



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

REUBEN D. HOLOBER
Mayor

GINA PAPAN
Vice Mayor

ANN SCHNEIDER
Councilwoman

WAYNE J. LEE
Councilman

ANNE OLIVA
Councilwoman

Request for Qualifications

Architectural Planning & Design Services
Millbrae Community Center Rebuild Project
City of Millbrae, CA

ADDENDUM NO. 1

RFQ Issue Date: January 06, 2017
ADDENDUM #1 Issue Date: Feb. 07, 2017
Submittal Due: February 09, 2017 by 5:00 p.m.

Scope of Addendum #1:

1. Incorporate prior City email responses to questions from interested firms/teams, during the question and answer period described in the RFQ;
2. Amend the submittal requirements described in "Submittal Details" section of the RFQ.

-
1. **Incorporate City responses to questions:** The attached consolidated copy of six email responses sent out between Jan. 18 and Feb. 02, 2017 – and their various attached documents plus references to on-line materials, are hereby incorporated into the RFQ for this project as clarifications and information.
 2. **Amend submittal requirements:** The strike-through and highlighted changes below shall replace the original requirements as described in the RFQ:

Submittal Details

All SOQs shall have two components: the Technical Proposal and the Cost Proposal. All pricing information shall be submitted in the Cost Proposal in a separate sealed envelope marked confidential.

Proposers are directed to submit ~~five (5)~~ **eight (8)** bound copies ~~and one (1) CD-R/DVD~~ of their Technical Proposal and ~~five (5)~~ **three (3)** bound copies ~~and one (1) CD-R/DVD~~ of their Cost Proposal in a separate sealed envelope marked CONFIDENTIAL no later than February 09, 2017 at 5:00 p.m. to:

Ray Chan, Public Works Director
City of Millbrae
621 Magnolia Avenue
Millbrae, CA 94030

Inquiries & Written Questions & Answers

If you have any questions during the preparation of your Statement of Qualifications, please contact Peter Ingram, Senior Project Manager, CSG Consultants at (650) 740-4779 or via email at peteringram@csgengr.com. Questions and responses will be made available to all potential proposers via email through Feb. 03, 2017.

All submitted SOQs must include an acknowledgement of receipt of this Addendum No. 1

Attachments: Consolidated copy of six email responses sent out between Jan. 18 and Feb. 02, 2017

From: Peter Ingram peteringram@csgengr.com 
Subject: Re: RFQ Q&A-Millbrae Community Center Rebuild Project
Date: February 2, 2017 at 12:18 PM
To: Peter Ingram peteringram@csgengr.com
Cc: Peter Ingram peteringram@csgengr.com

All submitted SOQs must include an acknowledgement of receipt of this Addendum No. 1

Happy Ground Hog Day,

New questions today and >>>Responses:

1. What level of community input do you anticipate for this project?
>>>The City wants a high level of community engagement / input
2. How many community meetings and anticipated size of meetings? Do we know how many have participated so far?
>>>City is open to recommendations from firms/teams who have done similar projects in other communities. The first public session on the project was back in August, shortly after the fire, and hosted by the City Council. There were approx. 50-60 people in the room that night.
3. Is translation for languages other than English desired?
>>>This is not a stated requirement so far. You may choose to flag this as an optional service so the City can decide later in the process if they want to fold this into the scope of work.
4. Does the City want a dedicated website for this project?
>>> Current web site is [here](#). The City retains a public information firm to create and manage external communications, include web site updates. Part of my role is to provide regular project updates to City staff and the PI folks.
5. Does the City want an online survey or other online tool to collect input from community members?
>>> The Park & Rec Commission has talked about a community-wide survey as a desirable component of the outreach strategy.
6. Will the Community Center outreach be coordinated with the ongoing Millbrae General Plan outreach?
>>> No - We are trying to distinguish the project from GP and other on-going planning processes.
7. Is there a dimensioned site plan (topographic survey) available?
>>> No - City Hall is still checking files, but assume this is not available
8. Was the existing parking sufficient for the community center? Did it meet your needs and current zoning code requirements?
>>> The general sense is that existing parking for the old center was sufficient. There are many multi-family housing properties to the immediate north of the site, resulting in a fair amount of resident parking in the Center lot and on Lincoln Circle. No zoning issues with the prior facility, but unknown for a new center.
9. Can we assume that the City will assist in setting up meetings, securing spaces, advertising meetings, ensuring participant attendance, etc?
>>> Some combination of City staff and me will assist on these tasks. "ensuring participant attendance" is a stretch - we are looking to the selected team to bring some creativity and cool tool kit to activate and animate the project!
10. Are you envisioning City Council or Planning Commission Study Sessions for Master Plan Phase?
>>> The Parks & Rec Commission is the sponsoring body for the project. They meet once/month and are willing to add meetings as needed to accommodate the project schedule. I would suggest that you assume one very robust study session toward the end of Task 3 with Council to take them through the recommendations for the preferred project and the funding plan. Then a final decision meeting at the conclusion of Task 3.
11. Who is on the selection committee?

11. WHO IS ON THE SELECTION COMMITTEE:

>>> The panel is being confirmed this week. It will include some combination of three City department heads, a P&R Commissioner, a Council member, and a senior engineer colleague from CSG Consultants. I have suggested to the City that I serve as selection coordinator / interviews facilitator, and not have a vote in the ranking of candidate firms.

12. Will the City set up a Task Force or Committee to meet on a regular basis and review options?

>>> See # 10 above. In addition, there is an ad-hoc Council/Commission sub-committee (2 members each + City Manager + me) that meets monthly and will likely serve as sounding board. But they really want the Commission to own the outreach, design process, consider options, and bring recommendations to the Council.

Peter C. Ingram

Senior Project Manager
CSG Consultants

peteringram@csgengr.com

Mobile 650.740.4779

On Jan 31, 2017, at 3:40 PM, Peter Ingram <peteringram@csgengr.com> wrote:

All,

Attached is the PDF of scanned CDs from the original architectural plans. It's a 20-meg file, so please open upon receipt and let me know if you have any problems with it.

Peter C. Ingram

Senior Project Manager
CSG Consultants

peteringram@csgengr.com

Mobile 650.740.4779

<Millbrae Comm Cntr_Orig Bldg+Addition CDs .pdf>

On Jan 31, 2017, at 3:09 PM, Peter Ingram <peteringram@csgengr.com> wrote:

A reminder that the written Q&A period for this RFQ closes at 5pm this Friday, Feb. 03, 2017.

A new question: Does the City have a current site survey for the community center and park site, and any current information on trees, site improvements, boundaries, utilities and grades?

>>> So far, my archeological adventures in the City's records have not been epically rewarding. The attached 3-sheet PDF gives you a pre-fire arial + annotated floor plans for the original building and subsequent addition. In separate email later today I can provide some addition scanned CDs from the original architectural plans that will provide some site plan info and some utilities. I've got a request in to City Hall on other items in the question above, but I am not optimistic I will fulfill the information request. If you do not see any further email from me on this topic by Friday, you should assume that any additional site information you may need to complete Tasks 1, 2 and 3 will not be

assume that any additional site information you may need to complete tasks 1, 2 and 3 will not be provided by the City.

Thanks!

Peter C. Ingram
Senior Project Manager
CSG Consultants

peteringram@csgengr.com
Mobile 650.740.4779

<Millbrae Community Center_Pre-Fire Floor Plans copy.pdf>

On Jan 25, 2017, at 10:31 AM, Peter Ingram <peteringram@csgengr.com> wrote:

All,

It's been pointed out that the language in the Required SOQ Content, item 2 - Qualifications & Experience of the Prime Consulting Firm is not entirely clear:

a. Provide a list of Bay Area cities or counties for which the Prime Consultant firm submitted SOQs in the past four years and were deemed "qualified" by the jurisdiction's selection committee or panel. Briefly describe the projects and whether the Prime Consultant was eventually selected for the project.

To respond to the City's interest in seeing proposing firms in the context of prior qualification processes, please submit a list of just those cities for which the Prime Consultant was shortlisted for similar projects by the jurisdiction's selection committee or panel. If the Prime Consultant was eventually selected for the project, please note that, and briefly describe the projects. You have the discretion to define 'similar projects' and how many relevant cities you list.

Also, under Required SOQ Content, item 2-c, "*Demonstrate experience with planning and design contracts between \$150,000 and \$900,000 in total fee.*", The range of total fee is not anchored in a specific budget for the project, but rather is an assumed range of cost to perform the scope of services, Tasks 1,2 and 3. The outcome of Task 2 will include the establishment of a project budget.

Thanks!
Peter C. Ingram
Senior Project Manager
CSG Consultants

peteringram@csgengr.com
Mobile 650.740.4779

On Jan 20, 2017, at 12:26 PM, Peter Ingram <peteringram@csgengr.com> wrote:

All,

Attached is a summary of Community Center programming and services at the time of the fire, in response to question #8 below.

Regards,

Peter C. Ingram

Senior Project Manager

CSG Consultants

peteringram@csgengr.com

Mobile 650.740.4779

<RFQ_Programming Info_2017-01-20.pdf>

On Jan 18, 2017, at 1:09 PM, Peter Ingram <peteringram@csgengr.com> wrote:

To interested firms,

I've received the following questions about the RFQ since it was released on Jan. 6th.

>>>Answers and clarifications are provided below

Hopefully, this update will generate more good questions from all of you, so please don't hesitate to contact me.

1) If we are successful in submitting for this effort, will we still be eligible to pursue the CDs and DDs for this project?

>>>Yes - the purpose of including Optional Task 4 is to allow the City to continue services at their discretion with the initially-selected firm via a major contract amendment following successful execution of Tasks 1-3. Submitting teams should provide full qualifications information for an assumed standard scope for complete construction documents / specs. For the sealed fee submittal, the City requests only a schedule of rates related to Optional Task 4. Since we do not know what the outcome of Tasks 1-3 will be, we don't want firms to spend time trying to guess at this juncture.

2) Would you like us to propose a full team of engineers in the event the project proceeds into Task 4 and beyond?

>>>Per above, qualifications information should be provided for disciplines, sub-consultants, and individuals who would engage in Optional Task 4.

3) What was the square footage of the community center prior to the fire?

>>>15,824 sq. ft. total usable indoor space, on one level.

4) Would the City be interested in us including the services of a fundraising consultant on our team?

>>>The City assumes that there will be a substantial funding gap identified as a settlement with insurance carriers is achieved and as Tasks 1-3 are completed. The City has a high interest in submitting teams bringing resources and ideas to bear on a final funding plan.

5) Regarding the Cost Proposal – we are assuming this is to be provided for Tasks 1-3 only. Can you please confirm?

>>>Yes - the City needs active cost estimating throughout Tasks 1-3. with a final high-quality

7) Yes - the City needs active cost estimating throughout Tasks 1-3, with a final, high quality estimate for the 'preferred project' culmination of the work.

6) The stated October completion goal seems aggressive: Will the City be able to maintain a high level of momentum / engagement to make this happen?

>>>The City is committed to the timeline and is prepared to keep its priority focus on this project. The teams who will be most competitive will need to articulate clearly what they bring to the project in terms of process strategy and time management. We encourage SOQ submittals to state assumptions and specific needs of the City that the team sees as critical to timeline success.

7) Is there a City / community committee or working group established that we will be working with? And/or, should we make recommendations as part of our submittal?

>>>Currently there is an established City Council [ad hoc] Sub-Committee comprised of two Council members and two Parks & Recreation Commissioners. This group is staffed by the City Manager and myself, and is designed to provide high-level oversight and support to the project. The Council has asked that the Parks & Recreation Commission assume the role of "project sponsor" and community engagement / meetings convener. Further, the expectation is that the P&R Commission will convey the preferred project recommendation to the City Council in the Fall of 2017. The selected team will work closely with the Commission throughout Tasks 1-3. The Commission is highly receptive to submitting teams' ideas, systems and techniques to achieve a successful public engagement process, including but not limited to surveys, charrettes workshops, newsletters, and interviews with user groups and stakeholders.

8) What was the Community Center programming just prior to the fire?

>>>The City is compiling a list that I will forward ASAP. The interior of the community center had a large assembly room, kitchen, main lobby, telephone room, game room, restrooms, janitor closet, conference room, boiler room, child care room, storage, and meeting room.

Thank you for your interest in our project!

Peter C. Ingram
Senior Project Manager
CSG Consultants

peteringram@csgengr.com

Mobile 650.740.4779