



**CITY OF MILPITAS  
REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
MILITAS CONFERENCE CENTER**

**November 12, 2009**

**TO:** Prospective Architectural Consultants

**RE:** City of Milpitas Conference Center

**SUBJECT:** Request For Qualifications (RFQ) to provide Architectural Design Services for the new Milpitas Conference Center

The City of Milpitas is seeking the professional services of a qualified and proven Architectural consulting firm for analysis, design and preparation of construction plans and specifications, cost estimates, schedules, construction support services, post-construction support, and other services related to the design and construction of the new Milpitas Conference Center.

Please find attached for your use the following:

1. Consulting Report prepared by Integra Realty Resources
2. Attachments A & B – 540 Alder Drive and 570 Alder Drive Site Brochures

Two pre-submittal meetings will be held on Tuesday, November 17<sup>th</sup> and Friday, November 20<sup>th</sup> at the project site on 540 Alder Drive. Qualification packets must be submitted no later than 2:00 pm Wednesday, December 3rd at the Public Service Counter, Milpitas City Hall.

If you have questions about the documents, please contact me at [dbarnhart@ci.milpitas.ca.gov](mailto:dbarnhart@ci.milpitas.ca.gov) or 408.586.3059.

Sincerely,

Diana Barnhart  
Economic Development Manager



City of Milpitas  
City Manager's Office  
455 E. Calaveras Boulevard  
Milpitas, California 95035

**REQUEST FOR QUALIFICATIONS (RFQ)  
TO PROVIDE ARCHITECTURAL SERVICES  
FOR THE NEW MILPITAS CONFERENCE CENTER**

**INTRODUCTION**

The City of Milpitas and the City of Milpitas Redevelopment Agency (City) is seeking the professional services of a qualified and proven Architectural for analysis, design and preparation of construction plans and specifications, cost estimates, schedules, construction support services, post-construction support, and other services related to the design and construction of the new Conference Center.

**BACKGROUND**

The City of Milpitas is home to 13 hotels with a total of 2,646 hotels rooms. Hotels range from full service hotels - Crowne Plaza, Embassy Suites, Sheraton and The Beverly Heritage - to business service hotels such as Larkspur Inn and Hilton Garden Inn, and to longer stay hotels such as Residence Inn and Extended Stay hotels. A complete listing of the hotels is attached.

The hotels largely serve Silicon Valley business travel and with the downturn of the economy and reduction of business travel are considering new ways to stabilize and expand their business. One of the options being considered is the creation of local conference center and meeting room space to serve those groups whose needs exceed the capacity of the individual hotels. Integra Realty Resources completed a Consulting Report (attached) to evaluate market capacity for additional meeting room space. The report finds a void in the market for group meetings for over 350 persons and suggests that while business travel will not likely return to its pre-2008 levels, it will return at 10% to 30% reduction rate.

There are two vacant buildings, currently owned by RREEF that the City is considering for the conference and meeting room space. The properties are located at 540 and 570 Alder Drive, Milpitas, CA and are described in the attached information. The total combined square footage of the two properties is approximately 97,620. A conference and meeting center is envisioned utilizing the most up to date technology and the exterior connection between the two buildings as well as full food service.

The properties are located in one of the Redevelopment Project Areas and may use its Redevelopment Agency to assist in the redesign of these office buildings into meeting

room space. The City will work with the hoteliers to create a mechanism for ongoing operations and maintenance of the conference and meeting facilities.

### **SCOPE OF WORK**

The professional services will consist of all architectural and engineering (A&E) services including all phases of architectural design, review, assessment and refinement of the Milpitas Conference Center building program to preparation of conceptual design, schematic design, design development, construction documents, Title 24 studies, geotechnical, seismic, noise and vibration analysis, as well as other related studies and reports required for approval and permitting of the project. The Consultant shall provide the services for all necessary design and engineering disciplines including, without limitation a space planner, commercial kitchen designer, interior designer, mechanical, electrical, plumbing, fire protection, accessibility, communications and technology, security, structural, soils, geology, acoustical, lighting, graphic design, signage, landscape architecture and site civil engineering. The construction documents shall be complete and fully integrated to allow for City building permitting and construction bidding in accordance with public contracting codes.

These services will consist of

A. Phase I

- Building Program, and creation of a Cost Plan
- Working with Staff and Hoteliers in the development of the Building Program
- Conceptual Design

B. Phase II

- Schematic Design
- Design Development
- Construction Documents and Estimate of Construction Cost

C. Phase III

- Bidding and Award
- Construction Administration
- Record Documents and Project Close-out
- Verification of Cost Plan compliance at each stage of design.

Architectural & Engineering support services for bidding, construction and post-construction, shall also be required. A complete description of each of the phased scopes and deliverables will be developed with the selected Consultant.

### **PURPOSE AND INTENT**

The purpose of the project is to provide an excellent facility that supports and expands the Milpitas hotels conference and meeting room capabilities. The City desires a facility that is flexible enough to adapt to new technology; a “Green” building that is cost-

effective to operate; the expansion of space to appropriate outdoor opportunities; and a suitable addition to the Milpitas business community. This facility shall be designed to facilitate business meetings, planning sessions, day retreats, luncheons, and receptions. The design of this conference center shall be guided by the International Association of Conference Centers (IACC) standards. They should be designed to accommodate small to large size meetings.

The conference center should provide a lobby, catering kitchen, meeting rooms, and conference services. It is desired that the design create the best meeting experience, by including audio/visual equipment such as LCD projectors, DVD player, big screen TV/VCRs, microphones, overhead projectors, slide projectors, and other technologies that will enhance the meeting room use and may differentiate it from other similar facilities in the County of Santa Clara. Fax machines, printers, scanners, wireless high-speed internet access, multiple phone lines, and copy machines should also be provided as meeting facilities. Furniture should also be equally important in the design of the conference center, furnished with ergonomic chairs, tables, appropriate lighting and acoustics, etc. Other amenities shall include dining facilities and parking facilities as well as opportunities for a lounge/bar area, for the comfort and enjoyment of conference attendees.

### **SELECTION PROCESS**

The Consultant must comply with the following eligibility requirements:

- The work location of the Principal Architect and Project Architect must be reasonably within an hour's travel time of the project site. Preference is given to local business because the contract for services will not provide any reimbursement for travel time, meals and/or accommodations.
- The consultants' key personnel identified in the proposal shall be dedicated to the project for the entire duration. The City shall allow substitutions only in the event the employee leaves the firm, or is otherwise unable to perform the job duties;
- Consultant shall be capable of producing construction drawings in AutoCAD version 2004 format and preparing or converting specifications to Windows Microsoft Word version 2000;
- Consultant must perform a minimum of 51% of the dollar value of the design contract;
- Consultant shall have successfully completed at least one conference center or public assembly project and successfully completed at least one project involving expansion and renovation of an existing building;

The following is the selection process to be used for determination of the most qualified consultant for this project:

1. The City will review and rank the written qualifications, based upon the following:
  - the overall experience of the firm, project manager and project team, and unique qualifications;
  - record of successful similar work performed for other cities/public agencies by the project manager and project team;
  - other factors that may distract the expertise of the firm;
  - completeness and responsiveness to this RFP.

Based on this review, and verification of written response materials submitted, the selection committee, which may consist of City staff and outside agency representatives, will develop a short list of the top Consultants, who can continue with the selection process. The City will notify the consultants not included in the shortlist in writing and no further consideration of their proposals will be made.

2. Those Consultants, who succeed in ranking high enough to make the short-list, will be notified by phone and email, with a scheduled time for their interview (see schedule below.).
3. Based upon this first interview, the three highest-ranking consultants may be requested to interview a second time with the City Council Economic Development Subcommittee. The subcommittee consists of the City's Mayor and a City Council member. Both interviews will consist of seven to ten questions relating to specific elements (or technical areas) of the project. Formal, brief presentation of the firms' history or personal experience of proposed project members would be allowed and limited to thirty minutes or less. The total time allowed for the interview may be between forty to sixty minutes. The interviews may be videotaped.
4. A consultants' final placement on the list will be based on the rating of the Council Economic Development Subcommittee and completion of satisfactory reference checks. The Subcommittee may make a recommendation to the City Council, which shall make a final determination and approval of the consultant selected. The selected consultant is expected to execute the City's Consulting Services Agreement within two weeks of written award notification. The City expects to have the selected Consultant and their team on board, ready to commence the work, in January 2010.

### **TIME SCHEDULE**

The time schedule for receiving proposals, selecting consultants, conducting interviews for the selection of the consulting firm to perform the work is as follows:

Issue RFQ	November 13, 2009
Pre-Proposal Conference:	Tuesday, November 17th (1:30 p.m.) and Friday, November 20 <sup>th</sup> at 9:30 a.m.

### **Pre-proposal conference will commence at the project site, 540 Alder Drive.**

Proposal Submittal Due	Wednesday, December 2, 2009
Interview with Project Staff	Monday to Wednesday, December 7 <sup>th</sup> to 9 <sup>th</sup>

Review by Economic Development Subcommittee	Monday, December 14, 2009
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Council Agreement Approval  
Agreement Executed & Notice to Proceed  
Complete Phase I Scope

Tuesday, January 19, 2010  
Tuesday, February 2, 2010  
Thursday, March 11, 2010

**QUALIFICATION REQUIREMENTS:**

Consultants choosing to respond to this RFQ are required to submit all of the information outlined in this section. Firms must indicate their willingness to execute the Milpitas Consulting Services Agreement (Attachment B). Consultant must submit any requested changes to the Agreement with the RFQ response. The City reserves as its sole right to accept, reject, or modify any requested revisions. The City shall not consider any requested revisions to the Agreement requested by the Consultant after submission of the RFQ response. However, the City reserves the right to modify and refine the scope of work, prior to execution of the contract. The Consultant is encouraged to revise the scope of work based on their expertise to create a comprehensive and complete approach that achieves the goal of creating a new Milpitas Conference Center.

In addition, interested Consultants are encouraged to submit any additional information available that demonstrates any distinctive qualities of their firm or team that positions them to be uniquely qualified for this opportunity.

To be responsive to this RFQ, responses shall be submitted specifically addressing all the information described as follows:

**Qualifications Package:**

The response shall be bound with tabs identifying each section. The body of this statement (Sections 1 through 4) shall not exceed 20 pages. Resumes for the proposed project team and subconsultants shall be provided in the appendix (Section 5).

The following information must be provided in the proposal so that the City may review your firm's qualifications and approach to this type of project:

**Section 1 Project Team and Qualifications**

- The names and addresses of the Architectural/Engineering Consultant and subconsultant firms on the team. Provide an organization chart of your proposed project team.
- The name and unique qualifications of the Project Manager (individual responsible for the day-to-day design and management of the Project) and how long this individual has worked with the proposed project team (staff and subconsultants.)
- Experience of the Consultant and team in providing the requested scope of services, specifically referencing governmental type projects that are similar in size, type and scope to this project. Include the date of the project, project

budget, contact person and phone number of that person who can provide information regarding the Consultant's work.

- A listing of projects and references for projects that the Consultant believes would address their qualifications for this assignment. Limit references to 5 projects including those requested in the item above (and exclude references over 10 years old.) Include a matrix of these similar projects showing comparison of: 1) final construction cost with client's budget; 2) Consultant's estimate; and 3) actual bid price of construction contract.
- A listing and brief description (1 Paragraph) of the Consultant's current projects, status and time of completion.
- Provide names and qualifications of other key personnel, including subconsultants, to be used on this project, and their capacity or role, including applicable descriptions and dates of similar work these persons have been directly involved with. Include specifics about the duties performed.
- A list of pending or completed litigation within the past five years related to the Consultant's, or subconsultants work related to services performed by the Consultant or its subconsultants.
- Consultant shall provide a statement indicating the Milpitas Conference Center Consulting Services agreement has been reviewed and if selected by the City, the Consultant shall execute this agreement and begin work immediately.

## Section 2 Project Understanding and Challenges

- This section shall define the Consultant's understanding of the proposed draft scope of work, at a minimum, and shall describe the work proposed by the consultant; The consultant is encouraged to review the draft scope of work as a minimum level of commitment, and revise, refine or recommend additional or optional scope of work, based on the Consultant's expertise, for consideration. Particularly indicate revisions to the draft scope of work that illuminate the consultant's understanding and experience in performing similar work.
- Describe anticipated challenges that may prevent completion within the timeframe set forth in this RFP and proposed strategies to address these challenges.

## Section 3 Project Management

- Describe your firm's project management and cost control system, which you propose to use for your project team and subconsultants, to maintain the project schedule and budget.
- Define your firm's Quality Assurance/Control Program and what measures you will take to delivery a high quality project to the City.

#### Section 4 Project Workplan

- Describe your firm's technical work plan for this project. This description should include but not be limited to:
  - A brief narrative of the technical approach to be followed and the quality assurance program to be used;
  - A detailed work plan outlining the proposed work steps for Phase I and general outline for Phases II and III;
  - Provide a detailed time commitment (schedule) for completion of Phase I and a general schedule for Phases II and III of the major tasks and completion date of the construction documents. This schedule should consider the consultants' current work load and other project commitments. Allow sufficient time for City reviews and plan revisions.

#### Section 5 Appendix

- Provide resumes for all project team members.
- Sample of deliverable: Provide a copy of the bid package and construction documents for one or two projects of similar size and complexity that demonstrates your work product.

Five complete copies of the proposal must be furnished (except one copy of the sample of deliverable is acceptable). Failure to comply with these requirements may be cause for a firm's proposal to be considered non-responsive; and therefore be rejected. The City reserves the right to waive any minor proposal irregularities.

**Submit Proposal packet no later than 2 pm sharp, on Wednesday December 2, 2009, at the Public Service Counter, Milpitas City Hall.**

*Address responses as follows:*

**Milpitas Conference Center - Architectural and Engineering Services  
Proposal Packet - Sections 1 thru 5**  
City of Milpitas  
455 East Calaveras Boulevard  
Milpitas, CA 95035-5411

Attention: Diana Barnhart

**Note: Proposals received after the specified time and date will not be accepted.**

If you have any questions or desire additional information, contact Diana Barnhart, (408) 586-5309 or email [dbarnhart@ci.milpitas.ca.gov](mailto:dbarnhart@ci.milpitas.ca.gov).

**Attachments:**

Attachment A: Consulting Report prepared by Integra Realty Resources.

Attachment B. Milpitas Consulting Services Agreement

540 Alder Drive Site Brochure

570 Alder Drive Site Brochure

List of Milpitas Hotels