



DATE: July 25, 2018

MEMO TO: Board of Directors

THROUGH: Ana Ruiz, General Manager *AR*

FROM: Jay Lin, Engineering and Construction Department Manager
Felipe Nistal, Senior Capital Project Manager

SUBJECT: Administrative Office (AO) Remodel Project - Design Team Selection
Timeline and Process

Background

The Midpeninsula Regional Open Space District (District) is currently seeking an architectural design team for the new AO Remodel Project located at 5050 El Camino Real in Los Altos, California. An AO Ad Hoc Committee (Committee) was formed in March 2018 to assist with the selection of the design team and development of the public engagement approach for the project (R-18-21). On April 23, 2018, staff released a Request of Qualifications (RFQ) on its website, Bay Area American Institute of Architects chapter websites, and several other architectural/engineering/construction industry related websites to solicit interested firms. Staff also reached out to over twenty (20) firms via email and phone calls. Twenty-four (24) architectural and engineering firms attended the pre-proposal meetings held on May 11 and May 14, 2018. Nineteen (19) firms submitted Statement of Qualifications (SOQ) on May 22, 2018. Staff reviewed the SOQ's and scored the teams based on proposal presentation, team experience with similar projects, experience with permitting and codes compliance locally or within the City of Los Altos, feedback from references, and acceptance of the District's agreement (conditions) and insurance. The top five (5) qualified firms were Noll + Tam Architects, RMW Architecture and Interiors, Valerio Dewalt Train Associates, Inc., IA Interior Architects, and Studio G Architects, Inc. IA Interior Architects later declined to propose on the project due to lack of staff resources and disagreements with District's standard agreement.

The Committee participated in tours of five (5) remodeled public and non-profit agency office spaces and buildings on June 11 and June 12, 2018. The facilities on the tour represented a spectrum of remodel projects to help elicit ideas about what may work well for the District's own remodel project. On June 15, the Committee shared their experiences from the tours and provided feedback to staff. On July 12, the Committee reviewed, discussed, and refined the list of themes and key lessons learned to inform the architect/design firm interview and selection process.

Shortlisted Consultants

Below is the list of the four (4) highest-ranking, qualified firms with summary information from the SOQs. The District received proposals from the four firms by the deadline of July 6, 2018.

Noll & Tam Architects' work reflects a dedication to the particular people and places that make their projects unique. Christopher Noll and Janet Tam founded the firm in 1992 to establish a talented studio of architects that pursued the ideal of active community involvement and environmentally responsive design. For more than 20 years, Noll & Tam Architects has focused on the design of educational, institutional, and public buildings – libraries, community/recreational centers, civic centers, public safety buildings, universities and community college facilities.

STUDIO G Architects, Inc., is an architecture and interior design firm founded in 2007. This is a woman owned company based in San Jose, CA with a proven track record of design excellence. As a full service firm, STUDIO G handles every aspect of the architecture and interior design to assure that each project's unique design, budget, and schedule expectations are met or exceeded. Studio G's aim is to provide 'large firm' quality and production abilities, with small firm attention to detail.

RMW Architecture and Interiors is a 70-person architecture and interior design firm that was established in San Francisco in 1970 with one overarching mission: To create inspired human environments through the power of responsible design. RMW emphasizes a rigorous pre-design process that establishes project criteria based on each client's unique culture, workflow, and business objectives. RMW is committed to discovering design solutions that reflect the District's image, help solve functional challenges, enhance workers' well-being, and embody a true sense of community.

Valero Dewalt Train Associates, Inc. (VDT) as a team of designers believes in collective intelligence thriving through collaboration. VDT's studio is inclusive, bringing together designers, consultants, stakeholders, and users to build consensus and create visionary solutions. The Architecture Studio uses built environments to tell stories, and from there, their Media Objectives (M-O) Studio takes it to completion with experiential design and branding. VDT's capabilities focus on Architecture & Interior Design, Master Planning, Experiential Media Design, Programming, and User and Data Analysis highlighting the creation of healthy buildings that sustain the planet and exceed expectations, and in designing beautiful experiences.

Hardcopies of the SOQ, proposal, sample Architectural/Engineering Firm Interview Questions, and a cover sheet were hand delivered to the Committee on July 9. The SOQ provided project team background, an organizational chart, team qualifications, relevant experience, and acceptance of District's standard agreement and insurance requirements. The proposal provided proposed fees, understanding of the District's constraints and opportunities, proposed design approach, past project cost estimates compared to final construction costs, quality control process, and ability to deliver the project on schedule. The Committee also received a memorandum with sample Architectural/Engineering Firm Interview Questions to consider and select for use in the interviews.

The Committee is currently in the interview process to select a recommended design firm to then forward to the full Board for consideration. Each interview will last one hour and a half. The first 30 minutes is allocated for a firm presentation on the proposed design approach and project vision. The next 45 minutes is reserved for questions and answers, and the final 15 minutes for any follow up items.

Timeline:

The table below is an operational timeline showing the major milestones, highlighting those that require participation by either the Ad-Hoc Committee or the full Board.

<u>DATE</u>	<u>PROCESS</u>	<u>AD HOC</u>	<u>FULL BOARD</u>
4/25/2018	Release RFQ		
5/11 and 5/14/2018	Site walk and project introduction with interested firms		
5/22/2018	SOQ due from Consultants		
6/11 and 6/12/2018	Office tours (SF and South Bay)	X	
6/13/2018	Shortlist and select top consultants to submit proposals		
7/6/2018	Proposal due	X	
7/9/2018	Committee receives SOQ's and proposals		
7/12/2018	Review proposals	X	
7/24/2018	Interview 2 shortlisted firms	X	
7/25/2018	Board FYI Memo – project update		X
7/26/2018	Interview 2 remaining shortlisted firms; selection of recommended architectural team	X	
8/8/2018	Board FYI Memo – project update		X
8/22/2018	Board meeting to consider award of contract, and extension of Ad Hoc Committee charge to include conceptual design development		X
TBD – 8/2019	Packard Foundation building tour	X	
9/3/2018	Project kick-off meeting with design firm, review prior approved project goals and Basic Programming, review proposed timeline		
9/3 – 9/7/2018	Develop public engagement plan		
9/12/2018	Board FYI Memo – project update		X
TBD – 10/2018	Ad Hoc meeting to reconfirm goals, review timeline and Basic Programming, and provide input on the public engagement plan	X	
10/24/2018	Full Board Study Session to reconfirm goals and Basic Programming, and review and accept timeline, and public engagement plan		X
11/2018 – early 2019	Implement public engagement	X	

9/2018 – 3/2019	Develop and review Conceptual Design schematics (includes design charrettes)	X	
2/27/2019	Full Board Study Session to review Draft Conceptual Design (50% schematics)		X
4/2019	Confirm Final Draft Conceptual Design	X	
4/24/2019	Full Board Study Session to review and consider approval Final Draft Conceptual Design (100% schematics)		X
5/2019	Final edits to Conceptual Design (if needed)	X	
6/12/2019	Board approval of Conceptual Design (if needed)		X