

Request For Qualifications

Department of General Services
Real Estate Services Division
Asset Management Branch

Sonoma Developmental Center

The Department of General Services (DGS), Real Estate Services Division (RESA), Asset Management Branch (AMB) is requesting Statements of Qualifications (SOQ) from consulting firms that provide professional architectural, engineering, and master land use planning services and related disciplines for the project listed below.

**SONOMA DEVELOPMENTAL CENTER
DEPARTMENT OF DEVELOPMENTAL SERVICES
CONCEPTUAL MASTER LAND USE AND
FACILITIES REUSE PLAN ALTERNATIVES
FOR AN ±863 ACRE SITE IN ELDRIDGE, CA**

Advertisement Number: RESA AMB 2016-11

I. INTRODUCTION

On October 1, 2015 the California Department of Developmental Services (DDS) submitted the "Plan for the Closure of the Sonoma Developmental Center" (SDC) [see embedded link below] to the Legislature. The SDC is slated to close by the end of December 2018. The Closure Plan provides that the state will work with Sonoma County and other stakeholders to identify viable reuse options for the improved SDC campus and extensive land holdings.

The SDC consists of approximately 860 acres of land, including a core campus with approximately 1.3 million square feet of buildings on approximately 150 acres. The state owns extensive water rights and infrastructure on the property. The SDC water is supplied by a self-contained water diversion and treatment plant system. The center has two reservoirs with a storage capacity of approximately 800 acre feet that are fed by three diversion sites. The facility also contains a water treatment facility that is capable of producing all of the potable water required by the campus.

The state is requesting a Statement of Qualifications (SOQ) from California-licensed architectural and engineering firms to assist with the assessments of the SDC property that will be necessary in order to develop and evaluate reuse alternatives.

- [Plan for the Closure of SONOMA DEVELOPMENTAL CENTER, October 1, 2015](#)

If the hyperlink to the files listed above does not work, files can be found here:

<http://www.dgs.ca.gov/resd/Programs/AssetManagement/SurplusSalesandStateOwnedLeasingandDevelopmentSection/SDCFiles.aspx>

II. PROJECT DESCRIPTION

The selected Contractor will provide professional architectural and engineering services, master land use planning and related disciplines to create conceptual master land use and facilities reuse plan alternatives that will take into consideration physical, environmental, political and governmental factors that may impact the reuse of approximately ±863 acres comprising the Sonoma Developmental Center located at 15000 Arnold Drive, Eldridge, California. The purpose of the plans is to assist the state, County of Sonoma and stakeholders in identifying alternative reuse options for the SDC.

The conceptual plans shall give consideration to alternatives that diversify and enhance the Sonoma Valley's economy and establish models for sustainable development and economic self-sufficiency; preserve the distinct character of the Sonoma Valley's rural communities and SDC's natural, historical, and architectural integrity; and, protect SDC's open space, valuable natural and scenic resources to support healthy wildlife populations, water resources, and recreational opportunities.

III. SCOPE OF SERVICES

The selected Contractor shall provide professional architectural, engineering design, and, land use planning services. The responsible party shall be an architect or engineer licensed to practice in the State of California. The awarded firm shall develop conceptual master land use and facilities reuse plan alternatives for an approximately 863-acre property in Sonoma County, California known as the Sonoma Developmental Center (SDC) in collaboration with Sonoma County and stakeholders.

The Scope of Work includes the following:

- 1.) Preliminary Due Diligence
 - Market and economic analysis
 - Rough infrastructure capacity analysis
 - Building and site improvement condition surveys
 - Biological resources assessment
 - Physical features
 - Evaluation and determination of existing conditions and constraints
 - Identification of significant foreseeable CEQA/NEPA issues
 - Review or Historic Resources Evaluation and Phase I Environmental Assessment
 - Cultural resources assessment
- 2.) Conceptual Master Land Use and Facilities Reuse Planning
 - Stakeholder identification, outreach and communications.

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- Collaboration with local government officials and stakeholders
- Development of conceptual master land and facilities reuse plan alternatives

The selected Contractor will evaluate and determine the existing conditions and constraints, i.e. existing land cover (buildings, including historic resources, hardscape, landscape, field, tree cover, wetlands, water resources, etc.), cultural and historic resources, topography, geology, soils, climate, hydrology, infrastructure including water supply system and sanitation and storm water systems, biological resources, open space and recreational facilities and other relevant data. Contractor will identify any significant CEQA/NEPA issues. Evaluation will include review of an historic resource evaluation report and a Phase I Environmental Site Assessment performed by other state contractors when available as well as the following reports prepared by third parties for the Sonoma County Agricultural Preservation and Open Space District and Transform SDC:

- [SDC Draft Resource Assessment](#)
- [SDC Site Transformation Study – Final Report](#)

If the hyperlinks to the files listed above do not work, files can be found here:

<http://www.dgs.ca.gov/resd/Programs/AssetManagement/SurplusSalesandStateOwnedLeasingandDevelopmentSection/SDCFiles.aspx>

Conceptual master land use and facilities reuse plan alternatives shall identify, as necessary, historic resources, water resources, natural and scenic resources; trails and recreational areas and opportunities, nodes and districts/areas, infrastructure and utility sizing, systems and corridors, landscape areas, pedestrian and vehicular access and movement systems, IT and telecommunications infrastructure systems, building massing and site layout plans.

Contractor will use text and images to illustrate the design intent and use mapping to illustrate important local site conditions. Contractor will develop and depict at least two conceptual master land and facilities reuse plan alternatives for SDC. Contractor will develop engineer's estimates for each conceptual master land and facilities reuse plan alternative for demolition and or construction of onsite, offsite and utility costs.

If necessary, the contractor may prepare modifications to the designs, analysis and studies such as supplemental, revised, re-circulated documents or addenda due to changes in the scope. The contractor may provide other professional services normally and logically associated with master land use and facilities reuse planning, due diligence studies, and the environmental review process.

IV. DESIRABLE QUALIFICATIONS AND EXPERTISE

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Each Statement of Qualifications (SOQ) should clearly delineate and address the contractor's relevant experience in planning large complex real estate development projects, the preparation of environmental documents and site assessments. The SOQ for the contractor's project team must also clearly demonstrate experience and expertise in the likely issues associated with converting real property from public to quasi-public or private use.

The specialized areas of expertise of the team that may be factors in the selection of a contractor for this project are listed below. However, this is not meant to serve as a complete list of all the areas of expertise and factors that may be of significance for this project. This list is a summary and is provided only as a means of assisting each potential contractor in their formation of the respective team. The list is as follows:

- **Land Surveying** – The consultant team should include experienced licensed surveyors with expertise in the latest Global Positioning System technology and instrumentation and be able to provide ALTA/ACSM surveys, property/boundary surveys, plat and legal descriptions, control surveys, and topographic mapping.
- **Architectural/Landscape Architecture/Land Planning Services** – The consultant team should be knowledgeable and experienced in land use planning for public, quasi-public and private projects including experience in land planning, urban planning and design, infrastructure development including experience on civic and institutional projects, commercial and residential projects, and recreational use or environmental protection projects including stakeholder identification, outreach, communications management and government relations. The consultant team will determine code compliance, conduct feasibility studies, prepare alternative reuse plans, analyze alternative reuse options, prepare conceptual master land use and facilities reuse plan alternatives, and develop implementation strategies. The consultant team should have expertise in visual assessment techniques (including professional rendering and photo simulations). The consultant team should have expertise in design that incorporates site development elements required for LEED certification.
- **Environmental Consulting/Hazardous Materials Testing** – The consultant team should include a representative with knowledge and expertise in the area of environmental consulting with detailed knowledge of the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA), regulatory permitting and extensive experience in preparing environmental impact statements and environmental impact reports. The consultant team should have experience conducting biological studies, protocol assessments of special status species, habitat evaluation and wetlands delineation. The consultant team should include a representative capable of performing hazardous materials consulting including performing testing and preparing remediation plans.* The consultant will act as the interface between AMB and the State Department of Toxic Substances Control (DTSC), if necessary.

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*Evaluation will include review of an historic resource evaluation and Phase I Environmental Site Assessment that will be completed by other state contractors.

- **Archaeological/Cultural Resources Assessment** – The consultant team should have demonstrable knowledge and expertise in the preparation of cultural resource surveys, investigations, and constraints mapping. The consultant should have knowledge of the protocols for assessment of these resources, and the relevant state and federal historic consultation and protection statutes.
- **Traffic, Transportation, Access & Parking Analysis** – The consultant team shall have the ability to conduct traffic, transportation, access, and parking surveys. The team shall demonstrate ability to address state, local, and regional statutory requirement and standards in preparing all environmental documentation and mitigation measures.
- **Market and Economic Studies** –Detailed market studies and economic analysis of various alternatives are critical to project success. The consultant team should have demonstrated knowledge and experience in all aspects of feasibility analysis, market studies, real property valuation and all aspects of real estate economics as they relate to real estate project development and redevelopment.
- **Engineering** – The consultant team should have knowledge and expertise in the area of land development, particularly in the design and construction of infrastructure such as streets and water, sewer, gas, electricity, telephone, cable and storm drainage systems. The team should have expertise in water rights, hydrology and water resource engineering. The team should have expertise in soils or geotechnical engineering and be able to perform a range of tests including soil borings, seismic tests, percolation tests, and compaction tests. Many of the state properties contain asbestos and other hazardous substances. Expertise in the area of environmental engineering is a key area of needed expertise. The team should have expertise in structural engineering. The team should have expertise in developing engineer's cost estimates for demolition, structural retrofitting, remediation and/or construction of onsite, offsite and/or utility costs.
- **Availability, Schedule, and Project Management** – As part of its project management function the consultant team will provide AMB with quarterly reports covering the functional areas of the consultant's responsibility or project scope, if applicable, of each year of the contract, or more often if requested. The availability of contractor's staff and subcontractors on this time-dependent project will be an important selection factor. The state recommends that the SOQ clearly delineate the person(s) that will be responsible for directing the consultant team and their relevant experience in such a role.

Firms shall respond in writing indicating how they believe their qualifications fulfill the requirements of these criteria.

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V. **MINIMUM REQUIREMENTS**

Firms intending to submit SOQ must attend a mandatory site tour between August 1st and August 5th, 2016. Two tours will be conducted each day, one beginning at 9:00 AM and one beginning at 1:00 PM. Tours are expected to take a maximum of 3 hours. Only one firm will be toured during each time slot. Site tours will be arranged upon on a first-come, first-served basis. No more than 5 members of a team will be able to tour the SDC during each time slot. Interested firms must contact Gerald McLaughlin at (916) 375-4009 or Gerald.McLaughlin@dgs.ca.gov to reserve a time slot no later than July 31, 2016. The state reserves the right to extend the number of days available for site tours. Answers to questions arising during site tours will be provided to each firm that toured the site no later than August 31, 2016. Tour is to allow teams to become familiar with site, which should help firms in putting together a team with past experience in projects similar to this one.

Firms who are interested in providing professional services for this contracting opportunity shall submit the following information.

Submit two (2) sets of the following:

- Letter of Interest that includes the **Federal Identification Number** of the firm.
- Secretary of State Certification identifying California legal operating name. If operating under a fictitious business name, provide all supporting documentation. (i.e. Fictitious business name statement certified by the appropriate county clerk)
- Licensed Architect/Engineer– copy of California license.
- Written statement of the firm’s qualifications that is responsive to the selection criteria. **Please respond to each and every numbered criteria listed in the “Selection Criteria” below with complete and organized responses.**
- Federal Form 330 Parts I & II for the firm and Federal Form 330 Part II for any proposed sub-contractors.
- Disabled Veteran Business Enterprises (DVBE) forms. Please see enclosure, “Disabled Veteran Business Enterprise Program.”
- Provide Small Business Certification if certified as a small business.

The State encourages Small Business Enterprises to apply. If you feel your company or your subcontractor qualifies as a small business firm, you may log onto <http://www.pd.dgs.ca.gov/smbus> for more information or call the Office of Small Business and DVBE Services at (916) 375-4940 for further information. Please note, no preference in the qualifications category can be given to Small Business firms under the contracting law set up for professional services (Architectural, Engineering, Environmental Services, etc.) contracts.

Documents shall be received no later than Wednesday September 7, 2016 at 5:00 PM

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Documents shall be submitted to:

Department of General Services
Real Estate Services Division
Project Management and Development Branch
707 Third Street, 2nd Floor, MS 508
West Sacramento, CA 95605
Attention: **Lynette McIntyre**

Facsimile (FAX) and e-mail submittals will not be considered.

VI. SELECTION CRITERIA

Contractor will be selected on the basis of written responses to this Request for Qualifications (RFQ) and an oral interview.

1. Professional experience of the firm in relation to the work to be performed. Clearly define the responsibilities for each discipline (in-house or consultant) and represent the experience requirements for each area.
 - List each person with their role and office location for all staff identified as a part of this proposal.
 - Identify staff of sub-consultants similarly but separately.
2. Professional experience of the principals to be assigned to the project.
 - List the Principals to be assigned to and involved with the project.
3. Professional experience and training of key personnel.
 - List staff education, certification and training.
4. Demonstrated competence and specialized experience of firm.
5. Nature and quality of completed work.
6. Examples of work completed that are similar to the Scope of Services.
7. Reliability of firm and continuity of proposed firm's staff and sub-consultants with firm.
8. Firm's workload and demonstrated ability to meet schedules.
9. Location of firm office(s) for project coordination and services.
10. Demonstrated effectiveness of the Quality Assurance program and procedures being utilized by firm.

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Firm team shall be comprised of all disciplines necessary to effectively perform land use planning and entitlement work for creating master land use and facilities reuse plans and with experience in land planning, urban planning and design, infrastructure development including experience on civic and institutional projects, commercial and residential projects, and recreational use or environmental protection projects that have previously been approved and developed or redeveloped.

VII. CONTRACT ADMINISTRATIVE PROCESS

The selected contractor will work under contract for the California Department of General Services (DGS), Real Estate Services Division (RESA), Asset Management Branch (AMB). The Contractor will be part of a land use planning team comprised of staff from AMB, and other Branches of RESA.

Firms will be selected on the basis of written responses to this Request for Qualifications (RFQ) and an oral interview.

Submittals will be evaluated and scored based upon the above selection criteria for those firms who have complied with the minimum qualification requirements.

At least three firms with the highest scores will be selected for the "short list". These firms will be invited for an interview and asked to make an oral presentation on their firm and its qualifications and experience.

Upon completion of all interviews, the firms will be ranked in order of preference. The number one firm will be asked to submit a fee proposal. The AMB will attempt to negotiate a fee for services. In the event that a satisfactory agreement cannot be negotiated, the AMB will terminate negotiations with the firm and begin negotiations with the next ranked firm and so on. After successful negotiations, a contract will be awarded and executed.

The selection of the Contractor will be based on the required expertise and the overall proposed solution or approach to the assignment. If, at any time, during the term of the contract, the state or the contractor require previously unanticipated expertise of a specialist(s) to provide services contemplated under this contract, upon agreement by both parties and under the direction of the contractor, a subcontractor(s) relationship may be established at the state's expense and the fee negotiated at the time the subcontracting relationship is established.

The state reserves the right to terminate the selection proceedings at any time.

Ten percent retention will be held for all progress payments made to Consultant. When the estimated amount to be retained exceeds ten thousand dollars (\$10,000), and the

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retention continues for a period of 60 days beyond the completion of phased services, upon written request and at the expense of the Consultant, the State will pay the retentions earned directly to a state or federally chartered bank in this state, as the escrow agent. (California Public Contract Code section 6106.5). See California Public Contract Code section 6106.5 (e) for further requirements pertaining to sub-consultants.

The state encourages Small Business Enterprises to apply. If you believe your company or your sub-consultant qualifies as a small business firm, you may log onto <http://www.pd.dgs.ca.gov/smbus> for more information. Please note that no preference in the qualifications category can be given to Small Business firms under the contracting law set up for Architectural and Engineering (A&E) contracts.

VIII. LABOR COMPLIANCE MONITORING & ENFORCEMENT PROGRAM- CONTRACTOR REGISTRATION

In accordance with Senate Bill 854, beginning July 1, 2014 contractors must register with the Department of Industrial Relations at <http://www.dir.ca.gov/Public-Works/PublicWorks.html> using the online application before bidding on public works contracts in California. The application also provides agencies that administer public works programs with a searchable database of qualified contractors. Application and renewal are completed online with a non-refundable fee of \$300.

All A&E contractors and subcontractors, shall be required to comply with the Monitoring and Enforcement Program, including, but not limited to, contractor registration, submittal of electronic certified payroll reports directly to the DIR as applicable and cooperation with on-site monitoring by DIR personnel if the work performed is covered by prevailing wage laws. Not all work performed by an A&E Firm or its subcontractors are covered by prevailing wage laws. Refer to Labor Code 1771.4 et seq. or visit the website of the DIR for more information.

The requirement to list only registered contractors and subcontractors on bids becomes effective on March 1, 2015. The requirement to only use registered contractors and subcontractors on public works projects applies to all projects awarded on or after April 1, 2015.

PREVAILING WAGES

Pursuant to Labor Code Section 1774, the Contractor and any subcontractors, regardless of tier, shall pay not less than the specified prevailing wage rates to all workers employed in the execution of the Contract.

Copies of the prevailing rate of per diem wages are on file at the Department of General Services, which shall be made available to all interested parties.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

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IX. QUESTIONS

All technical questions should be directed to Gerald McLaughlin at Gerald.McLaughlin@dgs.ca.gov. Questions related to this Request for Qualifications, the contents of the Statement of Qualifications, or related administrative matters should be faxed to the A&E Contracts Officer at (916) 376-1778. The deadline to submit questions regarding this RFQ is August 19, 2016. Answers to questions will be provided to each firm that toured the SDC facility no later than August 31, 2016.