



CITY AND COUNTY
OF SAN FRANCISCO

DATE ISSUED:

OCTOBER 7, 2015

PRE-PROPOSAL CONFERENCE:

OCTOBER 20, 2015

1:30 PM

PROPOSAL DUE:

NOVEMBER 2, 2015

2 PM

Request for Proposal

EXECUTIVE SUMMARY

ARCHITECTURAL, LANDSCAPE ARCHITECTURAL, AND
ENGINEERING DESIGN SERVICES FOR THE PORTSMOUTH
SQUARE AND SURROUNDING AREA RENOVATION

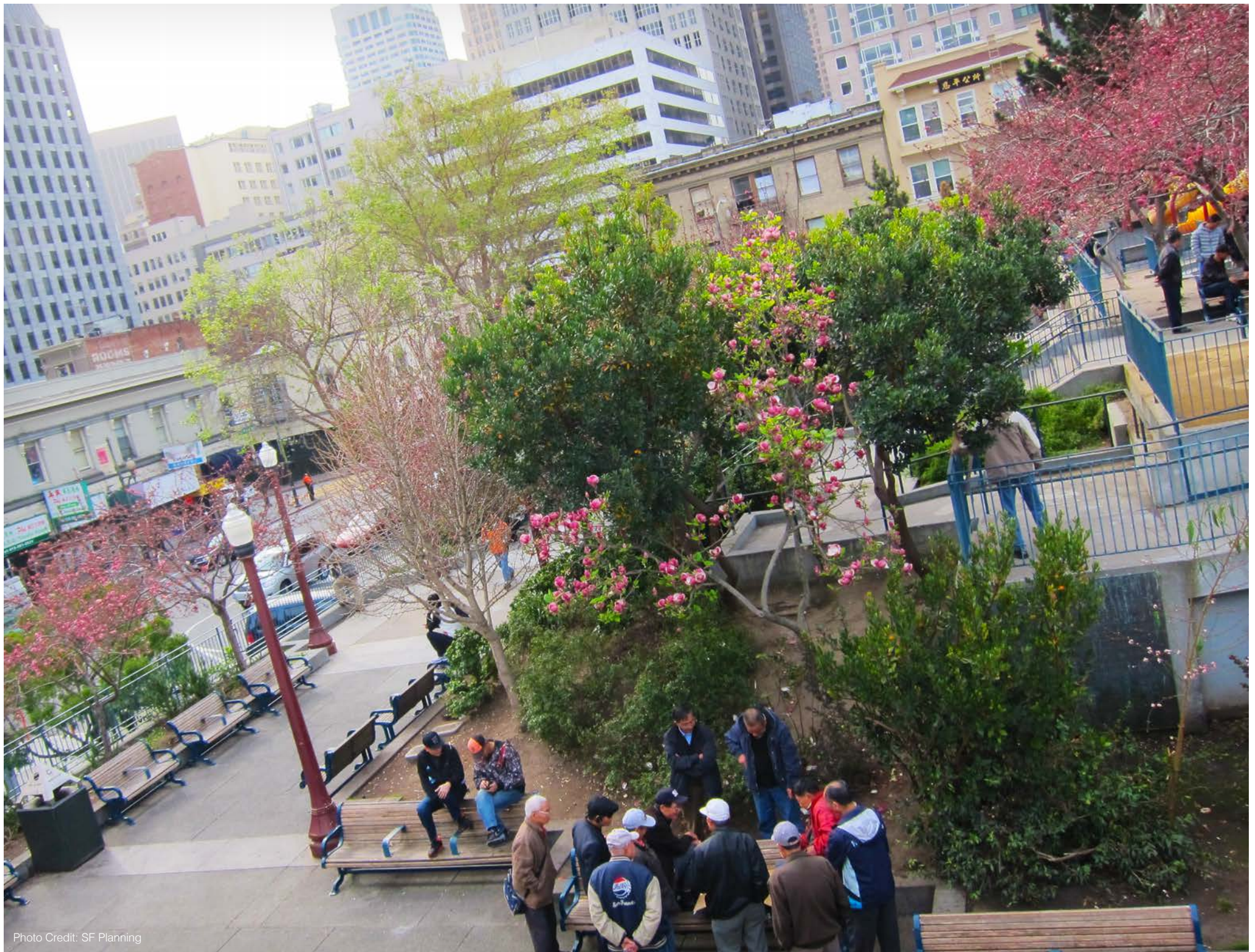


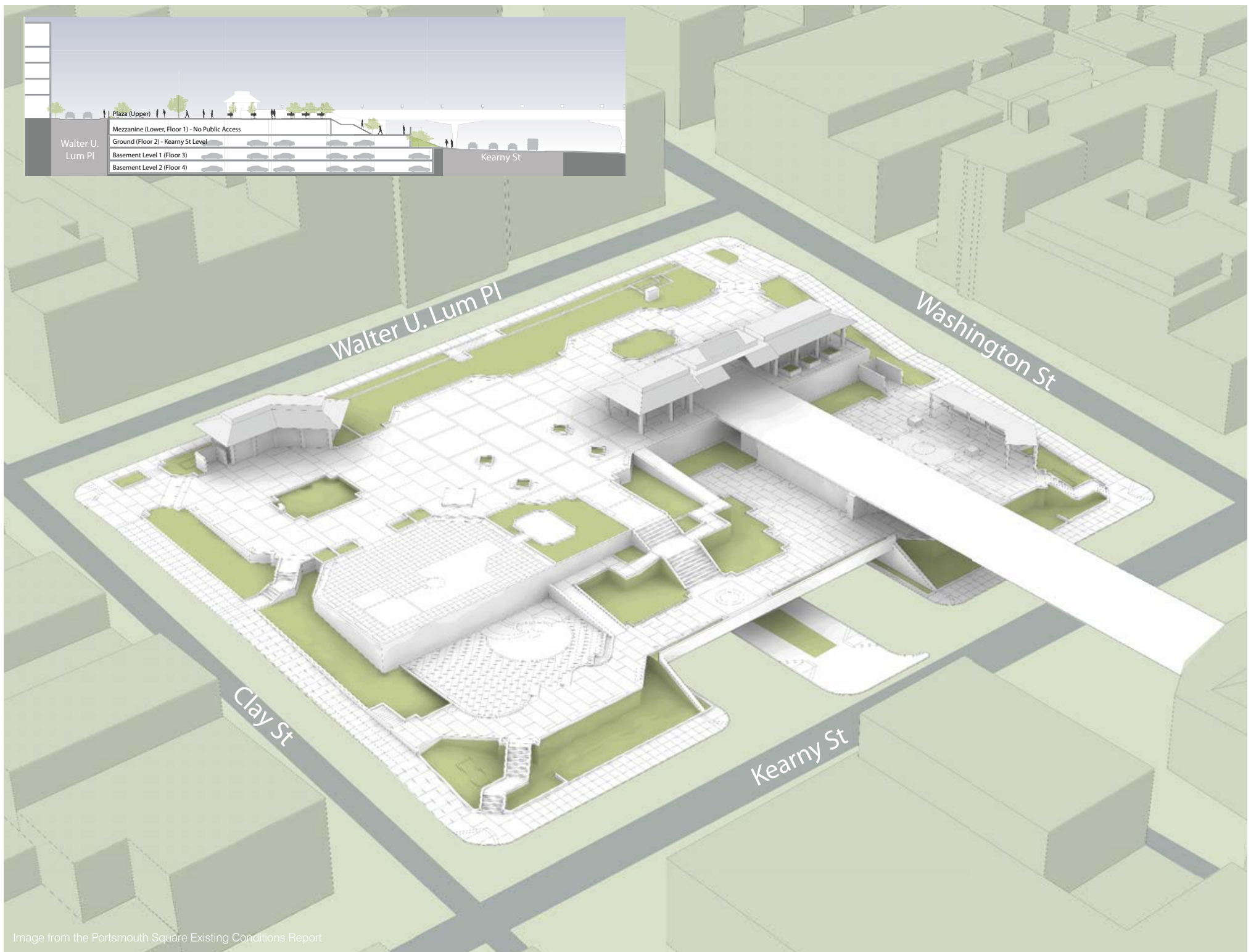
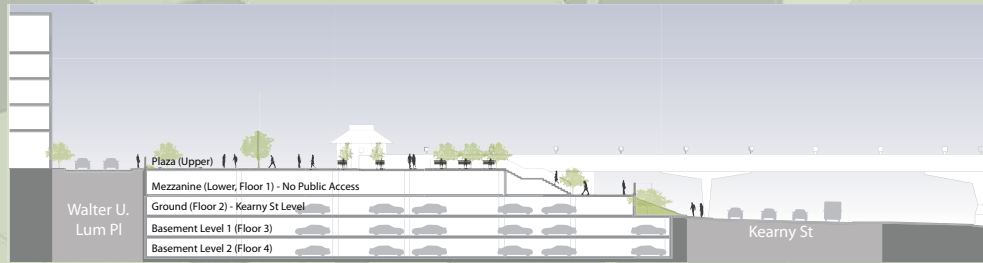
Photo Credit: SF Planning



Photo Credit: San Francisco Recreation & Parks

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Introduction

The San Francisco Recreation and Park Department, in partnership with the San Francisco Planning Department, is undertaking a renovation of Portsmouth Square and the surrounding area.

The project is part of a two-phased project featuring a completed Existing Condition Planning Phase which documented site data, program analysis, and project recommendations for the Design Phase. The Design Phase will be used to define the project scope and budget, conduct a broad community outreach process, develop a conceptual design and produce construction documents for Portsmouth Square and the surrounding public right-of-way.

This document is an abbreviated “executive summary” of the full Request for Proposal. For the entire RFP, please visit <http://mission.sfgov.org/OCABidPublication>



Photo Credit: San Francisco Recreation & Parks

Proposal Summary

Portsmouth Square, one of the City’s most significant historic, cultural, and civic spaces – known as “The Heart of Chinatown” – was last redesigned in 1987. The Square has served as a backdrop to some of the most important moments in city and state history: the site of the first City Hall and California’s first public school; the rise and fall of the Gold Rush; a staging ground and place of refuge after the 1906 earthquake; and countless festivals, parades, and other affirmations of civic pride. The terraced site includes several hardscape plazas, children’s play areas, clubhouse, underground parking structure, various historical markers, and a pedestrian bridge extending over Kearny Street.

The Recreation and Park Department and the Planning Department are seeking qualified design teams to provide programming, community engagement, and design services for the Portsmouth Square Renovation Project. The project will consist of the renovation and/or reconfiguration of park features including plazas, children’s play areas, buildings, pedestrian bridge, landscaping, and associated streetscape. This RFP communicates the projects goals, describes the qualifications and submittal requirements, establishes the criteria for selection and defines the selection process.

PROJECT SCHEDULE

FEBRUARY 2016

RPD Commission Award of Contract

FEBRUARY 2016

Notice to Proceed

MARCH 2016

Kickoff Meeting

MARCH -DECEMBER 2016

Community Outreach

JANUARY-MARCH 2017

Finalize Conceptual Design Report

SUMMER 2017

Begin Design Phases

2019

Begin Construction

COMPREHENSIVE GOALS

The Recreation and Park Department and the Planning Department have identified the following comprehensive goals for the project. All proposals will be evaluated with these goals in mind.

- 1 The project site shall be viewed in the context of the overall Chinatown neighborhood: the renovated park and streetscape should seamlessly integrate with the community context and reflect the needs of the neighborhood.
- 2 Provide an integrated and open park that maximizes usable space, removes barriers, and gracefully connects to the surrounding neighborhood.
- 3 Provide a safe pedestrian experience.
- 4 Create spaces that are comfortable, safe, and welcoming for all age groups and abilities.
- 5 Create flexible spaces that can accommodate daily recreation activities as well as events.



AN OPPORTUNITY TO CONSIDER PORTSMOUTH SQUARE A CENTRAL ORIENTATION POINT AND COMMUNITY ANCHOR THAT CELEBRATES THE RICH DIVERSITY OF USERS OF THE SITE THROUGHOUT ITS HISTORY AND POTENTIALLY INTO THE FUTURE.

POTENTIAL SCOPE OF SERVICES (PHASE 1)

The Design Team scope of service includes all required design disciplines and associated consultant services necessary to deliver a completed project as outlined in this Request for Proposal, including but not limited to:

PROJECT KICK-OFF AND EXISTING CONDITIONS ANALYSIS

1. Review existing documentation and materials, including Existing Conditions Report, record documents, parking garage plans, arborist report, Recreation and Park Department design standards, other adjacent long-term capital streetscape projects, and coordinate with other consultants as required.
2. Provide topographic survey, in AutoCAD format, showing all existing structures, topographic boundary and utility information. Conduct real estate title research to understand ownership boundaries, including surrounding streets and structures (i.e the bridge over Kearny Street).
3. Conduct site visits of existing facilities.
4. Work with the RPD and the Planning Department to prepare project schedule and rough project budget.
5. Meet with RPD stakeholders, including maintenance, operations, and recreation staff, to develop project goals, opportunities, challenges, etc.
6. Review and revise goals as needed.

COMMUNITY FACILITATION AND CONCEPT DESIGN

1. Facilitate comprehensive community outreach process in English, Mandarin, and Cantonese languages. Anticipate a comprehensive outreach process as needed to gather information and provide solutions, including:
 - a. Work with RPD and Planning to identify stakeholder groups.
 - b. Meeting with key Community Stakeholders in one-on-one sessions and focus groups.
 - c. Design and execute a public outreach strategy to ensure full community participation.
 - d. Facilitating public meetings and workshops to gather information, refine project goals, review the project, and solicit feedback.
 - e. Prepare presentations and meeting minutes.
2. Develop conceptual plan options and final concept plan for the project with input from the Recreation and Park Department, Planning Department, and community stakeholders. Prepare diagrams, study models, perspectives, and assessment reports as required to explain design.
3. Identify preferred alternative, based on community input, and develop 100% Concept Design package and report.
4. Make recommendations to RPD staff and operations for selection and approval of equipment and relevant systems.
5. Make recommendations to DPW and SFMTA if any street or transit traffic changes will be required as part of the conceptual design.

OBTAIN REGULATORY APPROVALS OF CONCEPT PLAN & FINALIZE CONCEPT PLAN

1. Prepare code analysis and hold preliminary meetings with regulatory agencies as required to determine permitting requirements, including but not limited to:
 - a. DBI
 - b. Planning Department (CEQA, Historic, Urban Design)
 - c. ADA Coordinator
 - d. SFPUC: Consult with SFPUC for preliminary storm water control plan requirements and incorporate considerations into conceptual design as required.
 - e. SFMTA: Consult with any transit, parking, or street design changes that may have traffic or service conflicts.
 - f. DPW: Consult with DPW on street/public realm changes.
2. Provide rough cost estimate of Concept Design. Work with RPD & Planning to identify potential funding opportunities.
3. Present design and obtain approval of Concept Design Phase from:
 - a. RPD Structural Maintenance Yard
 - b. San Francisco Public Works
 - c. San Francisco Municipal Transportation Agency
4. Provide support to RPD, prepare materials, present to, and secure approval from Commissions, Committees, and other stakeholders, including, but not limited to:
 - a. San Francisco Arts Commission Civic Design Review

- b. San Francisco Planning Department
- c. San Francisco Recreation & Park Department

5. Assist RPD/Planning in preparation of documents for CEQA process, if necessary.
6. Assemble all project documents into Conceptual Design Report at project completion.

PHASE 1 DELIVERABLES:

1. Project schedule
2. Meeting Minutes
3. Community outreach materials beyond those presented at public meetings
4. Presentation materials for public meeting(s), including Concept Plan options, diagrams, site plans, site sections, sketches, perspective renderings, materials boards
5. 100% Concept Design package, including finalized site plans, site sections, sketches, renderings and materials board for preferred alternative
6. Conceptual Design cost estimate
7. Meeting materials for all regulatory approvals
8. Presentation materials for Commission & Committee meetings;
9. Conceptual Design Report documenting full community outreach and conceptual design process with project narrative, program, 100% Concept Design package, meeting minutes, cost estimate, photos.

POTENTIAL SCOPE OF SERVICES (PHASES 2 & 3)

The Design Team scope of service includes all required design disciplines and associated consultant services necessary to deliver a completed project as outlined in this Request for Proposal, including but not limited to:

PHASE 2: SCHEMATIC DESIGN (SD)

1. Make recommendations to RPD staff and operations for selection and approval of equipment and relevant systems.
2. Prepare Basis of Design document. Basis of Design Document to include building and/or other systems descriptions, code analysis, and preliminary Title 24 energy performance data.
3. Incorporate comments received from department staff, peer reviewers, and other project stakeholders.
4. Develop schematic design level drawings and outline specifications based on the approved concept plan, budget, and Recreation and Parks Project Standards and Design Guidelines.
5. Prepare materials and present the project to the Arts Commission and secure Phase I Civic Design approval.
6. Provide cost estimate at Schematic Design submittal. Participate in reconciliation meeting with 3rd party cost estimator.
7. Coordinate as required with RPD consultants including hazardous materials consultant and Department of Technology.
8. Prepare design update presentation materials and facilitate meetings with key community stakeholders, in English, Mandarin, and Cantonese, as required.

PHASE 2 DELIVERABLES

1. Presentation materials for Arts Commission Phase I Civic Design meeting
2. 100% SD drawing set, coordinated across all design team disciplines, including: site, floor, roof, RCP plans; demolition plans; schedules; sections; exterior and interior elevations; code analysis
3. Outline specifications
4. Basis of Design document, including narrative description of systems and product information
5. SD cost estimate
6. Revised Schedule
7. Meeting Minutes
8. Key stakeholder meeting presentation materials, as required

PHASE 3: DESIGN DEVELOPMENT (DD)

1. Present design and participate in 30% review with RPD Maintenance at Structural Yard. Record meeting minutes.
2. Incorporate comments received from department staff, peer reviewers, and other project stakeholders, including 30% RPD Structural Yard review comments.
3. Develop design development level drawings and preliminary specifications based on the approved schematic design, budget, and Recreation and Parks Project Standards and Design Guidelines.
4. Provide Design Development level cost estimate. Participate in reconciliation meeting with 3rd party cost estimator.
5. Prepare materials and present the project to the Arts Commission and secure Phase II Civic Design approval.
6. Participate in value engineering processes.
7. Coordinate as required with RPD consultants including hazardous materials consultant and Department of Technology.
8. Prepare design update presentation and facilitate meetings with key community stakeholders, in English, Mandarin, and Cantonese, as required.

PHASE 3 DELIVERABLES

1. Presentation materials for Arts Commission Phase II Civic Design meeting
2. 100% DD drawing set, coordinated across all design team disciplines, including: site, floor, roof, RCP plans; demolition plans; schedules; sections; exterior and interior elevations; details; code analysis
3. DD cost estimate
4. Revised Schedule
5. Meeting Minutes
6. Draft Materials Board

POTENTIAL SCOPE OF SERVICES (PHASES 4 & 5)

The Design Team scope of service includes all required design disciplines and associated consultant services necessary to deliver a completed project as outlined in this Request for Proposal, including but not limited to:

PHASE 4: CONSTRUCTION DOCUMENTATION (CD)

1. Present design and participate in 60% and 90% reviews with RPD Maintenance at Structural Yard. Record meeting minutes.
2. Develop 60% and 90% CD drawings and specifications based on the approved design development set, budget, and Recreation and Parks Project Standards and Design Guidelines.
3. Incorporate comments received from department staff, peer reviewers, and other project stakeholders, including 60% and 90% RPD Structural Yard review comments.
4. Provide 90% CD cost estimate. Participate in reconciliation meeting with 3rd party cost estimator.
5. Prepare materials and present the project to the Arts Commission and secure Phase III Civic Design approval.
6. Coordinate as required with artist selected for Arts Commission's Art Enrichment Program.
7. Assist RPD in Environment Health and Safety Review at 60% and 90% CD submittals.
8. Participate in value engineering processes.
9. Coordinate as required with RPD consultants including hazardous materials consultant and Department of Technology.
10. Participate in quality control and constructability review processes.
11. Develop a bid ready set of contract drawings and specifications for the project, including alternates, based upon approved design and budget.
12. Secure permitting and regulatory approval of contract documents, including DBI, CPC, SFPUC, BSM.
13. Prepare design update presentation and facilitate meetings with key community stakeholders, in English, Mandarin, and Cantonese, as required.

60% CONSTRUCTION DOCUMENTS SUBMITTAL DELIVERABLES:

1. 60% CD drawing set, coordinated across all design team disciplines, including: site, floor, roof, RCP plans; demolition plans; schedules; sections; exterior and interior elevations; details; code analysis
2. 60% CD specifications
3. Revised Schedule
4. Meeting Minutes

90% CONSTRUCTION DOCUMENTS SUBMITTAL DELIVERABLES:

5. Presentation materials for Arts Commission Phase III Civic Design meeting
6. 90% CD drawing set, coordinated across all design team disciplines, including: site, floor, roof, RCP plans; demolition plans; schedules; sections; exterior and interior elevations; details; code analysis
7. 90% CD specifications
8. 90% CD cost estimate
9. Meeting Minutes
10. Materials Board

100% CONSTRUCTION DOCUMENTS SUBMITTAL DELIVERABLES:

11. Signed and permitted 100% CD drawings and specifications;
12. Consultant will provide a signed letter indicating the project has been coordinated and ready for bid.

PHASE 5: BID/AWARD PHASE

1. Attend the pre-bid conference.
2. Respond to bidder questions and RFIs.
3. Prepare addenda to bid documents and secure regulatory approval of addenda when required.
4. Evaluate substitution requests.
5. Assist RPD in evaluation and recommendation of construction contract.
6. Assist RPD in preparation of materials for presentation to Recreation and Park Commission for approval of contract for construction.
7. Provide final conform set/For construction set of Contract Documents

POTENTIAL SCOPE OF SERVICES (PHASES 6 & 7)

The Design Team scope of service includes all required design disciplines and associated consultant services necessary to deliver a completed project as outlined in this Request for Proposal, including but not limited to:

PHASE 6: CONSTRUCTION ADMINISTRATION (CA)

1. Perform all required Construction Administration duties during the construction phase.
2. Respond to design issues in the field, including answering Requests For Information and preparing sketches in a timely manner.
3. Make all revisions and changes to contract documents to correct errors and omissions as required.
4. Prepare Supplemental Instructions when appropriate.
5. Review submittals, shop drawings, test reports, and substitution requests.
6. Comment on and review potential change orders.
7. Attend job-site construction meetings.
8. Observe construction and prepare field observation reports.
9. Comment on schedule of values and contractor applications for payment based on construction progress.
10. Prepare punch lists.
11. Cooperate and coordinate with building commissioning agent when required.
12. Participate in maintenance period site visits when required.
13. The Design Team shall use the IMPACT software program, RPD's web based electronic management and collaboration tool, to connect their design team, the City staff team, and other contractors/consultants together to communicate and manage construction coordination. This software tool provides the team members with immediate access to continuously updated project information and documents during the construction phase of the project. If needed, Impact training will be provided by RPD at no cost to the consultant.

PHASE 7: CLOSEOUT PHASE

1. Assist in Project Turn-over, including reviewing close-out documents and warranties.
2. Evaluate as-built documents from the contractor with the conformance set of construction documents.
3. Review punchlist items for completion.

ASSUMPTIONS & REQUIREMENTS:

1. The City will provide project management through an assigned Project Manager as designated by RPD. This Project Manager will be the City's representative for purposes of the Project. Please note that the project is co-sponsored by the Recreation and Park Department and the Planning Department. Representatives from both departments will be assigned to the project, but the consultant will be contracted directly with RPD.
2. Drawings shall be prepared using the latest version of AutoCAD.
3. All plans, specifications and other documents prepared by the Consultant on behalf of the City shall become the sole property of the City of San Francisco and shall be provided in hard copy and/or electronic version upon request.

CONTENTS OF PROPOSAL

The RFP Proposal Submittal shall include the required information. Submit 8 bound hard copies of the proposal as described below. Include a pdf file on CD.

1 Cover Letter

(Limit to one page)

A letter summarizing the team's qualifications and approach for providing services, as it relates to key points of the RFP response.

2 Overall Approach

(Limit to 15 pages)

Provide descriptions of overall approach including the following:

2A. COMMUNITY OUTREACH

Describe your team's process for leading an inclusive and collaborative process. Include your initial thoughts on an outreach schedule and how you will guarantee a broad attendance at community meetings.

2B. OPPORTUNITIES & CHALLENGES

Describe the existing site's constraints and how your team will work within these potential limitations. Additionally, describe any missed opportunities and how your team will take advantage of these opportunities in a proposed design solution.

2C. DESIGN

Describe your team's ideas for designing an improved Portsmouth Square. Include your team's initial thoughts on the design and describe how your team will create design alternatives for review

at community meetings and how you incorporate community feedback into your work.

2D. TIMELINE FOR COMPLETION OF THE RELEVANT PROJECT SCOPE OF SERVICES REFERENCED IN THE FULL RFP.

2E. OTHER IDEAS FOR DELIVERING THE DESIGN SERVICES

3 Technical Qualifications

(Limit to 10 pages)

Provide Technical Qualifications including the following information:

3A.

The full name and address of the prime consultant, or each joint venture partner consultant (if the prime is a joint venture). Provide the name, phone numbers, and email addresses of two designated contact persons representing the prime consultant or each joint venture partner consultant (if the prime is a joint venture). Describe services that the prime consultant or each joint venture partner consultant (if the prime is a joint venture) can provide which are relevant to this RFP.

3B.

The full name and address of all sub-consultants. Provide the name, phone number, and email address of one designated contact person representing each sub-consultant firm. Describe services that each sub-consultant can provide which are relevant to this RFP. Include the full outreach team in this list, including the language interpreters and translators.

3C.

Provide all information necessary to substantiate compliance with the qualifications specified in the full RFP. Provide specific information for projects performed by the Prime Consultant or Joint Venture Partnership, as required in the full FRP, including the project name, location, size, use, date of completion (anticipated or actual) and construction cost (anticipated or actual). Provide a brief description of the project and owner(s). Include drawings or photos, if available, in the Appendix. Provide information of relevant projects performed highlighting technical qualifications as described in the full RFP.

3D.

Provide references for relevant projects listed in subparagraph c above. List of references shall include owner(s) or, if an owner is no longer reachable, another person who can verify the involvement of the subject firm on the relevant projects listed. Include the full name, title, firm, address, phone number, email address, and a brief description of involvement with the listed project of all references. The City reserves the right to check any, all, or none of the references submitted.

**4 Team Qualifications and Experience
(Limit to 10 pages)**

This section shall describe the candidate's team organization, management structure and processes, and additional experience. The following information shall be included in a format and arrangement determined by the candidate, in conformance with the page size limitations of this Section.

4A.

Describe the roles and responsibilities of the prime consultant. If the prime is a joint venture, describe the roles and responsibilities of each joint venture partner. Describe how the workload might be organized, divided or assigned. Demonstrate that there are no overlaps or gaps in services.

4B.

Describe the proposed team structure and the role of key sub-consultants. Describe how this team or portions of the team have worked together before or if any sub-consultants have a track record of successful projects with the prime. Indicate whether firm/joint venture or sub-consultants have worked successfully in conjunction with staff of the City or any other government entity to deliver design services.

4C.

Describe the team's project management, quality assurance / quality control, cost control, and management policies and procedures. Provide a list 3 projects that show or exhibit how you follow your QAQC procedure.

4D.

Describe the team's plan to ensure that the LBE Goal is met during the contract.

4E.

List the full name and discipline of key personnel who will be principally involved for a majority of their time in the contract. "Key personnel" is defined as anyone leading a design discipline, the project manager or principal in charge, or committed to the Contract at least 15% of the time on the firm's behalf and who will lead the team and will be committed to managing the contracts and assignments resulting from this RFP. The Key Personnel is the person(s) from the prime consultant. The Key Personnel may be more than one person. The Key Personnel may be an individual or collaboration of individuals. Include full name, firm name, discipline and proposed roles and responsibilities in the team. Describe the experience and qualifications of all key personnel listed. Resumes may be included in appendices.

**5 Appendices
(No page limit)**

5A. RESUMES

**5B. PROJECT DRAWINGS OR PHOTOS
(IF APPLICABLE)**

SUBMITTAL REQUIREMENTS

Consultant shall submit the required copies of their Proposals to the Project Manager at the following address before the date and time submittals are required as specified in the Announcement for this RFP. Refer to numbered list at right for submittal requirements. Late Proposals or partial packages will not be accepted. The Proposal and all 4 sealed envelopes must be submitted by the specified deadline.

The time of the submittal deadline will be determined per United States Official Time (Pacific) website, accessed at www.time.gov. Postmarks will not qualify as delivery and Proposals submitted by fax or in electronic format will not be accepted.

Submit proposals to:

Cara Ruppert, Project Manager
San Francisco Recreation and
Park Department
30 Van Ness Avenue, Suite 3000
San Francisco, CA 94102
Re: Portsmouth Square 2015 RFP

Questions regarding this RFP shall be submitted in writing via email to the Project Manager by the deadline date specified in the Announcement for this RFP, faxed to (415) 581-2540, emailed to cara.ruppert@sfgov.org or delivered to the address listed above.

① Eight (8) sets of bound PROPOSALS

Refer to the full RFP for contents of the proposal. The cover of the proposal must include the title of this RFP, and the name of the Consultant.

② One original and two copies of all required CMD FORMS

Include Good Faith Efforts Documentations (if any), in a separately sealed envelope. The sealed envelope shall be titled "CMD FORMS," include the title of this RFP, and the name of the Consultant. Refer to full RFP.

③ One original and one copy of all required CONTRACT FORMS

in a separately sealed envelope. The sealed envelope shall be titled "CONTRACT FORMS," include the title of this RFP, and the name of the Consultant. Refer to full RFP.

④ Digital copies of items 1, 2, and 3 above as separate PDF files on one Compact Disc (CD).

⑤ One original and one copy of

the FEE SCHEDULE

in a separate and sealed envelope. The sealed envelope shall be titled "FEE SCHEDULE", and include the title of this RFP, and the name of the Consultant. Refer to Full RFP. A digital file of the Fee Schedule should not be included in the CD.

⑥ One original and one copy of the FEE PROPOSAL

in a separate and sealed envelope. The sealed envelope shall be titled "FEE PROPOSAL," include the title of this RFP, and the name of the Consultant. A digital file of the Fee Schedule should not be included in the CD.

The fee proposal should include total fee required to deliver the project for each phase identified in the Potential Scope of Work with a not-to-exceed figure. Include subtotals for each discipline for each phase of work.

The City intends to award this contract to the firm that it considers will provide the best overall professional services. The City reserves the right to accept other than the lowest priced offered and to reject any proposals that are not responsive to this request.



RFP SCHEDULE

RFP ADVERTISED AND PUBLISHED

Wednesday, October 7, 2015

PRE-PROPOSAL CONFERENCE

Tuesday, October 20, 2015

DEADLINE FOR WRITTEN QUESTIONS

Friday, October 23, 2015 (2PM LOCAL TIME)

ISSUE RESPONSES TO QUESTIONS

Monday, October 26, 2015

**DELIVER PROPOSALS
(NO LATER THAN 2:00 PM LOCAL TIME)
MONDAY, NOVEMBER 2, 2015**

NOTIFY CANDIDATES SELECTED FOR INTERVIEWS

Monday, November 16, 2015

INTERVIEWS

Monday, December 14, 2015

NOTIFY SUCCESSFUL CANDIDATES

Friday, December 18, 2015

COMPLETE AGREEMENT NEGOTIATIONS

Friday, January 15, 2016

RPD COMMISSION AWARD

February 2016

AGREEMENT CERTIFICATION/NOTICE OF AWARD

End of February 2016

WEBSITE AND CONTACT INFORMATION

Project Management Team

Cara Ruppert, *San Francisco Recreation & Parks*
Kay Cheng, *San Francisco Planning Department*
Paolo Ikezoe, *San Francisco Planning Department*

Contracting Questions

Sean McFadden, *San Francisco Recreation & Parks*
Finbarr Jewell, *Contract Monitoring Division*

Websites

Existing Conditions Report
<http://www.sf-planning.org/index.aspx?page=3678>

Bids and Contract Listings
<http://mission.sfgov.org/OCABidPublication>



Image Credits:

Front Cover:
Courtesy of SF Planning