

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

REQUEST FOR PROPOSALS

The Kensington Police Protection and Community Services District (KPPCSD) is seeking proposals for completion of architectural drawings and construction documents for improvements to the Kensington Community Center (aka Youth Hut) in order to increase safety and accessibility, to add to its general appearance, and to improve the function of the building and its site.

Please see the attachment for more details. A Dropbox has been created for all pertinent documents in order to develop the Request for Proposal. The complete folder of documents is also available at the Kensington library.

<https://www.dropbox.com/sh/tqtsnxsns472vmn/AAD0TMpeuDspy7cXd2yIf-Qya?dl=0>

July 27, 2016

Request for Proposal

July 2016

From: Kensington Police Protection Community Service District

Additional Documents: ADA Analysis by G. Puente-Peters (2016), Seismic Analysis by G. Wallace (2016), Muller Caufield Report (2012)

Project Objective

The Kensington Police Protection Community Service District (KPPCSD or District) is seeking proposals for completion of architectural drawings and construction documents for improvements to the Kensington Community Center located at 59 Arlington Avenue, described herein under the heading **Scope of Work**.

Background and Use of Building

The Community Center building was built in 1956 and remodeled and expanded in 1988. The building totals 4,430 square feet, with the main assembly room totaling 1,815 square feet. There are 3 other meeting rooms, toilet rooms, a kitchen that does not meet commercial standards and a small storage area. The building is very utilitarian, consisting of reinforced concrete block walls, slab on grade floor with a resilient tile surface, exposed ceiling structure with some skylights and ten exposed metal trusses. There is no insulation in the main room and heating is provided by space heaters with ventilation provided by operable windows and doors.

The Community Center building was initially constructed to serve the needs of Kensington's youth, hence its original name as the "Youth Hut". Over the years the building's purpose evolved to include more adult uses such as yoga or painting classes, and it also serves as a venue for some private parties. However, the majority of the uses continue to have a youth focus (scouts/gymnastics/after school programs). Given the continued youth focus of the building, upgrades need to recognize the importance of durability - such as impact resistant glazing on any windows/doors, and surfaces that are scuff resistant and designed for easy cleanup. The buildings western exposure creates heat gain issues during the afternoon, which should be considered.

A complete description with photos of the Community Center/Youth Hut building and the adjacent Annex Building are contained in the attachments as part of an analysis prepared by Muller & Caulfield Architects dated March 8, 2012.

Following the 2014 defeat of the bond measure that would have fully upgraded the Community Center building based on the findings of the Muller & Caulfield report, it was decided to evaluate how much work was needed to at least bring the Community Center building into compliance with current seismic and accessibility requirements. Two consultants, Gregory Paul Wallace, a structural engineer, and Gilda Puente-Peters, an ADA specialist, were hired to complete this analysis. Their reports are included in the attachments. The seismic report suggests steel columns along the west and south walls of the assembly room to provide vertical support and horizontal bracing to the roof structure. Steel ties and plywood shear walls are proposed for the

roof to tie the main roof to the other building components. The Wallace analysis assumes the roof will be replaced; however, the roof appears to be in good condition. The ADA analysis is very detailed in terms of the work required both inside and outside the facility; however, some of the exterior ADA work described could change if there are modifications to the west wall, if gender-neutral restrooms are installed, or if the flagpole is relocated, for example.

Project Scope of Work

The proposed Project includes:

Modifications to the Community Center that are required to remedy the seismic resistance deficiencies identified in the structural report by Gregory Paul Wallace.

Modifications to the Community Center that are required to bring it into compliance with current ADA standards of accessibility and to remedy the deficiencies identified in the analysis by Gilda Puente-Peters.

Modifications to the Community Center that will improve the general appearance and function of the building and its site. Among these are the following Alternates that can be priced separately and may or may not become part of the final Project:

Alternate 1: A new west wall for the Community Center building that will provide an indoor/outdoor feel by incorporating more use of glass and possibly a central entrance.

Alternate 2: An upgraded kitchen to provide community cooking classes and meals for social events.

Alternate 3: Enhancements to the restrooms, interior main room wall covering, floor finishes, interior and exterior painting, and possible lighting and heating upgrades.

These Alternates shall be reviewed with the District, with cost containment a principal objective. At this time, it is anticipated that the total Project budget will be \$1.0 million or less.

Note that the solutions to the Community Center's structural and accessibility problems need not follow the specific suggestions included in the reports cited above, provided that the issues are resolved successfully. The selected candidate will need to provide a demonstrated capacity for creativity and willingness to work well with diverse community input while maintaining cost control.

Scope of Architectural Services

- Meetings – The Architect shall meet with the District three times (for a duration of not more than 2 hours each) to discuss and evaluate the scope of work and progress.
- Preliminary drawings – At the second meeting, the architect shall present several concept drawings for the three alternates identified under Project Scope of Work.
- Upon approval by the District of the preliminary design work, the Architect shall prepare the Project Plans and Specifications.
- The architect shall either engage the services of Gregory Paul Wallace as structural engineer or another licensed structural engineer of their choosing.

- The Architect shall assist the District in obtaining preliminary cost estimates with the assistance of a cost consultant. Based on these cost estimates the District shall determine the Final Plans and Specifications, and specifically the inclusion of Alternates 1, 2 and 3.
- The Architect shall submit the Final Plans and Specifications for all necessary County and other governmental approvals for the completion of the work, and make any changes as may be required to complete Approved Plans and Specifications.
- The architect and the District shall collaboratively obtain bids from a minimum of three qualified contractors.
- The Architect shall visit the construction site as often as necessary to make sure the building is being completed in accordance with the Approved Plans and Specifications.
- The architect shall help the District complete all forms required by the East Bay Regional Park that are required as part of a WW Grant reimbursement process.

Exclusions from Scope of Services

- As-built surveys, metes and bounds surveys
- Soils testing and any geotechnical surveys
- Utility upgrade designs
- Materials testing
- Plan check and building fees
- List any other exceptions on a separate sheet if your company requires them

Submission Process

Responses to this Request for Proposal shall be submitted no later than:

12 pm (noon) on Wednesday, August 31, 2016.

Responses received after this time will not be opened or considered.

All proposals shall be in the form of two (2) paper copies in a sealed envelope with the architect's name, address and phone number clearly marked on the cover. Responses should directed to:

**Interim General Mgr. Kevin Hart
Public Safety Building
217 Arlington Avenue
Kensington, CA 9470**

As part of the decision process the Parks Building Committee shall ask the most competitive architectural candidates to make a 30-minute presentation to the Committee. The Committee and District's final selection shall be based on the following criteria: price, experience, recommendations, completion schedule and ability to work collaboratively with the community. The District shall make a decision on a contract award on or before 12 pm, Wednesday, November 30, 2016.

For those who would like to tour the facility prior to making a proposal, a walk through can be arranged by contacting:

Rachelle-Sherris-Watt at: rscherriswatt@keningtoncalifornia.org

All submissions shall include:

- A summary of the firm's qualifications, history and related project experience.
- The identify of the persons who will be working on the project and their qualifications and experience.
- An outline of the proposed approach to the project including the work and schedule to complete it. Please specify the start date to complete the P&S and the estimated completion date.
- A fixed fee proposal for the performance of the services identified above, plus a separate cost for any additional services not specified above. Provide a rate schedule or hourly fees by individual, should additional work be required on a time and materials basis.
- List three references for projects that required similar services.
- Since this proposal is requesting changes to the look of the west wall, providing drawings showing the before/after look of renovation projects that the firm has worked on that are similar to this project is encouraged.

Compensation

District shall make a deposit with the Architect equal to 10% of the architect's total cost of services and shall thereafter make monthly payments on a progress basis with a mutually agreeable retention.

Miscellaneous Provisions

The District reserves the right to reject any and all proposals.

The District may award an agreement for services on the basis of the proposals submitted or the District may negotiate further with some or all of the proposers.

No proposal shall be approved until the District's Board of Directors has accepted it.

The District is not liable for any costs incurred by the applicants responding to the Request for Proposal.

Proposals and pricing information submitted as part of this proposal will not be returned.

The successful proposer will be required to sign a standard KPPCSD service agreement, including insurance requirement.

The proposals may include proprietary information or confidential information. KPPCSD will take every reasonable precaution in protecting such confidential information provided that it is clearly identified as proprietary or confidential on the pages on which it appears. However, KPPCSD is subject to California Public Records Act and must disclose records as required by the Act.