



**RFQ No. 1627**

**REQUEST FOR QUALIFICATIONS**

**Architectural Services**

**For Development of a New Main Library  
in Downtown Riverside**

**At 3911 University Avenue/3775 Fairmount Boulevard**

**For the City of Riverside**

**Issued Date: JUNE 16, 2016**

**Due Date: JULY 16, 2016**

Issued by:

Kaitlyn Nguyen

Project Manager

CITY OF RIVERSIDE

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

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## **I. INTRODUCTION**

Incorporated in 1883, Riverside is a Charter City with a unique blend of historic charm and modern city features. While rich in history, Riverside is investing in the future and has invested billions of dollars in infrastructure improvements to serve residents and businesses well into the future. The uniqueness of Riverside comes from its people, “Riversiders”, and the strong collaborative partnerships that exist among civic, cultural, educational, and business leaders.

The award-winning City of Riverside is located approximately 60 miles (97 km) east of Los Angeles. The City is ranked #1 among all Inland Southern California cities in virtually every economic indicator; including number of jobs, number of businesses and assessed valuation. With a population of 317,307 people as of January 1, 2015, the City is ranked the 59th-largest city in the United States. The City is the 12th largest city in California, the 6th in Southern California, and the largest city in the Inland Riverside-San Bernardino-Ontario metropolitan area of Southern California. The City continues to be recognized for its ongoing achievements and has received numerous awards.

Riverside has seen tremendous investment over the last 10 years resulting in an increasingly affluent and educated population and diversified industry clusters; all vital qualities for economic stability and long-term prosperity. As an important financial and professional center, Riverside offers the support of many legal, accounting, brokerage, architectural, engineering and technology firms as well as banking institutions.

Riverside is home to four internationally recognized universities and colleges, which support more than 50,000 students. The University of California, Riverside, California Baptist University, La Sierra University, and Riverside Community College, offer specialized training, research partnerships, and a high-technology environment to support emerging and innovative companies. Businesses in Riverside benefit from excellent freeway and rail access, high-speed fiber optic telecommunications, reasonable land and building costs, City owned electrical and water systems and a large general aviation airport.

Riverside enjoys a rich heritage, which is reflected in the City’s architecture, cuisine, culture, and civic life. Riverside has evolved from a quiet agricultural colony into a dynamic, active city and is a hub for higher education, technology, commerce, law, finance and culture. Riversiders enjoy many artistic venues from excellent film, dance and symphony to art, museums, and theater that add a layer of depth to the City experience.

## **II. BACKGROUND**

Riverside Public Library has a history that reaches back to 1888, growing from just a few rooms in the historic Loring Building to a distinguished Mission-Revival Library building financed by Andrew Carnegie to its current system of a Main Library plus seven branch libraries including Arlanza, Arlington, Casa Blanca, Eastside, La Sierra, Marcy and Orange Terrace. Today, Riverside Public Library serves a fast growing community of over 300,000 people covering 85 square miles. With a collection of approximately 440,000 books and other library materials, as well as 400 public access computers (including catalogs) and an

annual circulation of 1.23 million, Riverside Public Library is a major provider of information services and cultural programs in California's Inland Empire.

The Main Library is currently located at 3581 Mission Inn Avenue. Architects of the existing Main Library, which opened in 1965, designed a building that was contemporary, flexible and functional. The building and ensuing operations were progressive for their time. Fifty years later, function is impacted by form and technological advancements, changes in the way materials are stored and presented to customers, progressions in building codes and accessibility requirements, enhancements in information delivery, and the collaborative manner in which customers utilize the library beyond checking out print materials. This necessitates development of a new library with a cutting-edge, flexible building designed to modern library standards.

The City endeavors to build a modern, innovative, active and fully accessible library that offers vital services with adequate on-site parking on the City-owned contiguous properties located at 3911 University Avenue and 3775 Fairmount Boulevard, Riverside, California. The property is comprised of two separate parcels, located on both sides of Fairmount Boulevard between Mission Inn Avenue and University Avenue, as shown on the attached aerial site map ("Property" - Exhibit "A"). Each parcel is appropriately 1.25 acres. To optimize development of this site, the City would consider and support vacating Fairmount Boulevard between Mission Inn Avenue and University Avenue. If street vacation is undertaken, the site will be approximately 2.7 acres.

This site is currently occupied by transit use, which will be relocated in the near future. Following termination of the transit use, the City intends to clear the site for development of a new modern Main Library as well as a private development, possibly a mixed-use project, on the remainder of the site.

### **III. SCOPE OF WORK**

The City's vision is to develop Downtown Riverside into a place of daytime, evening and weekend activity where residents of Riverside and visitors can enjoy Riverside's cultural, arts, retail, and entertainment center. The goal is to increase new employment opportunities in the City by attracting and encouraging new businesses and professionals to downtown.

As such, the City seeks a development that accommodates the need to house a new Main Library as well as a private development on the remainder of the Property with a compatible mix of uses that promotes the continued economic development of the downtown area.

The City is seeking a Statement of Qualifications from firms that are experienced, responsible, capable, and most qualified to serve as the City's consulting firm ("Consultant"). A Consultant who is capable of providing total turnkey professional architectural design services for a new standalone 45,000+ square foot, multi-level Main Library building, including all site work, hardscape, landscaping, etc. Qualified Consultants shall be responsible for all sub-consultant design and engineering firms as required to include, but not be limited to, library programming, furniture, fixtures and equipment (FF&E), specialty lighting, sound attenuation, structural, electrical and mechanical systems, and any specialty

consultants as needed to provide a complete design for the Project.

It is Riverside's objective and vision to pioneer a library that will re-define and advance the technology, innovation and design of what a public library is capable of achieving in serving its community. While the City requires a full range of professional architectural and engineering services for the new Main Library, the development of the new Main Library will be executed in phases and services will include performance of architectural design required from conceptual design through completed project construction closeout.

At this time, a Consultant is needed to work with library staff on Phase 1 design services, which include, but are not limited to building size, massing configuration and site placement preferences, as well as attending community meetings, presenting presentations to key stakeholders and providing miscellaneous consulting services as needed ("Phase 1 Design Services", "Project"). Qualified Consultants may be invited to participate in a subsequent Request for Proposals with the City, and after these proposals are evaluated, the awarded consultant will be hired to provide conceptual and massing plans in development of a new unique, iconic, and state-of-the-art Main Library. Additionally, the selected Consultant hired for Phase 1 Design Services may be retained to provide additional services in subsequent phases as deemed necessary to provide full service turnkey design for the new proposed Main Library. All additional design services not part of Phase 1 shall be negotiated with the Consultant.

### **Requirements of the New Main Library**

It is the vision of the City to construct a library that would blend traditional library services with a mix of innovative initiatives designed to engage the community and provide opportunities for all. It is anticipated that the new library must offer at least 45,000 square feet of library space, with sufficient parking for patrons, serving all the functions of a modern library in order to offer a service program that meets the needs of the community. The City envisions the new library development to embody a forward-looking design and construction practices and technologies by being a substantial structure carefully thought out, and invested with the aspiration of the community.

The following information intends to offer a preliminary description of the minimum requirements of the Project in addition to key aspects of the design and vision for the new Main Library:

- a) A minimum of 45,000 square feet of space, inclusive of library administrative offices, in a multi-level building with a maximum area of approximately 1 acre of vacant land.
- b) A minimum of 80 library parking spaces. (The Consultant will need to show how the parking area could potentially serve the library and future site development, preferably with separate entrances to each development.)
- c) Focus on cutting-edge technology and digital learning
- d) Designed for an urban setting

- e) User-centered layout with intuitive way-finding
- f) Strong ties to the community through programs, staffing, partnerships, development, etc.
- g) “Welcoming” design that promotes access, usage and opportunity
- h) Neighborhood economic development
- i) Focus on collaborative, flexible space for traditional services that may easily be adapted for future services
- j) Focus on interior/exterior connectivity and the use of natural lighting

Qualified Consultants will work closely with City staff, as well as the general public and community groups to fully articulate the programming needs of the library and contiguous public spaces, as well as develop an iconic urban and architectural design that well integrates within the downtown fabric and serves as a catalyst for community and economic development.

Qualified Consultants shall perform the general and specific tasks as described in the Scope of Work section of this Request for Qualifications (RFQ). The City intends to select the most qualified Consultant for the Project. The City’s Screening and Selection Committee shall evaluate submittals based on professional expertise in architectural consulting services with the specialty of designing libraries and the various disciplines required to complete the Project. The budget for Phase 1 Design Services is projected to not exceed \$100,000.

### **The Downtown Specific Plan**

The Property is located within the Raincross District of the Downtown Specific Plan. The City seeks to promote the economic and cultural development objectives of this area. The Downtown Specific Plan can be accessed and down loaded from the City Planning website at <http://www.riversideca.gov/planning/cityplans-csp-downtown.asp>. The Raincross District is included as Chapter 6.

## **IV. STATEMENT OF QUALIFICATIONS CONTENT**

**Please provide the City with a concise presentation of your firm’s qualifications, which includes the following information and any other specific material that is important in considering your firm as the primary architect for the new Main Library.**

**The cover letter shall:**

1. Confirm that all elements of this RFQ have been reviewed and understood
2. Include a summary of the Consultant's qualifications
3. Identify a single person for contact during the review process

4. Include a timeline, with completion dates

The cover letter shall be limited to three (3) pages.

### **Understanding and Approach:**

This section should demonstrate an understanding of the Scope of Work. It should describe the general approach, organization, and staffing required for the services to be performed.

### **Company Information:**

This section shall include relevant Consultant's information, including the address and telephone number of the Consultant's main office and any branch offices that will be participating in this study.

Consultant shall identify the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). Members of the Consultant's professional team (managers, contact person, etc.) should be identified by name and title, and should include contact phone numbers. Major subcontractors (if any) and their degree of involvement should be included.

Provide a Statement of Qualifications and resume of all personnel that will be performing services for Consultant. The Statement of Qualifications must include:

- a) Name and title
- b) Description of education
- c) General experience, including total years in specialty experience with library design and construction administration
- d) Years of employment in field and with Consultant
- e) Specialized education and training related to specialty area
- f) Any prior public agency experience
- g) Any certifications, professional designations, or other information that will assist in evaluating qualifications

### **Qualifications and Experience:**

The Consultant shall provide a detailed list of services previously performed, including services provided for the City, if any.

The Consultant shall identify and designate at least three (3) completed public library or other similar projects, which the team members have done individually or collectively within the past ten (10) years that best represent the present skills of the project team members to design a state-of-the-art public library and work with multiple and varying public and

community groups including the approach to building consensus and bridging differences of opinion while still accomplishing and maintaining the focus on achieving a state-of-the-art design and facility. The Consultant shall also provide a detailed list of similar library projects worked on for other clients, including project description, services provided, length and outcome of those projects. The references shall include names, addresses, and telephone numbers of the clients for whom prior work was performed, and include an explanation of the services provided.

## **V. SELECTION AND EVALUATION**

### **Selection:**

The City reserves the right to amend, withdraw, and or cancel this RFQ. The City reserves the right, without qualification, to reject any or all submittals to this RFQ at any time prior to contract execution. The City reserves the right to request or obtain additional information about all submittals. All submittals become the property of the City.

### **Evaluation Criteria:**

It is imperative that the Consultant's submittal fully addresses all aspects of this RFQ. It must clearly express the Consultant's understanding of the City's specific requirements and indicate the Consultant's qualifications to conduct these services in a thorough and efficient manner.

All submissions will be evaluated according to the following criteria:

1. Architect (and sub-contractor, if any) qualifications and recent relevant experience:
  - a) Qualifications of the firm and its managers
  - b) Brief resume(s) of architect and staff who will be responsible for this Project
  - c) Demonstrated experience with design services of similar complexity, scale, and scope (A prime consideration is experience working with libraries.)
  - d) Record of building designs which provide functional excellence
  - e) History of effective schedule and budget management for design services of similar scale and budget
  - f) An understanding of the trends affecting public library services in the future
  - g) Examples of renderings and or photographs of previously completed library projects (include link(s) to view projects online if available)
  - h) References from previous library projects

2. Demonstrated understanding of project requirements, including potential challenges and opportunities associated with the Project:
  - a) Content and thoroughness of the Statement of Qualifications which demonstrates the architect's understanding of the task and familiarity with the types of issues applicable to the Project
  - b) Understanding of the Scope of Work
3. Project approach, work program and quality assurance program
  - a) Technical approach including how the architect will conduct the work required, necessary site visits, meeting with City and Library representatives to collect information, progress report, etc.
  - b) Detailed discussion of the tasks or steps to accomplish the Project
  - c) Overall quality and responsiveness and completeness of submittal
4. Ability to complete the Project in a timely manner
  - a) Proposed project schedule, including major tasks and target completion dates
  - b) Descriptions of resources, including personnel, to conduct each phase of the Project
  - c) Architect shall provide written assurances that the proposed team will be assigned to the Project

#### **Evaluation Process and Criteria:**

The City may, at its sole discretion, request interviews with firms as a part of the assessment of qualifications.

Each Statement of Qualifications will be evaluated using the following criteria:

Consultant Qualifications	70%
Submittal Content	20%
References	10%
<b>Total Possible:</b>	<b>100%</b>

The qualified Consultant(s) may be asked to participate in an oral interview to discuss in detail the content of their Statement of Qualifications.



**Contract Terms:**

Contractual terms applicable to the selected Consultant and all subcontractor(s) will include but are not limited to the following:

- a) Not-to-exceed price for these services.
- b) Business Tax Registration and City Business License requirements.
- c) Liability insurance requirements.
- d) Errors and Omissions liability insurance requirements.
- e) Workers Compensation insurance requirements.
- f) Scope of Work.
- g) Schedule of Fees.
- h) Identification of personnel, contractors and subcontractors.
- i) No substitution of key personnel without prior written approval by the City.

**Contract Award:**

The City may invite the most qualified firms to submit a proposal for consideration. The contract, if awarded, will include the Scope of Work and a not-to-exceed contract price as negotiated with the selected Consultant.

**VI. SUBMITTAL, INSTRUCTIONS AND MISCELLANEOUS****Inquiries:**

All requests for clarifications, changes, exceptions, or deviations to the Scope of Work, Terms and Conditions set forth in this RFQ should be submitted in writing and emailed to: **Kaitlyn Nguyen, Project Manager, [kpnguyen@riversideca.gov](mailto:kpnguyen@riversideca.gov)**.

To ensure fairness and avoid misunderstandings, **all communications must be in written format** and addressed **only** to the individual set forth above. Any verbal communications will not be considered or responded to. Written communications should be submitted via e-mail to the address provided above. All questions received will be logged and reviewed and if required, a response will be provided via an addendum to the RFQ.

**ANY COMMUNICATIONS, WHETHER WRITTEN OR VERBAL, WITH ANY CITY COUNCILMEMBER OR CITY STAFF OTHER THAN THE INDIVIDUAL INDICATED ABOVE, PRIOR TO AWARD OF A CONTRACT BY CITY COUNCIL, IS STRICTLY PROHIBITED AND THE PROPOSER SHALL BE DISQUALIFIED FROM CONSIDERATION.**

Please note: The City shall not be liable for any expenses, which may include, but are not limited to, preparation of the Statement of Qualifications or related information in response to this RFQ, negotiations with the City on any matter related to this RFQ and costs associated with interviews, meetings, travel or presentations incurred by any Consultant in relation to the preparation or submittal of the Statement of Qualifications. Additionally, the City shall not be liable for expenses incurred because of the City's rejection of any submittals made in response to this RFQ.

**Submittal Date and Time:**

All Statement of Qualifications are due on or **before 2:00 p.m., July 16, 2016.** This time and date is fixed and extensions will not be granted. All Statement of Qualifications not submitted before 2:00 p.m., July 16, 2016 will be rejected.

**Submittal:**

All Statement of Qualifications shall be signed by a duly authorized representative of the Consultant. The name and mailing address of the individual executing the Statement of Qualifications must be provided.

Statement of Qualifications are to be submitted on or before the date and time indicated herein. **LATE SUBMITTALS WILL NOT BE CONSIDERED.**

All prospective Consultants submitting a Statement of Qualifications must be subscribed to the Electronic Bidder's List for this RFQ. If the Consultant is not listed on the Electronic Bidder's List by subscribing at [www.riversideca.gov/bids](http://www.riversideca.gov/bids) then the Statement of Qualifications will be considered non-responsive and given no further consideration. Additionally, the Statement of Qualifications must be submitted under the same company name as used to subscribe to the RFQ on the Electronic Bidder's List.

All Statement of Qualifications shall be supplied on a CD or DVD and must be submitted before the due day and time.

Please note that any hard copy Statement of Qualifications will not be accepted. CDs or DVDs containing Statement of Qualifications may be submitted by mail or in person but must be time stamped by the Purchasing office before the due day and time. All packages must be addressed as follows:

Submit Statement of Qualifications in a sealed envelope that is labeled as indicated below:

**Bidder's Name & Address**  
**City of Riverside (RFQ No. 1627)**  
**PURCHASING SERVICES MANAGER**  
**CITY HALL, 6TH FLOOR**

**3900 MAIN STREET  
RIVERSIDE, CA 92522**

RFQ NO.: 1627

DUE BEFORE: 2:00 P.M. PST, JULY 16, 2016

**PROJECT DESCRIPTION: Architectural Services for the Main Library**

Packages containing the CD or DVD must be time stamped at the Purchasing office before the due day/time or they will be considered non-responsive.

This RFQ will be made available electronically on line at the City of Riverside's website: [www.riversideca.gov/bids](http://www.riversideca.gov/bids) . Users must subscribe to the RFQ to be placed on the Electronic Bidder's List. Consultants must subscribe to the RFQ under their own company name to qualify as a prospective bidder. City will maintain a list of the Consultants who obtain the RFQ ("Interested Consultants").

Should the Consultant have concerns about meeting any requirements of this RFQ, the Consultant shall include a clearly labeled subsection with individual Statement of Qualifications specifically identifying the concerns and exceptions.

The City shall not be liable for any pre-contractual expenses incurred by any Consultant in relation to the preparation or submittal of a Statement of Qualifications. Pre-contractual expenses include, but are not limited to, expenses by Consultant in: preparing a Statement of Qualifications or related information in response to RFQ, and costs associated with interviews, meetings, travel, or presentations. Additionally, the City shall not be liable for expenses incurred because of the City's rejection of any Statement of Qualifications made in response to this RFQ.

The City reserves the right to reject all Statement of Qualifications and to waive information and minor irregularities in any Statement of Qualifications received.

**Public Records:**

All Statement of Qualifications submitted in response to this RFQ become the property of the City and under the Public Records Act (Government Code § 6250 et. seq.) are public records, and as such may be subject to public review at least 10 days before selection and award.

If a Consultant claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the Statement of Qualifications.

Note that under California law, price proposal to a public agency is not a trade secret.

**Exhibit:** Property Site Map - Exhibit "A"