

**REQUEST FOR QUALIFICATIONS**  
**SAN FRANCISCO ARTS CENTER**  
**STUDIES, PROGRAMMING, SCHEMATIC DESIGN AND DESIGN**  
**DEVELOPMENT**

**ARCHITECTURAL SERVICES**

**March**  
**2017**



**ANNOUNCEMENT**

**REQUEST FOR QUALIFICATIONS NOTICE**

**ARCHITECTURAL and PRELIMINARY ENGINEERING SERVICES**

The San Francisco Unified School District (SFUSD) is accepting Statements of Qualifications (SOQ) for a Design Architect and sub-consultant team to provide Architectural programming and engineering services through the Design Development Phase for the District's ArtsCenter located at 135 Van Ness Avenue. The SFUSD ArtsCenter involves the redevelopment of a city block located on 135 Van Ness Avenue and requires the adaptive re-use of existing historical buildings as well as new construction. The Project will include the Ruth Asawa School of the Arts High School, (RASOTA), theatrical and performing arts spaces and the SFUSD Arts Institute to support the Arts throughout the District and city. The scope of this work shall be through the design

development phase of the project. The District may select another firm as Architect of Record/Executive Architect to carry the project design forward to construction documents.

Proposals must be submitted to 135 Van Ness Avenue, Room 209, San Francisco 94102, Attn: David Goldin, Chief Facilities Officer  
no later than:

**2:00 p.m. on April 7, 2017.**

This Request for Qualifications (RFQ) seeks firms with the following types of experience:

- Design of facilities supporting the Arts and Education which could include (but is not limited to) performing arts theatres, museums, galleries, music halls, studios, graphic design, creative writing, and public gathering places incorporating the arts.
- Experience in the special design engineering requirements of Arts support facilities including acoustics, vibration control, structural systems, lighting, enhanced mechanical systems, sound systems, etc.
- Design embracing historic preservation and adaptive re-use and Working with San Francisco planning and historic preservation groups on issues relating to adaptive reuse of historic structures
- Recent and significant knowledge of the local Arts Community of San Francisco and experience in working with this community
- Significant experience and participation in working with public agencies or non-profit organizations in assisting with large capital funding campaigns
- Design of significant projects in urban environments which are a part of significant urban/city centers which both augment and blend with the existing urban/city center environment
- Experience in working in collaboration with Environmental Impact Statement consultants in updating and securing entitlements for projects.
- Design that maximizes flexibility of space as needs and requirements change
- Design of facilities that incorporate sustainable/green architectural and engineering systems.
- Experience in design of adaptable spaces to accommodate multiple users and associated space usage requirements
- Experience in consensus building amongst multiple interested parties including multiple user groups within the facilities as well as the community at large.
- Recent experience working on structurally challenging projects with the Division of the State Architect

**RFQ packages will be available on the District website on March 7, 2017 at:**

**<http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>**

The RFQ package will provide a detailed description of the information required for the SOQ submission. Any addenda issued will be posted on the website.



## REQUEST FOR QUALIFICATIONS

### ARCHITECTURAL and ENGINEERING SERVICES

#### I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

##### 1. Overview

The San Francisco Unified School District is seeking Statements of Qualifications (SOQ) from qualified Architectural firms to provide architectural consulting services for the SFUSD Arts Center. The SOQ shall consist of:

- Seven (7) bound copies in 8-1/2" x 11" format
- Max. length of SOQ - 27 pages, single-sided (excluding tabs, cover letter, and resumes)
- Digital file of proposal
- Hand delivered to:

David Goldin  
Chief Facilities Officer  
San Francisco Unified School District  
135 Van Ness Avenue, Room 209  
San Francisco, CA 94102

All participating architectural firms must have an established office primary business location under the name of the firm or joint venture for a minimum two years within a 25-mile radius of the city limits of San Francisco, CA.

**ALL SOQs DUE NO LATER THAN 2:00 PM ON APRIL 7, 2017**

**LATE SUBMITTALS WILL NOT BE CONSIDERED**

**MAXIMUM POINTS POSSIBLE: 100**

##### 2. Description of the Arts Center

The Arts Center site consists of the entire block bounded by Van Ness, Fell, Franklin and Hayes streets which currently houses three historic buildings, including the former High School of Commerce located at 135 Van Ness and 170 Fell Street and the Nourse Auditorium.

The scope consists of building new educational spaces, selective demolition and adaptive reuse, reconstruction and modernization of existing historic buildings to include:

1. The Ruth Asawa School of the Arts High School (RASOTA) to house approximately 850 students and spaces for the arts including dance, theater, music, choral, painting, creative writing and other educational spaces. The high school will be in the general range of approximately 150,000 square feet subject to final programming. This will be a combination of adaptive re-use of the existing 135 Van Ness building and new construction.
2. The Institute at SFUSD Arts Center. This will be a creative hub, arts education resource and incubator for emerging programs supporting the SFUSD district schools as well as the arts community. The Institute will be located in the existing four story, 68,000 sq. ft. 170 Fell building located on the corner of Franklin and Fell Streets.
3. Nourse Auditorium – This facility is part of the original High School and is located on the corner of Hayes and Franklin Streets. A key element of the initial services will be a study to assess the existing building in terms of layout, structural, mechanical, and electrical systems to determine the viability of transforming this space into a performing arts theatre which will support RASOTA. This report will include a cost estimate for the work required. Part of this study will include comparative cost analysis of renovation of the Nourse Theatre vs. constructing a new performing arts theatre in the existing 170 Fell building or new construction associated with the high school.

Preliminary Concept designs have been prepared which will inform the selected Architect of the current concept design for the ArtsCenter. In addition to a complete seismic and historic renovation of the existing buildings, this concept design calls for limited demolition of portions of the 135 Van Ness Building to create a public plaza as well as accommodate an area for the new building. The new building would front on Hayes Street between the Nourse Theatre and the 135 Van Ness building.

The selected Architect will be expected to develop a modified concept design (or new concept design) with a focus on cost control, the current program, and overall vision for the ArtsCenter.

This vision includes the goal of integrating all art and academic elements of the High School to foster collaboration and shared experiences, design of flexible spaces capable of meeting multiple program requirements, utilization of offsite facilities as appropriate to encourage integration of the arts program(s) with the arts community within the city. Also, the Institute is envisioned to be a separate facility supporting the entire school district, but the architect will be expected to identify opportunities of shared use of the Institute and high school.

### **3 Project Requirements**

The ArtsCenter is a unique facility. It is located on a prominent urban site as part of the San Francisco Civic Center District, and is envisioned as a hub for arts education and information exchange for both SFUSD and the larger city arts community. A successful design process will require consensus building both within the SFUSD and the community at large. In addition, while the project has identified funding, a significant building capital funding campaign may be required to reach the total funding required to complete the project. This will require an Architect experienced in assisting clients with fund raising campaigns while designing to tightly established budgets and schedules.

The selected Architect must be able to combine budget flexibility with strong design experience in education, urban environments, historical preservation, and responsible design utilizing public funds. The architect should also demonstrate experience in managing the programming process with an ability to meet but not exceed project needs, and also show experience in supporting capital campaigns.

To the greatest extent possible, the architect's submission should highlight in the firms philosophy, representative projects and project team resumes indicating experience with:

- Design of facilities supporting the Arts and Education which could include (but is not limited to) performing arts theatres, museums, galleries, music halls, studios, graphic design, creative writing, and public gathering places incorporating the arts.
- Experience in the special design engineering requirements of Arts support facilities including acoustics, vibration control, structural systems, lighting, enhanced mechanical systems, sound systems, etc.
- Design embracing historic preservation and adaptive re-use and Working with San Francisco planning and historic preservation groups on issues relating to adaptive reuse of historic structures
- Recent and significant knowledge of the local Arts Community of San Francisco and experience in working with this community
- Significant experience and participation in working with public agencies or non-profit organizations in assisting with large capital funding campaigns
- Design of significant projects in urban environments which are a part of significant urban/city centers which both augment and blend with the existing urban/city center environment.
- Design of projects with construction values of \$100 million or more.
- Experience in working in collaboration with Environmental Impact Statement consultants in updating and securing entitlements for projects.
- Design that maximizes flexibility of space as needs and requirements change
- Design of facilities that incorporate sustainable/green architectural and engineering systems.
- Experience in design of adaptable spaces to accommodate multiple users and associated space usage requirements
- Experience in consensus building amongst multiple interested parties including multiple user groups within the facilities as well as the community at large.
- Recent experience working on structurally challenging projects with the Division of the State Architect

#### **4. Basis of Architectural Services and Fees**

The selected architect will be contracted through the end of the design development phase and will be the Design Architect. A separate Executive Architect will be retained for advancing the project through working drawings, Division of State Architect approvals, and construction administration. The Design Architect may be asked by the District to participate in design reviews of the work of the Executive Architect to ensure the integrity of the design. The District may elect to continue with the Design Architect for the working drawing and construction administration phases.

#### **5. Description of Architectural Scope of Services for Architectural / Engineering Consultants:**

Services required will occur in five phases as follows

#### PHASE 1- ANALYSIS AND REVIEW

- Analysis and review of all design, studies, and other relevant documentation completed to date.
- Design work includes conceptual designs prepared to date
- Studies include exiting site data including geotechnical, surveys, historical documentation, structural, mechanical, electrical, assessments, etc.
- Identify additional studies or investigations that may be required to further document existing conditions of all three facilities for adaptive re-use.

#### PHASE 2- PROGRAMMING

- Validate and update the current District programming documents for RASOTA and the Art Institute and develop the final project program

#### PHASE 3- SCHEMATIC DESIGN

- Develop Schematic Design inclusive of preliminary engineering for civil, structural, mechanical and electrical systems of the Arts Center
- Preliminary cost estimate of the ArtCenter based on the schematic design
- Value Engineering as required

#### PHASE 4- DESIGN DEVELOPMENT

- Develop Design Development design inclusive of all primary architectural components and engineering systems as well as secondary/specialty engineering systems.
- Develop cost estimate of the ArtCenter based on the design development phase.

#### PHASE 5 -PRESENTATIONS AND OUTREACH

- Throughout all phases of the project, the selected architect and associated team members will be asked to prepare and/or present presentations for: Public Presentations/Community outreach, approval agencies, and capital funding campaign entities and others as required to advance the project.

### **6. District Responsibilities**

- Any hazardous material (“hazmat”) related work or mitigation thereof will be the sole responsibility of the District. The architect will coordinate the documents provided by the District’s hazmat consultant into the end of schematics cost estimate
- The District will provide site topographic surveys and geotechnical reports as required. As noted above, the architect will work with the District to determine the scope of services required for each project.
- Upon the Architects review of existing documents provided by the district, the Architect will likely identify studies in need up updating or new studies to fill information gaps. Depending on the service required, the district may provide the updates or studies to the architect under a separate contract or ask the Architect to provide these studies. Updates or new studies identified to be done under the Architects contract will be handled as an amendment to the Architects contract.

### **7. Insurance Requirements**

a). Each architectural Firm or each member of joint ventures awarded a contract will be required to maintain, in full force and effect and at their own expense, the following insurance policies with companies certified with the California Insurance Commission. Please include the name of your

insurance providers in your SOQ. The following insurance policies are required in order for your firm/joint venture to qualify for participation in these projects:

- 1) Worker's Compensation Insurance in compliance with California law
- 2) General Liability Insurance (\$2 million/per occurrence)
- 3) Automobile Insurance (\$2 million/per occurrence)
- 4) Professional Liability Insurance (\$5 million per occurrence and \$5 million aggregate)

b). If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for five (5) years beyond the date of the individual project completion

c). Prior to issuance of a Notice to Proceed, each firm must provide the District with original wet signature certificate(s) of insurance that includes the following:

- The San Francisco Unified School District, its Board, Officers, and employees shall be named as additional insured parties on General Liability and Automobile policies, endorsements must be submitted with the certificate(s)
- Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide will mail 30 days written notice to the certificate holder

## **II. DISTRICT PROCESS FOR CONSULTANT SELECTION**

All SOQs will be scored through a preliminary screening process which will include Part III below and may include contact of references. Those firms who qualified through the preliminary screening process may be invited to participate in the final screening process, which may consist of an interview and presentation. Specific information regarding the interview will be provided upon notification of the firm completing the preliminary screening.

The District will accept written questions and comments from prospective consultants for the period commencing on March 2 through March 15, 2017 close of business. Addenda will be posted after March 8, 2017.

The District reserves the right to make a selection anytime during the selection process in the event that the District can readily make a clear determination and selection from the proposals.

The District reserves the right to contract with any firm responding to this RFQ for all or portions of the above-described phases, to reject any SOQ as non-responsive, and not to contract with any firm for the Services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFQ. The District reserves the right to seek SOQs from or to contract with any firm not participating in this process.

Responses to this RFQ will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, *et seq.* Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to

be required by law or by an order of the Court. A firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the firm agrees, by submission of its response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

### **III. CONTENTS AND REQUIRED FORMAT OF PROPOSALS AND EVALUATION CRITERIA**

Proposals shall be in 8 1/2" X 11" portrait format. Use Arial Narrow font text 11 pt. minimum size with standard margins. Please organize your proposal with 9 tabbed sections. Maximum page count is 27 single-sided pages excluding tabs, cover letter and resumes. Submit seven (7) bound copies of the SOQ, plus one digital copy. Proposals shall be bound on the left.

Please provide the following information, in the order of the nine sections given below, as well as the order of each component of each section. Each of the nine sections shall be tabbed. Proposals will be carefully reviewed and assigned evaluation points based on the information provided with a maximum score of 100 points. All information requested must be provided, including sections which do not carry points. Failure to provide all information requested will be deemed non responsive. The nine categories of the SOQ are:

#### **Tab 1. Introductory/Cover Letter: (1 page; no points possible)**

Please provide information regarding the size of your firm, and include any sub consultants that you propose to include as part of your Architectural project team.

#### **Tab 2. Firm Data (1 page; no points possible)**

- a) The full name and address of the firm or team.
- b) Additional regional offices. If more than one office within the 25 mile radius requirement, list those offices, address and number of employees in the office(s) within the 25 mile radius requirement of this RFQ.
- c) Firm's Current Work Commitments. Specify the current and projected workload of Firm and describe Firm's ability to complete the Services as required herein.
- d) Conflicts of Interest: If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work, the Project, or the District that may have a potential to conflict with firm's ability to provide the Services described herein to the District. Firms cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in the Project to which the firm may provide Services. The firm selected to provide the Services and any subsidiary, parent, holding company or affiliate of the selected firm, may not perform any construction work or submit a bid for the Project.
- e) Name and phone number of a designated contact person  
(Items a, b, c, d: 2 pages, no points possible)



**Tab 3. Firm Philosophy (1 page; 5 points possible)**

Provide a brief description of the firm history, philosophy, and vision.

**Tab 4. Proposed Project Team Composition (Firms) (6 pages; 10 points possible)**

Describe the Project Firm's and associated sub consultant Firm's professional qualifications and experience, including those of any sub consultants, in order to clearly demonstrate your ability to successfully furnish the architectural/design services described in this Request for Qualifications. (3 pages, possible points: 5)

Minimum required:

Core Consultant Team

1. Prime Architect
2. Structural Engineer
3. Mechanical Engineer
4. Electrical Engineer
5. Civil Engineer

Specialty Consultants

6. Fire Protection Engineer
7. Food Service
8. Cost Estimator
9. Information Technology Engineer
10. Elevator Consultant
11. Landscape Architect
12. Architectural and Theatrical Lighting Consultant
13. Audio-Visual Consultant
14. Acoustical Consultant
15. Other Specialty Consultants as identified by the Design Architect.
16. Cost Estimator

**Tab 5. Relevant Experience Specific to the Arts Center Project (11 pages; 50 points possible)**

Please discuss your Firm's experience and understanding of the architectural/design services required for these projects and provide an outline or description that clearly demonstrate

1. Design of facilities supporting the Arts and Education which could include (but is not limited to) performing arts theatres, museums, galleries, music halls, studios, graphic design, creative writing, and public gathering places incorporating the arts. (2 pages, 5 points possible)
2. Experience in the special design engineering requirements of Arts support facilities including acoustics, vibration control, structural systems, lighting, enhanced mechanical systems, sound systems, etc. (1 page, 5 points possible)
3. Design embracing historic preservation and adaptive re-use and working with San Francisco planning and historic preservation groups on issues relating to adaptive reuse of historic structures (1 page, 5 points possible)

4. Recent and significant knowledge of the local Arts Community of San Francisco and experience in working with this community (1 page, 5 points possible)
5. Significant experience and participation in working with public agencies or non-profit organizations in assisting with large capital funding campaigns (1 page, 5 points possible)
6. Design of significant projects in urban environments which are a part of urban/city centers which both augment and blend with the existing urban/city center environment (1 page, 4 points possible)
7. Design of projects with construction values of \$100 million or more. (1 page; 4 points possible)
8. Experience in working in collaboration with Environmental Impact Statement consultants in updating and securing entitlements for projects. (1/2 page, 3 points possible)
9. Design that maximizes flexibility of space as needs and requirements change (1/2 page, 3 points possible)
10. Design of facilities that incorporate sustainable/green architectural and engineering systems. (1/2 page, 3 points possible)
11. Experience in design of adaptable spaces to accommodate multiple users and associated space usage requirements (1/2 page, 3 points possible)
12. Experience in consensus building amongst multiple interested parties including multiple user groups within the facilities as well as the community at large. (1/2 page, 3 points possible)
13. Recent experience working on structurally challenging projects with the Division of the State Architect (1/2 page, 26 points possible)

**Tab 6. References** (1 page; 5 points possible)

Provide a reference list of not less than 4 to 6 clients of the firm. This list should include projects which your firm has provided similar design services. (1 page, 5 points possible)

**Tab 7 . Representative Projects** (6 pages 1 project per page; 15 points possible)

Provide six representative projects your firm designed which have been completed (constructed) within the last 8 years. Each project page should contain the following information: (1 page maximum per project, maximum pages: 6. (6 pages, 10points possible)

- Name of Project
- Name of client including contact information
- Architect of Record (If a Joint Venture, identify your scope of work and percentage of project as well as the specific phase of work for which your Firm was responsible.
- Completion (construction) date
- Total project budget,
- Description of services provided by the firm
- Images of the project

**Tab 8. Project Team Staffing: (Resumes)** (Not counted in page limitation. No resume should exceed 1 page per person; 15 points possible)

Please provide a one page organization chart of your team indicating primary architectural and engineering/sub-consultant team members and the managerial relationship of these individuals to each other.

Following the organization chart provide resumes of all team members shown on the organization chart. Resumes should not exceed one-page per team member and highlight project experience relevant to the requirements of the Arts Center.

**Tab 9. Firm's Billing Rate Schedule and name of Insurance companies** (1 page; no points possible)

- a. Please provide the billing rates for the staff presented in the organization chart(s) for the performance of the services indicated herein. Include; principal-in-charge.
- b. Provide the name of your insurance carrier.

**MAXIMUM LENGTH OF PROPOSAL/SUBMITTAL**  
27 pages, single-sided, excluding cover letter, tabs, and resumes

**TOTAL POINTS POSSIBLE: 100 points**

**IV. RFQ SCHEDULE (Subject to change)**

- |                                |                                   |
|--------------------------------|-----------------------------------|
| ▪ Advertise RFQ Advertisement: | <b>March 6, 2017</b>              |
| ▪ Written Questions Accepted   | <b>March 9 – March 21, 2017</b>   |
| ▪ Proposals Due no later than: | <b>April 7, 2017 at 2:00 P.M.</b> |
| ▪ Shortlist Notification:      | <b>April 2017 (tentative)</b>     |
| ▪ Interviews (if required):    | <b>April 2017 (tentative)</b>     |
| ▪ Results Announced:           | <b>May 2017</b>                   |
| ▪ SFUSD Board Approval:        | <b>TBD</b>                        |

**The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, or amend the schedule**

**Proposers shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ.**

**The District will be confirming accuracy of all information submitted in response to this RFQ.**