

CITY OF HAYWARD

RFP #2018-682

REQUEST FOR PROPOSALS FOR

Architectural Design and Planning Services

South Hayward Youth and Family Center Project

Proposals must be received no later than:

Friday, June 15, 2018 @ 4:00 p.m.

Please submit five (5) copies of proposals to:

Sean Reinhart, Project Manager

City of Hayward

835 C Street

Hayward, CA 94541

Project Purpose:

The City of Hayward (City) announces Requests for Proposals (RFP) from qualified individuals, or firms to assist city staff with the planning and architectural design for a new South Hayward Youth and Family Center community multiservice facility located at 680 W. Tennyson Road, Hayward.

Hayward is known as the "Heart of the Bay" because of its central and convenient location in Alameda County - 25 miles southeast of San Francisco, 14 miles south of Oakland, 26 miles north of San Jose and 10 miles west of the valley communities surrounding Pleasanton. Serviced by an extensive network of freeways and bus lines, Hayward has two BART stations (Hayward and South Hayward), an Amtrak station, and the Hayward Executive Airport, with easy access to San Francisco, Oakland, and San Jose airports. Multiple community multiservice centers, including the current Eden Youth and Family Center serve a population of over 150,000 residents as of January 1, 2018.

The current Eden Youth and Family Center is located at 680 West Tennyson Road in Hayward and operates in a former middle school campus constructed in 1932. The campus was converted into its present use in 1976. The Eden Youth and Family Center (EYFC) campus and grounds are approximately 109,000 square feet in total, of which approximately 4,100 square feet are allocated to the Silva Pediatric and Dental Clinic operated by Tiburcio Vasquez Health Center.

Adjacent to the current EYFC campus is the Matt Jimenez Community Center facility, a public access youth recreational facility approximately 19,000 square feet in size that is owned by the City and operated by the Hayward Area Recreation and Park District (HARD); and Tennyson Park, a public access parkland and recreational space part owned by the City and part by HARD and operated by HARD. (See attached site map.)

The EYFC campus will continue to operate during design and construction of the new South Hayward Youth and Family Center (SHYFC). After completion of the new SHYFC facility, the current EYFC campus will be demolished and redeveloped.

Additional background information about the SHYFC project is available in a previously issued request for a facility operator and can be accessed online at this link: www.hayward-ca.gov/discover/news/aug16/city-county-and-hard-see-qualifications-rfq-south-hayward-family-center

In accordance with the description reported above, the City of Hayward seeks a firm or firms to provide the following generally described phases of service:

Scope of Work:

Phase Ia: Community Analysis

Extensive Community Surveys and related community scanning work has previously been performed to collect data for this project. Consultant will gather and synthesize this existing data, identify gaps, and fill or update with new information and data as needed to complete a formal

Community Analysis report. Resources include most current demographic data for the City of Hayward and the neighborhoods of South Hayward with respect to population, size, age, race, ethnicity, education levels, student/school population, literacy, languages, health outcomes, employment and family income. Consultant will also refer to current Eden Youth and Family Center, Tiburcio Vasquez Health Center, and Matt Jimenez Community Center statistics and services and future trends in services. Deliverable will be a report which documents the findings of this analysis.

Phase Ib: Master Plan and Building Program

Based upon the above-mentioned report, consultant will prepare a Project Master Plan and Building Program that recommends ideal square footage of the new SHYFC facility, service delivery areas including health/dental clinic and other identified specialized areas, community and special purpose rooms, administrative and office areas, outdoor spaces, and other areas identified in the Community Analysis to meet the needs of the community. The Project Master Plan also should take into consideration and integrate the assets, resources, and spaces contained within the existing Matt Jimenez Community Center (MJCC), a 19,000 square feet gymnasium and multipurpose recreation center with office spaces and a commercial kitchen, located next door to the SHYFC project site. In addition to the above-noted core elements, the Project Master Plan must also include the following alternative options:

1. Options for significantly value-engineering the project construction should available construction funding ultimately prove too limited to implement all elements of the ideal facility
2. Options for future phase-in of additional Master Plan elements including redevelopment of the current EYFC campus site, potential acquisition and redevelopment of privately owned properties adjacent to the overall project site, and coordination with the currently-in-progress Master Plan of Tennyson Park being separately undertaken by HARD.

Phase II: Preliminary Design

In consultation with City staff and its partners including representatives from HARD, County of Alameda, and other project stakeholders, Consultant will prepare a conceptual design for a new “South Hayward Youth and Family Center” facility near the sites of the current Eden Youth and Family Center that balances the recommendations of the building program with the fiscal realities of funding. Included should be:

- a. Collect site information, historic and/or cultural information relevant for the project.
- b. Review topographic survey.
- c. Define project scope.
- d. Prepare design scenarios and alternatives.
- e. Prepare illustrative plans and other graphics for presentation.
- f. Prepare preliminary cost estimates.
- g. Present formal plan to community.

Phase III: Contract Document Services

Prepare detailed construction drawings based on approved project design.

- a. Prepare written technical specifications for construction of the approved project design.
- b. Assemble Special Provisions document including the contract bid documents and the technical specifications.
- c. Prepare detailed cost estimates.
- d. Prepare and submit sustainable design documentation that at a minimum satisfies the LEED "Silver" and "Zero Net Energy" standards.

Phase IV: Bid and Construction Administration

- a. Assist with pre-bid questions, clarification and preparation of addenda.
- b. Review all material submittals from the contractor for compliance with the construction specifications.
- c. Effectively manage the construction according to the firm's construction documents.
- d. Assist in response to clarification requests and the preparation of change orders.
- e. Provide Record Documents at Project Close-out.

The Consultant shall provide expertise and/or hire and coordinate with the proper subconsultants in other related professional disciplines as required but not limited to the following:

Civil Engineering	Cost Estimating
Structural Engineering	Construction Observation / Administration
Electrical Engineering	Acoustics
Mechanical Engineering	Interior Design
Landscape Architecture	Lighting
Environmental	Geotechnical/Geological Engineering
Audio Visual	Cost Estimating

Selected Consultant shall commence work in each subsequent phase (Phase Ia and Ib through Phase IV) only upon direction by City. The Consultant shall be familiar with all applicable Federal, State, and Local laws and ordinances, regulations, Codes and other regulatory procedures including, but not limited to: Americans with Disabilities Act (ADA), the California Building Code (CBC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electric Code (CEC), California Fire Code (CFC), American Society of Testing and Materials (ASTM), City & State Standard Specifications and Details and Policies.

Proposal Requirements:

Five (5) copies of the Proposal must be submitted by 4 PM on June 15, 2018 to:

**Sean Reinhart, Director of Library and Community Services
City of Hayward
835 C Street
Hayward, CA 94541**

Late submittals will not be accepted. All submitted copies become the property of the City of Hayward. The City shall not be held liable for any costs associated with the preparation or presentation of any proposal.

The Proposal shall not exceed 30 pages, including all charts, graphs, maps and text. The Proposal shall include, but not necessarily be limited to, the following:

- a. Letter of interest. Briefly discuss the Consultant team's interest in and approach to this project, and include firm name, address, phone, FAX, email and name of contact person for this proposal.
- b. At least three recent client references for which the architect has performed work of similar complexity. References to include: key owner personnel, citizen participant, and contractor's project manager. References should include name, title, organization or agency name, phone number, address and a brief description of the project.
- c. Provide a detailed explanation of the Consultant team's Quality Assurance/Quality Control program for the completion of this project.
- d. The Consultant must provide the hourly rate for each participating staff person and must estimate the hours for all activities and tasks, with cost summaries by task and the project overall. The hours should be further divided by the Prime Consultant's staff time and the other supporting team firms. The Consultant may include additional tasks if relevant. A total proposed "Not to Exceed Fee" shall be provided.
- e. The consultant shall provide a timeline for completion of the project from initiation of the project to submittal of the final design documents. Estimated milestone and deliverable dates shall be provided.
- f. Experience of firm as lead architect with completed community multiservice center and health/dental clinic buildings of similar complexity and scale, including discussion of project costs in relation to the budget, and project construction in relation to the schedule.
- g. Identification and resumes of personnel to be directly involved in this project: project architect, others who will perform specific work, including those in affiliation and subconsultants. Resumés should include experience of proposed personnel with community multiservice center and health/dental clinic projects of similar size and complexity. Resumés should document their qualifications and relevant, recent experience with comparable community multiservice building and/or planning projects.
- h. Current workload of firm and specific personnel assigned to this project.

- i. Statement of experience designing/acquiring/installing technology and equipment, both specific health and dental clinic equipment, public access digital technology, and other.
- j. Description of the firm's design and project management philosophy.
- k. Experience with public involvement in a project's design, and modification of proposed designs based on public comment.
- l. Description of experience using/designing for energy efficiency, LEED environmental sustainability and Zero Net Energy standards.
- m. Statement of firm's capabilities for visual presentations including computer-generated video and 3-D modeling.
- n. Statement of estimated total project cost including a description of how actual costs for services will be determined.

Consultant Selection Procedure:

Proposals will be reviewed by City staff and ranked on the basis of:

- a. Approach to work and demonstrated ability to perform tasks outlined in all phases as documented above.
- b. Qualifications of specific individuals who will work on this project.
- c. Demonstrated understanding of, and experience with, comparable community multiservice center projects.
- d. Quality of references.
- e. Demonstrated ability to perform the work in a timely manner.
- f. Interview of short-listed firms.

Consultant candidates may participate in a pre-proposal conference to ask questions regarding this Request for Proposal. The conference will be held at 11:30 a.m. on Wednesday, May 30, 2018 at Weekes Branch Library, 27300 Patrick Ave., Hayward.

City Design Contract Requirements:

Should your firm be selected for this work, you and your associate consultants, if any, will be required to comply with the City's nondiscrimination and affirmative action requirements. You will be required to maintain insurance, including worker's compensation insurance, public liability

insurance in the amount of \$1,000,000 dollars with the City required endorsements, and professional liability insurance. You will also be required to comply with the requirements imposed by City ordinance No. 87-024 C.S., establishing a "Nuclear Free Hayward." The City's Nondiscriminatory Employment Practices Provision and Nondiscrimination Certification Statement and Affirmation of Non-Involvement in Development or Production of Nuclear Weapons are attached.

It is the policy of the City of Hayward that Disadvantaged Business Enterprises (DBE) and Women Owned Business Enterprises (WBE) should have a full and equitable opportunity to participate in the performance of professional services contracts. The utilization of DBE/WBE as subconsultants is strongly encouraged and is one of the items considered in the Consultant selection process.

If you have any questions regarding the request for proposal regarding New South Hayward Youth and Family Center, please contact Library and Community Services Director Sean Reinhart at 510-881-7956.

SEAN REINHART
Project Manager

Attachment

cc: Director of Public Works

ATTACHMENT – SITE MAPS

