

Item 14.

**City Hall/Town Hall
Design RFQ**

**{ December 15, 2014
{ Del Mar City Council**

RFQ Direction

1. Releasing an Request for Qualifications for the eventual selection of a qualified architect/design team to design the City Hall program.
2. Two step process:
 - a) Qualifications first (due January 30)
 - b) Shortlisted firms submit fee and scope proposals when program parameters are determined.
3. Process of selection is parallel with program discussions and voting.

Selection Committee Direction

1. Selection Committee:
 - a) Required to review and rank all submissions (could be in excess of 75 to 100 submissions). May wish to conduct interviews with top ranked.
 - b) As a committee, recommend the short-list of top firms/teams (3 – 7 teams) to provide fee and scope proposals.
 - c) Review proposals, interview teams for recommendation to City Council of top firm.
2. Proposed to be 2 City Council Liaisons and 1 DRB member as appointed by City Council.

Qualifications

1. Civic/municipal building experience
2. Technical expertise
3. Understanding of Del Mar
4. Commitment of key staff
5. Community participation
6. Demonstration of sustainable design, creating lively civic spaces, working within community character.
7. Timeliness and budget
8. References
9. City's contract requirements

Council Direction & Motion

1. Provide direction on Request for Qualifications
 - a) Any additional qualifications to review?

2. Provide direction on formation of Selection Committee
 - a) Two City Council (Liaisons) and One DRB member, Council appointed