

**CITY OF SAN JOSE**  
**REQUEST FOR QUALIFICATIONS**  
**October 21, 20002**

**FOR ARCHITECTURAL SERVICES**  
**For Various Public Facilities**  
**For Fees over \$20K**

**A. INTRODUCTION**

The City of San Jose ("CITY") Department of Public Works, Architectural Engineering Division is seeking a pre-qualified list of architectural consultant services for Public Facilities projects for fees between \$20K and \$1 million plus. Services may include any or all phases of project design, from preparation of preliminary design plans through completion of construction contract documents and construction administration for various public facilities as listed in paragraph B.

**B. PROJECTS**

Project types may focus on, but is not limited to the following types:

**A. PUBLIC SAFETY - FIRE**

1. Fire Stations – Eight new stations (5,000 to 11,000 sq. ft.)
2. Fire Training Center – New training and office building, burn/drill tower, prop (outdoor training staging area) features, fire dispatch center, company store, and maintenance and storage building; total facility (50,000 to 70,000 sq. ft.)

**B. PUBLIC SAFETY - POLICE**

1. Community Policing Centers – New, Renovations and Improvements
2. Police Southside Headquarters – New Facility (135,000 sq. ft.) will house patrol, investigations, records, support services and associated Police functions, a pre-processing holding facility, evidence storage, training classrooms and backup Emergency Operations Center. The site may also include vehicle maintenance, fueling facility and a helicopter pad.
3. 9-1-1 Communication Dispatch Center – 30,000 sq. ft. Space Renovation

**C. LIBRARIES**

1. Branch Libraries – New, Remodeled (12,000 to 25,000 sq. ft.)

**D. SERVICE and MAINTENANCE FACILITIES**

**E. SITE MASTER PLANNING, PROGRAMMING**

**CITY OF SAN JOSE, Request for Qualifications for Architectural Services**

October 21, 2002

Page 2 of 10

**C. PROCESS SCHEDULE**

<u>Milestone</u>	<u>Date</u>
Selection of Qualifications (SOQ) due to CITY	November 7, 2002, 5:00 PM
Interviews will be scheduled per project type	November and December 2002

**D. APPLICATION PROCEDURES AND DEADLINE**

The submittal shall be prepared in 8 ½" x 11 " format. Include summary response to "Statement of Qualifications" and firm's brochure. Do not submit any items that must be returned.

1. Deadline:

Statements of Qualifications shall be received in this office no later than **5:00 PM (PDT) on November 07, 2002**. Five copies of the submittal should be enclosed in a sealed envelope.

**City of San Jose**  
**Department of Public Works, Architectural Engineering Division**  
**675 N. First Street, Suite 300, San Jose, California 95112**  
Attention: Ken Talbot  
Division Manager

Any submittal arriving after the deadline will be disqualified. Faxed responses will not be accepted.

2. Envelopes:

Envelopes must be marked "**SOQ for Architectural Services for Public Facilities Projects.**"

Questions about the submittal can be faxed to Mary Follenweider at (408) 277-3157 or emailed to [maryfollenweider@ci.sj.ca.us](mailto:maryfollenweider@ci.sj.ca.us) by November 01, 2002.

**E. STATEMENT OF QUALIFICATIONS (SOQ)**

The Statement of Qualifications must contain the following information **in the order listed below**:

1. Name of firm, address, contact person, telephone number, fax number, email address ;
2. Summary of firm's staff profile including number of personnel by type, positions and State licenses;
3. List structural, electrical, mechanical and landscape subconsultants you have previously worked with in completing successful projects. **If your firm is partnering with another firm or consultant, indicate involvement and length of time of the collaboration;**
4. Services, such as architectural drafting, programming, etc. that the firm can provide;

## CITY OF SAN JOSE, Request for Qualifications for Architectural Services

October 21, 2002

Page 3 of 10

5. State the specific project(s) your firm wishes to be considered for from the list shown in paragraph B;
6. Describe firm's experience as it specifically relates to #5. Provide a separate section for each project type listed in #5 (above). Projects must be completed within the last ten years. Provide completion date, cost of construction and type of project delivery. Clearly identify firm's level of involvement in the project, partnering and/or staff involvement while employed in another firm. If submitting as a joint venture/partnership between firms, identify past projects designed and constructed jointly and/or separately;
7. Describe firm's experience in providing specialty support services (i.e. probable costs of construction, sustainable design (US Green Building Council – Leadership in Energy and Environmental Design (LEED), acoustical, lighting, programming, security, public and essential service design, etc), identify projects;
8. Describe firm's experience in document quality control procedures, design and construction management, ability to meet project schedules and budgets;
9. Provide references for projects or services.

### F. CONSULTANT SELECTION CRITERIA

1. Experience in providing quality design.
2. Experience in providing quality services (architectural drafting, programming, etc.)
3. Ability to work closely, maintain availability and coordinate effectively with City Staff, client department and other agencies (i.e. Fire Department, General Services, etc).
4. Demonstrated ability to communicate effectively during community and neighborhood meetings with businesses, residents and property owners when necessary, including use of clear-graphics representations of proposed design when necessary.
5. Demonstrated ability to produce clear-graphics representations for presentation (e.g. colored plan views, perspectives, renderings, elevations and massing models).
6. Consultant's in-depth familiarity with current policies and information on the American Disabilities Act (ADA), Green Building design and (LEED) requirements, essential service facility's design.
7. Ability to prepare or subcontract for accurate probable costs of construction.
8. Evidence of well-established document quality control procedures, extensive experience in successfully meeting project schedules and budgets, strong construction sequencing with varied and specific experience with multiple project delivery methods, ie., design-build, etc;

9. Professional consultant and subconsultants involved in the design work shall be currently licensed to practice their respective disciplines in the State of California.

## **G. CONSULTANT SELECTION PROCESS**

1. A selection committee will review the SOQ. A short list of consultants based solely on the written SOQ will be established.
2. The short listed consultants will be asked to be interviewed before a selection committee. Candidates will be expected to make a 30 minutes oral presentation of the firm's credentials, experience and understanding of the projects. And 15 minutes will be reserved for a question and answer period conducted by the selection committee.
3. As a result of the interviews, pre-qualified firms will remain on an (unranked) eligible list for 24 months.
4. The City will initiate Contract negotiations with a pre-qualified Consultant, as the need for Consultant services arise. If the city is unable to reach a satisfactory agreement with the selected Consultant for project services, the City may begin negotiations with another pre-qualified Consultant.
5. Upon reaching an agreement for Consultant services, the agreement will be presented to the City Manager or City Council for approval.
6. Request for Supplemental Information: The City reserves the right to require additional information from the consultant candidates, which supplements or explains the submitted materials.
7. Each candidate should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of San Jose might not be in a position to establish that the information, that a candidate submits, is a trade secret. If a request is made for information marked 'confidential', the City will provide the candidate who submitted such information with reasonable notice to allow the candidate to seek protection from disclosure by a court of competent jurisdiction.
8. Rejection of SOQ:
  - i. The City reserves the right to determine and evaluate the qualifications of the consultant candidates and to reject any SOQ.
  - ii. Basis for rejection:
    - a. Contains false or misleading statements.
    - b. Not in the format described under paragraph D.
    - c. Is unsigned.
    - d. Received after due date and time.
    - e. The City retains the right to waive minor irregularities in the statement format.
    - f. Inadequately qualified for the architectural services requested.

## **H. LOCAL BUSINESS ENTERPRISE**

It is the policy of the City of San Jose to encourage activity in San Jose. Effective August 3, 1993, the City adopted Resolution 64808, which establishes a Local Preference Policy for the procurement of supplies, materials, equipment, general and professional services.

In determining the most advantageous proposal to the City, the status of the vendor as a Local Business Enterprise may be considered. "Local Business Enterprise" means a business enterprise, including but not limited to a sole proprietorship, partnership, or corporation has a legitimate business presence in the City of San Jose. Evidence of a legitimate business presence in San Jose shall include:

1. Having a current San Jose business license; and
2. Having either of the following types of offices operating legally within the City of San Jose:
  - a. the consultant's principal business office; or
  - b. the consultant's regional, branch or satellite office with at least one full-time employee located in San Jose.

In determining the most advantageous proposal or most advantageous price quotation, consideration of performance and price shall take precedence over status as Local Business Enterprise.

Do you wish to claim status as a San Jose based vendor? YES \_\_\_\_ NO \_\_\_\_

If yes, please provide a copy of your City of San Jose Business License and written evidence of principal business office, branch or satellite office with at least one full-time employee located in San Jose with your proposal. If you fail to submit the proper information with your proposal, you will be denied consideration for local preference. The information cannot be submitted later.

## **I. MBE/WBE (Minority Business Enterprise and Women Business Enterprise Participation)**

The City encourages prime proposers to consider utilization of subconsultants and to provide MBE./WBE subconsultants with a full and fair opportunity to submit proposals to participate on this contract. Prime proposers are encouraged to use the "suggested voluntary outreach efforts" to reach out to potential MBE/WBE subconsultants. See attachment A, Minority and Women-Owned business Enterprise participation.

Neither the level of MBE/WBE participation in the qualifications nor the proposer's outreach efforts to include MBE/WBE's in their qualifications will be considered by the City in the ranking of SOQ's.

## **J. INSURANCE REQUIREMENTS**

Ability to meet the Insurance Requirements for consultants as required by the CITY, See Attachment B.

**CITY OF SAN JOSE, Request for Qualifications for Architectural Services**

October 21, 2002

Page 6 of 10

**K. ATTACHMENTS**

Attachment A: MBE/WBE Participation

Attachment B: Insurance Requirements for Consultants

**-- END OF RFQ --**

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## **ATTACHMENT A**

### **MBE/WBE (Minority Business Enterprise and Women Business Enterprise Participation)**

#### **NONDISCRIMINATION/NONPREFERENTIAL TREATMENT**

The successful Consultant shall fully comply with Chapter 4.08 of the San Jose Municipal Code and shall not discriminate against or grant preferential treatment to any sub-consultant on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity or national origin in the performance of City of San Jose contracts. Any Consultant who so discriminates or gives preferences shall be deemed not to be a responsible Consultant in accordance with City of San Jose Charter Section 1217.

#### **MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE (MBE/WBE) PARTICIPATION**

The City of San Jose encourages prime Consultants to consider the utilization of sub-consultants and to provide MBE/WBE sub-consultants with a full and fair opportunity to submit proposals to participate on this contract. Prime Consultants are encouraged to use the “suggested voluntary outreach efforts.”

Neither the level of MBE/WBE participation in the proposal nor the Consultant’s outreach efforts to include MBE/WBE in their proposal will be considered by the City of San Jose in the review of the proposals.

#### **SUGGESTED VOLUNTARY OUTREACH EFFORTS**

Outreach efforts are voluntary outreach efforts made by the prime Consultant to obtain MBE/WBE participation on the contract. The following list of examples of outreach efforts is not exclusive or exhaustive. Other outreach efforts may also be effective.

1. Identify appropriate sub-consultant opportunities.
2. Send written solicitations to all potential consultants including certified MBE/WBE, licensed or reputed to be qualified, to provide the identified service before interviews or proposals are due regarding the proposal and providing information about the requirements for the project and for the identified service.
3. Follow-up on initial solicitations to all potential consultants including interested minority and women-owned businesses to determine interest.

#### **Certification of Minority or Women Business Enterprises**

In order to accurately determine the level of MBE/WBE participation on a City of San Jose contract and to meet federal requirements, the City of San Jose requires MBE/WBE to be certified by the City of San Jose. Businesses without an MBE/WBE certification, who may qualify as a minority or women-owned business, are invited and encouraged to apply for certification. Certification applications may be obtained by calling the City of San Jose’s Office of Equality Assurance at (408) 277-4025.

## ATTACHMENT B

### INSURANCE REQUIREMENTS FOR CONSULTANTS

CONSULTANT, at CONSULTANT's sole cost and expense, shall procure and maintain for the duration of this AGREEMENT insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the services hereunder by CONSULTANT, its agents, representatives, employees or subcontractors.

#### **A. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. The coverage described in Insurance Services Office Form Number GL 0002 (Ed. 1/96) covering Commercial General Liability together with Insurance Services Office Form Number GL 0404 covering Broad Form Comprehensive General Liability; or that described in Insurance Services Office Commercial General Liability coverage ("occurrence") Form Number CG 0001 Ed. 01/96; and
2. The coverage described in Insurance Services Office Form Number CA 0001 (Ed. 12/93) covering Automobile Liability, Code 1 "any auto", or Code 2 "owned autos" and Endorsement CA 0025. Coverage shall also include Code 8 "hired autos" and Code 9 "nonowned autos"; and
3. Workers' Compensation insurance as required by the California Labor Code and Employers Liability insurance; and
4. Professional Liability Errors & Omissions.

#### **B. Minimum Limits of Insurance**

CONSULTANT shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit; and
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the California Labor Code and Employers Liability limits of \$1,000,000 per accident; and
4. Professional Liability Errors & Omissions \$1,000,000 Aggregate Limit.

**C. Deductibles and Self-Insured Retention**

Any deductibles or self-insured retention must be declared to, and approved by CITY's Risk Manager. At the option of CITY, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects CITY, its officers, employees, agents and contractors; or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the CITY's Risk Manager.

**D. Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages

- a. Insured. The City of San Jose, its officers, employees, agents and contractors are to be covered as additional insureds as respects: Liability arising out of activities performed by or on behalf of, CONSULTANT; products and completed operations of CONSULTANT; premises owned, leased or used by CONSULTANT; and automobiles owned, leased, hired or borrowed by CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, employees, agents and contractors.
- b. Contribution Not Required. CONSULTANT's insurance coverage shall be primary insurance as respects CITY, its officers, employees, agents and contractors. Any insurance or self-insurance maintained by CITY, its officers, employees, agents or contractors shall be excess of CONSULTANT's insurance and shall not contribute with it.
- c. Provisions Regarding the Insured's Duties after Accident or Loss. Any failure to comply with reporting provisions of the policies by CONSULTANT shall not affect coverage provided CITY, its officers, employees, agents, or contractors.
- d. Coverage. Coverage shall state that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this AGREEMENT shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to CITY's Risk Manager.

**E. Acceptability of Insurers**

Insurance is to be placed with insurers acceptable to CITY's Risk Manager.

**F. Verification of Coverage**

CONSULTANT shall furnish CITY with certificates of insurance and with original endorsements affecting coverage required by this AGREEMENT. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Proof of insurance shall be mailed to the following address or any subsequent address as may be directed in writing by the Risk Manager:

CITY OF SAN JOSE  
Risk Manager  
801 North First Street Suite 110  
San Jose, California 95110

**G. Subconsultants**

CONSULTANT shall include all subconsultants as insured under its policies or shall obtain separate certificates and endorsements for each subconsultant.