

ARCHITECTURE & ENGINEERING
REQUEST FOR QUALIFICATIONS & PROPOSAL

**A NEW
COMMUNITY
SPACE FOR WATTS**

TABLE OF CONTENTS

QUALIFICATION & PROPOSAL OF PROSPECTIVE A&E FIRMS	3
1. CLIENT INTRODUCTION & PROJECT OVERVIEW	4
1.1 Client Introduction – Housing Authority of the City of Los Angeles (HACLA)	4
1.2 Client Introduction – Primestor Development	5
1.3 Project Overview	6
1.4 Program Overview	6
1.5 Questionnaire	7
2. PROCESS, EVALUATION, & SCHEDULE	9
2.1 Goals & Process	9
2.2 Evaluation Process	9
2.3 Scope of Work & Services	10
2.4 RFQ/P Timeline	18
2.5 Design Schedule & Phasing	18
3. REQUEST FOR QUALIFICATION & PROPOSAL RESPONSE FORMAT	19
3.1 Cover Letter	19
3.2 Letter of Qualifications	19
3.3 Design Team Composition & Resumes	20
3.4 Project Delivery	21
3.5 Slide Presentation	22
3.6 Additional Marketing Material	22
3.7 Proposal of Fee	22
4. SUBMITTAL, CLIENT'S RIGHTS & APPLICABLE GOVERNING PROVISIONS	23
4.1 Submittal	23
4.2 Client's Rights	23
4.3 Insurance Requirements and Governmental Requirements Rider	23
4.4 Applicable Governing Provisions	23
5. EXHIBITS	24
5.1 Exhibit A - Program Document	24
5.2 Exhibit B – HACLA DEI Commitments	24
5.3 Exhibit C – HACLA Insurance Requirements	24
5.4 Exhibit D – HACLA Governmental Requirements Rider	24
6. QUALIFICATION FORMS	25
6.1 Certification of Statements	25

QUALIFICATION & PROPOSAL OF PROSPECTIVE A&E FIRMS

At the behalf of the Housing Authority of the City of Los Angeles (HACLA) & Primestor Development (Client), Primestor Development & Cumming Management Group have been tasked to seek qualification of experienced Architecture & Engineering Firms for professional services for full architectural and engineering design for the community space for Watts. All prospective Architecture & Engineering Firms interested in working with the Client are required to complete and provide all information requested as part of this Request for Qualifications & Proposal (RFQ/P). The content of this RFQ/P and all responses will be considered public knowledge as required by the City of Los Angeles competitive selection process and used solely to determine each firm's qualifications. Submission of an incomplete qualification package may result in failure to qualify for the project.

Proposals must be inclusive of all potential known costs at time of the RFQ/P that the A&E Firms would incur during the periods of design outlined in the RFQ/P below. All Proposals should be provided with a breakdown by design phase per the schedule and by each sub-consultant under the architect.

The Client reserves the right to reject any or all qualification applications or to waive any irregularities or informalities in any application or the qualification process.

The following document outlines the required information from those Architecture & Engineering Firms (A&E) that wish to be considered for selection on the Watts Community Center ("Project").

All documents pertaining to this RFQ/P listed in the Exhibits will be available to view and download at <https://communityspaceforwatts.com/rfp/>

All responses to this request for qualifications is to be submitted by October 11th, 2021, via email or file transfer in PDF format to:

PRIMESTOR DEVELOPMENT

Attn: Jessica Ramirez
Senior Project Manager
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JRamirez@primestor.com

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Community Outreach
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CUMMING MANAGEMENT GROUP

Attn: Adam McKeown
Project Director
(213) 335-8080
amckeown@ccorpusa.com

Mike Harvey
Project Manager
(775) 848-7231
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1. CLIENT INTRODUCTION & PROJECT OVERVIEW

In this section we will introduce the Client that is seeking an experienced architecture and engineering team to design and develop a new community center as part of the Jordan Downs development.

1.1 Client Introduction – Housing Authority of the City of Los Angeles (HACLA)

The Housing Authority of the City of Los Angeles (HACLA) was established in 1938 by City of Los Angeles Resolution No. 1241. HACLA has grown to become one of the nation's largest and leading public housing authorities, providing the largest supply of quality affordable housing to residents of the City of Los Angeles.

HACLA's annual budget is more than \$ 1 billion. Its funds come from five main sources: HUD's annual operating subsidy, HUD's annual Capital Fund, Section 8 administrative fees, rent from public housing residents plus other programs and capital grants from various sources. HACLA continues to explore alternative funding sources and has built numerous key partnerships with City and State agencies, nonprofit foundations, community-based organizations, and private developers.

1.1.1 Mission:

HACLA is committed to preserving, enhancing, and expanding deeply affordable housing and improving the quality of life for Angelenos with a focus on People, Place, and Pathways to Opportunity.

1.1.2 More Than Just a Place to Live:

HACLA provides more than a place to live. It offers a range of programs specifically for low income, homeless, disabled, children and seniors such as: Family Self-Sufficiency Program (FSS), Homeless Program, Homeownership Program, Housing Opportunities for Persons with Aids (HOPWA), Tenant-Based Supportive Housing, Project-Based Voucher Assistance, Continuum of Care, Moderate Rehabilitation Single Room Occupancy Program, HUD-Veteran Affairs Supportive Housing (HUD-VASH), Project-Based Voucher - Rental Assistance Demonstration (PBV-RAD), Family Unification Program (FUP) and Mainstream 5 Year.

1.2 Client Introduction – Primestor Development

Primestor Development has developed, managed, and acquired several million square feet of space throughout the United States. Its emphasis is strategically in dense, intense use urban markets handled by professional and highly committed team members. Primestor oversees a portfolio in excess of \$750 MM.

Primestor specializes in development and managing properties in urban areas, and has been honored by the Latino Business Association's 2002 Business of the Year Award, the City of Los Angeles' Minority Construction Firm of the Year Award of 2005, the Developer of the Year award by Alternative Living for the Aging in 2008, Business Leadership Award by HUB Cities Job Consortium in 2008, the Community Pioneer Award by S.E.A. in 2009, the Los Angeles Business Journal's Minority Business of the Year for 2010. Habitat for Humanity's 2012 Hammer of Hope Award, the 2015 Los Angeles Business Journal for Best Retail Project and most recently, the 2016 Preservation Award from the Los Angeles Conservancy.

1.2.1 Mission:

To manage and develop properties that empower the communities we serve; promoting excellence and an ethical, dynamic, and rewarding work environment for our fellow employees, while creating value for our clients, partners, and investors.

1.2.2 Vision:

A world where underserved communities have home-grown leadership, self-representation, safety and unprecedented opportunity and access.

1.2.3 Brand:

A proactive leader and socially conscious urban real estate brand that unites, empowers, and inspires communities to achieve their highest potential.

1.2.4 Values:

We believe in leading by example and in delivering results with integrity, excellence, and urgency.

We believe in working only on projects that are truly important and meaningful to us and the communities we serve.

We believe that our greatest strength lies in our people, in their wellbeing and in their on-going personal and professional development.

We believe in having the honesty to admit when we are wrong and in the courage to change.

We believe our community involvement enables us to actively live our company's values and communicate the spirit of our brand.

1.3 Project Overview

HACLA / Primestor are issuing this RFQ/P for architectural, engineering, and landscape design services for a new 6-acre site with a 90,000 square foot community space and 4.5-acre park for Watts's residents. The site is located between Century Boulevard, to the north, and 102nd Street, to the south. Lou Dillon and Juniper Street form the site boundary on the east and west.

The objective of this RFQ/P is to select an architectural, engineering, and landscape design team that is best qualified to perform the work described in this RFQ/P.

1.4 Program Overview

Over the past 9 months, HACLA / Primestor have worked with the Watts community to develop a comprehensive program for the new community space and park. Through listening sessions and various community workshops, they have outlined a preliminary vision statement, guiding principles, and a defined program of indoor and outdoor facilities. A detailed program report is listed as Exhibit A.

At approximately 90,000 sf, the community space will house a Learning and Opportunity Center, Cultural Center, Wellness Center, and Community Center meeting a series of fixed and flexible program requirements. Outdoors, a mix of soft and hardscape programmed spaces will be combined with shaded landscape areas to form an approximately 4.5-acre park.

The site is adjacent to the new redevelopment of Jordan Downs, where several adjacent public resources (parks, pedestrian paseos, community gardens, and retail/commercial spaces) are currently under development. The selected design team will regularly meet with the project teams of adjacent community spaces, in order to leverage and multiply the positive benefits for Watts's residents and create a networked and integrated community resource. The selected design team will also continue community outreach, incorporating their feedback and maintaining transparency of the design process with Watts's residents.

1.5 Questionnaire

Company Section

1. Have the firm's owners, officers, and/or principals (including the Responsible Managing Officer/Responsible Managing Employee) ever been licensed under a different name or license number?

Yes___ No___

2. Has there been any change in the control of the firm in the last five years?

Yes___ No___

3. Are any of the firm's owners, officers, and/or principals connected with any other companies as a subsidiary, parent, or affiliate?

Yes___ No___

Essential Requirements (If Yes to any of the below listed questions, explain on a separate signed page.)

4. Have you declared bankruptcy or been placed in receivership within the past five (5) years?

Yes___ No___

5. Has your firm or any owner, officer, or principal (including Responsible Managing Officer/Responsible Managing Employee) of your firm ever been found guilty of violating any federal, state, or local law, rule, or regulation regarding a construction project?

Yes___ No___

6. Has a complaint been filed against your firm's California Architecture or Engineering License with the California State Licensing Board in the last ten (10) years?

Yes___ No___

7. Has your firm ever been denied a government contract in the last twenty (20) years?

Yes___ No___

Design Process & Management (Answer the following questions in detail on separate pages as needed)

8. What kind of project management processes/tools do you use to manage a project?
9. How do you prevent schedule slip & how well do you communicate it?
10. What steps do you take to ensure your customer satisfaction?
11. Experience with Community Outreach & reconciling differing stakeholder goals and objectives?
12. How do you prevent change orders?
13. Experience with permitting requirements?
14. LEED certification experience?
15. Experience with Community Centers & Recreation Facilities?
16. Experience with pools, spas, and other aquatic facility requirements?
17. Experience with cultural centers, theaters, music spaces, and recording studios?
18. Experience with learning centers, classrooms, art studios, and makerspaces?
19. Experience with community spaces, catering kitchens, and multipurpose spaces?
20. Experience with wellness centers, fitness gyms, and sports courts?

End of Questionnaire

2. PROCESS, EVALUATION, & SCHEDULE

2.1 Goals & Process

It is the Client's intent to receive all Qualifications with Proposals and conduct an independent review. After the independent review the top three firms will be invited to an in-person interview to conduct a presentation of how the firm will design, coordinate, and deliver on the Project Program. Prior to final selection, a principal of your firm will be required to commit to remain actively engaged in the selection process and will not change the staff proposed in response to the RFQ/P.

Primary goals of the selection process include selecting the most qualified and competent local/regional design professionals, who will work with the Client in a collaborative and interactive process, with a positive attitude and a strong desire to provide the highest level of service. The ideal firm will have a strong Designer and Project Manager, with a detailed track record of successful projects and the ability to deliver a phenomenal design. As this Project is complex, it is important the selected firm has the ability to produce highly detailed, fully coordinated design documents, and be responsive to the Client throughout the design process.

2.2 Evaluation Process

- a. Submittals will be evaluated by a panel of individuals selected in accordance with the Client's requirements. The panel will review and rank the qualifications.
- b. The only contact throughout the selection process will be with the key contacts listed at the beginning of this RFQ/P. If there are questions during the RFQ/P process, they must be submitted via e-mail in writing to the contacts listed. All questions will be answered and released to all individuals who have registered to receive the RFQ/P documents. Registration will be deemed complete when the individual has received confirmation of registration from the one of the contacts noted above. Please make sure that the appropriate person registers your firm to ensure any Addenda or additional information is communicated to the appropriate person during the process.
- c. The evaluation of the qualifications will be based on best value to the Client, and will include overall firm experience, proposed staff, qualifications, and proposal of fee.
- d. All submittals shall become public property as required by the City of Los Angeles.
- e. Late submittals may not be evaluated.
- f. The Client reserves the right to reject any or all submittals because of being nonresponsive to this RFQ/P, or for failure to disclose requested information.
- g. The Client shall not be liable for any costs incurred by respondents in the preparation and submission of submittals.
- h. The Client reserves the right, without invalidating submittal content, to request clarification(s) of respondent information.

2.3 Scope of Work & Services

The following scope of work and services are the minimum required for proposal. If there are specific alternate services that the bidding firm identifies as a value add to the project, please list, and indicate those add services below the total as potential adds. The scope of those add services should be defined within the response as well.

Below is an outline of Scope of Work & Services required as part of the proposal.

- a. Overall Services Through All Phases
 - i. Design Project Management
 - Maintain Coordinated Design Schedule with all Consultants
 - Organize and Conduct Meetings
 - Design Meeting & Workshops
 - Public Meetings & Workshops
 - Weekly Progress Meetings
 - Design Presentations at Key Milestones
 - Phase Presentations to Stakeholders & Authorities Having Jurisdiction
 - Design coordination and incorporation of all consultants' work
 - Management of Architectural base and supplying necessary backgrounds
 - Regular distribution of backgrounds to ensure continued coordination between milestones
 - Identifying and resolving conflicting space, code, and design requirements.
 - Review of Cost Estimates & Budget Reconciliation
 - Client Construction Manager will provide cost estimates at the end of each phase. The Architect and their consultants are required to review the estimate and verify all known or anticipated scope is captured with the appropriate quantities.
 - Value Engineering efforts may be required in coordination with the Construction Manager to ensure the Project Design is consistent with the Project Budget.
 - Constructability will be evaluated by the Construction Manager and coordination with the Construction Manager will be conducted regularly to ensure the greatest efficiency either in duration or cost for the project.
 - ii. General Design Requirements
 - The firms are responsible for providing compliant designs that meet the intended vision and goals set forth by the Client and various Stakeholders
 - Building Information Models (BIM) must be maintained and coordinated throughout each phase of design. Where a particular consultant does not work within the three-dimensional space associated and supporting Computer Aided Drawings (CAD) must be provided.
 - Any Design Guidelines or Standards provided by the Client must be incorporated into the final design. Deviations from the Design Guidelines or Standards must be identified and approved in writing by a supervisor responsible for authorizing change to the Design Guidelines or Standards.
 - iii. Legal & Entitlement Support
 - The firms are responsible for supporting the Client in providing necessary exhibits, drawings, and documents intended to accompany any legal or

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

entitlement documents necessary to secure or establish the intended use of the Project Development.

- iv. Community Outreach
 - The firms are responsible for regularly meeting with community members and stakeholders to collect and incorporate feedback into the design.
 - The firms will be required to prepare materials and exhibits to display the evolution of the design to the community.
 - The firms are to attend community meetings as part of the feedback process from the community.
 - The firms will from time to time need to prepare and provide a presentation to the community of the design evolution.
- b. Conceptual Design – Level of Development 100
 - i. All Disciplines
 - Produce all AIA standard documents relating to LOD 100
 - ii. Landscape Architect
 - Produce up to 3 options of Site Development Plan as an Illustrative Master Plan
 - Produce up to 2 revisions of 1 selected option of the Illustrative Master Plan
 - Provide 4 mood boards for Planting / Softscape / Hardscape / Site Elements with up to 2 revisions
 - Produce 1 conceptual massing model of the Site Development Plan showing all plantings, softscape, hardscape, and site elements
 - Produce 3 point of view (POV) renderings of selected key areas for illustrative purposes to the Client, Stakeholders, and Public. Include 1 revision of each POV.
 - Basis of Design document to establish design guidelines
 - iii. Architect & Interior Design
 - Produce up to 2 options for building mass model with 2 revisions of 1 selected option
 - Provide 5 mood boards for Façade / Interiors (Culture, Learning, Community, Wellness) with up to 2 revisions
 - Provide revised block diagram indicating necessary adjacencies and spatial location
 - Produce 4 POV renderings of selected key areas for illustrative purposes to the Client, Stakeholders, and Public. Include 1 revision of each POV.
 - Basis of Design document to establish design guidelines
 - iv. Lighting Design
 - Produce 3 lighting mood boards for Site & Landscape / Façade / Interiors with up to 2 revisions
 - List of preliminary fixture selections based on approved mood boards and Architectural design
 - Produce 1 nighttime POV rendering of the overall site and building façade with 1 revision
 - v. Aquatic Consultant
 - Produce 1 mood board for aquatic facilities with up to 2 revisions
 - Provide necessary space allocation requirement for pool equipment, storage, and ancillary spaces
 - Provide cost estimate support for pool construction and specialty pool equipment
 - Provide Basis of Design / Facility Impact Report with design criteria and guidelines to be met for Structural, Mechanical, Electrical, Plumbing, and Acoustical requirements. The Basis of Design should also include all necessary

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

- aquatic specific requirements.
- vi. Theater & Music Consultant
 - Provide 3 options for potential Theater layout with up to 2 revisions of 1 option
 - Provide 2 mood boards for Theater and Recording Studio with up to 2 revisions
 - Provide cost estimate support for theatrical and recording studio specific equipment and construction
 - Provide Basis of Design / Facility Impact Report with design criteria and guidelines to be met for Structural, Mechanical, Electrical, Plumbing, and Acoustical requirements. The Basis of Design should also include all necessary theatrical and music recording specific requirements.
- vii. Recreation & Gym Consultant
 - Provide 3 options for potential layout of required spaces with up to 2 revisions of 1 option
 - Provide 1 mood board for Recreational & Gym spaces with up to 2 revisions
 - Provide preliminary list of equipment selection
 - Provide cost estimate support for recreational and gym specific equipment and construction
 - Provide Basis of Design / Facility Impact Report with design criteria and guidelines to be met for Structural, Mechanical, Electrical, Plumbing, and Acoustical requirements. The Basis of Design should also include all necessary recreational and gym specific requirements.
- viii. Sustainability Consultant
 - Evaluate and provide report of potential sustainability and energy savings opportunities
 - Provide calculations on all applicable LEED & CalGreen requirements and opportunities
 - Outline design guidelines for other consultants to ensure sustainability compliance is being met.
- ix. Structural Engineer
 - Provide a Basis of Design to meet the structural requirements of the building to support all specific and general uses
 - Provide recommendation based on preliminary building design as to the most effective and efficient structural systems to be implemented
 - Provide rough calculations for total load requirements for structural systems
- x. MEP Engineer
 - Provide a Basis of Design to meet the MEP requirements of the building and site to support all specific and general uses
 - Provide recommendation based on preliminary building design as to the most effective and efficient MEP systems to be implemented
 - Provide rough calculations for total load requirements for MEP systems
- xi. Acoustical Consultant
 - Provide a Basis of Design to meet the acoustical requirements of the building to support all specific and general uses
 - Provide recommendation based on preliminary building design as to the most effective and efficient acoustical systems to be implemented
 - Provide acoustical conditions matrix for each space with recommended mitigation measures to obtain the recommended performance criteria
- c. Schematic Design – Level of Development 200
 - i. All Disciplines
 - Produce all AIA standard documents relating to LOD 200

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

- Integrate all remaining primary and secondary consultants into the project
- ii. Landscape Architect
 - Define and refine all space requirements
 - All major elements locked in Site Development Master plan by end of phase
 - Begin detailing site specific elements
 - 1 update to the massing model
 - Develop material selections (Planting, Softscape, Hardscape, Site Elements)
 - 1 revision to the illustrative master plan (as needed)
 - 1 revision to the POVs (as needed)
 - Development of site plans and overall sections
- iii. Architect & Interior Design
 - Define and refine all space requirements
 - Apply block diagram into plan layout drawings
 - All major elements locked in building massing by end of phase
 - Develop preliminary material selections
 - Revise building model
 - 1 revision to the POVs (as needed)
 - Development of building plans, overall elevations, and overall sections
- iv. Lighting Design
 - Preliminary photometric studies
 - Revise fixture selections
 - Preliminary lighting layouts
 - Revision of POV (as needed)
 - Control scheme narrative
 - Coordination with Sustainability for energy and Title 24 requirements
- v. Aquatic Consultant
 - Begin coordination with S/A/MEP engineers to meet requirements for aquatic systems
 - Refined equipment lists
 - Development of plans and overall sections
 - Develop preliminary material selections
 - All MEP system requirements identified, and loads provided
 - Provide revised cost estimate
- vi. Theater & Music Consultant
 - Development of plans, sections, and elevations
 - Refined equipment lists
 - Develop preliminary material selections
 - Begin coordination with S/A/MEP engineers to meet requirements for theatrical systems
 - Provide revised cost estimate
- vii. Recreation & Gym Consultant
 - Begin coordination with S/A/MEP engineers to meet requirements for recreation and gym systems
 - Refined equipment lists
 - Development of plans and overall sections
 - Develop preliminary material selections
 - All MEP system requirements identified, and loads provided
 - Provide revised cost estimate
- viii. Sustainability Consultant

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

- Evaluate and provide report of additional sustainability and energy savings opportunities
 - Provide updated calculations on all applicable LEED & CalGreen requirements and opportunities
 - Evaluate designs to ensure sustainability compliance is being met.
- ix. Structural Engineer
- Development of structural model
 - Coordinate structural requirements with all disciplines
 - Provide updated building structural calculations to ensure design guidelines are being maintained
- x. MEP Engineer
- Development of MEP models
 - Develop preliminary single line diagrams
 - Coordinate MEP requirements with all disciplines
 - Provide updated building and site MEP calculations to ensure design guidelines are being maintained
 - Provide preliminary equipment selections for space integration
 - Establish main points of connection for all MEP services
- xi. Acoustical Consultant
- Development of acoustical models
 - Revise acoustical conditions matrix for each space
 - Evaluate that the design is meeting the acoustical conditions requirements
 - Provide preliminary material selections to address acoustical concerns
 - Provide typical details to all disciplines to be incorporated in their typical details
- xii. Low Voltage Engineer
- Develop preliminary plans and single line diagrams
 - Establish space requirements and main points of connection
 - Provide preliminary equipment selections
 - Coordinate with MEP engineers
- xiii. Kitchen Consultant
- Develop preliminary plans and sections
 - Establish space requirements
 - Provide preliminary equipment selections
 - Coordinate with MEP engineers
 - Identify preliminary material selections
 - Provide cost estimate for kitchen specific equipment and construction
- xiv. Life Safety & Code Compliance
- Evaluate each milestone delivery within the phase and provide comments on areas that are not meeting compliance
 - Provide response as needed to life safety and code compliance when other disciplines request information
- xv. Vertical Transportation
- Develop plans, sections, and elevations
 - Integrate into the architect's BIM
 - Provide Basis of Design / Facility Impact Report with design criteria and guidelines to be met for Structural, Mechanical, Electrical, Plumbing, and Acoustical requirements. The Basis of Design should also include all necessary vertical transportation specific requirements.
 - Provide preliminary equipment selection and performance specification

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

- xvi. Building Maintenance & Access
 - Develop plans, sections, and elevations
 - Provide Basis of Design / Facility Impact Report with design criteria and guidelines to be met for Structural, Mechanical, Electrical, Plumbing, and Acoustical requirements. The Basis of Design should also include all necessary BMA specific requirements.
 - Provide preliminary equipment selection
- xvii. Audio & Video Engineer / Consultant
 - Develop plans and single line diagrams
 - Provide Basis of Design / Facility Impact Report with design criteria and guidelines to be met for Structural, Mechanical, Electrical, Plumbing, and Acoustical requirements. The Basis of Design should also include all necessary audio and video specific requirements.
 - Provide preliminary equipment selection
- xviii. Irrigation Engineer
 - Develop plans and single line diagrams
 - Provide Basis of Design / Facility Impact Report with design criteria and guidelines to be met for Structural, Mechanical, Electrical, Plumbing, and Acoustical requirements. The Basis of Design should also include all necessary irrigation specific requirements.
 - Provide preliminary equipment selection
- d. Design Development – Level of Development 300
 - i. All Disciplines
 - Produce all AIA standard documents relating to LOD 300
 - ii. Landscape Architect
 - Finalize Site Development Master plan by end of phase
 - Refine detailing of site-specific elements
 - Begin typical and specific details
 - 1 update to the massing model (as needed)
 - Finalize material selections (Planting, Softscape, Hardscape, Site Elements)
 - 1 revision to the illustrative master plan (as needed)
 - 1 revision to the POVs (as needed)
 - Refine site plans and overall sections
 - iii. Architect & Interior Design
 - Finalize all space requirements
 - All elements locked in building massing by end of phase
 - Refine material selections
 - Revise building model
 - 1 revision to the POVs (as needed)
 - Refine building plans, overall elevations, and overall sections
 - Begin typical and specific details
 - iv. Lighting Design
 - Revise photometric studies
 - Finalize fixture selections
 - Revise lighting layouts
 - Revision of POV (as needed)
 - Coordination with Sustainability for energy and Title 24 requirements
 - Begin typical and specific details
 - v. Aquatic Consultant

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

- Continue coordination with S/A/MEP engineers to meet requirements for aquatic systems
- Finalize equipment lists
- Refine plans and overall sections
- Refine material selections
- Provide revised cost estimate
- Begin typical and specific details
- vi. Theater & Music Consultant
 - Refine plans, sections, and elevations
 - Finalize equipment lists
 - Refine material selections
 - Continue coordination with S/A/MEP engineers to meet requirements for theatrical systems
 - Provide revised cost estimate
 - Begin typical and specific details
- vii. Recreation & Gym Consultant
 - Continue coordination with S/A/MEP engineers to meet requirements for recreation and gym systems
 - Finalize equipment lists
 - Refine plans and overall sections
 - Refine material selections
 - Provide revised cost estimate
 - Begin typical and specific details
- viii. Sustainability Consultant
 - Evaluate and provide report of any final sustainability and energy savings opportunities
 - Provide updated calculations on all applicable LEED & CalGreen requirements and opportunities
 - Evaluate designs to ensure sustainability compliance is being met.
- ix. Structural Engineer
 - Development of structural model
 - Coordinate structural requirements with all disciplines
 - Provide updated building structural calculations to ensure design guidelines are being maintained
 - Begin typical and specific details
- x. MEP Engineer
 - Refine MEP models
 - Refine single line diagrams
 - Coordinate MEP requirements with all disciplines
 - Provide updated building and site MEP calculations to ensure design guidelines are being maintained
 - Refine equipment selections
 - Finalize main points of connection for all MEP services
 - Begin typical and specific details
- xi. Acoustical Consultant
 - Refine acoustical models
 - Finalize acoustical conditions matrix for each space
 - Evaluate that the design is meeting the acoustical conditions requirements
 - Provide revised material selections to address acoustical concerns

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

- Provide typical and specific details to all disciplines to be incorporated in their typical details
- xii. Low Voltage Engineer
 - Refine plans and single line diagrams
 - Begin typical and specific details
 - Finalize space requirements and main points of connection
 - Refine equipment selections
 - Coordinate with MEP engineers
- xiii. Kitchen Consultant
 - Refine plans and sections
 - Begin typical and specific details
 - Finalize space requirements
 - Refine equipment selections
 - Coordinate with MEP engineers
 - Refine material selections
 - Provide cost estimate for kitchen specific equipment and construction
- xiv. Life Safety & Code Compliance
 - Evaluate each milestone delivery within the phase and provide comments on areas that are not meeting compliance
 - Provide response as needed to life safety and code compliance when other disciplines request information
- xv. Vertical Transportation
 - Refine plans, sections, and elevations
 - Integrate into the architect's BIM
 - Provide all specific calculations to S/A/MEP for coordination
 - Refine equipment selection and performance specification
 - Begin typical and specific details
- xvi. Building Maintenance & Access
 - Refine plans, sections, and elevations
 - Refine equipment selection
 - Begin typical and specific details
- xvii. Audio & Video Engineer / Consultant
 - Refine plans and single line diagrams
 - Refine equipment selection
 - Begin typical and specific details
- xviii. Irrigation Engineer
 - Refine plans and single line diagrams
 - Refine equipment selection
 - Begin typical and specific details

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

2.4 RFQ/P Timeline

Following is a tentative schedule of events for the RFQ/P and an outline of the selection process for the project.

Task Name	Dates
Issue RFQ/P	Sept. 17 th , 2021
Questions Due in Writing	Sept. 24 th , 2021
RFQ/P Responses Due	Oct 11 th , 2021
Conduct Interviews	Oct 18 th – 22 nd , 2021
Client Notification of Selection	Oct 29 th , 2021
Estimated Project Kick-Off	Nov 1 st , 2021

2.5 Design Schedule & Phasing

Following is a tentative schedule that will be coordinated and agreed upon with the select Architecture & Engineering Firm. Specific milestones can adjust; however, the total duration should be maintained. Please provide in your response any comments or suggestions to altering the schedule. Proposals should be broken down by this schedule.

<u>Phase Name</u>	<u>Duration (wks)</u>	<u>Dates</u>
Concept Design – LOD 100	12	Nov. 1, 2021 – Jan. 21, 2022
50% Concept Design - Milestone		December 10, 2021
100% Concept Design – Milestone		January 21, 2022
Schematic Design – LOD 200	16	Jan. 24, 2022 – May 13, 2022
30% Schematic Design – Milestone		February 25, 2022
60% Schematic Design – Milestone		April 1, 2022
90% Schematic Design – Milestone		April 29, 2022
100% Schematic Design – Milestone		May 13, 2022
Design Development – LOD 300	24	May 16, 2022 – Oct. 28, 2022
30% Schematic Design – Milestone		July 1, 2022
60% Schematic Design – Milestone		August 19, 2022
90% Schematic Design – Milestone		October 7, 2022
100% Schematic Design – Milestone		October 28, 2022

The proposing Firms should be aware that a fundraising campaign will run concurrently with the design phases. As such, the specific construction budget will continue to evolve within a target range both as program/scope adjustments are made to meet ongoing community input and as fundraising goals are met.

As shown above the current schedule only takes this effort through Design Development. Subsequent efforts including Construction Documentation, Permitting, Contractor Bidding, Construction, and Closeout intend to be performed by the select Architecture & Engineering Firms. Proposals from the selected Firms for those phases will be requested at a later date. Any potential adds outside of the required scope of work and services should be listed below the total fee.

3. REQUEST FOR QUALIFICATION & PROPOSAL RESPONSE FORMAT

The Client will evaluate the qualifications and then create a short-list of firms who will be invited to interviews. For this Request for Qualifications & Proposal, firms are required to provide the following information in the format laid out below:

3.1 Cover Letter

Submit a formal letter signed by an officer/principal of your firm which states that if shortlisted your firm will pursue the project and the proposed staff will not change. The cover letter should describe how the project team is uniquely qualified to provide the services necessary to complete this project. State reasons why you feel your firm should be included on the short-list.

3.2 Letter of Qualifications

The process of design and development will be as important to the success of the community space as the design itself. Therefore, three core values are central to the project team selection: design excellence, community engagement, and diversity, equity, and inclusion (DEI).

Submit the following information:

a. *Design Qualifications*

- i. Company overview to include number of years in business, total staff, and number of licensed Architects & Engineers.
- ii. Provide a list of relevant project experience for projects completed within the last ten years. This should include relevant experience as it relates to:
 - i. development of a team structure in a similar manner
 - ii. highly complex phasing and logistics
 - iii. other relevant experience as it may relate to various detailed scopes described above for this project, particularly as it relates to community centers, recreation facilities, cultural art facilities, and learning centers.

Include the name of the project, location, general description, year completed, total scope, construction cost (if available) and the roles of any of the proposed staff members had on the project. Include Client references with contact information and any unique features associated with the project.

- iii. Detail unique experiences or issues encountered in the design of past relevant projects to demonstrate knowledge and experience that would be beneficial to the design of this project.
- iv. Provide a detailed narrative to your experience in designing and managing as it relates to the following:
 - i. Community Centers / Multipurpose Facilities / Catering Facilities
 - ii. Recreation Facilities / Sports Courts / Fitness Gyms / Aquatic Facilities
 - iii. Cultural Art Centers / Theaters / Art Studios / Music & Recording Studios

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

- v. Learning Centers / Classrooms / Makerspaces

b. *Community Engagement Qualifications*

- i. How is your team qualified to lead ongoing community engagement with the design process?
- ii. Provide examples of successful community-led designs you have completed
- iii. Indicate in the experience listed above projects that included Community Engagement as part of services rendered
- iv. Provide a brief overview of how your firm handles and manages Community Engagement

c. *Diversity, Equity, and Inclusion (DEI) Commitment*

- i. How does your firm ensure diverse and equitable project teams and create opportunities for members of the community?
- ii. Please indicate how you will meet HACLA's DEI commitments (See Exhibit B)

3.3 Design Team Composition & Resumes

A staffing plan and organizational chart indicating the structure of the project team is required. This should include all primary consultants necessary for the projects, excluding Civil Engineering as this consultant has been selected.

- a. Proposed Primary Consultants - The Architect will need a multi-disciplinary team specialized in several disciplines to deliver a state-of-the-art project design that meets the program requirements. For the purposes of this RFQ, identify the following primary and secondary consultants, and provide resumes for the key team members from each organization:
 - i. Primary
 - i. Architecture & Interior Design
 - ii. Landscape Architecture
 - iii. Lighting Design
 - iv. Structural Engineering
 - v. Mechanical / Electrical / Plumbing Engineering
 - vi. Low Voltage Engineer (if other than MEP)
 - vii. Site Utilities (if other than MEP)
 - ii. Secondary
 - i. Aquatic / Pool Consultant
 - ii. Theater & Music Studio Consultant
 - iii. Recreation / Gym Facility Consultant
 - iv. Kitchen Consultant
 - v. Sustainability Consultant
 - vi. Life Safety / Code Compliance
 - vii. Vertical Transportation
 - viii. Building Maintenance & Access

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

- ix. Acoustical Consultant
 - x. Audio & Video Engineer / Consultant
 - xi. Irrigation Engineer
 - xii. Community Engagement / Outreach Consultant
 - iii. Owner Provided Consultants
 - i. Civil Engineering
 - ii. Geotechnical Engineering
 - iii. Surveyor
 - iv. Land-use Attorney
 - v. Construction Management
 - vi. Cost Management / Quantity Surveying
- b. Provide the envisioned team structure, include which office or offices will lead in this assignment. Will other offices of your firm also participate?
- c. Provide the Key staff who will lead your team's services throughout the Project including their roles and responsibilities (at a minimum: Principal, Project Design Architect, Project Manager). Commit that, if shortlisted, your firm will remain actively engaged in the selection process and will not change the staff proposed in response to the RFQ/P.
- d. Include resumes of the key staff listed who will be committed to this project and have experience with similar project types.
- e. Integrated Architectural & Landscape Design - Due to the nature of the proposed program which contains interconnected indoor/outdoor spaces, please describe how your project team will achieve an integrated Architectural and Landscape Design.

3.4 Project Delivery

The project delivery will be complex due to the size and scope, the interdisciplinary nature of the project team, and the large number of public and private stakeholders with potentially competing interests. It will require diligent project management practices, an experienced community engagement strategy, and an integrated sustainability strategy to successfully provide a fully coordinated high performance design that meets the community's goals on time and on budget. Please describe your approach and processes in the responses below.

- a. Project Management / Project Delivery
 - i. Describe what protocols you implement to manage a complex project delivery for a project like this.
 - ii. What technologies and tools do you use for document control and communications?
 - iii. How do you control and ensure delivery based on fee and schedule commitments?
- b. Community Engagement Strategy
 - i. What will your community engagement strategy be during the design and construction phases?
 - ii. What means and methods do you intend to use to engage the community and obtain public

Architecture & Engineering – Request for Qualifications and Proposal – Watts Community Center
Housing Authority of the City of Los Angeles & Primestor Development

comments on the development of the design?

c. Sustainability Strategy

- i. What specific internal processes does your project team use to provide cost effective and innovative sustainable design solutions?
- ii. What are some key sustainability initiatives that you would like to see implemented into this project?
- iii. What new sustainability products, initiatives, incentives, or design do you believe to be well suited for use on this project?

3.5 Slide Presentation

Firms are to create a distilled slide presentation that should not exceed 15 minutes in duration for the purposes of the one-hour interview. Slide presentations should focus on the Firm's capabilities, key staff, relevant projects, and any uniqueness that the team would bring to the project. The slide presentation must be included with the complete qualification package at time of submission.

3.6 Additional Marketing Material

In addition to the letter, include marketing materials to demonstrate relevant experience with the design similar facilities, as necessary.

3.7 Proposal of Fee

In preparation of the Firm's Proposal of Fee it should be inclusive of all requirements listed within this RFQ/P. The Proposal of Fee should be formatted by design phase and by designer / consultant / engineer, with subtotals for each phase along with total for all phases of design requested. Proposal of Fee must include each firm's labor rate table. The Proposal of Fee is to be Lump Sum broken down in the format stated previously.

4. SUBMITTAL, CLIENT'S RIGHTS & APPLICABLE GOVERNING PROVISIONS

4.1 Submittal

Final submittals must be submitted through the HACLA portal no later than 5:00 PM, October 1st, 2021. To facilitate review, all qualifications must be submitted electronically in PDF format.

Late submittals may be rejected without consideration. The Client assumes no responsibility for costs related to the preparation of submittals.

4.2 Client's Rights

Verification of Information: Proposing parties are hereby notified that the Client will rely on the accuracy and completeness of all information provided in making its selection. As such, proposing parties are urged to carefully review the provided information to ensure the clarity, accuracy, and completeness of such information. The Client, at its sole discretion, reserves the right to make any inquiries or follow-up as required to verify the information provided.

4.3 Insurance Requirements and Governmental Requirements Rider

Insurance and Governmental Requirements as specified by HACLA are necessary to be considered for the project. Please Refer to Exhibit C and Exhibit D for additional details of the requirements.

4.4 Applicable Governing Provisions

Architects shall note that the Project will be governed by the following governmental provision (including but not limited to these):

- a. All phases of the Project must be designed in conformance with all federal, state, and local laws, including but not limited to: 1) the constitutions, laws, and rules and regulations of the United States of America and the State of California; 2) the California Building Code ("CBC"), the International Building Code ("IBC"), National Fire Protection Association ("NFPA"), the National Electrical Code ("NEC"), and other applicable codes as they may be amended from time to time; 3) any rules and regulations promulgated or amended by other City departments and agencies applicable to the Project; 4) any federal, state, or local administrative decision or order applicable to the Project; 5) the terms and conditions of any grant or other funding agreements entered in order to obtain funding for the Project; and 6) the applicable requirements of the federal Americans with Disabilities Act and any other federal or state laws requiring access for people with disabilities.
- b. The Design Team shall comply with and not enter into a contract with a consultant that fails to certify to the Design Team that it shall not knowingly employ or contract with an illegal alien to perform services for the Project.
- c. In connection with the performance of services if selected, the Architectural & Engineering firm agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the firms further agree to insert the foregoing provision in all approved contracts and subcontracts in connection with providing services.

5. EXHIBITS

The following outlines all attached documents that have been transmitted with this RFQ/P. The exhibits listed and provided are intended to give the Firms all necessary information along with this RFQ/P to properly prepare a Proposal of Fee. Below is a summary of each exhibit and listing of associated files.

5.1 Exhibit A - Program Document

The below listed file represent the Community Developed Program Document. This document represents the expected content to be delivered by the project to the community. It outlines all needs and desires that was conducted through extensive community outreach. This will be the basis of the design moving forward into Conceptual Design.

Item #	File Name	File Type	File Size (KB)
1	Exhibit A - Programming Deck	PDF	4,609

5.2 Exhibit B – HACLA DEI Commitments

The below listed file represent HACLA's Diversity, Equity, and Inclusion Commitments that are a requirement of the project.

Item #	File Name	File Type	File Size (KB)
1	Exhibit B - DEI Requirements	PDF	414

5.3 Exhibit C – HACLA Insurance Requirements

The below listed file represent HACLA's Insurance Requirements for the project. All consultants must possess the necessary coverage to be considered for the project.

Item #	File Name	File Type	File Size (KB)
1	Exhibit C - Insurance_Req	PDF	58

5.4 Exhibit D – HACLA Governmental Requirements Rider

The below listed file represent HACLA's Governmental Requirements Rider for the project. This document outlines all government requirements and guidelines that the project must adhere to as part of the associated funding for the project. All consultants must comply with these requirements and guidelines.

Item #	File Name	File Type	File Size (KB)
1	Exhibit D - Gov_Req_Rider	PDF	106

6. QUALIFICATION FORMS

The following pages are additional forms that the Client is requesting to verify the stability and wellbeing of the firm to ensure confidentiality and continued support throughout the project.

6.1 Certification of Statements

The submitter of the foregoing statements contained on this Qualification of Prospective A&E Firms has read the same, and it is true to the best of the submitter's knowledge. The statements are for the purpose of inducing the Client to supply the submitter with a Request for Proposal, and any reference named therein is hereby authorized to supply the Client with any information necessary to verify the statements.

By signing below, the submitter certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

SIGNATURE OF AN INDIVIDUAL / PARTNER / OFFICER OF A CORPORATION

Executed this _____ day of _____, _____ in the
(Day) (Month) (Year)

City of _____, State of _____

Name of Applicant _____

Signature of Applicant _____

with the title of _____ of _____
(Title) (Company / Corporation Name)