

REQUEST FOR QUALIFICATIONS CITY OF CAPITOLA



FOR ARCHITECT, LANDSCAPE ARCHITECT, AND ARCHITECTURAL HISTORIAN SERVICES FOR PEER REVIEW OF DESIGN PERMIT APPLICATIONS

City of Capitola
420 Capitola Avenue
Capitola, CA 95010

ISSUE DATE:
May 20, 2021

DEADLINE FOR SUBMISSION:
June 11, 2021

CONTACT:
Katie Herlihy, Community Development Director
(831) 475-7300 ext. 216
kherlihy@ci.capitola.ca.us

Request for Qualifications (RFQ) for Design Review Services for City of Capitola Design Review Process.

RELEASE: May 20, 2021

Qualifications are due Friday, June 11, 2021, at 4 pm.

I. Introduction

The City of Capitola is inviting submittals of Statements of Qualifications from interested and qualified Architects, Landscape Architects, and Architectural Historians to provide comprehensive peer review of design permit applications. Within the City of Capitola, all multifamily housing and commercial development projects require a design permit with peer-review by city-contracted design professionals. The discretionary design review process was created to ensure that new development exhibits high quality design that enhances Capitola's unique identity and sense of place. It is also intended to ensure that new development and uses are compatible with their surroundings and minimize negative impacts on neighboring properties.

Acquiring a design permit is two-step process. The first step is preliminary design review by city-contracted design professions, including a landscape architect, architect, and, when applicable, an architectural historian. This first step in the design review process provides applicants with preliminary recommendations from a landscape architect, architect, and/or architectural historian prior to Planning Commission review. The second step is Planning Commission review during a public hearing.

The current request for qualifications is to fill the city-contracted design professional roles of architect, landscape architect, and architectural historian for the design review process.

In 2014, the Capitola City Council adopted a General Plan Update to replace the city's previous 1989 General Plan. The General Plan includes goals to maintain and enhance Capitola's distinctive identity and unique sense of place. Policies and actions outlined in the General Plan emphasize the need for quality design through design review and guidelines to ensure the visual character of the community is enhanced and the unique coastal community is preserved within new development applications. Importance is placed not only on the design of the buildings but also on the public realm. The General Plan envisions vibrant and inviting commercial and mixed-use areas which are designed to create a safe and interesting experience for pedestrians.

In 2018, the Capitola Zoning Code was updated with a modified design review process outlined in Chapter 17.120. The purpose of the design review process is to provide recommendations to the applicant on the design of the project based on the design review criteria in Section 17.120.070. The role of the city-contracted architect and landscape architect is to review development applications for compliance with the design criteria and play an advisory role to

applicants to bring applications into compliance with the criteria. The 19 design criteria include all aspects of site planning and design.

Currently the City of Capitola is operating under two zoning codes. Two-thirds of the City is located within the Coastal Zone which is subject to the previous code. Upon Coastal Commission certification of the zoning code, the new design review process will take effect city-wide. Coastal Commission Certification is scheduled for June of 2021. After certification, the new design review process and peer review by city-contracted design professionals will be in effect.

I. Role of Architect, Landscape Architect, and Architectural Historian

The City of Capitola is inviting submittals of Statements of Qualifications from interested and qualified Architecture Firms to provide comprehensive peer review of design permit applications. Within the current RFQ, the city intends to pre-qualify architectural consultants to create a pool from which to pick from relative to the application type.

Anticipated services are for general consulting, peer review, and providing architectural recommendations. The City expects to conduct up to 20 design permits within a calendar year for multi-family or commercial development which require peer review by an architect, landscape architect, and/or architectural historian. This RFQ seeks to pre-qualify consultants that demonstrate the highest level of experience and capability to provide peer review of development applications for consistency with the design review criteria established in the Capitola Zoning Code.

The types of projects to be reviewed will range from smaller commercial accessory structures to large redevelopment projects. The architect and landscape architect I may also participate in the design review process for significant and/or sensitive projects as determined by the community development director.

All modifications to historic structures in Capitola require review by an Architectural Historian for consistency with the Secretary of Interior's Standards for Rehabilitation in order to make findings of no significant impacts under the California Environmental Quality Act (CEQA).

The design review team meetings occur twice a month. Attendees of the meeting include the applicant, the applicant's representative, city-contracted design professions (landscape architect, architect, and/or architectural historian), planning staff, public works staff, and building staff. The plans are circulated a week prior to the meeting. The written summary of recommendations is due at the time of the meeting. Larger projects will be given greater lead times to ensure adequate time for review. Attendance at design review meetings may be in person or via telecommunications depending on the complexity of the project.

The selected consultant shall peer review design permit applications for the City of Capitola. Types of services to be provided include:

1. Peer review design permit applications to ensure conformance with the design criteria established in Capitola Municipal Code section 17.120.070 (Attachment 2).
2. For historic sites and potentially historic sites, determinations of historic significance and peer review of proposed modification to historic structures for consistency with Secretary of the Interior's Standards. (Architectural Historian Only)
3. Provide written summary of recommendations on the design of the project based on the design review criteria. In some instances, simple sketches to illustrate recommended changes is also an appropriate form of communication in addition to the written summary.
4. The written summary of recommendations is due at the time of the meeting. Attendance may be in person or via telecommunications depending on the complexity of the project.

II. Requirements

The architect, landscape architect, and architectural historian must be willing to work collaboratively with the City's project planner. The city is seeking the following qualifications:

1. Experience blending public and private objectives in design, appearance, and function to ensure a development fits within the community vision and the goals of the property owner.
2. Experience designing vibrant, dynamic, and appealing commercial and multi-family developments.
3. Qualifications and experience with peer review of other design work to ensure quality design in the site layout, public realm, and architecture.
4. Design professionals should be licensed architects and landscape architects.
5. Familiarity with the City of Capitola, the Capitola General Plan, and the design criteria for a design permit.
6. For the architectural historian, experience with determinations of historic significance and peer review for consistency with the Secretary of Interior's Standards.

III. Terms of Contract and Selection.

Selection will be based on review of qualifications presented in the submittal, matching skills with the needed expertise, and an interview process. Given the uncertain and potentially variable scope of the work, the City seeks a consultant who will enter a blanket contract with an established hourly billing rate. Then the selected consultant, in partnership with the City, will develop specific scopes of work and budget for individual contracts as determined necessary by the City over the next 1-5 years.

Selected consultant must be willing to be flexible in terms of effort and scope needed for successful completion of the project.

Selected consultant must be willing to accept the terms included in the City's standard professional services contract (attached).

The City will make selection decisions on the basis of relevant experience, past performance, presentation skills, availability, billing rate, and the best alignment of specific skills and experience with specific project needs.

Pursuant to the City's Purchasing Policy for Professional Consultants, price alone will not dictate selection.

IV. Response Requirements

Please submit the following (max length 10 pages)

1. Cover letter describing specific qualifications related to above services.
2. Brief consultant biography.
3. Qualifications and examples of relevant historic, multi-family, mixed-use, and commercial projects or writing sample of peer review.
4. Hourly billing rate with rates for any supporting staff if needed.
5. Three references (preferably from both public and private sector).

Please submit either one electronic submittal or three copies of Proposal, clearly marked on the outside "Design Review Services"

Proposals will be accepted electronically, in person, or by mail. Proposals **will be accepted until June 11, 2021, at 4:00 p.m.**

No qualification will be accepted by oral communication, telephone, or facsimile transmission. Proposals may be withdrawn prior to the time set for closing. Any proposals received after the time set for closing will be rejected.

In order to ensure that all interested firms have access to the same information, all questions must be submitted by email prior to June 8, 2021, to the Community Development Director, Katie Herlihy, at kherlihy@ci.capitola.ca.us. Responses to questions will be posted on the City website.

Please submit your Qualifications to the attention of:

**Katie Herlihy
Community Development Director
City of Capitola
420 Capitola Avenue
Capitola, CA 95010
(831) 475-7300 ext. 216**

V. SUPPORTING MATERIALS

1. Zoning Code Chapter 17.120 “Design Permits” and Chapter 17.108 “Administrative Responsibility”
2. City Standard Contract