



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
MARCH 11, 2009

AGENDA
9:30 A.M.

CENTRAL LIBRARY
2090 KITTREDGE STREET

The Board of Library Trustees may act on any item on this agenda.

I. PRELIMINARY MATTERS

A. Call to Order

II. DESIGN TEAM INTERVIEWS

A. Public Comments on the following agenda item only

(30-minute time limit, with speakers allowed 3 minutes each)

B. Interviews for Architectural Services for the Renovation and Expansion of the North Branch Library

Library Director introduces each architectural teams and lead architects. Architectural team presentation; BOLT / Team questions and answers; and possible follow-up direction to staff.

C. Public Comments on the following agenda item only

(30-minute time limit, with speakers allowed 3 minutes each)

D. Interviews for Architectural Services for the Replacement or Renovation and Expansion of the South Branch Library

Library Director introduces each architectural teams and lead architects. Architectural team presentation; BOLT / Team questions and answers; and possible follow-up direction to staff.

***Recess 12:15 P.M. to 1:00 P.M.**

III. ADJOURNMENT

Please refrain from wearing scented products at public meetings.

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.

To request a meeting agenda in large print, Braille, or on cassette, or to request a sign language interpreter, assistive-listening device or other accommodation for the meeting, please call (510) 981-6195 (voice) or (510) 548-1240 (TDD). Providing at least five (5) working days' notice prior to the meeting will help to ensure availability.

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on March 5, 2009.



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Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.



BERKELEY PUBLIC LIBRARY

DESIGN TEAM INTERVIEWS

March 11, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: INTERVIEWS FOR ARCHITECTURAL SERVICES FOR THE RENOVATION AND EXPANSION OF THE NORTH BRANCH LIBRARY

INTRODUCTION

The three most highly qualified firms making proposals for design services will be introduced, make a presentation and be interviewed by the board.

FISCAL IMPACT

Voters approved the sale of \$26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. Architectural design services are included in the estimated soft costs, preceding construction of the North Branch Library renovation and expansion project.

CURRENT SITUATION AND ITS EFFECTS

Following board approval in December 2008 to begin implementation of the branch renovation program staff worked with the City's Purchasing Department to release, on January 16, 2009 a Request for Proposals (RFP): *Architectural Services for the Renovation and Expansion of the North Branch Library* (Attachment 1). A pre-proposal meeting occurred on January 27, 2009, with responses to questions from possible vendors posted on the City of Berkeley website prior to the closure of the RFP on 2:00 PM, Thursday, February 12, 2009.

The responses received were numerous and therefore the process has been a highly competitive one. A design review committee, made up of staff, Rene Cardinaux, library consultant and representatives from the community met twice and considered fourteen proposals. All firms considered in the proposal process have been contacted regarding their status. The finalists, the three most qualified design teams, are presented to the board for your consideration.

FUTURE ACTION

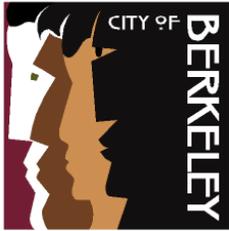
On Friday, March 13, 2009, the board will convene a Special Meeting of the Board of Library Trustees at 3:00 PM to discuss and evaluate the qualifications of the firms interviewed on March 11, 2009. The trustees will have an opportunity to discuss in-depth the interviews and

proposals, consider background and professional references gathered by staff for each firm, receive information related to any follow-up questions they may have had and finally to rank firms in order of preference. By Monday, March 9th at 4:00 PM the finalist will have submitted a sealed project cost quote. Staff will open and evaluate the sealed price quotes and report to the board on March 13, 2009 for consideration in the board ranking of firms by qualifications. Price proposals will be considered in the final decision-making process and will serve as the starting point for contract negotiations, which will occur in a confidential manner with staff.

At the March meeting, the board will take action approving the rank order of firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services. Following contract negotiations staff will bring an action item to the board recommending a scope of services and a not to exceed contract amount with the selected design firm. The board's recommendation will then be brought to the City Council for consideration and action prior to a notice to proceed.

ATTACHMENTS:

1. Requests for Proposals and Addendums



Finance Department
General Services Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 09-10395
FOR
ARCHITECTURAL SERVICES FOR THE RENOVATION AND EXPANSION OF
THE NORTH BRANCH LIBRARY
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The City of Berkeley is soliciting written proposals from qualified firms or individuals to provide architectural design services related to the renovation, expansion and construction of the North Branch of the Berkeley Public Library located at 1170 The Alameda, Berkeley, CA. As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 2:00 pm, on Thursday, February 12, 2009**. All responses must be in a sealed envelope and have **North Branch Library Design and Specification No. 09-10395** clearly marked on the **outer most mailing envelope**. Please submit one original and ten (10) copies of the proposal as follows:

Mail or Hand Deliver To:

City of Berkeley
Finance/Purchasing
2180 Milvia St., 3rd fl.
Berkeley, CA 94704

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please contact Donna Corbeil, Director of Library Services, via email at director@ci.berkeley.ca.us, no later than 5:00 PM on Friday, January 30, 2009. **A pre-proposal meeting has been scheduled for 10:00 A.M. on Tuesday, January 27, 2009, at the Community Meeting room, 3rd floor, Central Library, 2090 Kittredge Street, Berkeley, CA. 94704 to discuss details of the project and answer any questions. Attendance is not required but highly encouraged.** It is the vendor's responsibility to check for answers to questions or any addenda on the City of Berkeley's website at <http://www.cityofberkeley.info/ContentDisplay.aspx?id=7128>. For general questions concerning the submittal process, contact purchasing at 510-981-7320.

We look forward to receiving and reviewing your proposal.

Sincerely,

Sharon Thygesen
General Services Manager

I. BACKGROUND

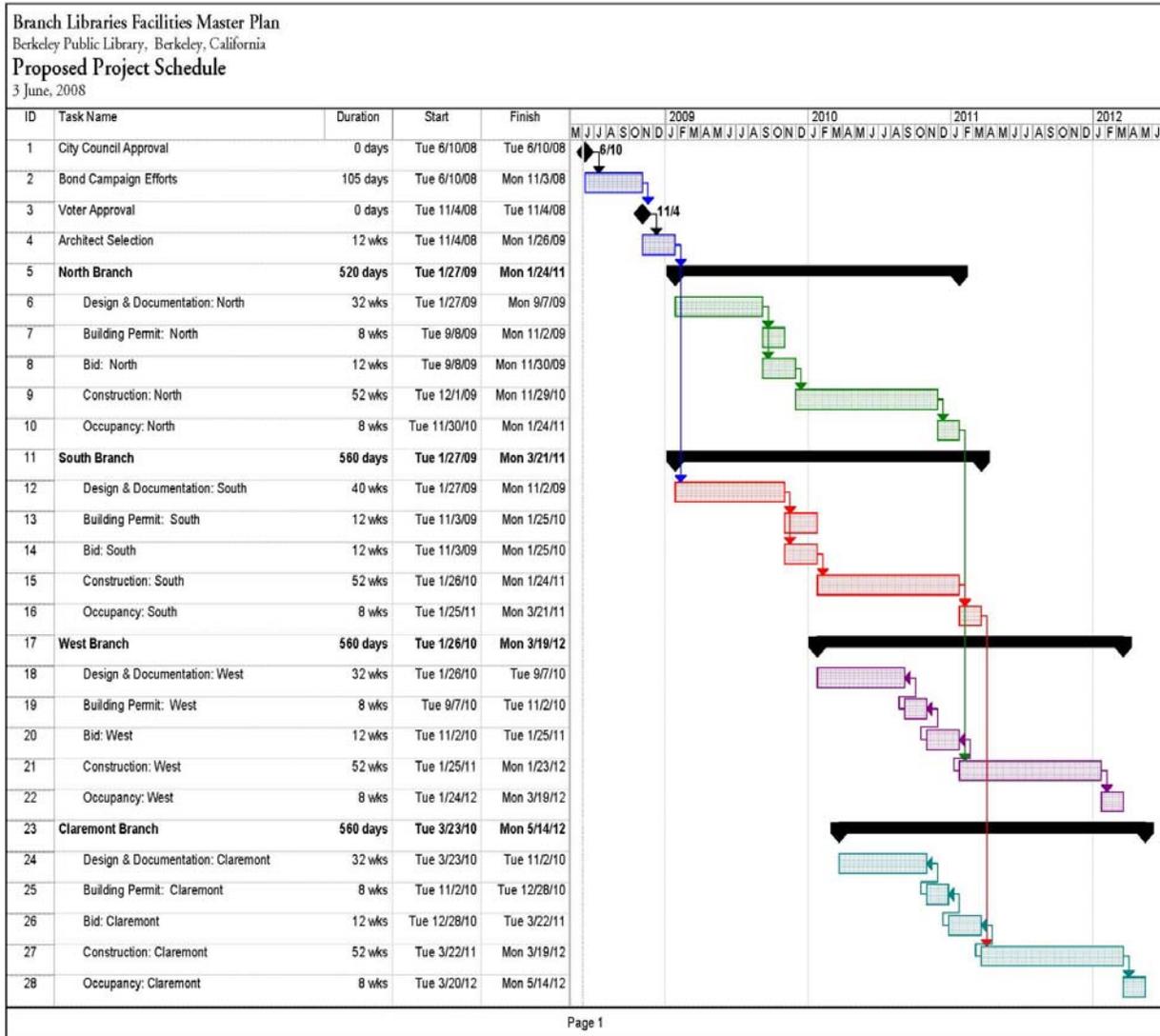
Since 1893 the Berkeley Public Library (BPL) has had a proud tradition of serving the cultural, informational, educational, and recreational needs of its community. The Central Library and branches serve as an important focal point of civic and social life by providing space for meetings, hosting cultural events, and sponsoring literacy and other community outreach programs. The Central Library, renovated and expanded in 2002, houses the largest percent of the collection, administrative and support units, in addition to fulfilling the role of neighborhood branch for downtown residents and workers. Branch Libraries play an equally important role in the community and must be flexible enough to address current and future service needs.

The **Branch Libraries Facility Master Plan (BLFMP)**, completed in 2008 is the most recent feasibility study assessing the four branches and Tool Lending Library's ability to serve the community. The final report provides an assessment of the physical ability of the branch libraries to serve the needs of the community and the potential of existing facilities to meet future community needs. The full two-volume report is available on the Library's website in electronic format at: www.berkeleypubliclibrary.org, under *About the Library*, in the Planning folder or in paper at all Library locations.

The final report documented serious physical defects including those related to seismic safety, structural deficiencies, accessibility / disabled access, overcrowding, and infrastructure / code compliance deficiencies. In the Conceptual Design Phase, recommendations for improvements and expansion possibilities were developed for each branch in order to establish baseline costs and project estimates for construction costs. Based on extensive discussions and review of the multiple options developed for each branch and the associated cost estimate for each option, an overall final recommended program was established at the \$26M level. On November 4, 2008, Berkeley voters approved Measure FF, a Library Bond measure not to exceed \$26M to renovate, expand, and make seismic and access improvements at the four branch libraries, including the restoration and refurbishment of historic features.

The Berkeley Public Library has a long history of community support reflecting the community's belief in the Library as a valuable asset. The passage of the recent ballot measure and the ongoing financial support provided by the Library Tax demonstrate a commitment to maintaining the Library as a critical community resource. The Berkeley community has a long tradition of activism and community engagement, the Library had the advantage of this enthusiasm in designing the renovated and expanded Central Library and more recently in developing the recommendations in the BLFMP. The Board of Library Trustees, Library staff and many other stakeholders were involved in the development of the Branch Facility Master Plan and the continued contribution of these individuals, stakeholder groups, and community partners is presumed. Engagement of the community and Library / City staff, in all aspects is critical to the success of the design process and final product. Community engagement is an essential element of the building project to ensure the branch libraries meet the needs of users and reflect the values of the neighborhoods in which they are located. Coordination with all interested participants will begin in the early stages of schematic design and continue through design, bidding, construction, commissioning, and completion of the project.

A recommended phasing of these four projects was included in the final BLFMP; in November 2008 the Board of Library Trustees confirmed that the North Branch design phase should commence with the issuance of a request for proposals.



NORTH BRANCH LIBRARY

The North Branch was designed by Berkeley architect James Plachek and constructed in the Spanish style in 1936. It is a beautiful and well-loved part of the North Berkeley community, and in October 2001 was designated City Landmark #243. Much has changed since the Library opened in September 1936. The North Branch Library, located at 1170 The Alameda, at the corner of Hopkins is the busiest of the four branches, providing a full range of services to the neighborhood despite its 5,390 square foot size. Extensive information regarding current needs and recommendations are included as Addendums, extracted from the BPL Branch Libraries Facilities Master Plan, Volumes I and II (July 2008).

The Project has limited funding and must be fiscally managed within the program funding for all four projects. The design team will be required to develop alternatives and innovative solutions to expansion while maintaining the historical building and meeting the program and operational needs of the Library. The selected plan must be a cost effective solution meeting stakeholders' requirements within budget and schedule constraints. The total project budget, including design fees, is set at \$4.9M based on June 2008 cost estimates and does not include escalation to start of construction, construction contingency, project contingency, project management and furniture, fixtures and equipment. The project is funded by Measure FF, a Library Bond for \$26M passed by City of Berkeley voters in 2008.

The City requires all new construction to achieve Silver LEED Certification and to provide a fire sprinkler system.

The project will require City review and approval; and will require ongoing review and final approval by the Board of Library Trustees in open public meetings.

II. SCOPE OF SERVICES

The scope of work includes the provision of full Design Services, including architectural, engineering and consulting services during all phases. Additionally, it includes the Bidding and Construction Phase for the Berkeley Public Library North Branch Replacement or Renovation and Expansion Project. The consultant will as necessary hire and coordinate all specialty consultants / experts, including but not limited to engineers (structural, mechanical, geotechnical and electrical), landscape architect, lighting, technology, sustainability (LEED), historical, interior design and cost estimating. Firms are expected to be knowledgeable of the City of Berkeley building and design approval process and requirements, including those related to historical renovations.

Consultant will prepare, maintain and provide to the Library an active project schedule outlining all design, coordination, meetings, reviews, presentations, approvals, and similar activities necessary to complete the project.

Design Phase:

Conceptual Design

This phase will include review of all relevant documents related to the program requirements and needs to be resolved. Required meetings with Library staff and the community in order to further develop / confirm North Branch building program. A library consultant or consultant staff experienced in library program development is required. While some conceptual design has occurred this will be reviewed and additional options (including add alternate designs) developed. Provide preliminary cost estimates for each option to assist in selection process. Assist in City's Planning Department permit process / historical review process. Revise schemes until the Library selects a preferred concept. Participate / engage in public presentations of the different alternative versions. Facilitate process as needed. Produce small-scale diagrammatic plan(s), site plan, elevation, and section drawings for options as needed and for preferred concept.

Schematic Design

Upon selection of the preferred concept prepare conceptual plans (site plan, floor plan, building section, elevations, outline specifications) and construction cost estimates. Complete design studies of the Library selected scheme that best meets the project program, budget and schedule needs. Attend meetings with City / Library staff, Board of

Library Trustees (BOLT) and community meetings. Provide visual material to communicate to public and staff the exterior and interior plans and general description of key design elements, such as code requirements and historical elements. Prepare, submit, respond and revise Schematic Design documents as needed to secure City approvals.

Design Development Phase

Identify and resolve any program requirement issues. Submit design development documents for review by the Library / City and other designated groups of selected design at 50% and 100%, to include: small-scale plans, site plan, and building sections, outline specifications for all building systems, historic features such as light fixtures, fenestrations, furniture and shelving layout (floor plan) and quantities, landscaping and code required signage. Recommend furniture and fabric finishes both new and re-use of historic shelving and built-ins.

At 100% Design Development documents, present furniture choices with finish options in context with interior finishes and submit in board and/or binder format. Submit color and material board with samples of exterior and interior colors, finishes and materials. Provide pictures of materials in other applications where better represented. Participate in public presentations of the design.

Respond, submit and revise Design Development (DD) documents as needed to secure approvals from appropriate authorities.

Prepare estimate of Building Construction Cost and schedule for construction duration and phasing. Develop alternates as needed.

Construction Documents

Prepare and submit, from Design Development Phase documents, Construction Documents at 50% and 95%: working drawings that set forth in detail the requirements for the construction of the Project including any bid alternates and/or value engineering, and estimates of building construction cost, construction duration and phasing.

Development of bid documents in consultation with City and Library to incorporate City-required specifications for building permits. Revise and resubmit as required to secure building permits and all other approvals. Attend meetings with Library / City staff and appropriate authorities related to completing this phase. Submit updated / final space plans and color and materials boards; samples if required; furniture plans to scale for selected furniture and re-use of historic finishes in a furniture binder with quantities.

Construction Administration

Bid Phase

Upon solicitation of bids by the City attend pre-bid meetings with prospective bidders to provide general explanations of the Project; prepare addendum and clarification documents as required; assist the Library with review, evaluation and recommendation for awarding construction contract; consolidate and submit Conformed Set of Construction Documents.

Construction Phase

Upon award of construction contract to a general contractor by the City / Library, the consultant will provide a color, textures and finish schedule to track approvals of colors and materials; assist in maintaining checklists and logs of special inspections and testing, submittals, warranties, guarantees, maintenance and operation manuals, extra stock and other **close-out documents** that are required by specifications. Determine the acceptability of each item and provide a final status report of all items by the end of construction.

Interpret Contract Documents. Review requests for information, submittals, mock-ups, change requests, and substitutions received from the contractor and make recommendations to the Library / Project - Construction Management firm. The consultant and its sub-consultants, as appropriate to the stage of construction, will make routine visits to the project site to observe progress of the work, the character, scope and quality of construction, the finish materials, and to ensure the standard of workmanship conforms to the intent of the design as expressed in Construction Documents and by the consultant's directives. Any issues observed will be reported to the Library for action. Advise Library and Project - Construction Management firm on work for conformance with the Contract Documents upon substantial completion. The consultant will advise the Library when requested on claims, disputes and other matters in question. Communication regarding issues, timelines or other matters directly with the contractor is not expected or required.

After compilation of the final punch list by the contractor, the consultant, in conjunction with the Construction Management Firm, will verify the final list, recommend changes, participate in site visits and participate in the final review of the Project in an advisory capacity to the Library.

The consultant will complete all services listed related to the design of the North Branch Library but not limited to those specifically listed. This scope is meant to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The North Branch Project includes a renovation of the approximately 5,000 sf of existing space, newly constructed addition of approximately 2,400 sf, for a renovated facility of approximately 7,300 sf, to include but not limited to seismic upgrade of the existing structure, restoration and highlight of historic features, ADA compliance for existing building, and site and infrastructure upgrades.

The Board of Library Trustees have stressed the importance of design excellence being embodied in the branch designs and construction; the importance of integrating ‘green’ concepts into projects and a commitment to community and stakeholder involvement in the process.

A pre-proposal meeting has been scheduled for 10:00 A.M. on **Tuesday, January 27, 2009** at the Community Meeting room, 3rd floor, Central Library, 2090 Kittredge Street, Berkeley, CA 94704 to discuss details of the project and answer any questions. Attendance is not required but highly encouraged.

SELECTION PROCESS

The following process will be followed to select a firm:

1. RFP responses will be evaluated, references checked, and a short list of firms to be interviewed identified by a panel composed of Library staff, City staff, and others with knowledge and experience of library construction.
2. A presentation and interview process will be held of the 3-4 firms receiving the highest points based upon the proposals submitted.
3. A presentation and interview process will be held with the short listed firms. Interviews will be held in the Central Library, Community Meeting Room with the Board of Library Trustees and the Director of Library Services. The presentation and interview process will be in open public session of the Board. Following the interview of all firms selected for this step of the process the Board will select the most qualified firm.
4. The Library will begin contract negotiations with the firm selected by the Board.
5. The Berkeley City Council will be the final decision-maker and granting authority for the capital projects.

ADDENDUM 1: Branch Libraries Facilities Master Plan: VOL I: Pages 17- 23

ADDENDUM 2: Branch Libraries Facilities Master Plan: VOL II: Pages 5 – 64

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point. Submittals responding to this RFP must include ten (10) separate bound copies and one (1) unbound original copy. Submittals must be delivered to the Library in hard copy format. Electronic, digital, facsimiles and/or similar format may be provided as optional material, but will not be considered in the selection process.

Submittals must be delivered to the address by the deadline on the coversheet of the RFP.

Submittals are limited to 80 – 8 ½ “ x 11” pages, double sided format. Folded oversized sheets are discouraged, but not prohibited.

1. Letter of Interest:

Provide a "letter of interest" outlining interest in the project, unique qualifications, interview availability and availability of the team to begin work. Include the title and signature of the firm's contact person for this procurement. This signatory shall be a person with the official authority to bind the company.

2. Contractor Identification:

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.

3. Client References:

Provide a minimum *three (3)* client references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.

4. Consultant Team:

Provide description of the team, the organization and general experience, and specific experience of assigned staff.

5. Individual Staff Experience:

Provide a listing of each key staff person in each firm who will be assigned to the project, and background information demonstrating their capabilities and qualifications to perform their assigned task. For each individual, provide current professional registrations, related experience, educational background, and years of service with the team. Identify LEED accredited professionals.

6. Related team design experience in working on similar projects:

Provide a listing of *five (5)* similar projects demonstrating experience working with similar buildings and with similar scope, which have been completed by the firm within the last (5) five years. The listings should include a description of each project; the location; construction cost; date; and client's name, address and phone number of a contact person.

7. Project Organization:

Provide a chart showing the names and assignments of all key personnel including an estimate of each individual's time commitment to the project. The chart should indicate proposed lines of communication with Library staff. Any proposed sub-consultants should be clearly identified on the chart.

8. Project Understanding and Approach:

This section of the proposal should detail approaches and methodologies, which the consultant proposes to undertake in order to meet the stated objectives of the Library. Provide as much detail as possible to describe how the required services and scope of work will be performed. Include your understanding of the design issues inherent in the project, your design philosophy and proposed approach to the project.

9. Quality Control / Quality Assurance (QC/QA):

This section should address any QC/QA program the proposer has established or proposes to establish and utilize throughout this project. All work must be performed under the direct supervision of a Registered Architect and Registered Engineers in their respective discipline.

10. Meet Budget:

Demonstrate track record in meeting budgetary requirements.

11. Price Proposal:

The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work.

12. Contract Terminations:

If your organization has had a contract terminated in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five years, so indicate.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

1. Experience and demonstrated ability of the team (20%)
2. Appropriate personnel-principals, project manager and other key personnel relevant experience and skills (20%)
3. Prime consultant and sub-consultant experience in providing similar projects (15%)
4. Overall quality of the responses, and conformance with RFP requirements of content, including overall project understanding and approach and proposed method to accomplish the work in a timely and competent manner (25%)
5. Fee proposal: The total fee for the required services with details on estimates for time and work effort, hourly billing rates, etc. (20%)

The Library reserves the right to reject any and all submissions.

V. PAYMENT

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. Mail invoices to the Finance Manager and reference the contract number.

Berkeley Public Library
Finance Manager
2090 Kittredge Street, 3rd Floor
Berkeley, CA 94704

Payments: The Library will make payment to the vendor within 30- days of receipt of a correct and complete invoice.

VI. CITY REQUIREMENTS

A. Non-Discrimination Requirements:

Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that, for contracts worth more than \$3,000 bids for supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants. **Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal**

B. Nuclear Free Berkeley Disclosure Form:

Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.**

C. Oppressive States:

The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution No. 59,853-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Oppressive States Disclosure Form with their proposal.**

D. Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

E. Berkeley Living Wage Ordinance:

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under B.M.C. Chapter 13.27. A certification of compliance with this ordinance will be required upon execution of a contract. The Living Wage rate is currently \$12.11 (if medical benefits are provided) or \$14.12 (if medical benefits are not provided). The Living Wage

rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

F. Berkeley Equal Benefits Ordinance:

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

G. Statement of Economic Interest:

The City's Conflict of Interest Code designates "consultants" as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

VII. OTHER REQUIREMENTS

A. Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$1,000,000, automobile liability insurance in the minimum amount of \$500,000 and a professional liability insurance policy in the amount of \$1,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insureds.

B. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

(Worker's Compensation Insurance cannot be waived for any person who employs others.)

C. Business License

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. The infirm, warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections 9.04.290, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305).

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

D. Recycled Paper

All reports to the City shall be on recycled paper that contains at least 50% recycled product when such paper is available at a cost of not greater than ten percent more than the cost of virgin paper, and when such paper is

available at the time it is required. If recycled paper is not available the Contractor shall use white paper. Written reports or studies shall be *printed on both sides of the page* whenever practical.

VIII. SCHEDULE (dates are subject to change)

- | | |
|---|-------------------|
| <input type="checkbox"/> Issue RFP to potential bidders: | January 16, 2009 |
| <input type="checkbox"/> Questions due to Director of Library Services | January 30, 2009 |
| <input type="checkbox"/> Proposals due from potential bidders | February 12, 2009 |
| <input type="checkbox"/> Short list interviews and selection completion | March 11, 2009 |
| <input type="checkbox"/> BOLT Approval of Contract | April 2009 |
| <input type="checkbox"/> City Council Approval of Contract | May 2009 |
| <input type="checkbox"/> Award of Contract | May 2009 |
| <input type="checkbox"/> Sign and Process Contract | May 2009 |
| <input type="checkbox"/> Notice to proceed | May 2009 |

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your proposal.

Attachments:

- | | |
|---|--------------|
| • Check List of Required items for Submittal | Attachment A |
| • Non-Discrimination/Workforce Composition Form | Attachment B |
| • Nuclear Free Disclosure Form | Attachment C |
| • Oppressive States Form | Attachment D |
| • Living Wage Form | Attachment E |
| • Equal Benefits Disclosure Form | Attachment F |
| • Right to Audit Form | Attachment G |
| • Insurance Endorsement | Attachment H |
| • Equal Benefits Certification of Compliance | Attachment I |
| • Agreement for Consulting Services | Attachment J |



Finance Department
Purchasing Division

REQUEST FOR PROPOSAL (RFP)
Specification No. 09-10395
FOR
Architectural Services for the Renovation and Expansion
of the North Branch Library
Proposals will not be opened and read publicly

ADDENDUM "A"
January 22, 2008

Dear Proposer:

Please note the following correction to page 1, paragraph 4, email address to submit questions should be: director@berkeleypubliclibrary.org

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**North Branch Library Design**" and **Specification No. 09-10395** clearly marked on the **outer most mailing receptacle.**

Mail or Hand Deliver to:

City of Berkeley
Finance/Purchasing
2180 Milvia St., 3rd Fl.
Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager



Finance Department
Purchasing Division

REQUEST FOR PROPOSAL (RFP)
Specification No. 09-10395
FOR
Architectural Services for the Renovation and Expansion
of the North Branch Library
Proposals will not be opened and read publicly

ADDENDUM "B"
January 30, 2009

Dear Proposer:

Questions received from proposers along with answers are attached.

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**North Branch Library Design**" and **Specification No. 09-10395** clearly marked on the **outer most mailing receptacle.**

Mail or Hand Deliver to:

City of Berkeley
Finance/Purchasing
2180 Milvia St., 3rd Fl.
Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager

Addendum “B”
Pre-proposal meeting, January 27, 2009
Questions and Answers for RFP 09-10395

Architectural Services for the Renovation and Expansion of the North Branch Library

The City of Berkeley has received questions from some potential respondents regarding RFP 09-10395 Architectural Services for the Renovation and Expansion of the North Branch Library. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Is there a public art component?

Yes, the City of Berkeley has such a program, 1% of construction budget; the Library will work with the Art commission to initiate discussions early in the planning.

2. Should Universal Design Concepts be integrated into the design?

The City of Berkeley is very proud of it's commitment to disability access issues, all design should be responsive to these requirements. Stakeholder groups were a part of the Master Planning process and will continue to be integral through design to commissioning.

3. Are you anticipating the project will be an actual silver LEED certified project? Should we include a consultant with this expertise as part of our team?

Yes, that is the City of Berkeley minimum LEED design standard for City projects. In addition, the community expects the Library to incorporate sustainable ideas and green concepts wherever fiscally feasible and practical.

Architects are responsible for selecting materials and systems to achieve certification and to produce calculations and data sheets of selected components and collect contractor submittals to aid in actual application for certification, but will not be required to do actual certification.

4. Has a project management / construction administration firm been selected for the bond program and will the PM/CM selection be prior to selection of the architectural firm?

Not as of this meeting, the request for proposal process is parallel at this point. But, a selection may be made in advance of finalizing of the design team selection process. The Library will be the lead on managing the bond program. The Library will hire inspectors during the construction phase to assist with contract compliance and code enforcement over site. Design teams should submit an hourly rate as part of their price proposal for work to be done during construction phase.

5. Do the soft costs estimated in the Branch Library Master Facility Plan include everything?

Yes and project cost estimates will be confirmed prior to final design team contract completion.

6. Do you have a proposed process for public involvement in the design process?

There are many stakeholders for the branch projects. Members of the community at large and people in the neighborhoods are among those that will be very interested in the process. We are anticipating a lot of interest from many sectors. Staff will lead the community involvement process and the design team will be asked to present at community meetings, to the Board of Library Trustees, and City Council. The Library will direct the process. Teams should address this in their responses and include how many hours they anticipate spending for this aspect of the process in their cost proposals.

7. Are building plans for the branches available online?

The Library has paper blueprints and other documents possibly relevant to the proposers; however, there is no guarantee to their accuracy. These are listed in the handouts for the meeting.

8. What is the historic status of the buildings?

This is addressed in the Branch Library Master Facility Plan document available at www.berkeleypubliclibrary.org or in hardcopy at all Berkeley Public Library locations and in the Library's administrative offices.

9. Is the intent to select a different architect for each of the four projects; are firms prohibited from applying for multiple projects?

The City and the Library have indicated an interest in engaging the design community fully. More importantly is matching the design firm's skills with the individual projects special characteristics; for example in the case of the North Branch a renovation and expansion of a much loved historic branch set in a residential environment. There is no prohibition to apply for multiple projects. Teams are encouraged to submit proposals for all projects they are interested in; though separate complete proposals must be submitted for each project. Decisions regarding the process for the remaining two projects have not been set.

10. What is the process for selection and negotiation?

A committee of City and Library staff, project consultant and members of the community will review and rank the proposals. The short-listed firms, three to four will then be interviewed in a public setting by the Board of Library Trustees. The tentative date of the interviews for the short-listed firms is March 11, 2009. Finalists will be notified a minimum of seven days in advance of this date; teams are expected to be available on this day to make a brief presentation and respond to questions. The Library follows all of the City of Berkeley's purchasing processes. City staff and the Library's consultant(s) will direct this process. The Board of Library Trustees and the Berkeley City Council will approve the final contracts once staff has completed negotiations.

11. Who will be the primary contact parties once the project is underway?

The Library is the client and the Library Director will be guiding the overall project; and it is expected that the Library Branch Services Manager will be highly involved in the day-to-day details. Project Manager consultants will be the primary contact during construction phase.

12. The request for a price proposal at the time of submission is a large requirement and time intensive, could it be revised so that only the finalists submit a cost proposal?

The process has been revised accordingly:

Price Proposal:

Firms selected to be interviewed will be required to submit a sealed project cost quote **by Wednesday, March 4th at 4:00 pm**, one week in advance of the March 11, 2009, interviews and selection completion. The sealed quotes will not be opened until after the ranking of firms. The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work.

All quotes must be in a sealed envelope and have **North Branch Library Design and Specification No. 09-10395** clearly marked on the **outer most mailing envelope**. Please submit one original copy of the proposal as follows:

Mail or Hand Deliver To:
City of Berkeley
Finance / Purchasing
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

13. Are all of the possible subcontractors listed, for example if a hazardous material test was required how would this be handled and site work is not called out?

Teams are expected to provide full services. If in the process of design the team identifies a testing-need the Library will bear the cost, teams are expected to do due diligence in the advance planning phase to identify all possible testing needs. The team would be expected to facilitate the process but the City would hire the firm or utilize City staff. Each site is different, for example given the large plot of land surrounding the North Branch structure, inclusion of a landscape architect might be appropriate. At a minimum, the proposal should include the reconditioning of the site. The Branch Libraries Facilities Master Plan (www.berkeleypubliclibrary.org) lists all the investigations and testing done to date.

14. What is the preferred process for commissioning the building?

The design team should include this in their proposal though not as part of the basic fee. The team can recommend a process in the proposal that clearly identifies the option specified. The design team is expected to address this in their proposal and an independent analysis is not required.

15. Can you provide any further clarification on the project budget and current projected project scheduling?

The Branch Library Master Facility Plan provides estimates for a point in time. The Library branch bond is set at \$26 M for all four projects. The Library is committed to delivering to the community the scope of work detailed according to the schedule in the master plan. The schedule may be accelerated but with the caveat that service to the community is always a factor in decision-making.

16. What is the preferred option and/ or required process for construction bidding?

The City follows the conventional method, design – bid - build. Pre-qualifying will be minimal and limited to specialty trades. The City does not pre-qualify contractors but will

review contractors bids to determine their responsiveness to requirements.

17. Will the branches be open during all or any portion of the construction phase?

No, the buildings will be vacated and no public services will be provided. The Library will be responsible for planning of the move, removing books, portable loose furniture and restocking after project completion



Finance Department
Purchasing Division

REQUEST FOR PROPOSAL (RFP)
Specification No. 09-10395
FOR
Architectural Services for the Renovation and Expansion
Of the North Branch Library
Proposals will not be opened and read publicly

ADDENDUM "C"
February 5, 2008

Dear Proposer:

Questions received from proposers along with answers are attached.

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**North Branch Library Design**" and **Specification No. 09-10393** clearly marked on the **outer most mailing receptacle.**

Mail or Hand Deliver to:

City of Berkeley
Finance/Purchasing
2180 Milvia St., 3rd Fl.
Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager

Addendum “C”
Questions and Answers for RFP 09-10395
Architectural Services for the Renovation and Expansion
Of the North Branch Library

The City of Berkeley has received questions from some potential respondents regarding RFP 09-10395, Architectural Services for the Renovation and Expansion of the North Branch Library. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Please clarify the Price Proposal (section III Submittal Requirements, item 11) requirements and submittal process as discussed during the pre-proposal meetings.

Answer: The first ranking of proposals are based on 80% of the criteria listed, excluding the fee proposal. Finalist will be interviewed and ranked. Price proposals are a criteria in final selection.

2. The RFP mentions a page limit. Please clarify what this means regarding pagination. Does this include cover, section tabs, attachments, etc.? Are the disclosure forms included within the page limit?

Answer: Submittals are limited to the **maximum** total **number** of pages (8 ½ “ x 11” individual pieces of paper) as stated in the RFP. With the requested double sided format, page numbers would be required on both sides of each sheet, which would equal twice the number of the limited total pages. Please, format the proposal so that the required sections are clearly delineated; tabbing is not required. The required forms and declarations under the heading City Requirements are not included in the maximum page count.

3. Our firm would be interested in obtaining the RFP for the North Branch Library (No. 09-10395) and the South Branch Library (No. 09-10394). Please send copies to our provided contact information.

Answer: Vendors can download the RFP at <http://www.cityofberkeley.info/contentdisplay.aspx?=7128> if a hard copy is required please contact Purchasing at 510-981-7320.

4. I was not able to attend the pre-proposal meeting. Please include my email on the list of those to receive addenda and other information regarding the RFP.

Answer: It is the vendor’s responsibility to check for answers to questions or any addenda on the city of Berkeley’s website at <http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

5. Does the City of Berkeley ever require a scale model to be provided by the architect to show design, in lieu of or in addition to floor plans, etc.?

Answer: A scale model is not required on the Library design projects.

6. Who is responsible for the following: Interior Design, IT, AV and Telecommunications, RFID Systems, FF&E and Move Management?

Answer: It is not clear which aspects of IT / AV you are referring, so we can not adequately respond. The remaining items will be managed by the Library, see Addendum dated January 30, 2009 on the City of Berkeley website: <http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

7. Which firm did you work with on the Master Plan?

Answer: The [Branch Libraries Facilities Master Plan](http://www.berkeleypubliclibrary.org) document is posted on the Library’s website: www.berkeleypubliclibrary.org.

8. Will there be any moving-related services involved as part of the branch libraries renovation

projects?

Answer: No decisions have been made as to how these needs will be addressed.

9. Is the City looking for one architect to design all four projects or are you looking for 4 AIA's? When will the two other RFPs, for West and Claremont branches, be released?

Answer: See Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

10. Does the City envision having more than one architectural firm perform design services?

Answer: Your question is not clear; however, if you are referring to partnerships or alliances these are not disallowed. The Library intends to fully engage the design community. Please, see Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

11. Are there established construction budgets for the North and South Libraries from the Branch Facility Master Plan that was completed?

Answer: See Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

12. How stringent the City is about the five year timeline regarding related team design experience.

Answer: See Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>.

13. Will it be allowable to submit one proposal for both projects?

Answer: See Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

14. Is it necessary to attend both pre-proposal walkthroughs; or may we contact the individual library branch managers to discuss specifics at their facilities?

Answer: Attendance at the pre-proposal meetings was not required. No formal walkthroughs were scheduled. Firms may visit the branches during regular business hours; a map is included in the Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

15. The RFP refers to a library consultant; what is the Library's expectations requiring this?

Answer: This refers to expertise related to library building program development or refinement. This can be in-house experience based on recent experience in this area or firms may want to have identified a consultant to be a resource.

16. Have there been any changes to the schedule that is contained in the RFP?

Answer: No.

17. Will the City provide office space or office equipment for the Project Management firm or will the firm have to make its own arrangements for space and office equipment?

Answer: During the design phase, workspace will be made available in the downtown area. The project team will have access to meeting space at the Central Library. The consultant should negotiate office space on site with the contractor for use during the construction phase.

18. Will the City perform hazardous material abatement prior to the start of any building renovations?

Answer: See: Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

19. Will the facilities being closed during the times that construction is taking place?

Answer: Yes. See: Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

20. In "Submission Requirements", item #7 it refers to "...lines of communication with Library staff." Who exactly is "Library staff?"

Answer: See: Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>



Finance Department
Purchasing Division

REQUEST FOR PROPOSAL (RFP)
Specification No. 09-10395
FOR
Architectural Services for the Renovation and Expansion
Of the North Branch Library
Proposals will not be opened and read publicly

ADDENDUM "D"
February 6, 2008

Dear Proposer:

Question received from proposers along with answer is below:

Will members of the team that prepared the Master Plan studies be excluded from participating in the design and construction phase of the branch modernization program to avoid the public's potential perception of a conflict of interest?

Answer: Contractors on City projects must comply with all applicable conflict of interest regulations, including but not limited to, Government code section 1090.

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**North Branch Library Design**" and **Specification No. 09-10393** clearly marked on the **outer most mailing receptacle.**

Mail or Hand Deliver to:

City of Berkeley
Finance/Purchasing
2180 Milvia St., 3rd Fl.
Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager



Finance Department
Purchasing Division

REQUEST FOR PROPOSAL (RFP)
Specification No. 09-10395
FOR
Architectural Services for the Renovation and Expansion
Of the North Branch Library
Proposals will not be opened and read publicly

ADDENDUM "E"
February 9 2008

Dear Proposer:

Question received from proposers along with answer is below:

Does the consultant team need to complete attachments B-F?

Answer: No, but the Prime is responsible to see that the team members comply.

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**North Branch Library Design**" and **Specification No. 09-10393** clearly marked on the **outer most mailing receptacle.**

Mail or Hand Deliver to:

City of Berkeley
Finance/Purchasing
2180 Milvia St., 3rd Fl.
Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager



Finance Department
Purchasing Division

REQUEST FOR PROPOSAL (RFP)
Specification No. 09-10395
FOR
Architectural Services for the Renovation and Expansion
Of the North Branch Library
Proposals will not be opened and read publicly

ADDENDUM "F"
February 9, 2008

Dear Proposer:

Questions received from proposers along with answers are attached.

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**North Branch Library Design**" and **Specification No. 09-10393** clearly marked on the **outer most mailing receptacle.**

Mail or Hand Deliver to:

City of Berkeley
Finance/Purchasing
2180 Milvia St., 3rd Fl.
Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager

Addendum “F”
Questions and Answers for RFP 09-10395
Architectural Services for the Renovation and Expansion
Of the North Branch Library

The City of Berkeley has received questions from some potential respondents regarding RFP 09-10395, Architectural Services for the Renovation and Expansion of the North Branch Library. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Does the City of Berkeley have a local or small business preference or any policy that gives local companies preference in responding to RFPs?
Answer: The preference only applies to goods and non-professional services under \$25,000, so it does not apply to this RFP.
2. Will the list of attendees that signed in to the pre-proposal meetings be available?
They are posted at: <http://www.cityofberkeley.info/ContentDisplay.aspx?id=7128>
3. In review of the contract for consultant we noted the requirement for Professional Liability coverage. We assume that the CM firm will not have to provide this coverage.
Answer: The CM will have to provide this coverage.
4. I noticed that the Professional Liability Insurance of \$1M is required. Is this an oversight, as PM/CM firms don't typically carry this type of insurance?
Answer: It is not an oversight; the PM/CM will have to provide this coverage.
5. A question with regards to the Project Management RFP. Given all the recent publicity, we are trying to properly interpret the requirements of the Nuclear Free Zone Disclosure Form. This may be a far-fetched question, but do you think that working as a consultant on a University of California student housing project constitutes a violation of the Nuclear Free ordinance (because the UC system engages in nuclear work)? My reading is that it doesn't, but I just want to make sure.
Answer: Based on your description of the work you performed this would not preclude you from signing the disclosure.
6. Do all members of the consultant team need to sign, and include the attachments B-F with the proposal or just the Prime consultant (architect)?
Answer: Only the prime contractor will need to sign the attachments. It is the prime contractor's responsibility to ensure all sub contractors are compliant to the contract requirements.
7. In regards to the South Branch Library Improvements project, is there a minority owned business requirement for this contract? Does our proposed team need to be compiled with a certain percentage of minority owned businesses?
Answer: No
8. Will any consideration be given to small local businesses in the ranking of submittals? Are any preference points for SLBE to be included in the selection process?
Answer: No
9. Within the RFP, there is a request to fill out Form 700, where can we access this form?
Answer: <http://www.fppc.ca.gov/forms/700-08-09/Form700-08-09.pdf>



BERKELEY PUBLIC LIBRARY

DESIGN TEAM INTERVIEWS

March 11, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: INTERVIEWS FOR ARCHITECTURAL SERVICES FOR THE RENOVATION AND EXPANSION OF THE SOUTH BRANCH LIBRARY

INTRODUCTION

The three most highly qualified firms making proposals for design services will be introduced, make a presentation and be interviewed by the board.

FISCAL IMPACT

Voters approved the sale of \$26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries. Architectural design services are included in the estimated soft costs, preceding construction of the South Branch Library renovation and expansion or replacement project.

CURRENT SITUATION AND ITS EFFECTS

Following board approval in December 2008 to begin implementation of the branch renovation program staff worked with the City's Purchasing Department to release, on January 16, 2009 a Request for Proposals (RFP): *Architectural Services for the Replacement or Renovation and Expansion of the South Branch Library* (Attachment 1). A pre-proposal meeting occurred on January 27, 2009, with responses to questions from possible vendors posted on the City of Berkeley website prior to the closure of the RFP on Thursday, February 12, 2009.

The responses received were numerous and therefore the process has been a highly competitive one. A design review committee, made up of staff, Rene Cardinaux, library consultant and representatives from the community met twice and considered twenty-five proposals. All firms considered in the proposal process have been contacted regarding their status. The finalists, the three most qualified design teams, are presented to the board for their consideration.

FUTURE ACTION

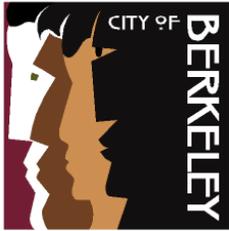
On Friday, March 13, 2009, the board will convene a Special Meeting of the Board of Library Trustees at 3:00 PM to discuss and evaluate the qualifications of the firms interviewed on March 11, 2009. The trustees will have discuss the interviews and proposals, consider background and

professional references gathered by staff for each firm, receive information related to any follow-up questions they may have had and then rank firms in order of preference. By Monday, March 9th at 4:00 PM the finalist will have submitted a sealed project cost quote. Staff will open and evaluate the sealed price quotes and report to the board at this meeting so that this final criteria can be considered. Price proposals will be considered in the final decision-making process and will serve as the starting point for contract negotiations, which will occur in a confidential manner with staff.

On March 13, 2009, the board will take action approving the rank order of firms interviewed; designate a preference for the firm considered as best meeting the criteria for the project as described in the request for proposals; and instruct the director of library services to negotiate a contract for services. Following contract negotiations staff will bring an action item to the board recommending a scope of services and a not to exceed contract amount with the selected design firm. The board's recommendation will be considered for action by City Council prior to notice to proceed.

ATTACHMENTS:

1. Requests for Proposals and Addendums



Finance Department
General Services Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 09-10394
FOR
ARCHITECTURAL SERVICES FOR THE REPLACEMENT OR RENOVATION AND
EXPANSION OF THE SOUTH BRANCH LIBRARY
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

Dear Proposer:

The City of Berkeley is soliciting written proposals from qualified firms or individuals to provide architectural design services related to the replacement or renovation, expansion and construction of the South Branch of the Berkeley Public Library located at 1901 Russell Street, Berkeley, CA. As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 2:00 pm, on Thursday, February 12, 2009.** All responses must be in a sealed envelope and have **South Branch Library Design** and **Specification No. 09-10394** clearly marked on the **outer most mailing envelope**. Please submit one original and ten (10) copies of the proposal as follows:

Mail or Hand Deliver To:
City of Berkeley
2180 Milvia Street, 3rd floor
Berkeley, CA 94704

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please contact Donna Corbeil, Director of Library Services, via email at director@ci.berkeley.ca.us, no later than 5:00 PM on Friday, January 30, 2009. **A pre-proposal meeting has been scheduled for 1:00 P.M. on Tuesday, January 27, 2009, at the Community Meeting room, 3rd floor, Central Library, 2090 Kittredge Street, Berkeley, CA 94704 to discuss details of the project and answer any questions. Attendance is not required but highly encouraged.**

It is the vendor's responsibility to check for answers to questions or any addenda on the City of Berkeley's website at <http://www.cityofberkeley.info/ContentDisplay.aspx?id=7128>. For general questions concerning the submittal process, contact purchasing at 510-981-7320.

We look forward to receiving and reviewing your proposal.

Sincerely,

Sharon Thygesen
General Services Manager

I. **BACKGROUND**

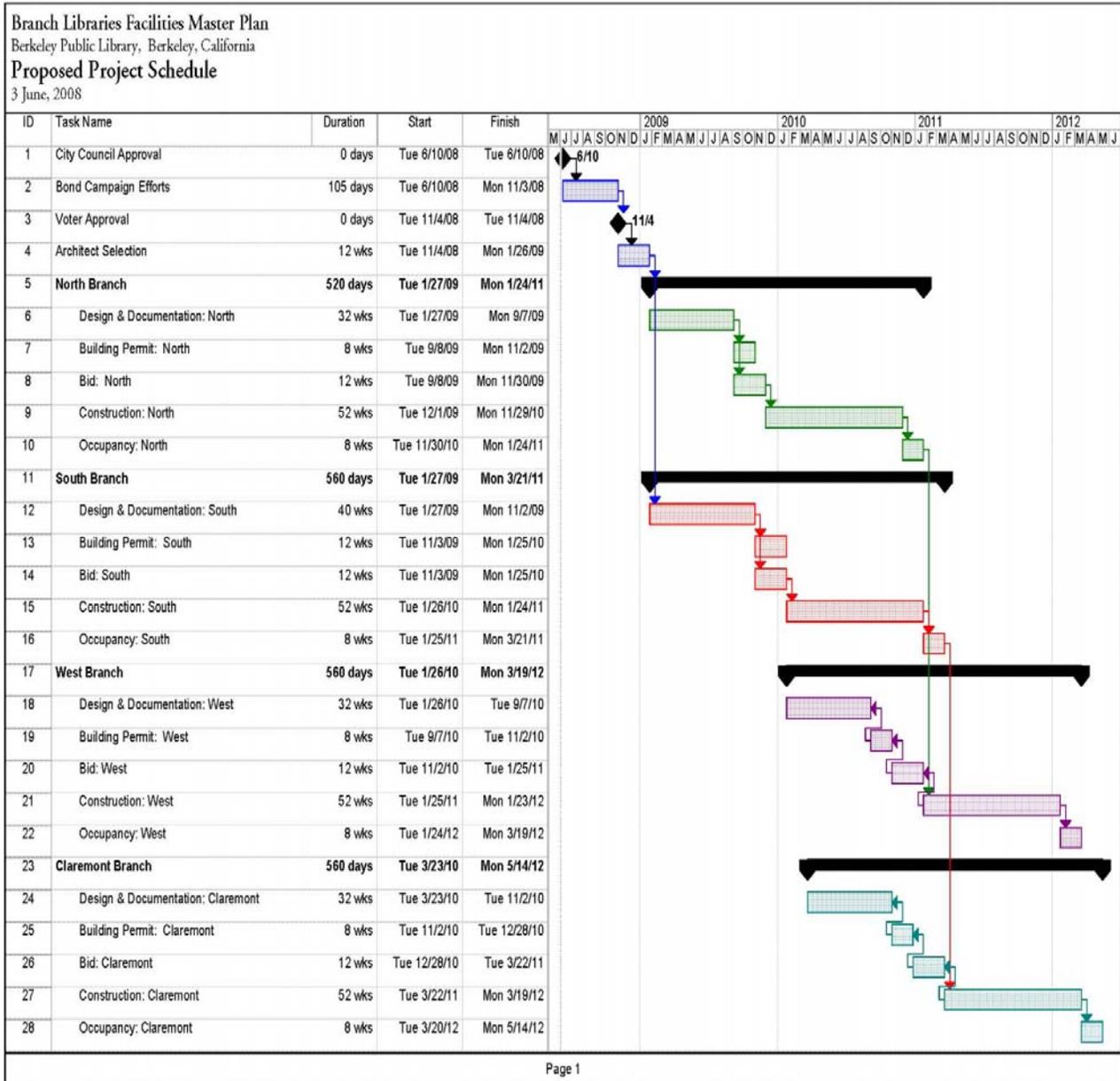
Since 1893 the Berkeley Public Library (BPL) has had a proud tradition of serving the cultural, informational, educational, and recreational needs of its community. The Central Library and branches serve as an important focal point of civic and social life by providing space for meetings, hosting cultural events, and sponsoring literacy and other community outreach programs. The Central Library, renovated and expanded in 2002, houses the largest percent of the collection, administrative and support units, in addition to fulfilling the role of neighborhood branch for downtown residents and workers. Branch Libraries play an equally important role in the community and must be flexible enough to address current and future service needs.

The **Branch Libraries Facility Master Plan (BLFMP)**, completed in 2008 is the most recent feasibility study assessing the four branches and Tool Lending Library's ability to serve the community. The final report provides an assessment of the physical ability of the branch libraries to serve the needs of the community and the potential of existing facilities to meet future community needs. The full two-volume report is available on the Library's website in electronic format at: www.berkeleypubliclibrary.org, under *About the Library*, in the Planning folder or in paper at all Library locations.

The final report documented serious physical defects including those related to seismic safety, structural deficiencies, accessibility / disabled access, overcrowding, and infrastructure / code compliance deficiencies. In the Conceptual Design Phase, recommendations for improvements and expansion possibilities were developed for each branch in order to establish baseline costs and project estimates for construction costs. Based on extensive discussions and review of the multiple options developed for each branch and the associated cost estimate for each option, an overall final recommended program was established at the \$26M level. On November 4, 2008, Berkeley voters approved Measure FF, a Library Bond measure not to exceed \$26M to renovate, expand, and make seismic and access improvements at the four branch libraries, including the restoration and refurbishment of historic features.

The Berkeley Public Library has a long history of community support reflecting the community's belief in the Library as a valuable asset. The passage of the recent ballot measure and the ongoing financial support provided by the Library Tax demonstrate a commitment to maintaining the Library as a critical community resource. The Berkeley community has a long tradition of activism and community engagement, the Library had the advantage of this enthusiasm in designing the renovated and expanded Central Library and more recently in developing the recommendations in the BLFMP. The Board of Library Trustees, Library staff and many other stakeholders were involved in the development of the Branch Facility Master Plan and the continued contribution of these individuals, stakeholder groups and community partners is presumed. Engagement of the community and Library / City staff, in all aspects is critical to the success of the design process and final product. Community engagement is an essential element of the building project to ensure the branch libraries meet the needs of users and reflect the values of the neighborhoods in which they are located. Coordination with all interested participants will begin in the early stages of schematic design and continue through design, bidding, construction, commissioning, and completion of the project.

A recommended phasing of these four projects was included in the final BLFMP; in November 2008 the Board of Library Trustees confirmed that the South Branch design phase should commence with the issuance of a request for proposals.



SOUTH BRANCH LIBRARY

The South Branch was designed by Berkeley architect John Hans Ostwald and opened in 1961 at the corner of Russell Street and Martin Luther King Jr, Way. The building includes design concepts considered modern for its time. It is a low concrete-block and wood-frame T-shape building that was originally 2,700 sf in size. In 1974, a meeting room, which includes a skylight and restrooms, was added to the back of the existing building bringing it to its current square footage of 5,040 sf. On the same site is a stand-alone building housing the Tool Lending Library of approximately 500 sf.

The South Branch Library, located at 1901 Russell St., is the smallest of the four branches, providing a full range of services to the neighborhood and is the site of the Tool Lending Library, a unique library program which provides residents city-wide a wide range of gardening, home repair, and small construction grade tools for borrowing. Information regarding current needs and recommendations are included as Addendums, extracted from the BPL Branch Libraries Facilities Master Plan (BLFMP) Volumes I and II (July 2008).

Extensive community discussion has occurred regarding the South Branch Library facility and the possible options. The building's overall condition is fair to poor and conceptual designs indicate an attempt to stabilize and repair it would be more costly than new construction. In the BLFMP two options were explored, option one, is to demolish the 1974 addition and Tool Library and renovate the original building section adding new space of approximately 4,000 sf to create a total space of approximately 6,700 sf. The second option is to demolish both buildings and to build one new building of approximately 8,000 sf on the same site to serve both programs.

The Project has limited funding and must be fiscally managed within the program funding for all four projects. The design team will be required to develop alternatives for both options to allow for further discussion on the best response to address the program and operational needs of the Library. The projected timeline for design takes into consideration the need for additional design at the front-end. The design team is expected to actively engage the community with staff assistance in order to develop a solution that is innovative and appropriate.

The selected plan must be a cost effective solution meeting stakeholders' requirements within budget and schedule constraints. The total project budget, including design fees, is set at \$5.5M based on June 2008 cost estimates and does not include escalation to start of construction, construction contingency, project contingency, project management and furniture, fixtures and equipment. The project is funded by Measure FF, a Library Bond for \$26M passed by City of Berkeley voters in 2008.

The City requires all new construction to achieve Silver LEED Certification and to provide a fire sprinkler system.

The project will require City review and approval; and will require ongoing review and final approval by the Board of Library Trustees in open public meetings.

II. SCOPE OF SERVICES

The scope of work includes the provision of full Design Services, including architectural, engineering and consulting services during all phases. Additionally, it includes the Bidding and Construction Phase for the Berkeley Public Library South Branch Replacement or Renovation and Expansion Project. The consultant will as necessary hire and coordinate all specialty consultants / experts, including but not limited to engineers (structural, mechanical, geotechnical and electrical), landscape architect, lighting, technology, sustainability (LEED), historical, interior design and cost estimating. Firms are expected to be knowledgeable of the City of Berkeley building and design approval process and requirements, including those related to historical renovations.

Consultant will prepare, maintain and provide to the Library an active project schedule outlining all design, coordination, meetings, reviews, presentations, approvals, and similar activities necessary to complete the project.

Design Phase:

Conceptual Design

This phase will include review of all relevant documents related to the program requirements and needs to be resolved. Required meetings with Library staff and the community in order to further develop / confirm South Branch and Tool Lending Library building program. A library consultant or consultant staff experienced in library program development is required. While some conceptual design has occurred this will be reviewed and additional options developed. Provide preliminary cost estimates for each option to assist in selection process. Assist in City's Planning Department permit process / historical review process (if required). Revise schemes until the Library selects a preferred concept. Participate / engage in public presentations of the different alternative versions. Facilitate process as needed. Produce small-scale diagrammatic plan(s), site plan, elevation, and section drawings for options as needed and for preferred concept(s).

Schematic Design

Upon selection of the preferred concept(s) prepare conceptual plans (site plan, floor plan, building section, elevations, outline specifications) and construction cost estimates. Complete design studies of the Library selected scheme(s) that best meets the project program, budget and schedule needs. Attend meetings with City / Library staff, Board of Library Trustees (BOLT) and community meetings. Provide visual material to communicate to public and staff the exterior and interior plans and general description of key design elements, such as code requirements and historical elements. Prepare, submit, respond and revise Schematic Design documents as needed to secure City approvals.

Design Development Phase

Identify and resolve any program requirement issues. For the preferred concept submit design development documents for review by the Library / City and other designated groups of selected design at 50% and 100%, to include: small-scale plans, site plan, and building sections, outline specifications for all building systems, historic features such as light fixtures, fenestrations, furniture and shelving layout (floor plan) and quantities, landscaping and code required signage. Recommend furniture and fabric finishes both new and re-use of historic shelving and built-ins.

At 100% Design Development documents, present furniture choices with finish options in context with interior finishes and submit in board and/or binder format. Submit color and material board with samples of exterior and interior colors, finishes and materials. Provide pictures of materials in other applications where better represented. Participate in public presentations of the design.

Respond, submit and revise Design Development (DD) documents as needed to secure approvals from appropriate authorities.

Prepare estimate of Building Construction Cost and schedule for construction duration and phasing. Develop alternates as needed.

Construction Documents

Prepare and submit, from Design Development Phase documents, Construction Documents at 50% and 95%: working drawings that set forth in detail the requirements for the construction of the Project including any bid alternates and/or value engineering, and estimates of building construction cost, construction duration and phasing.

Development of bid documents in consultation with City and Library to incorporate City-required specifications for building permits. Revise and resubmit as required to secure building permits and all other approvals. Attend meetings with Library / City staff and appropriate authorities related to completing this phase.

Submit updated / final space plans and color and materials boards; samples if required; furniture plans to scale for selected furniture and re-use of historic finishes in a furniture binder with quantities.

Construction Administration

Bid Phase

Upon solicitation of bids by the City attend pre-bid meetings with prospective bidders to provide general explanations of the Project; prepare addendum and clarification documents as required; assist the Library with review, evaluation and recommendation for awarding construction contract; consolidate and submit Conformed Set of Construction Documents.

Construction Phase

Upon award of construction contract to a general contractor by the City / Library, the consultant will provide a color, textures and finish schedule to track approvals of colors and materials; assist in maintaining checklists and logs of special inspections and testing, submittals, warranties, guarantees, maintenance and operation manuals, extra stock and other **close-out documents** that are required by specifications. Determine the acceptability of each item and provide a final status report of all items by the end of construction.

Interpret Contract Documents. Review requests for information, submittals, mock-ups, change requests, and substitutions received from the contractor and make recommendations to the Library / Project - Construction Management firm. The consultant and its sub-consultants, as appropriate to the stage of construction, will make routine visits to the project site to observe progress of the work, the character, scope and quality of construction, the finish materials, and to ensure the standard of workmanship conforms to the intent of the design as expressed in Construction Documents and by the consultant's directives. Any issues observed will be reported to the Library for action. Advise Library and Project - Construction Management firm on work for conformance with the Contract Documents upon Substantial completion. The consultant will advise the Library when requested on claims, disputes and other matters in question. Communication regarding issues, timelines or other matters directly with the Contractor is not expected or required.

After compilation of the final punch list by the contractor, the Consultant, in conjunction with the Construction Management Firm, will verify the final list, recommend changes, participate in site visits and participate in the final review of the project in an advisory capacity to the Library.

The consultant will complete all services listed related to the design of the South Branch Library but not limited to those specifically listed. This scope is meant to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The South Branch Project is less well defined than other projects in the program, depending on the preferred scheme selected by the Board of Library Trustee it may be a renovation / expansion of approximately 7,600 sf or new construction of approximately 8,000 sf. If it is a renovation / expansion all issues with the existing structure must be addressed, including seismic, structural, ADA compliance, hazardous materials, and infrastructure upgrades.

The Board of Library Trustees have stressed the importance of design excellence being embodied in the branch designs and construction; the importance of integrating 'green' concepts into projects and a commitment to community and stakeholder involvement in the process.

A pre-proposal meeting has been scheduled for 1:00 P.M. on **Tuesday, January 27, 2009** at the Community Meeting room, 3rd floor, Central Library, 2090 Kittredge Street, Berkeley, CA 94704 to discuss details of the project and answer any questions. Attendance is not required but highly encouraged.

SELECTION PROCESS

The following process will be followed to select a firm:

1. RFP responses will be evaluated, references checked, and a short list of firms to be interviewed identified by a panel composed of Library staff, City staff, and others with knowledge and experience of library construction.
2. A presentation and interview process will be held of the 3-4 firms receiving the highest points based upon the proposals submitted. The interviews will be scheduled the week of March 8, 2009.
3. A presentation and interview process will be held with the short listed firms. Interviews will be held in the Central Library, Community Meeting Room with the Board of Library Trustees and the Director of Library Services. The presentation and interview process will be in open public session of the Board. Following the interview of all firms selected for this step of the process the Board will select the most qualified firm.
4. The Library will begin contract negotiations with the firm selected by the Board.
5. The Berkeley City Council will be the final decision-maker and granting authority for the capital projects.

ADDENDUM 1: Branch Libraries Facilities Master Plan: VOL I: Pages 33-40

ADDENDUM 2: Branch Libraries Facilities Master Plan: VOL II: Pages 115-174

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point. Submittals responding to this RFP must include ten (10) separate bound copies and one (1) unbound original copy. Submittals must be delivered to the Library in hard copy format. Electronic, digital, facsimiles and/or similar format may be provided as optional material, but will not be considered in the selection process.

Submittals must be delivered to the address by the deadline on the coversheet of the RFP.

Submittals are limited to 80 – 8 ½ “ x 11” pages, double sided format. Folded oversized sheets are discouraged, but not prohibited.

1. Letter of Interest:

Provide a “letter of interest” outlining interest in the project, unique qualifications, interview availability and availability of the team to begin work. Include the title and signature of the firm’s contact person for this procurement. This signatory shall be a person with the official authority to bind the company.

2. Contractor Identification:

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.

3. Client References:

Provide a minimum *three (3)* client references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client’s direction.

4. Consultant Team:

Provide description of the team, the organization and general experience, and specific experience of assigned staff.

5. Individual Staff Experience:

Provide a listing of each key staff person in each firm who will be assigned to the project, and background information demonstrating their capabilities and qualifications to perform their assigned task. For each individual, provide current professional registrations, related experience, educational background, and years of service with the team. Identify LEED accredited professionals.

6. Related team design experience in working on similar projects:

Provide a listing of *five (5)* similar projects demonstrating experience working with similar buildings and with similar scope, which have been completed by the firm within the last (5) five years. The listings should include a description of each project; the location; construction cost; date; and client’s name, address and phone number of a contact person.

7. Project Organization:

Provide a chart showing the names and assignments of all key personnel including an estimate of each individual’s time commitment to the project. The chart should indicate proposed lines of communication with Library staff. Any proposed sub-consultants should be clearly identified on the chart.

8. Project Understanding and Approach:

This section of the proposal should detail approaches and methodologies, which the consultant proposes to undertake in order to meet the stated objectives of the Library. Provide as much detail as possible to describe how the required services and scope of work will be performed. Include your understanding of the design issues inherent in the project, your design philosophy and proposed approach to the project.

9. Quality Control / Quality Assurance (QC/QA):

This section should address any QC/QA program the proposer has established or proposes to establish and utilize throughout this project. All work must be performed under the direct supervision of a Registered Architect and Registered Engineers in their respective discipline.

10. Meet Budget:

Demonstrate track record in meeting budgetary requirements.

11. Price Proposal:

The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work.

12. Contract Terminations:

If your organization has had a contract terminated in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five years, so indicate.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

1. Experience and demonstrated ability of the team (20%)
2. Appropriate personnel-principals, project manager and other key personnel relevant experience and skills (20%)
3. Prime consultant and sub-consultant experience in providing similar projects (15%)
4. Overall quality of the responses, and conformance with RFP requirements of content, including overall project understanding and approach and proposed method to accomplish the work in a timely and competent manner (25%)
5. Fee proposal: The total fee for the required services with details on estimates for time and work effort, hourly billing rates, etc. (20%)

The Library reserves the right to reject any and all submissions.

V. PAYMENT

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. Mail invoices to the Finance Manager and reference the contract number.

Berkeley Public Library
Finance Manager
2090 Kittredge Street, 3rd Floor
Berkeley, CA 94704

Payments: The Library will make payment to the vendor within 30- days of receipt of a correct and complete invoice.

VI. CITY REQUIREMENTS

A. Non-Discrimination Requirements:

Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that, for contracts worth more than \$3,000 bids for supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants. **Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal.**

B. Nuclear Free Berkeley Disclosure Form:

Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.**

C. Oppressive States:

The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution No. 59,853-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work. **Bidders must submit the attached Oppressive States Disclosure Form with their proposal.**

D. Conflict of Interest:

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the

proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

E. Berkeley Living Wage Ordinance:

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under B.M.C. Chapter 13.27. A certification of compliance with this ordinance will be required upon execution of a contract. The Living Wage rate is currently \$12.11 (if medical benefits are provided) or \$14.12 (if medical benefits are not provided). The Living Wage rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

F. Berkeley Equal Benefits Ordinance:

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

G. Statement of Economic Interest:

The City's Conflict of Interest Code designates "consultants" as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

VII. OTHER REQUIREMENTS

A. Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$1,000,000, automobile liability insurance in the minimum amount of \$500,000 and a professional liability insurance policy in the amount of \$1,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insureds.

B. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

(Worker's Compensation Insurance cannot be waived for any person who employs others.)

C. Business License

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within

the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. The infirm, warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections 9.04.290, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305).

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

D. Recycled Paper

All reports to the City shall be on recycled paper that contains at least 50% recycled product when such paper is available at a cost of not greater than ten percent more than the cost of virgin paper, and when such paper is available at the time it is required. If recycled paper is not available the Contractor shall use white paper. Written reports or studies shall be *printed on both sides of the page* whenever practical.

VIII. SCHEDULE (dates are subject to change)

- Issue RFP to potential bidders: January 16, 2009
- Questions due to Director of Library Services January 30, 2009
- Proposals due from potential bidders February 12, 2009
- Short list interviews and selection completion March 11, 2009
- BOLT Approval of Contract April 2009
- City Council Approval of Contract May 2009
- Award of Contract May 2009
- Sign and Process Contract May 2009
- Notice to proceed May 2009

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your proposal.

Attachments:

- Check List of Required items for Submittal Attachment A
- Non-Discrimination/Workforce Composition Form Attachment B
- Nuclear Free Disclosure Form Attachment C
- Oppressive States Form Attachment D
- Living Wage Form Attachment E
- Equal Benefits Disclosure Form Attachment F
- Right to Audit Form Attachment G
- Insurance Endorsement Attachment H
- Equal Benefits Certification of Compliance Attachment I
- Agreement for Consulting Services Attachment J

ATTACHMENT A**CHECKLIST**

- Proposal describing:
(Consultant Team, Individual Staff Experience, Related team design experience in working on similar projects, Project Organization, Project Understanding and Approach, Quality Control / Quality Assurance (QC/QA), and Ability to Meet Budget)
- Contractor Identification
- Client References
- Costs proposal by task, type of service & personnel
- Letter of Interest
- The following forms, completed and **signed in blue ink** (attached):
 - Non-Discrimination/Workforce Composition Form Attachment B
 - Nuclear Free Disclosure Form Attachment C
 - Oppressive States Form Attachment D
 - Living Wage Form Attachment E
 - Equal Benefits Disclosure Form Attachment F

ADDITIONAL SUBMITTALS REQUIRED FROM SELECTED VENDOR AFTER COUNCIL APPROVAL TO AWARD CONTRACT.

- Provide **original-signed in blue ink** Evidence of Insurance
 - Auto
 - Liability
 - Worker's Compensation
- Right to Audit Form Attachment G
- Commercial General & Automobile Liability Endorsement Form Attachment H
- Equal Benefits Ordinance Certification of Compliance (EBO-1) Attachment I
- Berkeley Business License



Finance Department
Purchasing Division

REQUEST FOR PROPOSAL (RFP)
Specification No. 09-10394
FOR
Architectural Services for the Replacement or Renovation and Expansion
of the South Branch Library
Proposals will not be opened and read publicly

ADDENDUM "A"
January 22, 2008

Dear Proposer:

Please note the following correction to page 1, paragraph 4, email address to submit questions should be: director@berkeleypubliclibrary.org

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**South Branch Library Design**" and **Specification No. 09-10394** clearly marked on the **outer most mailing receptacle.**

Mail or Hand Deliver to:

City of Berkeley
Finance/Purchasing
2180 Milvia St., 3rd Fl.
Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager



Finance Department
Purchasing Division

REQUEST FOR PROPOSAL (RFP)
Specification No. 09-10394
FOR
Architectural Services for the Replacement or Renovation and Expansion
of the South Branch Library
Proposals will not be opened and read publicly

ADDENDUM "B"
January 30, 2009

Dear Proposer:

Questions received from proposers along with answers are attached.

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**North Branch Library Design**" and **Specification No. 09-10395** clearly marked on the **outer most mailing receptacle.**

Mail or Hand Deliver to:

City of Berkeley
Finance/Purchasing
2180 Milvia St., 3rd Fl.
Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager

Addendum “B”
Pre-proposal meeting, January 27, 2009
Questions and Answers for RFP 09-10394

**Architectural Services for the Replacement or Renovation and Expansion
of the South Branch Library**

The City of Berkeley has received questions from some potential respondents regarding RFP 09-10395, Architectural Services for the Replacement or Renovation and Expansion of the South Branch Library. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. The South Branch project appears to require several design options (expand – renovate or new), is one preferred? What about the Tool Lending Library?

The South Branch is also the home to the Tool Lending Library. The library services provided here are unique, two services in separate facilities on the same site. The Library would like to integrate these into one building. The community has had some discussions regarding the branch, the preference is to expand or rebuild on the current site. There is no consensus among the community or other stakeholders at this date on which option will best meet the long-term needs of the community and the operational needs of the library. We anticipate much community engagement and will be exploring at least two options during the early stages but will finalize the choices before moving on to Construction Documentation, usually defined at the 35% level of services.

2. Is there a public art component?

Yes, the City of Berkeley has such a program, 1% of the construction budget; the Library will work with the Art commission to initiate discussions early in the planning.

3. Should Universal Design Concepts be integrated into the design?

The City of Berkeley is very proud of it’s commitment to disability access issues, all design should be responsive to these requirements. Stakeholder groups were a part of the Master Planning process and will continue to be integral through design to commissioning.

4. Are you anticipating the project will be an actual silver LEED certified project? Should we include a consultant with this expertise as part of our team?

Yes, that is the City of Berkeley minimum LEED design standard for City projects. In addition, the community expects the Library to incorporate sustainable ideas and green concepts wherever fiscally feasible and practical.

Architects are responsible for selecting materials and systems to achieve certification and to produce calculations and data sheets of selected components and collect contractor submittals to aid in actual application for certification, but will not be required to do actual certification

5. Has a project management / construction administration firm been selected for the bond program and will the PM/CM selection be prior to selection of the architectural firm?

Not as of this meeting, the request for proposal process is parallel at this point. But, a selection may be made in advance of finalizing of the design team selection process. The Library will be the lead on managing the bond program. The Library will hire inspectors during the construction phase to assist with contract compliance and code enforcement over site. Design teams should submit an hourly rate as part of their price proposal for work to be done during construction phase.

6. Do the soft costs estimated in the Branch Library Master Facility Plan include everything?

Yes and project cost estimates will be confirmed prior to final design team contract completion.

7. Do you have a proposed process for public involvement in the design process?

There are many stakeholders for the branch projects. Members of the community at large and people in the neighborhoods are among those that will be very interested in the process. We are anticipating a lot of interest from many sectors. Staff will lead the community involvement process and the design team will be asked to present at community meetings, to the Board of Library Trustees and City Council. The Library will direct the process. Teams should address this in their responses and include how many hours they anticipate spending for this aspect of the process in their cost proposals.

8. Are building plans for the branches available online?

The Library has paper blueprints and other documents possibly relevant to the proposers; however, there is no guarantee to their accuracy. These are listed in the handouts for the meeting.

9. What is the historic status of the buildings?

This is addressed in the Branch Library Master Facility Plan document available at www.berkeleypubliclibrary.org or in hardcopy at all Berkeley Public Library locations and in the Library's administrative offices.

10. Is the intent to select a different architect for each of the four projects; are firms prohibited from applying for multiple projects?

The City and the Library have indicated an interest in engaging the design community fully. More importantly is matching the design firm's skills with the individual projects special characteristics, for example in the case of the North Branch a renovation and expansion of a much loved historic branch set in a residential environment. There is no prohibition to apply for multiple projects. Teams are encouraged to submit proposals for all projects they are interested in; though separate complete proposals must be submitted for each project. Decisions regarding the process for the remaining two projects have not been set.

11. What is the process for selection and negotiation process?

A committee of City and Library staff, project consultant and member of the community will review and rank the proposals. The short-listed firms, three to four will then be interviewed in a public setting by the Board of Library Trustees. The tentative date of the interviews for the short-listed firms interviews is March 11, 2009. Finalists will be notified a minimum of seven days in advance of this date; teams are expected to be available on this day to make a brief presentation and respond to questions. The Library follows all of the City of Berkeley's purchasing processes, City staff and the Library's consultant(s) will direct this process. The Board of Library Trustees and the Berkeley City Council will approve the final contracts once staff has completed negotiations.

12. Who will be the primary contact parties once the project is underway?

The Library is the client and the Library Director will be guiding the overall project; and, it is expected that Library Branch Services Manager will be highly involved in the day-to-day details. Project manager consultants will be the primary contact during construction phase.

13. The request for a price proposal at the time of submission is a large requirement and time intensive, could it be revised so that only the finalist submit a cost proposal?

The process has been revised accordingly:

Price Proposal:

Firms selected to be interviewed will be required to submit a sealed project cost quote **by Wednesday, March 4th, 4:00 pm**, one week in advance of the March 11, 2009 interviews and selection completion. The sealed quotes will not be opened until after the ranking of firms. The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work.

All quotes must be in a sealed envelope and have **South Branch Library Design and Specification No. 09-10394** clearly marked on the **outer most mailing envelope**. Please submit one original copy of the proposal as follows:

Mail or Hand Deliver To:
City of Berkeley
Finance / Purchasing
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

14. Are all of the possible subcontractors listed, for example if a hazardous material test was required how would this be handled and site work is not called out?

Teams are expected to provide full services. If in the process of design the team identifies a testing-need the Library will bear the cost; teams are expected to do due diligence in the advance planning phase to identify all possible testing needs. The team would be expected to facilitate the process but the City would hire the firm or utilize City staff. Each site is different, for example given the large plot of land surrounding the North Branch structure, inclusion of a landscape architect might be appropriate. At a minimum, the proposal should include the reconditioning of the site. The Branch Libraries Facilities Master Plan

(www.berkeleypubliclibrary.org) lists all the investigations and testing done to date.

15. What is the preferred process for commissioning the building?

The design team should include this in their proposal though not as part of the basic fee. The team can recommend a process in the proposal that clearly identifies the option specified.

The design team is expected to address this in their proposal and an independent analysis is not required.

16. Can you provide any further clarification on the project budget and current projected project scheduling?

The Branch Library Master Facility Plan provides estimates for a point in time. The Library branch bond is set at \$26 M for all four projects. The Library is committed to delivering to the community the scope of work detailed according to the schedule in the master plan. The schedule may be accelerated but with the caveat that service to the community is always a factor in decision-making.

17. What is the preferred option and/ or required process for construction bidding?

The City follows the conventional method, design – bid - build. Pre-qualifying will be minimal and limited to specialty trades. The City does not pre-qualify contractors but will review contractor’s bids to determine their responsiveness to requirements.

18. Will the branches be open during all or any portion of the construction phase?

No, the buildings will be vacated and no public services will be provided. The Library will be responsible for planning of the move, removing books, portable loose furniture and restocking after project completion.



Finance Department
Purchasing Division

REQUEST FOR PROPOSAL (RFP)
Specification No. 09-10394
FOR
Architectural Services for the Replacement or Renovation and Expansion
Of the South Branch Library
Proposals will not be opened and read publicly

ADDENDUM "C"
February 5, 2008

Dear Proposer:

Questions received from proposers along with answers are attached.

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**South Branch Library Design**" and **Specification No. 09-10393** clearly marked on the **outer most mailing receptacle.**

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Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager

Addendum “C”
Questions and Answers for RFP 09-10394
Architectural Services for the Replacement or Renovation and Expansion
Of the South Branch Library

The City of Berkeley has received questions from some potential respondents regarding RFP 09-10394, Architectural Services for the Replacement or Renovation and Expansion of the South Branch Library. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Please clarify the Price Proposal (section III Submittal Requirements, item 11) requirements and submittal process as discussed during the pre-proposal meetings.

Answer: The first ranking of proposals are based on 80% of the criteria listed, excluding the fee proposal. Finalist will be interviewed and ranked. Price proposals are a criteria in final selection.

2. The RFP mentions a page limit. Please clarify what this means regarding pagination. Does this include cover, section tabs, attachments, etc.? Are the disclosure forms included within the page limit?

Answer: Submittals are limited to the **maximum** total **number** of pages (8 ½ “ x 11” individual pieces of paper) as stated in the RFP. With the requested double sided format, page numbers would be required on both sides of each sheet, which would equal twice the number of the limited total pages. Please, format the proposal so that the required sections are clearly delineated; tabbing is not required. The required forms and declarations under the heading City Requirements are not included in the maximum page count.

3. Our firm would be interested in obtaining the RFP for the North Branch Library (No. 09-10395) and the South Branch Library (No. 09-10394). Please send copies to our provided contact information.

Answer: Vendors can download the RFP at <http://www.cityofberkeley.info/contentdisplay.aspx?=7128> if a hard copy is required please contact Purchasing at 510-981-7320.

4. I was not able to attend the pre-proposal meeting. Please include my email on the list of those to receive addenda and other information regarding the RFP.

Answer: It is the vendor’s responsibility to check for answers to questions or any addenda on the city of Berkeley’s website at <http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

5. Does the City of Berkeley ever require a scale model to be provided by the architect to show design, in lieu of or in addition to floor plans, etc.?

Answer: A scale model is not required on the Library design projects.

6. Who is responsible for the following: Interior Design, IT, AV and Telecommunications, RFID Systems, FF&E and Move Management?

Answer: It is not clear which aspects of IT / AV you are referring, so we can not adequately respond. The remaining items will be managed by the Library, see Addendum dated January 30, 2009 on the City of Berkeley website: <http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

7. Which firm did you work with on the Master Plan?

Answer: The [Branch Libraries Facilities Master Plan](http://www.berkeleypubliclibrary.org) document is posted on the Library’s website: www.berkeleypubliclibrary.org.

8. Will there be any moving-related services involved as part of the branch libraries renovation

projects?

Answer: No decisions have been made as to how these needs will be addressed.

9. Is the City looking for one architect to design all four projects or are you looking for 4 AIA's? When will the two other RFPs, for West and Claremont branches, be released?

Answer: See Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

10. Does the City envision having more than one architectural firm perform design services?

Answer: Your question is not clear; however, if you are referring to partnerships or alliances these are not disallowed. The Library intends to fully engage the design community. Please, see Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

11. Are there established construction budgets for the North and South Libraries from the Branch Facility Master Plan that was completed?

Answer: See Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

12. How stringent the City is about the five year timeline regarding related team design experience.

Answer: See Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>.

13. Will it be allowable to submit one proposal for both projects?

Answer: See Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

14. Is it necessary to attend both pre-proposal walkthroughs; or may we contact the individual library branch managers to discuss specifics at their facilities?

Answer: Attendance at the pre-proposal meetings was not required. No formal walkthroughs were scheduled. Firms may visit the branches during regular business hours; a map is included in the Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

15. The RFP refers to a library consultant; what is the Library's expectations requiring this?

Answer: This refers to expertise related to library building program development or refinement. This can be in-house experience based on recent experience in this area or firms may want to have identified a consultant to be a resource.

16. Have there been any changes to the schedule that is contained in the RFP?

Answer: No.

17. Will the City provide office space or office equipment for the Project Management firm or will the firm have to make its own arrangements for space and office equipment?

Answer: During the design phase, workspace will be made available in the downtown area. The project team will have access to meeting space at the Central Library. The consultant should negotiate office space on site with the contractor for use during the construction phase.

18. Will the City perform hazardous material abatement prior to the start of any building renovations?

Answer: See: Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

19. Will the facilities being closed during the times that construction is taking place?

Answer: Yes. See: Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>

20. In "Submission Requirements", item #7 it refers to "...lines of communication with Library staff." Who exactly is "Library staff?"

Answer: See: Addendum dated January 30, 2009 on the City of Berkeley website:

<http://www.cityofberkeley.info/contentdisplay.aspx?=7128>



Finance Department
Purchasing Division

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ADDENDUM "D"
February 6, 2008

Dear Proposer:

Question received from proposers along with answer is below:

Will members of the team that prepared the Master Plan studies be excluded from participating in the design and construction phase of the branch modernization program to avoid the public's potential perception of a conflict of interest?

Answer: Contractors on City projects must comply with all applicable conflict of interest regulations, including but not limited to, Government code section 1090.

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Berkeley, CA 94704

Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager



Finance Department
Purchasing Division

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ADDENDUM "E"
February 9 2008

Dear Proposer:

Question received from proposers along with answer is below:

Does the consultant team need to complete attachments B-F?

Answer: No, but the Prime is responsible to see that the team members comply.

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**South Branch Library Design**" and **Specification No. 09-10393** clearly marked on the **outer most mailing receptacle.**

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Sincerely,

Sharon Thygesen
General Services Manager



Finance Department
Purchasing Division

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ADDENDUM "F"
February 9, 2008

Dear Proposer:

Questions received from proposers along with answers are attached.

Please note that proposals must be received by **Thursday, February 12, 2009, no later than 2:00 pm.** All responses must be in a sealed envelope and have "**South Branch Library Design**" and **Specification No. 09-10393** clearly marked on the **outer most mailing receptacle.**

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Bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Sharon Thygesen
General Services Manager

Addendum “F”
Questions and Answers for RFP 09-10394
Architectural Services for the Replacement or Renovation and Expansion
Of the South Branch Library

The City of Berkeley has received questions from some potential respondents regarding RFP 09-10394, Architectural Services for the Replacement or Renovation and Expansion of the South Branch Library. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Does the City of Berkeley have a local or small business preference or any policy that gives local companies preference in responding to RFPs?

Answer: The preference only applies to goods and non-professional services under \$25,000, so it does not apply to this RFP.

2. Will the list of attendees that signed in to the pre-proposal meetings be available?

They are posted at: <http://www.cityofberkeley.info/ContentDisplay.aspx?id=7128>

3. In review of the contract for consultant we noted the requirement for Professional Liability coverage. We assume that the CM firm will not have to provide this coverage.

Answer: The CM will have to provide this coverage.

4. I noticed that the Professional Liability Insurance of \$1M is required. Is this an oversight, as PM/CM firms don't typically carry this type of insurance?

Answer: It is not an oversight; the PM/CM will have to provide this coverage.

5. A question with regards to the Project Management RFP. Given all the recent publicity, we are trying to properly interpret the requirements of the Nuclear Free Zone Disclosure Form. This may be a far-fetched question, but do you think that working as a consultant on a University of California student housing project constitutes a violation of the Nuclear Free ordinance (because the UC system engages in nuclear work)? My reading is that it doesn't, but I just want to make sure.

Answer: Based on your description of the work you performed this would not preclude you from signing the disclosure.

6. Do all members of the consultant team need to sign, and include the attachments B-F with the proposal or just the Prime consultant (architect)?

Answer: Only the prime contractor will need to sign the attachments. It is the prime contractor's responsibility to ensure all sub contractors are compliant to the contract requirements.

7. In regards to the South Branch Library Improvements project, is there a minority owned business requirement for this contract? Does our proposed team need to be compiled with a certain percentage of minority owned businesses?

Answer: No

8. Will any consideration be given to small local businesses in the ranking of submittals? Are any preference points for SLBE to be included in the selection process?

Answer: No

9. Within the RFP, there is a request to fill out Form 700, where can we access this form?

Answer: <http://www.fppc.ca.gov/forms/700-08-09/Form700-08-09.pdf>