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REQUEST FOR QUALIFICATIONS

Capitola Library Construction

City of Capitola

Project Management Services

14 June 2016

BACKGROUND:

The City of Capitola is engaged in a planning and development process for a new approximately 13,000 square foot library to be built in the location of the current Capitola Library at 2005 Wharf Road. The City has an agreement with Santa Cruz County to begin construction of this library before June, 2019. The County has agreed to staff and operate the library.

The project is being funded through a combination of sources. Specifically the City will be allocated \$8 million in proceeds from a regional bond measure that was approved by voters earlier this month, plus an additional \$2.6 million in funding from the City's former Redevelopment Agency, bringing the total project budget to \$10.6 million.

In 2011 the City completed a Needs Assessment, which called for a new library of approximately 13,000 SF. Recently the City completed conceptual renderings of the new library to help the community better understand what the new building might look like. The City is in the process of updating the 2011 Needs Assessment to reflect any changes in usage or demographics that have occurred over the last 5 years.

The City has not selected an architect for the project; however, Anderson-Brule Architects is the City's on-call architect after successfully responding to a RFP in 2015. Anderson-Brule prepared the current conceptual renderings. Copies of the Needs Assessment and conceptual renderings are available on the City's website.

REQUEST:

At this time, the City wishes to engage the services of a project manager to take the lead on the library project. This person will guide the City through the process of selecting an architect, designing the building and site, development of construction plans and construction of the library.

The ideal project manager for this project will have had experience in working on publicly funded, prevailing wage building projects. Experience in value engineering of public buildings is critical. The project manager will also need to have the skills to work with representatives of the regional library system, City staff and the public. The project will go through the City's normal application process.

We are inviting you to submit a proposal that summarizes the basic qualifications of the proposed individual(s) who would be assigned to these projects (resumes and references should be attached), proposed approach to managing the phases of the project, an estimate of the level of effort required (man-hours by staffing level) and the estimated cost for providing these services. The letter proposal should also state the billing rate structure under which compensation will be made and any other conditions expected to be met. Please show time and cost estimates for pre-construction items, construction related items and post construction work separately.

SCOPE OF DUTIES:

The project manager will take on the lead role for the City on the library project acting as an extension of City staff. Duties will vary widely from overseeing the major components of the library construction program to taking a hands-on supervision role in the details of developing the library plans. Tasks will include the following:

- Work with City staff to develop a process to select an architectural design firm for the new library
- Manage process to bring project architect under contract with assistance from staff and library advisory committee
- Under the direction of City staff represent the city in managing the city's contract with the chosen architect
- Review and advise City staff regarding library documents prepared by the selected architect including design, plans, specification and cost estimates.
- Review and advise City staff regarding contracts for designers and contractor.
- Value engineering and constructability reviews.
- Construction management of facility construction including quality control.
- Oversee overall project budgets and schedules.
- Oversee project documentation including prevailing wages.
- Interface with utility companies.
- Organize and facilitate meetings with project stakeholder groups including citizen groups and outside agencies.
- Make presentations to boards, commissions and the City Council.
- Any other items identified by the City staff related to the construction of the library.

Statements of Qualifications should include the following information:

- The firms experience with implementing similar projects.
- Proposed project schedule.
- Proposed consultant costs
- Identify the project manager and project team members and their office location(s).
- Identify existing fee rates and demonstrate ability to remain within budgets and schedules.
- Provide proof of ability to meet liability insurance requirements of \$1,000,000 for Errors and Omissions, General Liability, and Automobile.
- Provide references with contact numbers of other public agencies for which similar projects have been completed.

Include statement that the contractor has reviewed the City's contract agreement and is willing to enter into such agreement, if awarded the contract.

The consultant shall be responsible for preparation of the proposal. All work produced by the consultant shall become the property of the City and no compensation will be provided for the preparation of the proposal.

Selection Process

Proposals will be evaluated on the basis of:

- Quality and completeness of the proposal;
- Evidence of contractor's understanding of the project and the existing conditions;
- Demonstrated ability of the contractor(s) to complete the project on time and within budget;
- Demonstrated qualifications and experience of the contractor(s) and its employees;
- Price of services;
- References

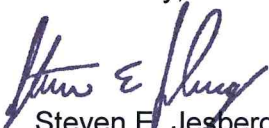
Based on the City's review of the SOQ's, the City will select from one or more contractors to further discuss the project. Final selection will be based on the review of proposals, follow-up discussions with selected consultants, and recommendations from past and current clients.

Final approval of the contract will be at the discretion of the Capitola City Council. The City further reserves the right to negotiate directly with only one contractor or discontinue this process at any time

Interested firms should submit Statements of Qualifications to the City by 5:00 p.m. on July 8, 2016. SOQ's shall be delivered to Steven E. Jesberg, Public Works Director, 420 Capitola Avenue, Capitola, CA 95010. Submittals may be made in person, via mail or email.

Should you have any questions about this RFQ or the selection process, please contact me by phone at (831) 475-7300 or via email at sjesberg@ci.capitola.ca.us.

Yours truly,



Steven E. Jesberg
Public Works Director