



CITY OF SAN CARLOS

Request for Proposals

**Contract Architect or Design Professional
to serve on the City's Residential Design
Review Committee**

RFP Issued: May 21, 2018

Submittals Due: June 4, 2018 by 5 p.m.

**City of San Carlos
Community Development Department
600 Elm Street
San Carlos, CA 94070**

**Lisa Costa Sanders
Principal Planner
lcostasanders@cityofsancarlos.org
650-802-4207**

INTRODUCTION

The Planning Division of the City of San Carlos is seeking proposals from qualified architects or design professionals to enter into an Agreement for Professional Services to serve on the City's Residential Design Review Committee (RCDC). The City is requesting proposals from persons or firms with expertise necessary to serve on the RCDC to hear public input and review additions and new single family residences.

The Planning Division intends to select up to three (3) individuals or consulting firms to serve as needed on the RDRC. Selected firms will be placed on an official list of qualified consultants who will be called upon to serve on the RDRC on an "as-needed" basis.

The Agreement for Professional Services is expected to serve for a total of three (3) years with an option of an automatic one-year extension.

BACKGROUND

San Carlos is a General Law City of over 29,000 residents that encompasses five and a half square miles and is located halfway between San Francisco and San Jose. With excellent geography and livability, it strikes a rare balance between small town charm and big city access. A quaint village feeling both downtown and around the City is matched by a robust and diverse commercial and industrial sector on the east side. Like other communities on the Peninsula, San Carlos residents enjoy high property values and high household incomes.

The City is governed by a five-member City Council, with members selecting a Mayor for a one year term, and an appointed City Manager. There is great emphasis on public participation in local government and the citizenry is quite active as well. The City is currently experiencing a significant period of growth. Mixed-use development projects are in construction or proposed in the transit oriented portion of the City and the interest in employment uses is increasing in the eastern portion of the community. In addition, approximately 23 acres of the last remaining vacant land zoned single-family residential is expected to undergo planning review in the near future.

A comprehensive update to the San Carlos Zoning Ordinance was completed in 2011 following adoption of the San Carlos General Plan in 2009. The RDRC was formed in 2007 with Municipal Code updates to the residential design review process, replacing the former Exception Design Control Committee. The RDRC reviews and decides on additions to single family homes and new single family home developments. The City is currently evaluating single family residential development criteria due to community concern with the size of residential developments. The RDRC currently consists of three members, one Planning Commissioner appointed by the Commission and two City Council appointments; one citizen at large and one design professional.

The City Council recently modified the RDRC's composition. The new membership will now consist of three members; 1) one Planning Commissioner, 2) an architect or licensed design professional under contract with the City to serve on the RDRC and, 3) a community member with professional design experience appointed by the City Council.

ARCHITECTUAL SERVICES NEEDED

The Planning Division requests the services of qualified persons or firms to serve as a member of the RCDC. The consultant(s) will provide the range of design expertise necessary to hear public comments, review residential plans and make decisions on additions and new single family home developments. The consultant will not be tasked with re-designing projects, but rather

providing design comments to the project applicant to guide them towards an acceptable re-submittal that meets the City's expectations.

SCOPE OF SERVICES

1. Review staff reports and architectural plans.
2. Visit project sites.
3. Attend RDRC public hearings as a Committee member. The RDRC has the ability to approve, modify or deny single family developments. The RDRC meets from 5:30pm-7:00pm on the first and third Monday of each month. Meetings are held in the Council Chambers at 600 Elm Street, San Carlos.

Qualified consultants shall possess the following:

- Five or more years of professional architectural or design work experience in the public or private sector.
- Demonstrable experience dealing with the public, planners, and applicants during the public review process of entitlement applications.
- Ability to make professional recommendations and provide design direction to project applicants in a clear and concise manner.

SUBMITTAL REQUIREMENTS

All proposals should include the following minimum information:

1. **COVER LETTER** – Indicate interest and commitment to serve on the RDRC for the City of San Carlos. Include contact information (physical address, telephone, and email address) for the primary person responsible for the proposal who will be the point of contact for the City on all correspondence and communications pertaining to the proposal. The cover letter should also summarize the key points of the consulting firms' interests and qualifications and pertinent areas of expertise.
2. **RELEVANT EXPERIENCE** – List projects completed by the Consultant relevant to the scope of services contained herein that have been completed in the last five years. Discuss the individual's ability to serve on the RDRC for the City.
3. **KEY TEAM MEMBER SUMMARY** – Identify the individual(s) or key team members that may be available to assist the City of San Carlos in response to this RFP. Summarize each person's experience and include their resume.
4. **CURRENT CLIENTS/PROJECTS** – Provide a list of all clients doing business with the Consultant in the past 12 months and identify any projects within the City of San Carlos in the past 12 months.
5. **BILLING STRUCTURE** – Provide a list of hourly billing rates for each proposed team member. Include all direct and indirect expenses and transportation fees.
6. **CITY CONSULTANT CONTRACT** – Provide a statement indicating that the firm has

reviewed and agrees to the City's Standard Professional Services Agreement, (Attachment A), and is able to meet the agreement and insurance requirements. Please indicate any exceptions.

7. REFERENCES – provide five (5) client references. Include names, titles, current email addresses and telephone numbers.

Interested individuals or firms shall submit one electronic copy of the proposal by **June 4, 2018 by 5 p.m. to:**

Lisa Costa Sanders, Principal Planner
lcostasanders@cityofsancarlos.org

EVALUATION CRITERIA

In accordance with the Municipal Code, consultant selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required and on fair and reasonable price.

Submittals will be evaluated based upon, but not limited to, the following criteria:

- Demonstrated understanding of the requested work and responsiveness to the request for proposals
- Experience with single family residential and demonstrated ability in working with highly active citizens
- Excellent communication skills, written and verbal
- Professional qualifications and experience of individuals likely to be assigned to the project
- Proposed compensation rates
- Reference recommendations
- Oral interview

Oral interviews of the most responsive individuals or firms are tentatively scheduled for **June 11, 2018**. The City reserves the right to alter the selection process and/or project scope following the issuance of this RFP.

Non-Obligation

The City retains sole discretion to evaluate submittals and may make an award to the consultant(s) the City deems to be most responsive to the request for proposals. Receipt of submittals in response to its request for proposals does not obligate the City in any way to engage any consultant and the City reserves the right to reject any or all submittals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the request for proposals and selection process at any time prior to the actual execution of a contract with a consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

The City may issue separate Requests for Proposals (RFPs) for Planning services at its discretion for current planning projects or City-initiated advance planning initiatives.

Additional Information

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

All costs incurred during submittal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview shall be the sole responsibility of the Consultant.

If awarded a contract, the consultant shall maintain insurance coverage, including worker's compensation, reflecting the minimum amounts and conditions specified by the City.

Consultants are liable for all errors or omissions contained in their proposals.

If you have any questions concerning this request for proposals, please contact Lisa Costa Sanders at lcostasanders@cityofsancarlos.org or (650) 802-4207.