinois - Urbana – Master of
Urban Planning (M.U.P.),

Iowa State University – Ames, IA
Bachelor of Landscape Architecture (B.L.A.),

AFFILIATIONS/ACTIVITIES

U.S. Green Building Council, LEED
Accredited Professional,
Building Design + Construction
Specialization

American Society of Landscape Architects

Brad Lents is a designer whose focus is to create places that are pedestrian friendly, environmentally sensitive, well-designed, and fit well into the larger neighborhood context. Trained as a landscape architect and urban planner, his problem solving approaches to site planning and design enable him to be an effective designer on a broad range of public and private sector projects of various scales. His particular interest is to follow a project from the early planning stages, through site design to construction.

SELECTED PROJECTS

- *Commercial and Imperial Avenue Implementation Plan, San Diego, CA*
- *Southeast Community Plan Update, San Diego, CA*
- *West Village Boulevard Housing, UC Davis*
- *Saxon Suites Renovations at UCLA*
- *Mercado del Barrio, San Diego, CA*
- *Hodges Bike Trail, San Diego, CA*

AMBROSE WONG

P.E., Q.S.D., PRINCIPAL



REGISTRATION

Professional Engineer, California #68965
Qualified SWPPP Developer, California #21268

EDUCATION

Bachelor of Science, Civil Engineering
University of Washington, Seattle

US Coast Guard Academy

AFFILIATIONS/ACTIVITIES

American Society of Civil Engineers (ASCE)

DBIA Certification Workshop

Board Member, beautiful PB

- "Paving the Way Mural"

Mr. Wong's experience with the firm covers a variety of projects including civic centers, commercial buildings, hotels/resorts and subdivisions to parks, universities and elementary schools. He is able to quickly lead a project from inception and planning through to construction with accuracy and attention to detail.

Mr. Wong is familiar with all aspects of a project including design, concepts studies, specifications, cost estimates and reports. As head of the Civil Engineering Department, he has contributed to the design of projects in Del Mar and under the jurisdiction of the Coastal Commission. He has a track record of meeting project deadlines, while maintaining quality and budget control.

SELECTED PROJECTS

- *Animal and Bird Hospital of Del Mar, Del Mar, CA*
- *L'Auberge Hotel Renovation, Del Mar, CA*
- *SDSU Conrad Prebys Aztec Student Union, San Diego, CA*
- *El Cajon Civic Center Plaza Improvements, El Cajon, CA*
- *El Cajon Public Safety Center, El Cajon, CA*
- *Harbor Aquatics Center, Oceanside, CA*
- *Superior Court of California, South County Regional Center Courthouse*

JIM AMUNDSON

S.E., PRINCIPAL IN CHARGE



REGISTRATION

Structural Engineer, California #S3332

EDUCATION

California Polytechnic State University,
San Luis Obispo
B.S. Architectural Engineering

AFFILIATIONS/ACTIVITIES

Structural Engineers Association of San Diego; 2004 - 2005 President

Structural Engineers Association of California; 2012 - 13 President

Applied Technology Council; 2010 - 16 Director

American Concrete Institute

Mr. Amundson has over thirty years of experience in structural engineering. He has served as the Managing Engineer for several complex multi-million dollar projects in the government, institutional/educational, commercial, research and development, healthcare, mixed-use and parking structure sectors. Mr. Amundson's vast experience includes structural evaluations of existing buildings, seismic evaluations and retrofits, due diligence investigations and value engineering. He has extensive technical knowledge of the most current building codes and seismic requirements and is very active in the structural engineering community, currently serving as Board Director for the Applied Technology Council.

SELECTED PROJECTS

- *Chula Vista Civic Center Renovation, Chula Vista, California*
- *Vista Civic Center, Vista, California*
- *Yuma Municipal Government Complex, Yuma, Arizona*
- *Horton Plaza Improvement Project, San Diego, CA*
- *Veralliance Heights at Del Mar, La Jolla, CA*
- *Del Mar Highlands Town Center Renovation, Del Mar, CA*
- *Kilroy Business Center, Del Mar*

5. TEAM RESUMES

DMITRIY NATHANSON

P.E. (E&M), PRINCIPAL ELECTRICAL ENGINEER



REGISTRATION

Professional Electrical Engineer, CA
#E17320
Professional Electrical Engineer, AZ #34610
Professional Mechanical Engineer, CA
#36462

EDUCATION

Bachelor of Science, Engineering, Gomel
Technical College, Gomel, Belarus-USSR
Masters of Business Administration,
Business Administration, University of
Phoenix, Tucson, AZ
Masters of Science, Electrical Engineering,
Belorussian Polytechnic University,- Gomel,
Belarus-USSR

AFFILIATIONS/ACTIVITIES

Member of the Building Industry Consulting
Services International (BICSI)

Mr. Nathanson has more than 25 years of experience in the field of electrical engineering. He has extensive knowledge in the most effective and advanced HVAC, power, lighting, communications systems. He is an expert in the area of value engineering, and his experience includes commercial, urban residential, industrial, infrastructure, and military projects.

Mr. Nathanson is known in the industry as an experienced, creative engineer. He offers thorough and reliable approaches to problem solving. He works with a high level of integrity, and provides his clients with personal service from the start of the project to close-out.

SELECTED PROJECTS

- *17th Street Beach Safety Center - Del Mar, CA*
- *Alga Norte Community Park - Carlsbad, CA*
- *Boulevard Fire Station – San Diego, CA*
- *City Hall and Community Building – Coronado, CA*
- *Escondido Fire Station #4 – Escondido, CA*
- *Lakeside Fire Station #2 - Lakeside, CA*
- *Old Police Station Renovation - San Diego, CA*
- *Perris Aquatic Center – Perris, CA*
- *Pine Valley Sheriff Station – Pine Valley, CA*

STEPHANE BEAUVAIS

S.E., ELECTRICAL ENGINEER



REGISTRATIONS

Professional Electrical Engineer, CA
#E19108

EDUCATION

BS, Electro-Mechanical Engineering,
Lycee d'Education Generale Technique,
Marmande, France
Electrician Apprenticeship/Practicum, Lycee
d' Education Professionnel; Bordeaux, France
Telecommunications Infrastructure Planning,
Washington State University Conference
and Institutes, Rancho Cordova, CA

AFFILIATIONS/ACTIVITIES

Design Build Institute of America

Mr. Beauvais has more than 20 years of experience in electrical industrial engineering design, electrical, and telecommunications contracting experience. He has worked on library buildings, military bases, college campuses, and R & D facilities. Additionally, his experience includes hospitality, corporate, education, civic, and high-rise residential projects. His expertise includes medium and low voltage power distribution, fire alarm and other protective signaling systems, network systems, interior and exterior lighting, overhead power lines modification/expansion, power distribution, photovoltaic systems, and architectural lighting design

SELECTED PROJECTS

- *17th Street Beach Safety Center - Del Mar, CA*
- *Alga Norte Community Park - Carlsbad, CA*
- *Alpine Community Center – Alpine, CA*
- *Boulevard Fire Station – San Diego, CA*
- *City Hall and Community Building – Coronado, CA*
- *Fallbrook Branch Library – Fallbrook, CA*
- *Lakeside Fire Station #2 - Lakeside, CA*
- *Perris Aquatic Center – Perris, CA*
- *Ramona Branch Library – Ramona, CA*
- *Rancho San Diego Sheriff Station – San Diego, CA*

RADIK MUSIN

P.E., LEED™ AP BD+C,
MECHANICAL ENGINEER

**REGISTRATION**

Professional Mechanical Engineer, CA
#M37352

EDUCATION

Post Graduate Diploma in Geoinformatics,
Indian Institute of Remote Sensing
Utranchal, India
Bachelor of Science (Physics, Electronics
and Microelectronics), Tashkent State

Technical University, Tashkent, Uzbekistan

AFFILIATIONS/ACTIVITIES

California EIT

LEED AP BD+C, USGBC

Certified Energy Analyst, CABEC

Radik has proven his basic engineering skills and knowledge of engineering principles. His problem solving and analytical abilities helped create more efficient building HVAC system designs, while his punctuality ensured that projects are always done on time. Radik also excel as a LEED certified professional. Following the "green" environmental trend he became proficient in designing energy efficient buildings and LEED certification process. He prepared LEED certification documents for mechanical systems on over 20 buildings, including campuses and standalone structures, helping to achieve Platinum, Gold and Silver certifications on projects. As a Certified Energy Analyst, Radik navigates projects and coordinates design to meet energy reduction requirements and energy saving goals.

SELECTED PROJECTS

- *Marion V. Ashley Community Center, Menifee, CA*
- *UC Irvin Research Center, Anza-Borrego, CA*
- *Kitchen Creek Helibase, Pine Valley, CA*
- *Sharp Data Center Office Tenant Improvement, San Diego, CA*
- *Restoration B-3230 Dental Clinic, San Diego Naval Base, CA*
- *Bay Club Resort improvements, San Diego, CA*
- *Red Horse (Rapid Engineer Deployable Heavy Operational Repair*

ASHOK PATEL

S.E., LEED™ AP, MANAGING DIRECTOR,
COST ESTIMATOR

**EDUCATION**

Bachelor of Science,
Quantity Surveying, Greenwich University,
London

AFFILIATIONS/ACTIVITIES

U.S. Green Building Council

Ashok has worked in the construction industry since 1983. He is experienced in all aspects of cost management for the civil, structural, and architectural disciplines. Ashok's responsibilities include all phases of estimates, quality control/quality assurance (QA/QC), and value engineering. He is involved with projects from the master plan stage through occupancy. Ashok has provided cost management services, including change order analysis negotiations, on projects ranging in value up to \$1 billion. Ashok has experience in the healthcare, educational, recreation, correctional, industrial, public works, civic, retail, and hospitality sectors.

SELECTED PROJECTS

- *City of Del Mar, New City Hall Programming Phase*
- *City of Carlsbad, Dove & Cole Libraries Renovation Feasibility, Carlsbad, CA*
- *City of Laguna Niguel, New City Hall and Parking, Laguna Niguel, CA*
- *City of Lake Forest, New Civic Center Complex, Lake Forest, CA*
- *City of Moreno Valley, City Hall HVAC Upgrades, Moreno Valley, CA*
- *City of San Juan Capistrano, City Hall Complex Building Condition Assessment, San Juan Capistrano, CA*
- *City of Westminster, Municipal Corporation Yard Facilities Renovation incl. Admin. Bldg.-Garage-Work Shop-Yard-Utilities Bldg., Westminster, CA*
- *County of Orange Health Care Agency, New Crisis Center-Wellness Center-Vocations Training Center, Tustin, CA*



Technology Access Foundation's Indoor / outdoor plaza is a popular area for teaching, community events and weddings.

6. ADDITIONAL INFORMATION



The Mesa Cafeteria, Bookstore and Stockroom has a large outdoor plaza for students and faculty to gather, study and interact.

CIVIC ARCHITECTURE

Miller Hull has a strong portfolio of relevant work. Our 37 year history of successful civic work proves our comfort and familiarity with the public design process. We feel that to produce successful buildings, an active engagement with the stakeholders is essential and that the needs of society have to be solved in each and every building. Even though there may be several 'acceptable' solutions to a given project, the search for the 'right one' involves an active and well run public process. A true civic space will be welcoming and diverse, and encourage visitation and interaction.

Our goal, in everything we do, as an architectural firm is to produce exciting and fulfilling environments in which to work and live. The design philosophy of the firm centers around two essential architectural ideas: to use a building to create a significant place within a site, and to be sensitive to climate and environmental demands with the form of the building. These ideas have allowed the firm's projects to convey a harmonious balance among form, nature and community. This approach gives our projects an unusually clear fit to their surrounding context. Our combination of design excellence, pragmatism, creative talent, technical expertise and relevant sustainable and civic experience are qualifications the Del Mar project requires.

We offer you not only a proficient and professional product, but a collaborative process that is enjoyable and rewarding. By listening to you, your staff and the citizens of Del Mar we are able to provide design excellence in architecture that will

be understandable and embraced. We want to understand and enhance the essence of Del Mar by creating a cohesive complex with distinct buildings reflective of their purpose. When we understand your needs, we will operate seamlessly as a team with the city, as design solutions emerge naturally and from all sources. It is our inclusive, integrated and inspiring process early on in the project that leads to a strong team culture and the best solution. Solutions are not discovered without continual exploration; we are not content to rest on past achievements or ideas.

Our firm has been at the forefront of exploring innovative site and building systems with 24 LEED buildings; and six National Committee on the Environment (COTE) Top Ten Earth Day design awards. However, we continue to lead the push for innovative sustainable technologies and are currently designing two 'Living Buildings' that will produce all of their own energy and treat their own waste on site. We have designed 'net zero' buildings and are embarking on the design of a carbon neutral building.



Fisher Pavilion at Seattle Center, Seattle, WA

6. ADDITIONAL INFORMATION

WE KNOW SUSTAINABLE DESIGN

We believe that every sustainable project we have been involved with to date – whether it be earth-sheltered houses in the 1980s, or the recently completed ultra green Bullitt Center – allows us to consistently exceed our clients sustainability goals. We are able to do this because we partner with visionary clients and passionate consultants and contractors.

We believe a collaborative design approach between the engineer, the project team, and the owner is critical to designing an energy efficient building. This methodology enables the team to find solutions that are within the project's budget while optimizing the building performance and minimizing the operating costs. We utilize life cycle cost studies to evaluate systems with different initial and operating costs to insure that the owner receives the best value for each dollar spent.

LEED™, Labs 21 and the Living Building Challenge — in addition to many other rating programs — provide frameworks from which to test and measure the sustainability of the built environment. True sustainability requires that we understand at a fundamental level what it means to do no harm, and better yet, to begin to heal the planet. Our team analyzes the project from a systems perspective, and through this lens, LEED™ credits and other sustainable design issues fall naturally into place.

Thorough analysis is at the root of every successful sustainable building. Project site capacity, the program requirements, and the functional necessities all need to be reviewed and tested against the design. Constant

adjustment and scrutiny of the variables and their respective impact guides the design team to the optimal building solution.

Reducing the Carbon Footprint

We have a comprehensive understanding of the impacts of our actions on the environment. Every year we calculate the carbon footprint of our office and use the results to reduce the impact of our own operations. This has allowed us to fine tune our practice to make our office as sustainable as possible: from cellphone recycling and kitchen composting, to cloud computing and bike-to-work stipends. We practice what we preach and are ready to help you meet your Sustainable Practice Policy goals.

Renewable Energy Integration

One of the quickest ways to reduce our collective impact on the atmosphere is to reduce the production of greenhouse gases. Building projects can typically achieve a significant lifetime GHG reduction over their lifetime by incorporating renewable energy resources. We have designed several buildings which include several renewable energy sources, including rooftop photovoltaic panels and building integrated photovoltaics, solar hot water tubes, geothermal heat exchangers, and co-generation plants. **The Structural Materials and Engineering Building at UCSD** is an example with a photovoltaic array that delivers about 15% of the buildings' energy needs. The parking lot at Patagonia's administrative headquarters in Los Angeles also draws on the power of the sun through a 66kW photovoltaic shade structures in the parking lots. The LOTT Clean Water Alliance in Olympia, WA uses its very own waste product — methane — to heat the building and the water supply.



Fire Station 39: Stormwater infiltration with recycled granite curbstones



San Ysidro Land Port of Entry: Translucent ETFE pillows reduce the need for daylight.



Bullitt Center: Photovoltaic power generation reduces the carbon emissions

Pushing The Envelope

The cutting edge of sustainable building design was achieved by our design of the Bullitt Center, which opened earlier this year. This six-story urban office building is slated to become the first urban commercial office building to achieve the Living Building Challenge. The pursuit of the Living Building Challenge required a rigorous and comprehensive approach to every material, system and organizational decision, down to the type of nails that can be used. It was a rewarding and invaluable exercise to be part of a project that is paving the path to a more sustainable future.

Our Team Members Experience

This particular team of Ron, Ruth and Jay have been involved in several of the firm's most progressive sustainable efforts. Jay was the Project Manager on the Lott Alliance facility in Olympia (LEED Platinum). He was responsible for generating performance-based design options for the buildings envelope and building systems. His teamwork with the various project engineers resulted in an National Earth Day Top Ten Award-winning project. Ron's oversight on the recent Bullitt Center project—as well as many of the office's most sustainable efforts—make him a critical resource for teams pursuing progressive energy-saving goals. Ruth has worked on a number of the firm's sustainability efforts, including the current Lewis office space—targeting LEED platinum.

LOTT Clean Water Alliance Regional Services Center

LOTT is LEED™ Platinum, and includes an exhibition gallery and classroom for water education, a 200-seat board room, renovated labs and an administration tower with offices for LOTT staff. This project is the first phase of a key city development that includes a children's museum and future mixed-use buildings. The building actively "mines" the adjacent sewage treatment plant for methane, a low temperature water loop for heating and cooling, and Reclaimed Class A water — which is then pumped back into the city for irrigation. The center uses a small portion of the water for ponds, irrigation, green roofs and toilet flushing.

Bullitt Center

From building design and the interactive resource center to the new community green-space, the Bullitt Center is a place for people to learn about green building and urban sustainability. The six-story, 50,000-square-foot building is the nation's first urban mid-rise commercial project to meet the goals of the Living Building Challenge. The lower floor houses the Center for Energy & Urban Ecology. Programmed by non-profit and public agency partners, including the University of Washington's College of Built Environments, the Center features an open resource library, classrooms, exhibition space and a research lab dedicated to the training of pioneers who will lead Seattle's green economy.



LOTT Clean Water Alliance Regional Services Center, Olympia, WA



Bullitt Center, Seattle, WA

BIM & OTHER TECHNOLOGY

Miller Hull is an industry leader in the use of Building Information Modeling (BIM). We continue to improve our use of this software tool through regular in-house roundtable discussions to share techniques developed by each project team.

1. Our San Ysidro border crossing team utilized BIM to help plan logistics for 24/7 operation of the world's most traveled border crossing during the complete reconstruction of the facility — maintaining security and planning structural, electrical, mechanical, and programmatic continuity. **2013 AIA National BIM Award**
2. Our Vancouver Community Library team used BIM to track books, with real time updates to individual collections as the design evolved, as shelves changed heights, or as individual shelving units moved. We were awarded a **2009 National AIA BIM Award**.
3. Miller Hull formed a design build team for the design and construction of five King County Libraries. Miller Hull worked with the contractor to establish a pallet of materials and construction process for each library building. We were awarded a **2008 National AIA BIM Award**.

Our team will utilize Revit as our primary BIM platform and integrate other software suites such as Grasshopper, Ecotect, Vasari, and Sefaira to test and validate our design assumptions very early in the process. Early validation of complex design decisions helps empower Owners to make informed decisions about their building.

Our analysis often encompasses passive and active mechanical, structural, and envelope systems, making it possible to manipulate building design elements with close to instant data feedback. With Grasshopper, we can quickly assimilate the efficiency of differing exterior skin panelization arrangements or reduce and hone structural systems. When combined with Ecotect, Grasshopper can also provide quick analysis of daylighting impacts from changes in aperture size on the building skin or PV array efficiencies based on panel type, orientation or tilt. With the addition of Sefaira, we can simulate the effects of these changes and others on the performance of the building's systems.

Our familiarity with these emerging technologies allow us to build a more holistic understanding of design implications early, to allow you to better understand life cycle costs and potential energy and water resource management strategies.

Whitworth University, Robinson Science Hall MEP Systems Coordination, Revit:

Started in 2007, this project was one of our first to fully commit to BIM coordination during the design phase. Initially, section diagrams were established to prioritize zones for piped systems in critical areas, like corridors and areas open to structure. As the design progressed, ductwork and distributed laboratory piping down, to 2" diameter, were modeled to coordinate systems and demonstrate access to valves and for general maintenance.

Once mechanical and electrical subcontractors were added to the team, a series of **active, on-screen, BIM systems coordination meetings** with architect, engineer, and contractors preceded the creation of fabrication drawings to confirm the sequence of installation and preferred adjustments by the contractor.

San Ysidro Land Port of Entry

Structural Analysis using Grasshopper:

Grasshopper was used for form finding and structural analysis of the Canopy towers. Parameters for tower WxHxD as well as diagonal webbing angles and spacing and slope for each side of the tower were explored and analyzed.

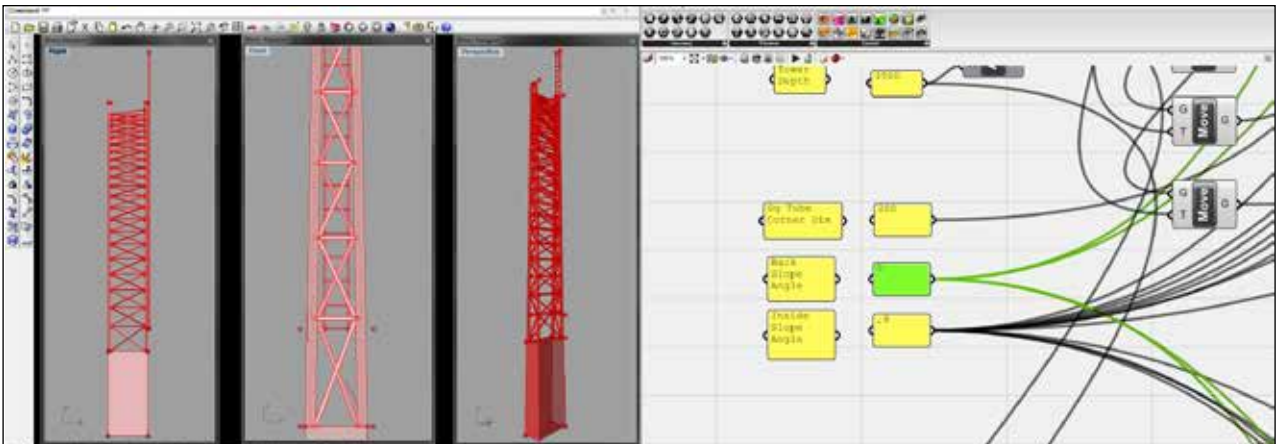
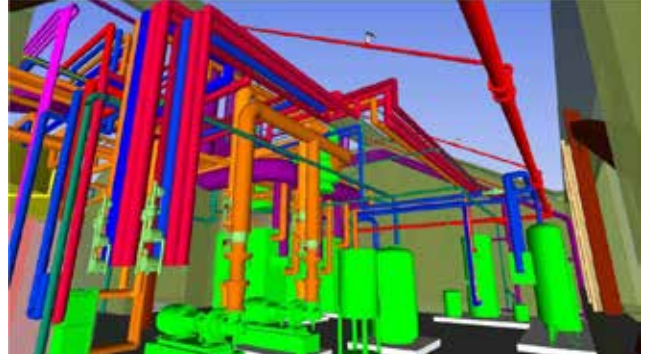
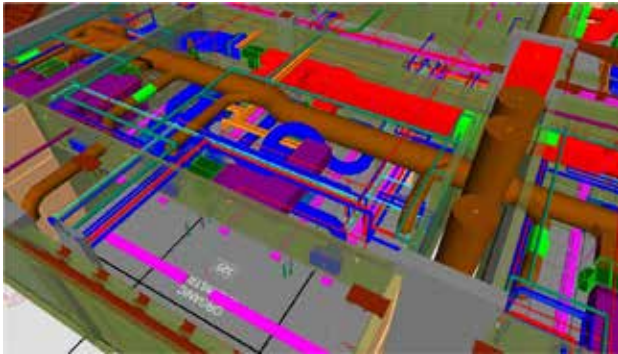
The Primary Canopy is a tension cable system, with Ethylene Tetra ethylene (ETFE) cladding, measuring 65 feet by 650 feet and supported by only three columns. Dramatically reducing the overall weight of the structure and allowing for increased light transmittance to officers working below, resulted in significant savings in construction costs and energy consumption.

Bullitt Center

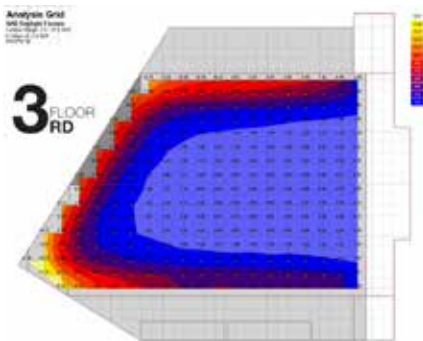
Daylighting Model Results using Ecotect:

The facade needed a high degree of transparency for daylighting, the ability to control solar gain during summer, and operable vents for ventilative cooling.

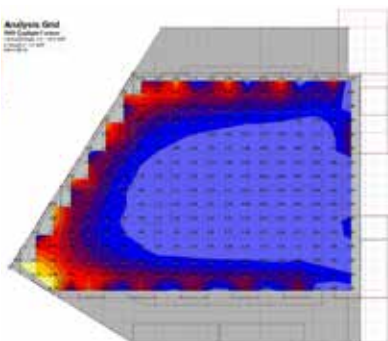
The amount of glass area and required shading devices was studied in detail. Using three separate models — the energy model, the thermal comfort model, and the daylighting model — the design team arrived at the best ratio of glazed to opaque opening that balanced energy, comfort, and daylight performance.



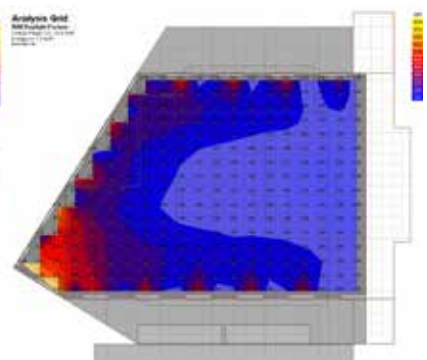
Full Glazing
Best Case



Light Wells
Centralized Core



Increased Floor Height
13'-6" Floor-to-Floor



6. ADDITIONAL INFORMATION

NON-PROFIT CLIENTS

As we noted in our cover letter, we thrive on developing meaningful projects for mission-driven clients. As such we have worked with many, many non-profit organizations with a variety of causes over the years. Caroline most recently worked together with the Technology Access Foundation on a seven year quest to design, fund and build their new headquarters. It was TAF's first building project and our tasks included Owner assistance beyond the typical design process. We find that genuine engagement with the non-profit's cause is vital to arrive at a fitting design response. Thorough explanations and clarity of the design- and decision-making process is also essential.

FUNDRAISING

The best projects and designs can't be realized without adequate financial support. Miller Hull has assisted our public, private and non-profit clients in garnering financial support for their projects with a variety of tactics. Some of our projects take years to realize, but we stick with our clients every step of the way helping them make a great case for their projects. This commitment can involve production of materials to support reports, grants and fundraising materials, creative brainstorming on donor opportunities as well as presentations and meetings with key donors or partners.

BRINGING THE PROJECT TO LIFE

Drawings, renderings and models can capture the imagination of your supporters and demonstrate the viability of the project. Many potential donors need to see an image of a project before they are ready to commit. Miller Hull can provide computer or sketched renderings physical models as well as computer models and "walk-throughs" to help your benefactors visualize the project they are helping to realize. This imagery can be used on fundraising packages and on your website. They can be used at presentations and events. Great imagery of your project can generate excitement and enthusiasm among your donor base.

DONOR ENGAGEMENT

Donors should feel included and involved in the projects they support and they expect to see the value of their contribution. We have assisted in donor involvement through conception and design of unique donor opportunities. We have attended and presented at special events for key donors and we have even appeared in an on-line video explaining the design process to a community

church. Your benefactors will have diverse reasons for contributing to your project, but regardless of those reasons, they will expect to be recognized. Finding creative opportunities to recognize key donors in a project can make that experience a positive one for them.

EXPERIENCE

For the Northwest Maritime Center on the Port Townsend waterfront we have developed models and color renderings for their fund raising efforts. We assisted with presentations at public open houses, their annual Wooden Boat Festival, and numerous smaller fundraising events. We also designed a "buy-a-paver" program for local support and developed naming opportunities for special rooms and building components.

One of our biggest funding challenges has been for the Bullitt Center. Some very creative ideas have been explored such as creating a "utility" for the sustainable systems that an investor could purchase. The investor would take advantage of tax credits and return to the building owners over time. Our team is researching and pursuing incentives locally and nationally with the goal of creating a project that could be repeated by any developer, thereby demonstrating that Living Buildings makes sense.










Please refer to the list on the opposite page for a selection of projects where Miller Hull provided fundraising assistance.



Technology Access Foundation

FUNDRAISING ASSISTANCE

Miller Hull has experience working with clients whose projects are dependent upon successful capital campaigns. Below is a *partial* list of projects on which we have assisted owners with fundraising efforts.

	PROJECT	CLIENT	CAPITAL CAMPAIGN
	TILLAMOOK FOREST CENTER	OREGON DEPARTMENT OF FORESTRY	\$10 MILLION
	COLUMBIA SPRINGS ENVIRONMENTAL EDUCATION CENTER	COLUMBIA SPRINGS HATCHERY	\$13 MILLION
	TAPROOT THEATRE EXPANSION	TAPROOT THEATRE COMPANY	\$3 MILLION
	UNIVERSITY CENTER	SEATTLE PACIFIC UNIVERSITY	\$55 MILLION
	CONIBEAR STUDENT ATHLETE ACADEMIC CENTER	UNIVERSITY OF WASHINGTON	\$16 MILLION
	NORTHWEST MARITIME CENTER	NORTHWEST MARITIME CENTER	\$14 MILLION
	BETHADAY COMMUNITY LEARNING CENTER	TECHNOLOGY ACCESS FOUNDATION	\$13 MILLION
	NEW GYMNASIUM + SCHOOL	THE BUSH SCHOOL	\$5 MILLION
	NEW GYMNASIUM + SCHOOL	THE BERTSCHI SCHOOL	\$5 MILLION

Seattle

Polson Building
71 Columbia - Sixth Floor
Seattle, WA 98104
T: 206.682.6837

San Diego

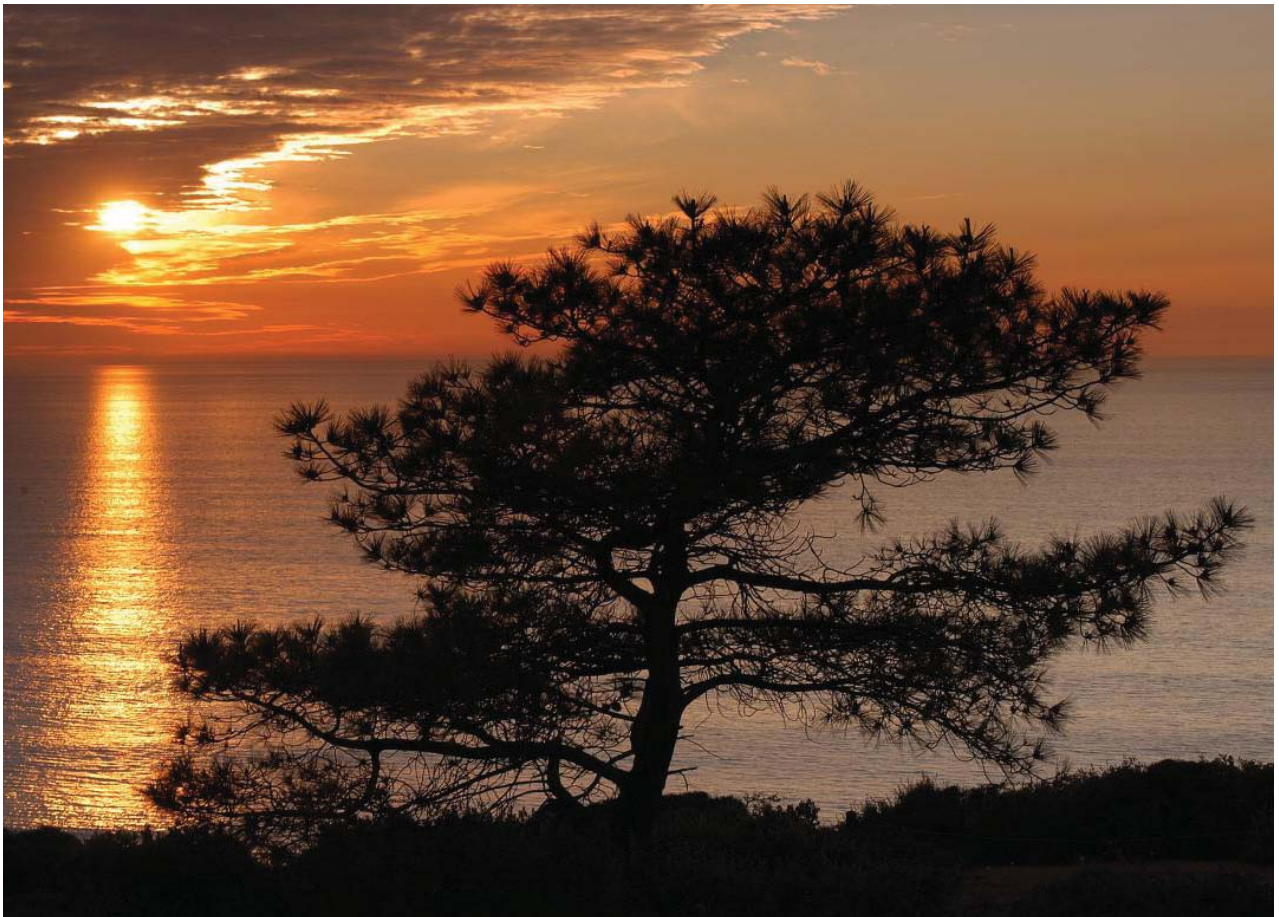
Mission Brewery
2150 West Washington Street
Suite 113
San Diego, CA 92110
T: 619.220.0984

www.millerhull.com



20 March 2015
Request for Proposals
RFP No. 2015-03

CITY OF DEL MAR, CITY HALL AND TOWN HALL WITH PLAZA, PARKING AND ANCILLARY USES



20 March 2015

City of Del Mar
Re: City Hall Design RFQ 2014-08
1050 Camino Del Mar
Del Mar, CA 92014

**RE: Consultant Design Services for a new City Hall and Town Hall
with Plaza, Parking and Expansion Area, RFP No. 2015-03**

To the People of Del Mar:

If Del Mar's City Hall actually represented what people want, what would they say about it?

"City Hall is just right. It says Del Mar."

"It's more than just a government building. It's the public heart of the City."

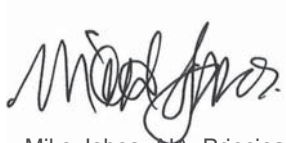
"Now *that's* the way to spend public dollars."

After a community-sized effort exploring many options, Del Mar is poised to create a civic heart centered on a new City Hall and great public spaces with a strong connection to Camino Del Mar with views out to the Pacific - a place that captures the spirit of Del Mar and sets the tone for things to come.

Our team is honored to be considered to help your community realize this vision. We look forward to providing a framework for listening to the community's voice and applying what we already know from years of involvement in Del Mar and planning other well-loved public places, to find the right fit for Del Mar.

We look forward to the opportunity to talk with you much more about the project next week.

Sincerely,



Mike Jobs, AIA, Principal, Design Lead
The Miller Hull Partnership, LLP



Caroline Kreiser AIA, Principal-in-Charge
The Miller Hull Partnership, LLP

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2	SCOPE OF WORK
3	PROJECT TEAM
4	FEE Under Negotiation
5	OTHER



A rural heritage and wood industry informed the architectural expression and materials used for the Bainbridge Island City Hall

I. PROJECT APPROACH



Circulation / Service Stations

The Right Fit for Del Mar

The Del Mar community has invested a great deal to arrive at a general direction in terms of size and functions that need to be accommodated in the new City Hall and surrounding public spaces. The character, style, and qualities of the spaces and how it all fits in the neighborhood will be the next big effort of community involvement. Our team will work with you to develop a complementary series of active and human-scaled indoor and outdoor spaces arranged to work year round for a range of uses. This will be the people's house, and to be successful, it needs to be a place of civic pride and offer opportunities for public use beyond government services while capturing the past, present and future of Del Mar.

Future Proofing

This site will become the civic heart of Del Mar long into the future. It must be planned not only to work well now, but also to accommodate a range of future possibilities to give the City the ability to react to opportunities down the line. We will work with you to carefully strategize the optimal location for each program element to exploit their proximity to the fullest extent and to leave the best options for future growth of the civic spaces or, alternatively, the ability to introduce commercial or residential programs to the site.

We pride ourselves on arranging program spaces to encourage flexibility for a wide range of uses. For example, circulation and common spaces become the "public streets" of an organization, where casual interactions become valuable daily occurrences. Our design for the Bainbridge Island City Hall grouped the circulation spaces between departments into an interior street, *(image to left)* creating a welcoming sense of community and a vibrant heart within the building. Good space planning can activate the collective knowledge of an agency and become emblematic of your relationship with the community you serve.

Leveraging the Site

The community has selected a potent site on which to locate its civic heart. Located along Camino Del Mar, the main spine of activity at the City's core, this site will serve as an active public node to the south of the main commercial district, strengthening the north-south pedestrian link through town. With sweeping views to the Pacific, the site offers the potential to link the civic spaces both to the alluring natural beauty and bustling heart of Del Mar. The sloping site suggests the possibility to tuck parking under the public and City Hall spaces to maintain views for the residences upslope while exploiting views from the new public spaces on site. Establishing the best elevation for the main public spaces will be a key to linking up with pedestrians on Camino Del Mar while providing convenient vehicular access to the site without excessive excavation.





Stakeholder Workshop

a. Eliciting community input and working with the community to develop a design direction, including method for consensus building

Del Mar Knows Collaboration

We believe in the public design process - it makes up the majority of our work. We understand the long road that public projects can take as a diverse group of stakeholders sharpen a vision and build public support and funding. Producing successful public places requires active engagement with community and a clear understanding of the issues. We can see that Del Mar shares this value. A successful process of robust public involvement has led to this moment, with the City poised to realize its vision. Engaging the public and giving them an active and meaningful voice in the process will be critical in establishing the support necessary to maintain this recent momentum. We have the experience and tools to help you build on the momentum you've created as you clear the last hurdles toward completing a well-loved civic heart for Del Mar.

Public Workshops

We understand that people engage in a wide variety of ways as they express their passion for a project. Some are great at public speaking, others work better in smaller group settings. Some take in information visually and others like to crunch numbers. Getting people involved in their own design process means tailoring a process to work for all of these perspectives.

In a group workshop setting, our team can provide structure and focus using simple visual diagrams and models that are easy to understand. These tools allow a range of participants to grasp the key issues as they work toward a consensus that reflects the complexity of an active urban setting while distilling the issues into essential concepts. Following each workshop, it is our job to distill the outcomes of the workshops and to develop a format that clearly and accurately displays the information to help the City make sound decisions moving forward.

On-Site Presence

We like to get people on-site as much as possible throughout the design process. With the public market already established in the lower parking lot, we'd propose facilitating public booth at the market to provide information between workshops to give people a picture of what the site could be. We also find that events related to the upcoming project on the project site further builds momentum. This may even extend into the construction phase: we assisted one of our community center clients with the hosting of barbecues adjacent to the construction site and offered tours of the budding building to the attending neighbors.



Construction Tours for the Community

Our landscape architect, SPURLOCK POIRIER has developed a deep understanding of the Del Mar community through their work on the Camino del Mar Streetscape Plan and subsequent consulting as the City's on-call landscape architect from 1996 to the present.

I. PROJECT APPROACH



Character Study / Opinion Poll

Their inside perspective will help our team hit the right tone in public meetings and to fit the project comfortably into Del Mar. They know the Del Mar community to be informed, and engaged - a place that carefully considers change. In their experience consensus building only came after a period of trust building with the community by listening and objectively reporting observations and analysis of the issues and aspirations of the community before rushing to conclusions. After trust was built, they were able to find the city's voice and channel the community goals into plans and design ideas that enhanced the Del Mar character. Their insights will provide a solid foundation for our team.

We understand that people have passionate feelings and conflicting opinions regarding public spaces and development in Del Mar, yet these disparities – handled in an open and inclusive manner – yield richer solutions.

b. Confirming and refining development program

As far back as 1990, the City has conducted space needs studies to determine the program of spaces that will comprise City Hall and related public outdoor spaces. We have prepared many similar space needs studies for a range of municipal and public projects and will review previous studies with our full range of experience and understanding of how City Halls best function. We look for opportunities to find hidden relationships between program spaces to accommodate a variety of uses by combining spaces in innovative ways.

The City Halls we've designed are characterized by active public spaces where the point of service is clearly defined and integrated into a bustling public forum within. By locating the community meeting spaces, Council Chambers and the public service counter adjacent to a shared lobby, combined oversight, clear wayfinding and a range of overflow space capabilities can be realized.

A clear separation of the point of service where staff interacts with citizens and the back-of-house work spaces, results in an efficient workplace where City staff work at an optimal level to provide services. Within the work spaces, we look for the right balance of private to open office work environments to provide flexibility over time and to ensure that all work spaces have access to daylight and shared spaces. We organize the enclosed spaces such as resource rooms, storage and private offices into groups and arrange them to maximize daylighting into the adjacent open-office spaces, as well as to give some definition and zoning to the remaining open spaces.

Previous experience have given us analytical tools to understand the relationship between net areas and the gross overall building required to accommodate them. We find ways to most efficiently organize spaces around shared circulation that increases space efficiency and



Informal Gathering at UCSD's Structural Materials Engineering Building



Massing Study / Site Models

leads to an active and collaborative environment. To us, circulation is more than just hallways and can be arranged to encourage chance interactions that lead to a more engaged and energized staff.

We suggest to begin with a program verification and refinement process by conducting departmental interviews with staff and directors to gather specific information about how each department currently works and how they envision managing growth. This information is compiled into a preliminary Space Needs document for review with the department directors to determine potential overlap and economies of scale. Next we facilitate a staff workshop to test the findings and establish inter-departmental adjacencies. Circulation and support spaces are then factored in to generate a gross area requirement and a rough order of magnitude of construction costs generated.

We often arrange for a similar facilities tour with key City management leadership participants to experience other City Halls in the region. We charter a bus to tour a few facilities that have some parallels to yours to learn about how they work well and what hasn't worked well. We learn a lot quickly on this tour and it gives the design team a chance to get to know the key stakeholders from the City in the process. A similar facility tour could be an optional scope item that may be added to this work phase.

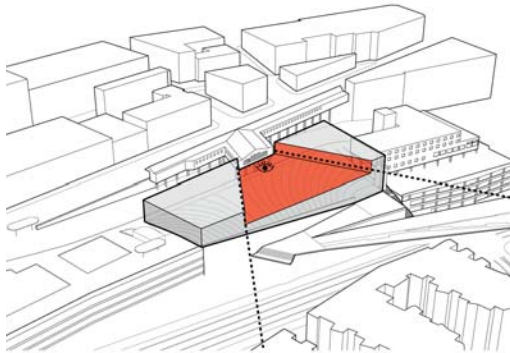
c. Developing conceptual options for consideration

We believe our success stems from our team's exceptional focus on listening and being educated by the community – while in turn – educating the community on the subtle and fragile character defining features that make Del Mar unique among southern California beach communities. By listening to the needs of the various stakeholders, sharing germane precedent projects, and by bringing our team's strengths and expertise in public realm development, we are confident we will inspire the community to dream big and take ownership of the process, all while examining potential visions for the City Hall.

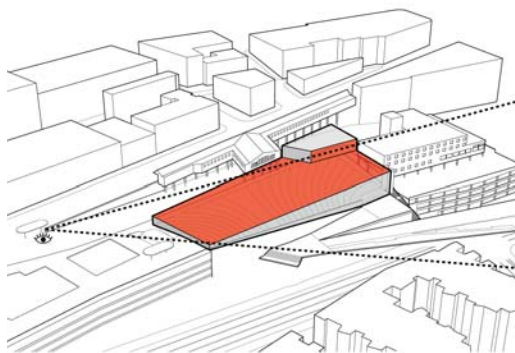
We will work with you to carefully strategize the optimal location for each program element, optimizing adjacencies and leaving feasible options for future growth on the site for civic spaces or, alternatively, the ability to introduce commercial or residential programs to the site. **(See examples to left: Bothell Civic Center)**

As we work with the City to develop options, our team will clearly illustrate and analyze program, spatial issues, relationships and alternatives with photo simulations, sketches, plans, illustrative diagrams and 3-D models and visualizations to facilitate consensus and decisions. Utilizing these techniques we will quickly and efficiently be able to present alternatives in a way that is easily understood.

We often find that developing three distinct site plan options can



MAINTAIN VIEWS FROM DESIMONE



MAINTAIN VIEWS TO SOUTH

highlight the key attributes of the site by exploiting them in various comparable scenarios. We help the City weigh the tradeoffs inherent in each option to reveal the best strategic path forward by revealing the qualities of the resulting spatial relationships, solar orientation and energy impacts, constructability, outdoor spaces, views, site access and future growth possibilities. Cost estimates are completed for each scenario to ensure financial tradeoffs are part of the decision along with the spatial considerations. Often the outcome of a planning study is a hybrid solution that combines the best of the options studied.

Concurrently, we will consider sustainable design strategies that are appropriate responses to the site's microclimate. Many basic strategies such as passive solar design or optimized natural ventilation may integrate seamlessly if considered early. We can also provide an eco-charrette and / or LEED consulting services if requested.

d. Assessing visual/view impact on surrounding residential homes

We understand the critical need to preserve the views of the neighboring residents, as well as the grand opportunity of the site to take advantage of the views of Torrey Pines, Monterey Cypress and the blue Pacific Ocean beyond. The consideration of the priorities of the community are paramount to the successful development on this site. A great example of a careful project insertion into a treasured community setting is the first-ever expansion of Seattle's famous Pike Place Market, a well-loved public space that is as well-known for its amazing vistas toward the Puget Sound as it is for its gritty vitality created by a mix of active indoor and outdoor spaces. Located toward the water from the existing Market, it was paramount that the new expansion not block views to the water from upslope. To address this requirement, our team carefully analyzed the specific view corridors that were to be maintained by using a highly accurate digital model that included the existing market spaces in detail. This study revealed where view shadows existed and greater building heights could be achieved on the site.

Similarly, for this site, we would utilize a detailed digital model to assess the visual and view impacts on the surrounding residences. Del Mar's Civic site slopes down toward the west, away from the upslope views. We see this as a great opportunity to tuck parking or multiple floors of program downslope, to avoid view-blocking bulk from Camino Del Mar and the residences to the east. The same model can be used to assess the visual impact of the City Hall Building and Public Plaza from the perspective of the upslope homes. We can quickly develop simple views from the models that would give homeowners comfort that the new City Hall will improve their views rather than negatively impact them.



Farmer's Market at Bainbridge Island City Hall

e. Developing a program for, and activation of, the exterior and community gathering spaces

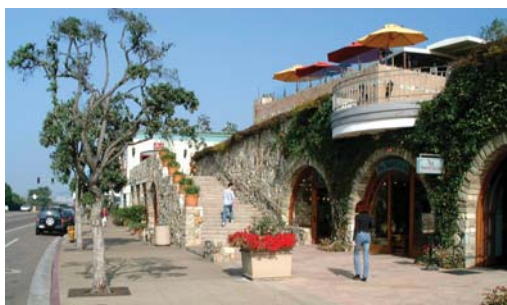
Over the many years that Del Mar has contemplated the redevelopment of the City Hall property, some key “constants” remain – this is a place for all residents to gather for all civic matters while also a place of gathering, relaxing, and enjoyment that enhances public life in the Village.

Basic organizing principles would include making a welcoming entrance into the space along Camino del Mar, being mindful of the street noise while crafting beautiful ocean vistas from the public spaces, and establishing appropriate buffers to the neighboring residential properties. Programmed activities such as the Farmer’s Market or Art Fairs can become the regular calendar rituals of the community on this site and are already established here. We will ask the community to imagine other activities that they envision complementing these public spaces. The community’s desire to focus on civic uses only, presents challenges for the typical activation uses such as cafes, restaurants, and shops. Introducing a mobile food truck culture on site could be a way to circumnavigate the limitations on commercial use while helping to activate the space at lunch time or special events. Other temporary events for consideration include outdoor movies, staged plays and school dance performances, food fests and holiday celebrations. There are a few local examples of innovative outdoor space programming that may provide inspiration such as SILO in the East Village of downtown San Diego.

With the increased parking provided on site, the potential for more types of regular public markets or activities increases. Day in and day out, the site can be a respite, a new place away from home to relax, look at the ocean, and meet a friend. While being able to accommodate large events, the daily use of the space needs to cater to small groups of individuals, and city staff wanting a place to eat outdoors or just take a break – with more intimate size spaces hugging the edges of the larger space and offering a variety of view and solar orientations. Strong cues can be taken from Del Mar Plaza, where publically accessible terraces offer sweeping ocean views with comfortable, moveable chairs and tables in various nooks and crannies. The sequence of moving through Del Mar Plaza is also informative, for the graceful way one negotiates the topography of the site. A meandering water feature animates the spaces providing white noise and visual interest.

Our real strength is our understanding of the contextual and physical site-specific opportunities and constraints. We see these unique features as opportunities to create identity and uniqueness and seek to identify these strategies even during master planning and programming phases.

Connectivity to the surrounding neighborhood and accessibility and inclusive design are significant components for consideration. These





are especially important given the significant 20'-30' of grade change across the site. While these are just two examples of initial analysis, we look forward to compiling and extracting the various types of information and input that will allow us to effectively create a great new civic space for Del Mar.

f. Developing a style of architecture that relates to the Del Mar community

Historically, the beloved architectural styles in Del Mar express a human scale with attention to natural materials such as wood, brick, and stone. We believe that finding the appropriate scale, regional construction techniques and climatic responses, leads to architecture that fits within the community. You see these qualities in the half-timber construction of Stratford Square at 15th and Camino Del Mar that informed the more contemporary interpretation of Inn L'Auberge, the eclectic blends of craftsmen Union Bank and Mediterranean styles at the Del Mar Plaza, and the elegant craftsmen, dark wood construction of the building. As for civic architecture, the Power House Community Center sets a high bar for quality in a contemporary structure that evokes both craftsmen era and half-timber heritage styles, using natural stone and wood detailing. All of these projects have a great human scale, tactile materiality and considered response to topography that will inform our approach from the beginning with the community to develop an architectural expression that communicates the values of Del Mar long into the future.

g. Developing and maintaining a project budget throughout the process, including cost control methods and establishing cost estimates.

Value-Based Decision Making

A planning project such as this requires a team skilled at quickly determining the long-term value of key decisions. The most important decisions occur at the early phases of planning and design, and it will be essential to consider complex issues such as sustainability, life-cycle cost, operational effectiveness and flexibility, to maintain accountability for all decisions. Under our leadership, we have a team of sub-consultants that are leaders in their respective fields, who will add value to the process at the earliest stages to ensure an integrated approach and detailed programming information you can count on.

Based on the outcome of well-organized staff and management workshops as well as input from public officials, we will recommend the overall size and a breakdown of each space along with a detailed site analysis appropriate to your specific project. Cost estimates are completed for each site option to ensure financial tradeoffs are part of the decision along with the spatial considerations. These site options with associated cost estimates that come out of the initial concept design stage, can then be used in establishing an adequate project scope and budget for consideration in moving forward.

h. Maintaining the schedule to meet expected construction and occupancy dates.

Building Momentum

Keeping the project on schedule requires clear communication between all stakeholders, to provide adequate time and clear deadlines to process decisions in a productive and timely manner. Our process is founded on active engagement of the project stakeholders in face-to-face workshops from the very beginning to ensure that the project maintains the momentum you've built already. Early engagement of the right people helps to identify key project issues, often presents unconventional strategies, and creates project champions beyond the core project team avoiding delays due to opposition to the project.

We engage the project steering committee in weekly planning meetings either in person or virtual conference, to anticipate upcoming milestones, identify critical path issues and work through problems before they impact the schedule. This meeting gives us a chance to discuss City Council packet deadlines and plan for public and City Council presentations with detailed knowledge of potentially conflicting community events and Council meeting schedules.

Cost estimates associated with all options considered throughout the design process, avoids backtracking due to cost overruns after hard won consensus has been reached. All options we explore will be presented with cost estimates to ensure the chosen option aligns with the project budget to keep the project moving forward according to schedule.

During the construction phase we will ensure a quick turnaround of RFI's and submittals. Our team will perform weekly site visits to observe and report on the construction progress.



Wood & structural detail at the Wharf, America's Cup Harbor, San Diego, CA

2. SCOPE OF WORK

2. SCOPE OF WORK



Our Proposed Process

Our design team is ready to assist you with our expertise! We have reviewed your program, schedule and budget to gain a basic familiarity with the requirements. We would like to propose a slight modification to the design schedule to allow for an initial phase of concept exploration and program verification. We suggest devoting the first six weeks of the design phase to Concept Design, following with eight weeks of Schematic Design, and fourteen weeks of Design Development. At the end of the DD phase the proposed schedule will meet up with the original project schedule.

The proposed Concept Design phase will set a clear stage for the Schematic Design phase: massing options, circulation patterns and program opportunities will be explored, evaluated and ultimately synthesized into a valid scheme in the Concept Design Report. This also yields a report summarizing the findings, including the early design community workshop. This will provide a solid base to build upon in the Schematic Design phase.

Collaboration

It is vital to our process that we establish a team ready for a highly collaborative and openly creative process. At the beginning of the design process we would like to identify the major and minor stakeholders, the decisions makers, the sustainable design champions and the technical experts. Clear roles and responsibilities for both client team and design team members will allow for effective communication.

Tasks & Deliverables by Phase

The following pages list anticipated tasks and deliverables for the design of the Del Mar City Hall. This list may be adjusted as needed.



a. Schematic Design, including exploration of different options for massing and site arrangement and cost estimates

As noted above we would like to propose a Concept Design phase.

Concept Design, 6 weeks:

- Establish project goals and define Owner's project requirements
- Analyze site for opportunities and constraints, including micro climate research
- Verify program requirements
- Develop three site / building massing schemes
- Lead and/or participate in the community workshop (May 14)
- Synthesize the findings

DELIVERABLES: Concept Design Report (letter or tabloid size format) with project goals and requirements, program detail, community input and the preferred site / building massing scheme; the report will include a programming level cost estimate



Schematic Design, 8 weeks:

- Establish project goals and define Owner's project requirements
- Verify program requirements
- Develop three site / building massing schemes
- Lead and/or participate in the community workshop (May 14)
- Synthesize the findings

DELIVERABLES: Schematic Design Report including character images and material graphics for both architecture and landscape architecture, Schematic Design Drawings, Outline Specifications, and Cost Estimate



Inspiration

b. Design Development, including cost estimates

Proposed duration is 14 weeks:

- Design refinement
- Lead and/or participate in the community workshop (Sep 28)
- Preliminary Title 24 compliance report
- Quality control workshop (entire design team)

DELIVERABLES: Design Development Drawings issued at 50% and 100% of phase, Draft 3-part Specifications, and Cost Estimate at 50% and at 100% of phase

c. Entitlements, including Design Review Permit

Approximate duration is 8 months:

- Preparation of submittal documents formatted to City / Agency standards
- Preparation of associated calculations
- Outreach: up to three meetings /with City / Agency staff

DELIVERABLES: submittal documents and responses to review comments

2. SCOPE OF WORK



d. Construction Documentation, including cost estimates

Scheduled duration is approximately 5 months:

- Produce construction drawings including details
- Demolition and excavation plan
- Storm water management documentation according to low impact design guidelines
- Final Title 24 compliance report
- Structural calculations
- Building Permit submittal
- Quality control workshop and optional clash detection (entire design team)

DELIVERABLES: Drawings for Construction issued at 50% and 100% of phase, 3-part Specifications, and Cost Estimate at 50% and at 100% of phase

e. Bidding and Construction Administration

Anticipated duration is approximately 50 weeks:

- Weekly site visits by the architect, support by consultants as needed
- Timely submittal and RFI responses
- Change order review, payment request approval and updates to the Owner
- Punch list and final certificate of payment

Please note that the following is not included in our basic design services: value-engineering to reduce the design for a revised budget; renderings unless otherwise noted; LEED design, administration and/or documentation; any additional community workshops; record drawings.

f. Bidding and Construction Administration

Advise on Delivery (construction) methods:

We suggest the Construction Manager at Risk delivery method. The sooner you can involve a contractor, the higher the potential for an efficient project delivery. We would be happy to assist with the contractor selection.

g. Presentations to Boards, Commissions, Community Meetings and City Council:

Our team has extensive experience with presentations to a variety of official and informal audiences. We are used to many different formats, from Powerpoint, to picture boards, flip-charts and even stand-up comedy. One of our strengths is the patience to listen and the skill to draw out the values to inform and enrich the design. We are working on a list of questions for the community process – something to discuss with you during our interview.



Inspiration



Project contractors grilling for the community tour event

h. Other related tasks:

Sustainable design is part of our work ethic. We hope you will take advantage of our experience and challenge the design team to incorporate sensible 'green' design moves and to use innovative systems for their environmental benefits to the City of Del Mar. We can also provide LEED administration and documentation services if desired (not included in the fee as included here).

Please note that the following is not included in our basic design services: value-engineering to reduce the design for a revised budget; renderings unless otherwise noted; LEED design, administration and/or documentation; any additional community workshops; record drawings.



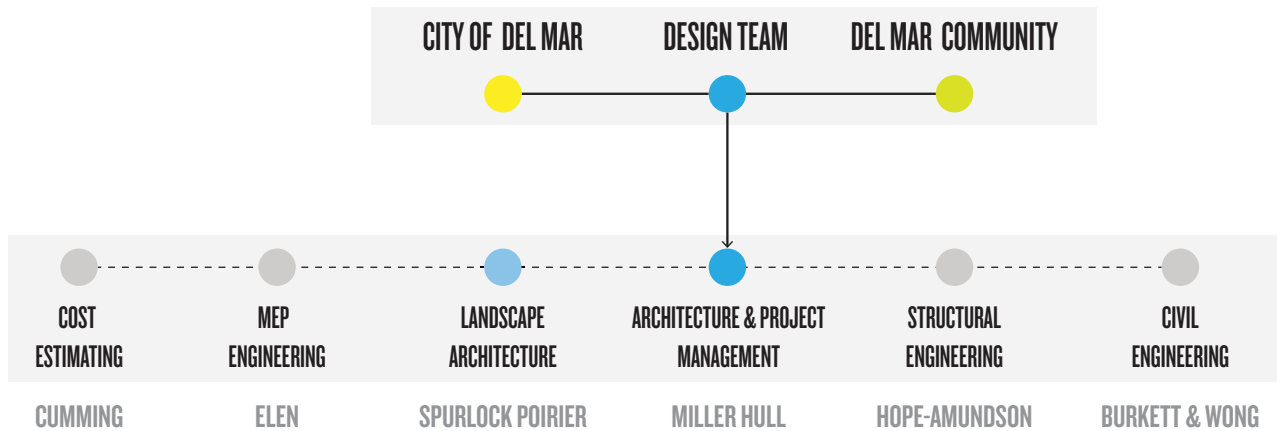
Touring other facilities as a group can be a helpful tool in the quest for the right solution.

3. PROJECT TEAM



Creating place for people: The NW Maritime Center, Pt. Townsend, WA

TEAM STRUCTURE & ORGANIZATION



PROJECT MANAGEMENT & TEAM COLLABORATION

At the risk of repeating ourselves, we strongly believe in a collaborative approach that includes voices from all interested parties and different areas of expertise. These voices, opinions and perspectives need to be corralled, evaluated and aligned with an overall design direction. It is this combination of being able to listen, knowing how to translate and synthesize the information and leading the charge towards a design that is representative of the community it serves that makes us a perfect fit for your City Hall project.



3. PROJECT TEAM

ROLES & RESPONSIBILITIES



Caroline Kreiser

MILLER HULL
ARCHITECTURE & PROGRAMMING
PRINCIPAL-IN-CHARGE

As **Principal-in-Charge** Caroline's leadership will guide the team through all phases of the project. Her particular experience in publicly funded projects, community outreach and consensus building will be of particular value to the City of Del Mar. With a passion for the conservation of our environment, and as a LEED BD&C certified professional Caroline will keep a close eye on the sustainable design aspects of the project.



Mike Jobes

MILLER HULL
ARCHITECTURE & PROGRAMMING
LEAD DESIGNER

As **Design Lead**, Mike will be responsible for developing the architectural concept. Mike has lead design teams for over 10 years. His projects include buildings for city and counties, municipalities, and institutions. Mike's sharp focus and innovative response to the program and site considerations of each project has resulted in award winning designs for a wide range of building types.



Kurt Stolle

MILLER HULL
ARCHITECTURE & PROGRAMMING
PROJECT MANAGER

As **Project Manager**, Kurt will be involved with the project from programming through commissioning. Kurt works closely with consulting engineers to understand the building system requirements for complex program elements early in the design process, he also works with the design lead to integrate the building systems and programs into the architectural solution. Kurt will be the main point of contact for the City of Del Mar.



Martin Poirier

SPURLOCK POIRIER
LANDSCAPE ARCHITECTURE
PRINCIPAL

As **Landscape Design Principal**, Martin will be involved in the project from concept through construction administration. He finds great inspiration in aesthetic pursuits through ongoing dialogue and collaborative projects, ensuring that the community's needs are well represented. Marty's designs strive to shape expressive places that people really "connect with" and his career has been filled with varied design assignments where site programs are masterfully transformed into remarkable landscapes.



Brad Lents

SPURLOCK POIRIER
LANDSCAPE ARCHITECTURE
PROJECT MANAGER

Designer and Project Manager, Brad's focus is to create places that are pedestrian friendly, environmentally sensitive, well-designed, and fit well into the larger neighborhood context. Trained as a landscape architect and urban planner, his problem solving approaches to site planning and design enable him to be an effective designer on a broad range of public and private sector projects of various scales.



Ambrose Wong

BURKETT WONG
CIVIL ENGINEERING
PRINCIPAL

As **Principal in Charge of Civil Engineering**, Ambrose will guide the site design. He has a deep understanding of current storm water regulations and is actively involved in promoting the industry trend towards redesigning public infrastructure to emphasize equal use for pedestrians, bicyclists, and vehicles. Ambrose will assist the team and community with creating street frontages and a plaza which incorporate sustainable design and site components in harmony with their surroundings and accessible to all users.

ROLES & RESPONSIBILITIES



Jim Amundson

HOPE AMUNDSON
STRUCTURAL ENGINEERING
PRINCIPAL

As **Principal Structural Engineer**, Jim will ensure the structural integrity of the design. With his technical expertise, experience on civic projects, including work for the City of Del Mar and knowledge of building codes, he will develop a cost-effective structural solution that integrates the program and functional requirements. Hope-Amundson will bring a collaborative approach to assist in meeting the City's programmatic and aesthetic desires within the target budget.



Dmitry Nathanson

ELEN CONSULTING
MECHANICAL & ELECTRICAL ENGINEERING
PRINCIPAL, ELECTRICAL LEAD

As **Principal-in-Charge** Dmitry will ensure support, resources and planning for the ELEN team throughout the project. He has more than 25 years of experience in the field of electrical engineering and he is well known as a creative engineer. He offers thorough and reliable approaches to problem solving.



Stephane Beauvais

ELEN CONSULTING
MECHANICAL & ELECTRICAL ENGINEERING
ELECTRICAL ENGINEER

As **Project Manager and Electrical Engineer** Stephane will be involved in the electrical and lighting system design throughout the project. He is will be the liaison for the team and will offer an innovative lighting design approach. He has more than 20 years of experience in the field of electrical engineering, lighting design and construction.



Radik Musin

ELEN CONSULTING
MECHANICAL & ELECTRICAL ENGINEERING
MECHANICAL ENGINEER

Mechanical Engineer Radik has proven engineering skills and a strong understanding of industry's standards and requirements. He will problem solve and analyze to create more efficient building HVAC system designs. As a Certified Energy Analyst, Radik navigates projects and informs the design to meet energy reduction requirements and energy saving goals.



Astok Patel

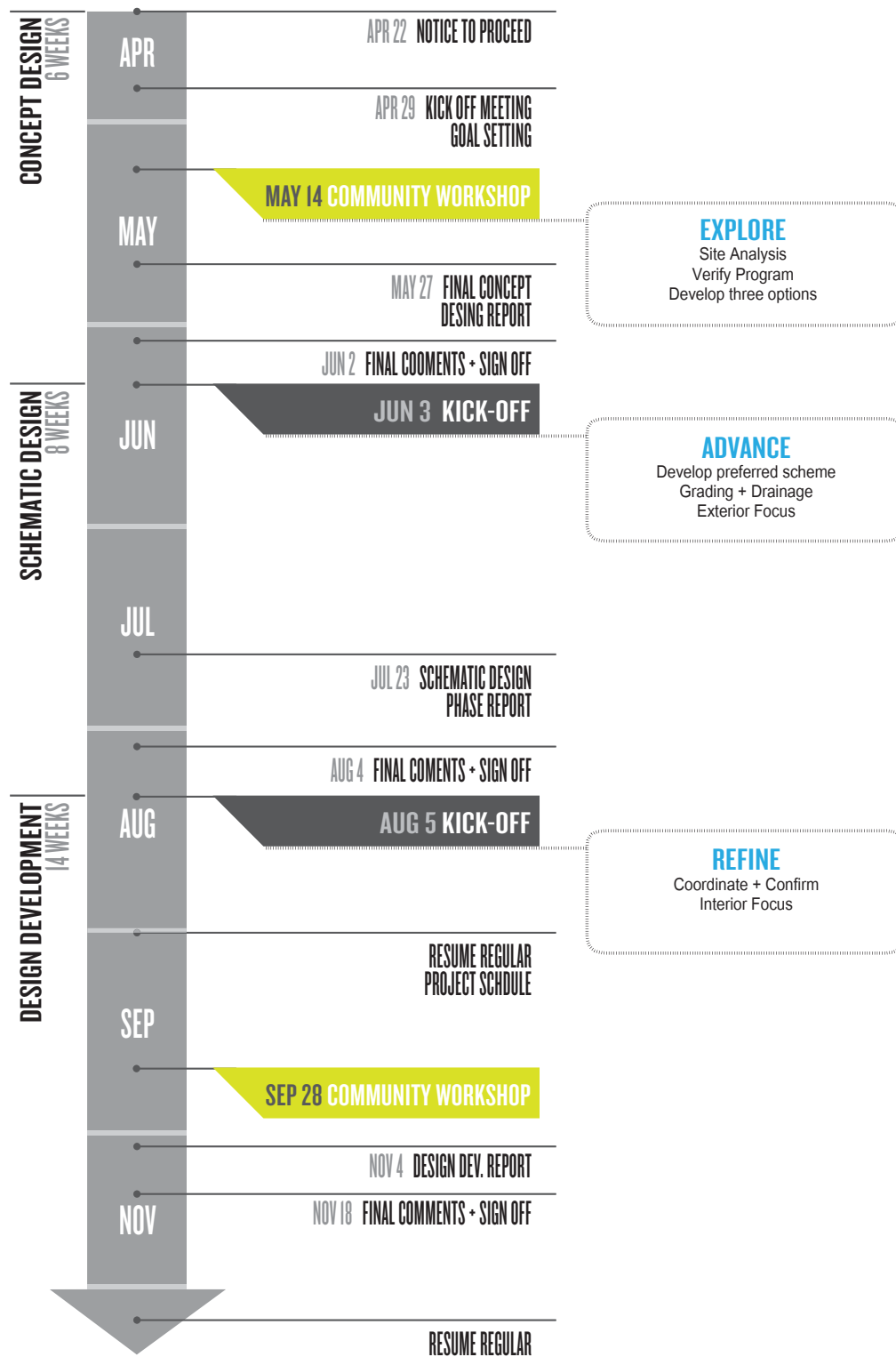
CUMMING
MANAGING DIRECTOR,
COST ESTIMATOR

As **Cost Estimator** Ashok will lead the cost team and ensure that Cumming addresses and accounts for all project scope, design, and schedule requirements. Ashok has worked in the construction industry since 1983. He is experienced in all aspects of cost management for the civil, structural, and architectural disciplines. Ashok's responsibilities include all phases of estimates, quality control/quality assurance (QA/QC), and value engineering.



Sunlit lobby for a community church

PROPOSED DESIGN SCHEDULE





Passive design strategies

5. OTHER

5. OTHER

We hope that the preceding pages convey our expertise and our passion for community based projects. In this last section we would like to reiterate our knowledge of sustainable design strategies. We can keep it simple - passive solar design, shading and natural ventilation, responsible material choices and comfortable spaces - or we can go all out and design a 'Living City Hall' for you - a building that gives back as much as it takes. Of course, there are a lot of options in between.

SUSTAINABLE DESIGN

Thorough analysis is at the root of every successful sustainable building. Project site capacity, the program requirements, and the functional necessities all need to be reviewed and tested against the design. Constant adjustment and scrutiny of the variables and their respective impact guides the design team to the optimal building solution.

Reducing the Carbon Footprint

We have a comprehensive understanding of the impacts of our actions on the environment. Every year we calculate the carbon footprint of our office and use the results to reduce the impact of our own operations. This has allowed us to fine tune our practice to make our office as sustainable as possible: from cellphone recycling and kitchen composting, to cloud computing and bike-to-work stipends. We practice what we preach and are ready to help you meet your Sustainable Practice Policy goals.

Renewable Energy Integration

One of the quickest ways to reduce our collective impact on the atmosphere is to reduce the production of greenhouse gases. Building projects can typically achieve a significant lifetime GHG reduction over their lifetime by incorporating renewable energy resources. We have designed several buildings which include several renewable energy sources, including rooftop photovoltaic panels and building integrated photovoltaics, solar hot water tubes, geothermal heat exchangers, and co-generation plants. **The Structural Materials and Engineering Building at UCSD** is an example with a photovoltaic array that delivers about 15% of the buildings' energy needs. The parking lot at Patagonia's administrative headquarters in Los Angeles also draws on the power of the sun through a 66kW photovoltaic shade structures in the parking lots. The LOTT Clean Water Alliance in Olympia, WA uses its very own waste product — methane — to heat the building and the water supply.

Pushing The Envelope

The cutting edge of sustainable building design was achieved by our design of the Bullitt Center, which opened earlier this year. This six-story urban office building is slated to become the first urban commercial office building to achieve the Living Building Challenge. The pursuit of the Living Building Challenge required a rigorous and comprehensive approach to every material, system and organizational decision, down to the type of nails that can be used. It was a rewarding and invaluable exercise to be part of a project that is paving the path to a more sustainable future.



Fire Station 39: Stormwater infiltration with recycled granite curbstones



San Ysidro Land Port of Entry: Translucent ETFE pillows reduce the need for daylight.



Bullitt Center: Photovoltaic power generation reduces the carbon emissions

We would be honored to be selected as the architects for your new home for the Del Mar City Administration.

C. Kraiser



M. J. Jones



K. Hottle



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