

REQUEST FOR QUALIFICATIONS



Greger Facility
1110 Kaufman Road
Oakdale, California

1. REQUEST FOR QUALIFICATIONS

Oakdale Irrigation District (OID), is requesting statements of qualifications from qualified firms or individuals (Architect) to provide design recommendations, plans, specifications and bid support for the construction of a new facility known as "Greger Facility".

Please be aware that OID anticipates the hiring of a civil firm, under a separate contract, to aid in the design for on/off site utilities, site grading, and City of Oakdale right of way improvements.

2. SCOPE AND NATURE

OID is considering the construction of a large office structure to support its administrative and field operations.

Location:

The Greger Facility is located on three parcels, totaling 9.64 acres, in the City of Oakdale. The site is located at the southwesterly corner of Kaufman Road and Greger Street, see attached Exhibit "A".

Zoning:

The site is currently zoned limited Industrial with a general plan designation of Industrial.

Layout:

The architectural design scope will include the design of the new facility including buildings, parking, covered storage areas, open storage, fencing, security, driveways, landscaping, ADA compliance, and other incidental items. There has been no boundary survey or civil design taking into account any city required setbacks, landscaping, and vehicular access routes. At this time all of the building details and areas are approximate and may change once further planning meetings are held with the OID Board, City of Oakdale Staff, and selected architectural firm. The Equipment Storage and Material Storage areas may be modified to accommodate any future special space requirements.

Building:

The Greger Facility shall be a newly built structure with approximately 16,500 square feet of office area. The building is anticipated to be a single-story structure, however, this can be modified to a two story building or a basement based on the architect's design recommendations. The office building shall have both individual office spaces and cubicle spaces. The District is looking for a modern working environment to include areas for administration, finance,

information technology systems, water operations, maintenance operations, board room, engineering, conference rooms, break rooms, restrooms and vaults. It is anticipated that the building will consist of approximately 23 separate offices and 25 cubicles. The building type will be determined by the OID Board of Directors after the architect has been selected. The building will need to be in conformance with the City's industrial design guidelines. See attached Exhibit "B" for additional building information.

Parking:

The Facility shall have adequate parking to accommodate 30 office staff, 50 field staff, 10 visitors, 5 ADA spaces, and 30 additional spaces for board meetings/overflow.

Indoor/Covered Storage:

Storage areas shall be sized to accommodate trucks, materials, equipment, supplies, parts, tools, service bays, welding, fuel, lubrication, hazardous materials, and hazardous waste. Approximate indoor/covered storage shall be approximately 66,200 square feet.

Outdoor Storage/Yard:

Storage areas shall be sized to accommodate both pick-up and delivery of pipe, concrete structures, vehicles, heavy equipment, trucks, materials, hazardous materials, and hazardous waste. An all-weather surface for access will be included. Approximate outdoor storage shall be approximately 302,600 square feet.

Fencing/Security:

The perimeter of the facilities' property line shall have an 8' tall chain-link fence topped with three-strand barbed wire or other configuration as directed by the OID. The selected architect will be responsible the design and implementation of the District's desired security items, i.e. building security, key card access, etc. There are no special security pre-qualification requirements that the architectural firm or sub-contracted firms must pass. Details regarding the type and configuration of onsite security needs and requirements will be further discussed with the architect after selection.

Driveways:

The Facility shall have access to Greger Road as well as Kaufman Road and designed to accommodate large trucks and trailers.

Landscaping:

Adequate landscaping with a xeriscape focus shall be designed per City of Oakdale and State of California current building codes and by the direction of OID. The zoning landscape requirement is five percent (5%) or 20,000 square feet. Any landscaping within the Right-Of-Way will not count towards this 5% landscaping requirement.

Americans with Disabilities Act (ADA) Compliance:

Adequate ADA compliance throughout the facility shall be designed per City of Oakdale and State of California current building codes.

Incidental Items:

The architect shall provide such assistance with, but not limited to:

- Plans and documents to be used in the bidding for construction of the project.
- Coordination with the selected civil firm during the design phase of the project.
- Assistance with selection and or design of furniture, fixtures, and equipment.
- Participation in the review of bids and selection of a construction company.
- Oversight and inspections during construction and approval of the completed project for acceptance.
- Participation in relevant permitting processes.
- Coordination with the City of Oakdale staff per building code compliance.
- Coordination with the State/County staff per building code compliance.
- Energy and water efficiency and sustainability consultation and direction.
- Coordination with the City Planning Department during their design phase review the project. The schedule and extent of the City's review process is unknown at this time.
- The project is required to meet all of the current California Energy Codes.
- This project is required to meet any modern electrical/communication standards, i.e. backup generators/UPS, data/telecommunications.

3. PROJECT TENTATIVE SCHEDULE

- March 6, 2019 - Solicit Statement of Qualifications from architects.
- April 10, 2019 – Submission of written requests.
- April 15, 2019 – Addendums posted to OID website.
- May 1, 2019 - Statements Due from architects.
- June 1, 2019 - Interview five selected architects.
- July 1, 2019 - Interview three selected architects.
- August 6, 2019 - Award Contract to selected architect.

Oakdale Irrigation District website: <https://www.oakdaleirrigation.com>

There is no current schedule for design or construction at this time.

4. PROPERTY INSPECTION

The site is visible from the roadway. All interested architects may visit the site prior to submitting a documents if desired, but may not enter into the property. No access to OID staff or facilities will be granted to the firm until after final selection of an architect. No official site visit with OID staff will be scheduled.

5. EXPERIENCE AND QUALIFICATIONS SUBMISSION

Each architect submitting documents shall include, but not limited to, the following:

- A. The name of the firm and location of all its offices, specifically indicating the principal place of business.
- B. A brief history of the firm and the range of services offered.
- C. The age of the firm, the total number of years of experience providing architectural services for projects similar to this facility within the past five (5) years minimum.
- D. Facility design schedule and financial documents regarding the architectural and engineering costs and fees for the professional services to be provided.
 - i. Provide an hourly rate fee schedule for staff that are proposed to be connected with the project.

- ii. Provide a proposed schedule of tasks with estimated time and costs associated with each task.
- iii. Total estimated cost for entire project's architectural related design.

Fees for certain activities can be quoted separately such as for coordination with consultants as described above. There is no requirement for a cost estimate for any construction aspect of the proposed project.

- E. Include illustrative drawings of three (3) floor and site plans of similar type projects the firm has designed, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs such as costs, material used, energy efficiency, etc. The format shall be 8.5x11 and only include enough material to be illustrative, not complete sets of drawings.
- F. A Management Plan that shall be concise, yet contain sufficient information that provides at least the following information for evaluation:
 - i. The education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the performance of the work described herein. Include an organization chart of the key employees that will be involved in the project.
 - ii. How the firm intends to manage their responsibilities and provide energy modeling, value engineering for life cycle costs, cost control, risk identification, and risk mitigation.
 - iii. Proposed project production schedule showing critical dates and other information in sufficient detail for the selection committee to determine the feasibility of the time frames indicated.
 - iv. The experience, qualifications, and expertise of the firm with these types of projects, i.e. interior office work space areas. This should include the firm's technical capabilities and ability to timely perform the services as reflected by the firm's current and projected workload and having adequate personnel, equipment, and facilities.

- v. The plan should also clearly identify the architect's methods for providing architectural services for the project described herein and indicate all firms that the architect anticipates to utilize to provide engineering, landscaping, interior design, acoustic engineering, lighting design and any other services required.
- vi. The names of at least three (3) past clients with projects similar in size and scope who may be contacted for references.
- vii. Accessibility of the architect personnel to OID.
- viii. List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the architect has been involved in with an owner within the past five (5) years.
- ix. List and describe any actions taken by a regulatory agency against the architect or its agents or employees with respect to any work performed.
- x. To be considered responsible to the requirements of the RFQ, the architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed by the State of California and meet all the requirements and qualifications described herein. OID reserves the right to request additional information which, in its sole opinion, is necessary to assure that the architect's competence, business organization, and financial resources are adequate to perform the work described herein.
- xi. Provide a list of projects currently under contract.
- xii. Provide any other pertinent information regarding qualifications and performance data requested by OID.

OID reserves the right to accept or reject all submittals from architects.

6. EVALUATION CRITERIA AND SELECTION

OID will evaluate each RFQ submitted based on responsiveness to the project's needs. OID will take into account the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered.

OID evaluation criteria shall include:

- A. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
- B. Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
- C. Past performance as reflected by the evaluations and references of others who have retained the services of the architect with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
- D. Experience, qualifications, and ability to perform required design tasks.
- E. Personnel accessibility of architectural firm to OID.
- F. Experience with the various methods of construction and scheduling.
- G. Costs, durability, energy efficiency, etc. of prior designs.
- H. Interview presentation.

It is anticipated that OID Management staff along with Giuliani & Kull, Inc. staff will interview the top five (5) firms and narrow that number down to three (3) candidate firms. The OID Board of Directors will appoint a subcommittee of two Board members to partake in the interviews of these three candidate firms and make a recommendation to the full Board. The firm or individual will be required to enter into and conform to all applicable sections of the OID Professional Services Agreement (Exhibit "C"). This contract shall be negotiated and presented to the Board of Directors to be approved by formal Board action.

The submission and review of the Request for Qualifications does not constitute an agreement or contract with OID, or any other entity, and reserve the right to not enter into any agreement with any architect. There is no expressed or implied obligation for the OID to reimburse responding firms for any expenses incurred in the preparation,

submission, responses, interviews or any other tasks associated with this RFQ whether or not the firm is selected. The District will respect the copyrights of all the submitted layouts and documents.

7. REQUEST FOR QUALIFICATIONS SUBMISSION

Three (3) paper copies of the Request for Qualifications and a USB flash drive with a copy of the document shall be addressed and delivered in a sealed envelope to Oakdale Irrigation District, Attention: Jason R. Jones, 1205 East F Street, Oakdale, CA 95361. Documents shall be received until 2:00 pm on May 1, 2019. Any document received after that time and date will not be opened or considered, and will be returned to the bidder.

8. IDENTIFICATION OF REQUEST FOR QUALIFICATIONS

Documents shall be submitted in a sealed envelope with the architect's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope shall read as follows:

Statement of Qualifications For Architectural Services

9. REQUEST FOR INFORMATION REGARDING REQUEST FOR QUALIFICATIONS

Discrepancies in, and/or omissions from this Request for Qualifications Documents, or questions as to their meaning shall be immediately brought to the attention of the Oakdale Irrigation District by submission of a written request for an interpretation or correction. Such written requests must be submitted no later than 2 p.m. on April 10, 2019. To the extent that a question causes a change to any part of this RFQ, an addendum shall be issued addressing such. Addendums will be posted on the OID website by 2 p.m. on April 15, 2019.

Such submission, if any, must be sent to:

Oakdale Irrigation District

Jason Jones, jjones@oakdaleirrigation.com

Giuliani & Kull, Inc.

Nick Prichard, nprichard@gkenigneers.com