REQUEST FOR QUALIFICATIONS

THE REDEVELOPMENT AGENCY
OF THE CITY OF SAN JOSE

FOR ARCHITECTURAL DESIGN SERVICES FOR THE FAÇADE IMPROVEMENT PROGRAM FOR ALL REDEVELOPMENT AREAS INCLUDING BUT NOT LIMITED TO THE DOWNTOWN CORE, NEIGHBORHOOD BUSINESS DISTRICTS & CLUSTERS, STRONG NEIGHBORHOODS, AND INDUSTRIAL AREAS

SEPTEMBER 8, 2008
REDEVELOPMENT AGENCY OF THE CITY OF SAN JOSE

REQUEST FOR QUALIFICATION
FOR ARCHITECTURAL DESIGN SERVICES FOR THE FAÇADE IMPROVEMENT PROGRAM

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September 8, 2008

Fore more information concerning this opportunity contact:
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(408) 795-1858
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REQUEST FOR QUALIFICATIONS

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I. THE OPPORTUNITY

The City of San Jose Redevelopment Agency (SJRA) is soliciting Statements of Qualifications from qualified firms or individuals to provide professional architectural design services as part of the Façade Improvement Program (FIP) for all Redevelopment areas including but not limited to Downtown Core, Neighborhood Business Districts and Clusters, Strong Neighborhoods, and Industrial areas on an as-needed basis for various SJRA projects. It is anticipated that the FIP consultant services will be provided for up to a two year period and may be extended if agreed to by all parties. The purpose of the FIP is to assist business and property owners in designing and constructing façade improvements, including signage, awnings, decorative elements, painting, and other non-structural elements. In some cases, structural work, major modifications, and historic preservation are undertaken.

Firms or individuals will be selected to perform the following services:

- Attend an initial meeting with individual business and property owners to prepare a design concept.

- Based on the initial meeting, prepare design concepts for signage and façade improvements.

- Develop preliminary designs and cost estimates based on prevailing wages for the project scope to be submitted for approval by Redevelopment Agency staff and property owner.

- Assist with permitting process for the project with the Planning Department, Building Department, and Historic Landmark Commission, if necessary.

- Develop final design to solicit bids from contractors and assist with the bid process for individual buildings or storefronts.

- Monitor construction progress through final completion of project.
II. BACKGROUND AND PROGRAM DESCRIPTION

Background
Created in 1987, the Façade Improvement Program’s intent is to rehabilitate storefronts in the Downtown and Neighborhoods in an effort to create a more attractive retail shopping environment, reduce urban blight, and enhance the City’s image. In November 1998, the separate programs for Downtown San Jose and for the Neighborhoods were consolidated into the Facade Improvement Program and in November 2000, the FIP was streamlined.

In March 2007, the program was again revised to include all Redevelopment areas, provide an increase to the FIP grant amounts, and provide a distinction between historic and non-historic buildings for future funding consideration.

The FIP mission is to provide financial assistance for renovation of businesses in the Downtown, Neighborhood Business Districts (NBDs), Neighborhood Business Clusters (NBC), and commercial areas within the Strong Neighborhoods Initiative (SNI) areas and Industrial areas. Under the FIP, eligible improvements include painting of commercial buildings, new storefronts, awnings, marquess, sun control devices, doors, windows, facade and display window lighting, tile, signs, and edge treatments.

The FIP continues to be one of the most successful small business assistance programs within the Redevelopment Project Areas. This economic investment has created jobs, increased business revenues, and in some cases helped businesses survive the most difficult business climate in recent history. In short, the FIP directly drives economic vitality and development of Downtown and neighborhood business districts, small business clusters, Strong Neighborhoods, and Redevelopment Industrial areas.

Program Description
The Façade Improvement Program provides grants to qualifying applicants for up to $40,000 per non-historic storefront with applicant matching funds of $5,000 and $50,000 for buildings included in the City of San Jose Historic Resources Inventory. Eligible improvements under the FIP include painting, awnings, marquess, sun control devices, doors, windows, facade and display window lighting, tile, signs, edge treatments, and in some cases historic preservation.

The architect assigned to the FIP project provides architectural services from the design concept stage to construction documents, facilitates the permitting process through the City of San Jose Planning and Building Departments, and provides construction contract administration services. In some cases the architect may have to coordinate with Historic Landmark Commission staff and the Public Works Department.

If the project scope exceeds the designated grant amount and there is no other source of funds, the architect may be directed to revise the construction documents to reduce the scope of work. Program participants may request additional design services at their own expense from the selected consultant beyond that covered by the Redevelopment Agency Façade Improvement Program. Any such services would have to be under a separate agreement with the owner.
The architect will be expected to develop specific design solutions with solid cost estimates based on prevailing wages for individual program projects. The designs for each project must consider the issue of quality versus cost and should also take advantage of the individual aspects of the property and setting. Creative approaches are strongly encouraged that provide unifying elements to the façade schemes but which also draw upon the strength and character of the individual architectural elements that exist in these older commercial areas.
III. THE SITES

Boundaries for the Downtown FIP are east of Highway 87, north of Highway 280, west of Fourth Street, and South of Julian Street. For all other Redevelopment Areas please refer to the two website links for maps included in the RFQ, Page 12.

IV. REQUIRED QUALIFICATIONS AND CONDITIONS

The following qualifications are required:

1. A high level of professional competence and a proven track record in storefront/commercial façade design, particularly as applied to the revitalization of blighted areas.

2. Proven track record in providing outstanding customer service and ability to work with a diverse client base.

3. The ability to develop accurate cost estimates for the various design elements of façade improvements based on prevailing wage law requirements.

4. A demonstrable record which exhibits creative solutions to design problems.

5. Effective negotiation and communication skills and the ability to develop consensus solutions.

6. Thorough understanding of site design/development standards and alternatives that influence the overall quality of façade design.

7. Staff availability and ability to provide the desired services and products within the scheduled time and project budget.

8. Ability, if selected, to meet the insurance requirements stipulated by the Redevelopment Agency and the City of San Jose.

9. Familiarity with the City of San Jose permit review processes for the Planning and Building Department, and Historic Landmark Commission.

V. REQUIRED PROPOSAL FORMAT

1. A cover or transmittal letter executed by an authorized signatory of the firm.

2. A brief description of the firm, with particular emphasis on services and products provided which relate to commercial building façade improvements.

3. A list and brief description of recent projects completed in relation to the proposed scope of work including any projects undertaken for the Redevelopment Agency and/or City of San Jose. Inclusion of before and after pictures for these projects is highly recommended.

4. A description of the firm’s ability to design projects that meet stated budgets. A proven track record of construction bids that are at or below construction estimates of designed plans.

5. A description of the firm’s experience in working with diverse clients.

6. A list and brief description of projects that required a significant amount of public and/or client participation in the design process and approach in incorporating these views.

7. Include names and experience of key personnel who are expected to manage or perform this contract work. Resumes should be attached.

8. Include names of persons and telephone numbers for references regarding performance, preferably on similar projects.

9. A fee schedule for all staff associated with this contract work, applicable reimbursable expenses and overhead costs.

10. An explanation of how this project fits into the firm’s workload.

11. A description of the firm’s experience with the City of San Jose Planning and Building permitting process, and the Historic Landmark Commission.

If you are a firm with an existing contract with SJRA, you must still present a full submittal for consideration.
VI. SELECTION PROCESS

The SJRA will review all submitted Statements of Qualifications and will evaluate them against the qualifications and conditions listed herein. Consultants determined by the SJRA to be the most qualified, in the SJRA’s sole discretion, may be selected for interviews. In the event the SJRA elects to conduct interviews, consultants may be requested to furnish additional written materials regarding their qualifications for potential SJRA projects. If, at the sole determination of the SJRA, interviews are required, the successful candidate or candidates selected will be on the basis of the presentations and qualifications of the candidates. The interview format may consist of a twenty (20) minute presentation followed by questions from the selection committee.

VII. SELECTION SCHEDULE

Approximate schedule for consultant selection is summarized below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8, 2008</td>
<td>Request for Qualifications distributed</td>
</tr>
<tr>
<td>September 30, 2008</td>
<td>Deadline for receipt of qualifications</td>
</tr>
<tr>
<td>October 1-October 8, 2008</td>
<td>Staff screens qualifications; finalists notified</td>
</tr>
<tr>
<td>October 9-17, 2008</td>
<td>Evaluation committee interviews finalists</td>
</tr>
<tr>
<td>October 31, 2008</td>
<td>Consultant(s) selected</td>
</tr>
</tbody>
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VIII. SUBMITTAL DEADLINE

Submittals must be delivered by personal or courier delivery to the City of San Jose Redevelopment Agency, 200 Santa Clara St., 14th Floor, San Jose, CA 95113 for receipt by the SJRA no later than 4:00 p.m. PST on Friday, September 30, 2008.

All responses must be addressed to the attention of Michael McPherson, Development Officer, and marked on the outside “Request for Qualifications: FIP Architectural Design and Services.”

Qualification proposals that are not received at the designated address on or before the specified deadline will not be accepted. Neither facsimile reproductions nor electronic transmissions of Qualification proposals will be accepted.
IX. CONTACT INFORMATION

Please address your qualifications and any questions concerning this request to:

Michael McPherson
Development Officer
The Redevelopment Agency of the City of San Jose
200 East Santa Clara St., 14th Floor
San Jose, CA 95113
(408) 795-1858

Five (5) copies of the submittals must be received at the above address no later than 4:00 p.m. on September 30, 2008. All information contained in these submittals should be concise and responsive to the content of this request.
X. WAIVER

This Request for Statements of Qualifications and the interview process shall not in any way create a binding contract of any kind between the SJRA and any candidate firm. If the SJRA selects a candidate firm, it is expected that the SJRA’s standard form consultant agreement will form the basis of a contract between the parties. All legal rights and obligations between the successful candidate firm and the SJRA will come into existence only when such an agreement is signed and delivered by the parties, and the legal rights and obligations of each shall at that time be only those which are set forth in the agreement and any other documents specifically referred to in the agreement.

The SJRA reserves the right, at its sole discretion and based solely on its determination of the best interests of the Agency, to determine the candidate firm’s qualifications (both subjective and objective), to accept or reject any or all submittals, to alter the selection process, to waive any defects in the submittals and to re-advertise for this work, if necessary.

The candidate firms acknowledge and agree that in submitting a Statement of Qualifications pursuant to this Request for Qualifications, the preparation of all materials for submittal and all presentations are at their sole cost and expense, and the SJRA shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. In addition, the candidate firms acknowledge and agree that all submitted Statements of Qualifications shall remain the property of the SJRA.
XI. MAPS

A.  http://www.sjredevelopment.org/Maps/SJRAmap.pdf

B.  http://www.sjredevelopment.org/Maps/sni.pdf