

DEPARTMENT: Public Works

By: Michael Edwards Phone: 966-5356  
Director

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_\_\_)

Public Works recommends that the Board approve the attached Request for Proposals for preliminary architectural design services for an Administrative and Development Services Building, Public Works Project Number PW 91-15; and authorize solicitation for proposals to be received no later than November 30, 1994, at 5:00 p.m.

The estimated cost of these design services is \$25,000. \$41,342 is available in the budget.

This project is identified in the CIP budget recently adopted. the architectural selection ("Space Needs") committee has met several times in the last year and is recommending a course of action beginning with a preliminary design. this is the next step in the process and it identifies important issues such as cost, design and parking requirements. The following step, if the Board chooses to proceed, would be to determine a financing arrangement, prepare final design and construction documents, and go out to bid.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

No action will delay start of this project. Current space is inadequate.

<p><b>COSTS:</b> (X) Not Applicable</p> <p>A. Budgeted current FY \$ 25,000*</p> <p>B. Total anticipated costs \$ 25,000</p> <p>C. Required additional funding \$</p> <p>D. Internal transfers \$</p> <p><b>SOURCE:</b> ( ) 4/5th Vote Required</p> <p>A. Unanticipated revenues \$</p> <p>B. Reserve for contingencies \$</p> <p>C. Source description:</p> <p>Balance in Reserve Contingencies, if approved: \$</p> <p>* \$41,342 available in project fund balance (C.I.P.)</p>	<p><b>SPECIAL INSTRUCTIONS:</b> List the attachments and number the pages consecutively:</p> <p>1. Request for Proposals</p>
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**CLERK'S USE ONLY**

Res. No.: 94-147 Ord. No. \_\_\_\_\_

Vote - Ayes: 3 Noes: \_\_\_\_\_

Absent: Balmain, Erickson Abstained: \_\_\_\_\_

Approved ( ) Denied ( )

( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: mc / by mws

**REQUEST FOR PROPOSALS**  
**PRELIMINARY ARCHITECTURAL DESIGN SERVICES FOR**  
**ADMINISTRATIVE AND DEVELOPMENT SERVICES SPACE NEEDS**  
**MARIPOSA COUNTY**

**I. PROJECT DESCRIPTION:**

The County of Mariposa is seeking architectural planning services to define the needs for a County Administration and Development Services facility, provide a conceptual design for the facility, and to examine the parking and traffic-related impacts for the entire Courthouse area, including the proposed facility and the existing County services at the Courthouse, Health Department, Juvenile Detention Facility, Mental Health Office, and the fiscal services offices, including Auditor, Tax Collector, and Assessor. These offices are located in the town of Mariposa in the area bounded by Hwy 49/140 and Jones Street, and 8th and 12th Streets. Existing facilities are shown on the map enclosed with this RFP.

The proposed Administration and Development Services facility is to be located in the area bounded by Bullion and Jones Streets and by 10th and 11th Streets. This area is adjacent to the Hall of Records building and contains the existing Administrative offices (CAO, County Counsel, and Board of Supervisors' offices) and the existing Planning\Building Department. It is anticipated that the existing Administrative and Planning\Building buildings, as well as a metal building housing building maintenance functions will be torn down or moved to make way for the new facility.

The area in question is in the heart of Mariposa's Historic District. The Courthouse was constructed in 1854. It is the oldest courthouse west of the Mississippi still being actively used as a courthouse. A major concern of the requested planning activity is to maintain sensitivity, both in scale and ambiance, to the Courthouse. The County offices along Bullion facing the Courthouse have been located in restored Victorian era houses. Although a significant amount of new floor space is desired and facilities cost is of primary concern, sensitivity to the historic nature of this area is also very important.

It is also to be acknowledged that such a construction project could be an economic development stimulus or detriment to the

adjacent commercial/office areas. Site design and location should consider economic development potential.

## II. ANTICIPATED SCOPE OF SERVICES:

The following tasks will require close coordination with the Public Works and Planning Departments as well as the County Space Needs Committee:

- A. Meet with County staff and Space Needs Committee to review scope of work and requirements. Review previous studies, including Courthouse Area Master Plan.
- B. Review total floor area requirements for administration and development services needs, including projected 10-year growth.
- C. Determine how much additional development could be accommodated on existing County-owned property, after determining appropriate building setbacks and other standards established by the zoning ordinance, including design review standards for the historic area, in the Eleventh Street area. A map is enclosed showing the boundary of the area where building is considered. The map also shows the larger boundary of the traffic study area. General Design Review requirements must also be considered. Consider alternatives for additional area for multi-floor facility and if parking under building could be accommodated.
- D. Determine parking requirements for entire Courthouse area complex, including projected 10-year growth. Note that landscaping requirements in the Courthouse area may affect the parking plan.
- E. Determine and categorize prospective parking availability (including cost) in the entire Courthouse area complex at buildout. Show recommended staged development of parking.
- F. Determine the affect of traffic circulation on parking and vice-versa, and discuss affect of recommended street closures or one-way traffic.
- G. Explore potential for stimulating economic development through this project. This could include mixed uses within the project, or zone changes or changes in permitted uses on surrounding parcels. Also, explore possible pedestrian connections to the highway commercial areas. (Submit separate cost estimate for this task.)

- H. Make presentation to Board of Supervisors regarding tasks A-F above.
- I. Develop conceptual site master plan for both Administration and Development Services buildings.
- J. Develop a conceptual-level design, including floor plans and elevations for one of these two buildings. The concept shall be based on the estimated maximum available budget of approximately \$2 million for design and construction. The concept must meet all zoning ordinance and Mariposa TPA Specific Plan requirements. Provide a preliminary construction cost estimate for the selected building, including site improvements and parking. Total cost within budget must include design and construction administration.
- K. Make presentation to Board of Supervisors regarding tasks G-I above.
- L. Provide 20 copies of the final report (bound, 8 1/2 x 11), with one unbound original reproducible copy.
- M. Meet with Space Needs Committee on a regularly scheduled basis for direction as study proceeds.
- N. The required time of completion for all tasks described above is sixteen weeks from approval of a contract by the Chairman of the Board of Supervisors. The contract with the selected consultant will contain a liquidated damages clause for failure to perform in a timely manner.

The goals that will result from this project include:

- a) One Stop Permit Department, and
- b) New Board/Administration facilities and new Board hearing room

### III. INFORMATION PROVIDED WITH RFP.

In this RFP package, the following items are included in addition to the maps specified in Item C above:

1. Specific Plan / Zoning Ordinance Standards for Mariposa Town Planning Area.
2. Portions of Group 4 Plan that have been accepted.

3. Planned location of Prop 116 sidewalks.
4. Copy of department space need requests, number of employees in each department, and the functions performed by each department.
5. Designation on map of which of the existing facilities can be torn down or moved.

**IV. PROPOSAL FORMAT:**

Please provide your proposal in the order and format described below. Deviation from this request may be cause for rejection of the proposal by the selection committee.

- A. **Qualifications.** Provide a brief description of the qualifications of the firm with an emphasis on this project. (Your firm was selected to submit an RFP based on a general Statement of Qualifications previously provided to the Public Works Department). All proposed sub-consultants should be included. Two pages maximum.
- B. **Project Team.** Describe the proposed project planning and preliminary design team, including sub-consultants, listing the key team members and their duties and responsibilities. Provide a team organizational chart. Four pages maximum. The contract with the selected firm will require that key members shown in the proposal be required to commit time to the project and that the County will have the right to accept or reject any proposed replacements of key personnel.
- C. **Work Program and Schedule.** Describe the proposed work program your team will adopt to assure the project meets the time and budget constraints. Provide a detailed schedule showing that the project will be completed within the specified time limit. Three pages maximum.
- D. **Current and Projected Workload.** Provide a description of the proposed design team's current and projected workload between now and the scheduled completion date. Describe how the team will meet those obligations and the requirements of this project. Provide names and phone numbers of the contact person for your clients related to those projects. Three pages maximum.
- E. **Representative Projects.** List and describe three to five recent projects of similar scope and magnitude for which the firm has provided planning and preliminary

design services. Include the estimated construction cost, fee for firm's services, date completed and contact person(s) with phone numbers. Three pages maximum.

- F. Resumes of Project Team.** Provide a resume of each key member of the project team, including sub consultants. If possible, each resume should summarize only the experience of the team member relative to projects of similar nature and scope.
- G. Estimate of Fees.\*** Please provide a detailed estimate of fees, based on your knowledge of the project at this time. It should identify the estimated hours and associated billing rate for every one of your staff members who will spend time on the project. It should also contain a copy of the standard rates for the firm and sub consultants. Please note the commitment requirement detailed in Item B above. The budgeted amount for the services described in this RFP is \$25,000.

\* Note: This does not constitute a competitive "bid" and is not binding. The selection will be based solely on the qualifications as expressed in the proposal and any subsequent interviews. If a negotiated agreement cannot be reached with the preferred firm, the committee will proceed to negotiate with the second-most preferred firm.