

KOSMONT COMPANIES

**On Behalf of the Redevelopment Agency of
the City of Seaside, CA**



REQUEST FOR STATEMENTS OF QUALIFICATION AND PROPOSALS (SOQ & RFP)

Conceptual Architecture Services for the West Broadway Urban Village Library Mixed Use Project

SOQ/RFP Circulation Date:
June 7, 2011

Proposal Submission Deadline:
June 30, 2011 at 5PM (PST)

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1.0 INTRODUCTION

1.1 Objective

On behalf of the Redevelopment Agency of the City of Seaside (“Agency”), Kosmont & Associates Inc., doing business as Kosmont Companies (“Kosmont”) is issuing this Statement of Qualifications (“SOQ”) and Request for Proposals (“RFP”)¹ to seek qualified professional architecture firms (“Proposer”) with the requisite experience and capability to provide conceptual architectural design services in connection with the potential mixed-use library and parking structure project (“Project”) located in the West Broadway Urban Village (“WBUV”) located in the City of Seaside (“City”) in Monterey County, California.

1.2 Background

The West Broadway Urban Village Specific Plan (“Specific Plan”) was adopted in January 2010 and encompasses a 10-block area centered on Broadway Avenue between Del Monte Boulevard and Fremont Boulevard. Primary roadway access to the Specific Plan area is from Canyon Del Rey Boulevard, Del Monte Boulevard, Fremont Boulevard and Broadway Avenue. The Specific Plan establishes goals and objectives to revitalize downtown Seaside and conceptualized several catalyst projects including the Project, a high-density, vertical mixed-use development consisting of a public library and parking structure, affordable residential units, retail, and a public plaza. The Specific Plan identifies the Project site between Hillsdale and Alhambra Streets, bordered by Broadway Ave. to the South, and Olympia Ave to the North (“Site”).

Exhibit 1: WBUV Specific Plan Area Outline



¹ Should a firm be selected (“Selected Firm”) through this SOQ/RFP process, Kosmont will directly contract with and retain said firm on behalf of Agency.

The Agency's expectation is that the WBUV will become the new downtown, strengthening the Seaside community by developing a strong urban core. The intent of the Specific Plan is to foster development of the Urban Village by building upon the City's distinct character to create a vibrant revitalized downtown that will provide economic growth and stability, which in turn will strengthen the community's identity as the "Gateway to the Monterey Peninsula." Objectives for the Specific Plan include:

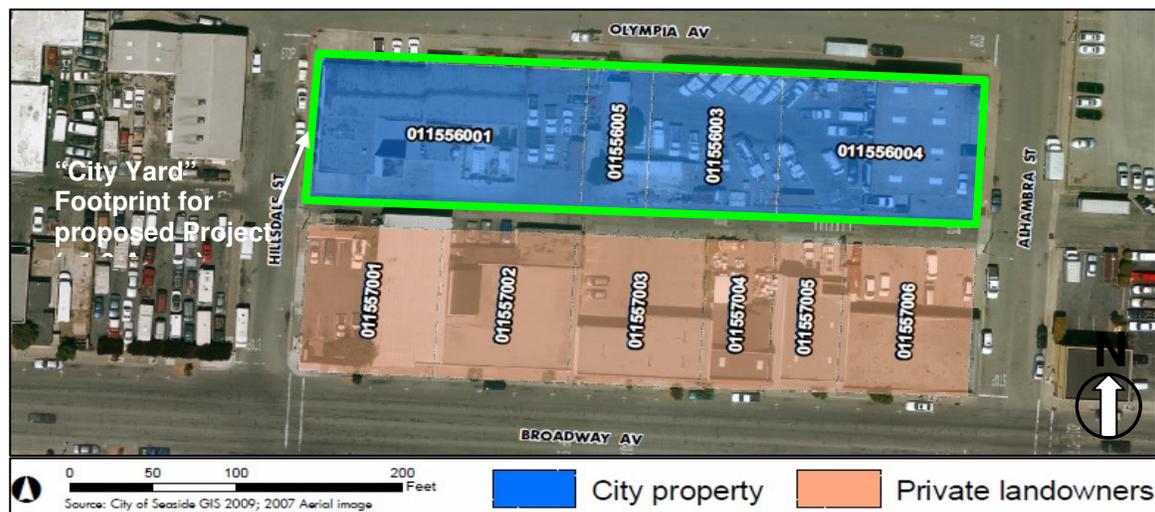
- Creating key links between activity nodes in Seaside and Monterey Peninsula;
- Defining a unified, well designed urban core that is a destination for residents, visitors, businesses and shoppers; and
- Providing diverse housing opportunities for all income levels.

The Specific Plan envisions an Urban Village that incorporates principles of long-term environmental sustainability and resource conservation, reduces potential environmental impacts of development and supports preservation of the natural environment. An overarching goal of the Specific Plan is to ensure that development within the West Broadway Urban Village adheres to environmentally-sustainable design and land use principles with the goal of enhancing and protecting the immediate and long-term well-being of the City, its citizens, and the area's natural resources. **The WBUV Specific Plan can be accessed at <http://www.ci.seaside.ca.us/index.aspx?page=192>.**

1.3 Proposed Project Site

The Specific Plan identifies the Site as an approximately 2-acre area of developed land (properties owned by the City and other private parties) located on the block between Hillsdale and Alhambra streets and Broadway and Olympia avenues. **Notwithstanding, for the purposes of this SOQ/RFP, Proposers are asked to consider the approximately 1-acre area of City owned land comprised of four parcels (currently operated as the City Corporate Yard ["City Yard"]) as the primary component of the Project.**

Exhibit 2: WBUV Library Mixed Use Site Aerial View



1.4 Desired Project Components/Uses

The Agency desires that the Project include:

- Public library as part of Monterey County Library system (20,000 sq. ft.)
- Affordable housing (number of units TBD)
- Shop retail (square footage TBD)
- Public plaza (square footage TBD)
- Parking to adequately support on-site uses

Several possible Project design scenarios have been formulated within the Specific Plan, although none have been finalized. The purpose of this SOQ/RFP is to identify an architect to perform additional conceptual planning and design of “reduced” and phased Project components in consideration of the cost factors of potentially acquiring privately owned properties adjacent to the City Yard and relocating existing businesses. The redevelopment of the City Yard should be viewed as an initial phase of what could be a larger future project as in the Specific Plan, subject to market conditions and factors.

2.0 SCOPE OF WORK

The proposed scope of work for the Selected Firm under this SOQ/RFP:

Task 1: Review of Specific Plan and Related Documents

To properly understand the context and basis for the assignment in addition to allowable uses, densities and heights for the Project, the Selected Firm will need to review the Specific Plan and related documents such as the City’s current general plan and zoning code.

Task 2: Conceptual Site Planning and Preparation of Diagrams

The Selected Firm will be required to perform site planning and preparation of several conceptual diagrams. Included in these diagrams will be:

- Conceptual bubble diagrams/massing studies (3 to 4 alternative scenarios)
- Conceptual site plans (3 to 4 alternative scenarios)
- Conceptual sketch elevations (1 to 2 for the “final” alternative scenarios)

Task 3: Meetings and Teleconferences

The Selected Firm must be prepared for between two (2) and three (3) in-person meetings with Kosmont and/or the Agency. One of these meetings may include a project kick-off in Seaside for a windshield and/or walking tour of the Specific Plan area and initial Project evaluation with Kosmont and Seaside. Further, the Selected Firm must also be prepared to participate in, at minimum, bi-weekly telephonic teleconferences to review key aspects of the Project design and keep Kosmont/Seaside up to date on progress.

Task 4: Presentations

Upon selection of a “final” Project design, the Selected Firm will be required to prepare materials for and participate in one (1) presentation to the Seaside City Council/Agency Board. The purpose of this presentation will be to brief the City Council/Agency Board on the design process and scenarios.

3.0 PROPOSAL CONTENTS AND FORMAT

3.1 Content Requirements

Proposers are required to prepare materials as set forth below, encompassing the features of the proposal. The following list describes the required elements of the proposal:

- Letter of transmittal.
- A brief history of the Proposer, including the year the firm was established and location of their offices.
- Statement of qualifications establishing the Proposer's ability to carry out the scope of work.
- Proposed team members for this Project, including biographical information for team members, their proposed roles and their relevant experience.
- The Proposer's project experience as it relates to the preparation of conceptual architectural plans for the Project and an area such as the WBUV.
- A narrative as to why your firm is best suited to perform this project.
- A list of projects that your team has completed in the last five (5) years, including:
 - Name of the project
 - Location
 - Name, title, phone, address and email address of reference(s) related to same
- Proposed process and approach including timeline.
- Detailed cost proposal for the preparation of the architectural plans, including hourly rates for each participant.

3.2 Format

The main body of the submittal package should not exceed a total length of ten (10) pages in twelve-point font (Arial, Calibri or Times New Roman). Proposers are requested to enclose certain information as exhibits, which will not count against the page limit. However, written responses to the primary proposal elements (excluding cost proposal) must be answered within the specified page limit.

4.0 PROCEDURES FOR SUBMISSION

4.1 Submission Requirements

Please submit six (6) bound hard copies and one (1) digital version on CD of your proposal to the address below by 5:00 PM Pacific Time on **June 30, 2011 (no electronic or fax submittals will be accepted)**. ***Proposals must be submitted in a sealed envelope with a second sealed envelope containing the cost proposal.*** Proposals should be marked "**SOQ/RFP Response – WBUV Library Mixed Use**" and addressed to:

Mr. Ken Hira
KOSMONT COMPANIES
865 South Figueroa, Suite 3500
Los Angeles CA 90017

4.2 Contact Persons

While work performed will be on an Agency-related project, Kosmont will directly contract with and retain proposing firm to perform the work under this RFP. As such, the contacts for general questions (questions must be submitted in writing) are:

- 1) Mr. Ken Hira – Senior Vice President, Kosmont Companies (Agency’s real estate consultant) at (949) 226-0288, or khira@kosmont.com.
- 2) Mr. Harpal Sadhal – Vice President, Kosmont Companies (Agency’s real estate consultant) at (213) 417-3334, or hsadhal@kosmont.com.

Please use only these contacts to receive additional information for your application. Addenda to this SOQ/RFP will be posted to the City’s website: www.ci.seaside.ca.us.

5.0 SOQ/RFP PROCESS AND EVALUATION

5.1 Tentative Schedule

Release SOQ/RFP	Tues. June 7, 2011
Deadline for written questions	Fri. June 17, 2011 at 5PM (PST)
RFP responses due	Thurs. June 30, 2011 at 5PM (PST)
Interview short listed Proposers	Mon. July 11, 2011 (Time TBD)
Project award	Tues. July 19, 2011

5.2 Review and Selection Process

Kosmont will evaluate the materials provided in response to the SOQ/RFP based on the following criteria:

- Conformance to the specified SOQ/RFP format;
- Organization, presentation and content of proposal;
- Specialized experience and technical competence of the Proposer (including individuals in the firm assigned to the project), considering the types of services required and the complexity of a library mixed use project;
- Record of performance, including results of reference checks;
- Proposed plan for completing the work in a timely and professional manner

5.3 Conflicts of Interest

The Selected Firm must warrant that neither the firm, nor its employees or agents working on this assignment has an interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services to Kosmont & Associates, Inc., and/or to the Redevelopment Agency of the City of Seaside.

5.4 Disclaimers

- The submission of a proposal to the Kosmont does not in any way obligate Kosmont nor create an agreement or contract between Kosmont and Proposer.
- All costs incurred by proposing firms are the sole obligation of the firm.
- Kosmont reserves the right to cancel or modify this solicitation for proposals
- Kosmont reserves the right to reject any and all proposals as unacceptable.
- Submittals received after the deadline will not be considered.
- Kosmont reserves the right to conduct independent reviews and interview firms submitting proposals prior to making any selection or select a preferred Proposer (or parties) without interviews.
- If Kosmont elects, the top three proposals may be requested to participate in an interview. If your firm is selected to participate in an oral or in-person interview, you will be notified the week prior to the scheduled interview.
- Kosmont may elect, in a future phase of design work on the Project, to hire one or more design teams for additional work. Participating in or winning the assignment as outlined in this SOQ/RFP will not preclude a Proposer from pursuing additional phases of work on the Project, nor will it provide an advantage.

6.0 ATTACHMENTS

Attachment A: Insurance Requirements

Insurance

Prior to the beginning, and throughout the duration, of the assignment, the Selected Firm will maintain insurance in conformance with the requirements set forth below. Selected Firm will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, it will be amended to do so. Selected Firm should note that the insurance coverage and policy limits set forth in this Appendix A constitute the minimum amount of coverage required. Any insurance proceeds in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to Agency and Kosmont. Selected Firm shall provide the following types and amounts of insurance:

- 1) Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregates.
- 2) Workers' Compensation on a State-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.
- 3) Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including owned, non-owned and hired autos, or the exact equivalent. Limits shall be no less than \$1,000,000 per accident, combined single limit. If Selected Firm owns no vehicles this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Selected Firm or Selected Firm's employees use personal autos in any way on this project Selected Firm shall obtain evidence of personal auto liability coverage for each such person.
- 4) Errors and Omissions Liability Selected Firm shall provide evidence of professional liability insurance on a policy form appropriate to consultant's profession. Limits shall be no less than \$1,000,000 per claim.

Certificates of Insurance and Endorsements

The Selected Firm will file certificates of insurance and endorsement naming "Kosmont and Associates, Inc.", "The Redevelopment Agency of the City of Seaside" AND "The City of Seaside" as additional insured. Such liability insurance maintained by the contractor shall be primary and non-contributory and any coverage maintained by Kosmont, City or the Agency shall not be expected to contribute to any claims arising from the work of this contract. These certificates shall be filed with Kosmont within fifteen [15] days of execution of an agreement and prior to engaging any operation or activities set forth in this agreement. The foregoing policies shall provide that no cancellation, major change in coverage, or expiration by insurance company or insured during the term of this contract shall occur without thirty [30] days written notice to Kosmont prior to the effective date of such cancellation or change in coverage.