



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

September 16, 2024

Request for Qualifications No. 2024-014

Space Planning and Architectural Services

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) seeks qualified architectural services firms to provide general space planning and architectural design services, consulting, project management, and plan check/reviews for existing and/or new Air District facilities on an as-needed basis for a period of up to five (5) years.

Firms should have substantial experience managing and designing complex projects for public agencies and preparing public graphic presentation materials (e.g., renderings, photo simulations, models).

The Air District will review qualifications and will select the most qualified firm(s) based on factors such as demonstrated competence and professional qualifications. Detailed scopes of services, including fees, will be negotiated between the Air District and the qualified firm(s) as projects and needs arise.

To respond to this Request for Qualifications (“RFQ”), an interested firm should submit one (1) electronic copy of its Statement of Qualifications to the Air District’s Procurement Portal (“Portal”):

Cynthia Zhang, Senior Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

**Statements of Qualifications must be received by
4:00 p.m. Pacific Time (PT) on Thursday, October 10, 2024 (“deadline”).
Late submissions will not be considered.**

Statements of qualifications must address all information requested in this RFQ. A statement may add information not requested in this RFQ, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, local businesses, and certified green businesses are encouraged to submit statements of qualifications. **Any questions regarding this RFQ should be submitted through the Portal.**

SECTION II – BACKGROUND

A. Air District Overview

The Air District is the government agency responsible for protecting air quality in the San Francisco Bay Area. The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally elected officials from each of the nine counties. The Air District's mission is to create a healthy breathing environment for every Bay Area resident, while protecting and improving public health, air quality and the global climate.

The Air District aims to achieve its mission through many strategic goals, including: reducing and eliminating health problems caused by air pollution, achieving and maintaining air quality standards, leading the Bay Area's efforts to fight global climate change, creating high-quality regulatory programs, and applying environmental best practices in all operations. To do so, the Air District regulates air pollution emissions from stationary emission sources such as factories, refineries, and power plants, and from smaller facilities like gas stations and dry cleaners. The Air District ensures that such facilities comply with air pollution laws and regulations, provides incentives to replace older, higher-emitting vehicles and equipment with cleaner alternatives, and gives grants and provides outreach to encourage healthy clean air choices by businesses and consumers. The Air District implements these efforts with an equity focus, aiming to reduce air quality disparities and promote environmental justice by targeting local air pollution in overburdened communities.

B. Space Planning and Architectural Services

The Air District Facilities Office in the Administrative Resources Division operates and manages two headquarters offices located at 375 Beale Street in San Francisco, CA and 4114 Lakeside Drive in Richmond, CA. The Air District also operates numerous field sites throughout the nine-county San Francisco Bay Area.

The Air District intends to identify one or more qualified firm(s) with expertise in all phases of design, construction, and renovation of public buildings to provide space planning and architectural design services. It is anticipated that the qualified firm(s) will lead full teams of architects, engineers, related consultants, and/or contractors of various building trades, if necessary for investigative or destructive testing.

SECTION III – GENERAL DESCRIPTION OF SERVICES

Qualified firm(s) will provide space planning and architectural services on an as-needed basis to the Air District in compliance with all applicable laws, guidelines, and requirements, including but not limited to, California Building Standards Code, Division of the State Architect (DSA), local ordinances and/or other guidelines applicable to the projects to be undertaken.

Space planning services include, but are not limited to:

1. Evaluating current and anticipated space needs for organizational structure, functional requirements, and workspace design.
2. Evaluating Americans with Disabilities Act (ADA) and office workplace accommodations.
3. Examination of office layouts, function, and ergonomics.
4. Reviewing Air District policies that impact workplace design.
5. Reconfiguring existing office space or relocating to other office space in the immediate area.
6. Designing functional layouts and organization concepts through space programming.
7. Design Standards to meet ADA requirements.

Architectural services include, but are not limited to:

1. Preliminary Design:
 - a. Site analysis, evaluation and planning
 - b. Communication plan schedule
 - c. Feasibility Study
 - d. Consultation with Air District staff and other appropriate agencies
 - e. Conceptual and preliminary design
 - f. Research: as-built drawings, zoning review
 - g. Cost Estimate
 - h. Attend and Facilitate Stakeholder meetings
2. Schematic Design:
 - a. Site plans including parking, alternatives
 - b. Schematic design of facility
 - c. Phasing plan, if necessary
 - d. Detailed budget-level cost estimate
3. Construction Documents:
 - a. Technical & Drawing Specifications
 - b. Develop and provide plans and specifications suitable for plan review at 50%, 75%, and 100% intervals
 - c. Hardware, Lighting and Accessory selection
 - d. Furniture, fixtures and equipment selection
4. Permitting:
 - a. Submit for plan reviews and permits and update drawings accordingly after comments from permitting department
 - b. Participation in approvals related for permitting processes

5. Construction Administration:
 - a. Develop and provide estimated construction cost for Air District review at 50%, 75%, and 100% intervals
 - b. Provide additional drawings and design feedback
 - c. Site meetings
 - d. Punch List
 - e. Oversight and inspection during construction
 - f. Commissioning plan administration/close-out
 - g. Approval of all project completed tasks, budget, records, certificate of occupancy/acceptance

SECTION IV – SUBMISSION REQUIREMENTS

A. General

1. Interested firms must create an account through the [Portal](#) described in this RFQ to view RFQ documents and addenda, and to submit questions and statement of qualifications.
2. All statements of qualifications must be made in accordance with the conditions of this RFQ. Failure to address any of the requirements is grounds for rejection of this submission.
2. All information should be complete, specific, and as concise as possible.
3. Statements of qualifications should include any additional information that the respondent deems pertinent to the understanding and evaluation of the submission.
4. The Air District may modify the RFQ or issue supplementary information or guidelines during the submission preparation period prior to the deadline. Please check the [Portal](#) for updates prior to the deadline.
5. The Air District reserves the right to reject any and all submissions.
6. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. PT on Wednesday, September 25, 2024**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. PT on Wednesday, October 2, 2024**.
7. The cost for developing the statement of qualifications is the responsibility of the responding firm, and shall not be chargeable to the Air District.
8. A firm's selection and the execution of a contract with the Air District does not guarantee any particular amount of work.

B. Submittal of Statements of Qualifications

All statements of qualifications must be submitted according to the specifications set forth in Section V (A) – Contents of Statement of Qualifications, and this section. Failure to adhere to these specifications may be cause for the rejection of the submission.

1. **Deadline** – All statements of qualifications are due no later than **4:00 p.m. PT on Thursday, October 10, 2024**. Late submissions will not be accepted.
2. **Submittal** – Submit one (1) electronic copy of the statement of qualifications in Adobe Acrobat PDF file format to the Portal. Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt.

Portal link: <https://baaqmd.bonfirehub.com>

2. **Uploading large documents** may take significant time, depending on the size of the file(s) and internet connection speed. Respondents should plan sufficient time before the deadline to finalize their submissions and complete the uploading process. Respondents will not be able to submit documents after the deadline. Statements of qualifications received after the deadline will not be considered.
3. **Signature** – All statements of qualifications must be signed by an authorized representative of the firm.
5. **Grounds for Rejection** – A statement of qualifications may be rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
6. **Disposition of the Submissions** – All responses to this RFQ become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The Air District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Statements of Qualifications marked “confidential” in their entirety will not be honored, and the Air District will not deny public disclosure of any portion of submittals so marked.

By submitting a statement of qualifications with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the Air District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the Air District’s

non-disclosure of any such designated portions of a statement of qualifications.

7. Modification – Once submitted, statement of qualifications may be altered up until the deadline. Statement of qualifications may not be modified after the deadline. Any correction or re-submission of statement of qualifications will not extend the submittal deadline.

C. Interviews

1. The Air District, at its option, may interview firms that respond to this RFQ. The interviews will be for the purpose of clarifying the statement of qualifications.
2. Submittal of new materials at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION V – SUBMISSION CONTENTS

A. Contents of Statement of Qualifications

Submitted statements of qualifications should follow the format outlined below and include all requested information. Failure to submit statements of qualifications in the required format may result in the submission being eliminated from evaluation and consideration.

1. Experience, Qualifications, and Personnel
 - a. Contact Information (Section I) – Provide the following information about the firm:
 - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
 - Name of firm’s representative designated as the contact and email address.
 - Name of project manager, if different from the individual designated as the contact.
 - b. Table of Contents – Clearly identify material contained in the statement of qualifications by section.
 - c. Firm Overview (Section II) – Provide an overview of your firm, firm ownership information, and organizational chart, including the number of employees and the number of years in business.
 - d. Understanding and Approach (Section III) – Describe your firm’s understanding of the services requested in this RFQ, your general approach, and any major challenges that will require special consideration for this RFQ. Identify any unique approaches or strengths your firm may

have related to this RFQ.

- e. Experience and Qualifications (Section IV) – Describe your firm’s experience and qualifications in providing the services described in this RFQ to governmental organizations, including the number of years the firm has been providing similar services. Describe your firm’s experience managing and designing complex projects and preparing public graphic presentation materials (e.g., renderings, photo simulations, models).
- f. Assigned Personnel (Section V) - List all key personnel who will provide the services sought in this RFQ by name and role. Provide descriptions of education and training, any licenses and certifications, along with a summary of experience in providing services similar to those sought through this RFQ. Background descriptions can be a resume, curriculum vitae (CV), or summary sheet.
- g. Availability (VI) - Describe your firm’s availability and commitment to delivering on project assignments of varying project life cycles, sizes, and complexities on an as-needed basis.
- h. Past Projects (Section VII) – Describe three (3) major projects completed by your firm within the last three (3) years that demonstrate experience in providing the services sought through this RFQ. Include the project name, a summary of the project, project budget, and the complexity of the project. Past projects should include work performed in the San Francisco Bay Area region.
- i. References (Section VIII) - Provide three (3) references for other, similar projects. Include the client’s name (preferably government organizations), contact person, title, phone number and e-mail address for all references listed. For each reference, include a description of services provided and dates the services were provided.
- j. Subcontractors (Section IX) – List any subcontractors that will be used and the work to be performed by them.
- k. Conflict of Interest (Section X) – Address possible conflicts of interest or appearance of impropriety regarding other clients of the firm that could be created by providing services to the Air District. Describe procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety. The Air District reserves the right to consider the nature and extent of such work in evaluating the statement of qualifications.
- l. Self-Certification for Local Business (Section XI) - If applicable, include a statement self-certifying that your firm qualifies as a local business. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction.
- m. Additional Information (Section XII) – Provide other essential data that may assist in the evaluation of the statement of qualifications.

2. Fee Information

Fee information shall be uploaded as a separate file. Fee information is for informational purposes only and will not be considered as part of the evaluation.

- a. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate that would be charged to the Air District. If an annual increase in fees is expected, include the effective dates of the increase and the percentage increase, if any, in the response.
- b. A list of rates for reimbursable expenses, such as expenses for travel, presentation materials, supplies, deliveries, B/W and color printouts and copies, faxes, photo scans and, copywriting and copyediting services.
- c. Any reduced fees offered to the Air District.
- d. Any other fees or charges.

SECTION VI – QUALIFICATION EVALUATION

A panel of Air District staff will evaluate all statements of qualifications. The panel will recommend the selection of one or more firms to the Executive Officer / Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors may be required to approve the contract(s) to carry out the work described in this RFQ. An example of a typical contract for professional services used by the Air District is included in Section VII.

Statement of Qualifications will be evaluated on the following factors:

Description	Points
Statement of Qualifications is responsive to the RFQ.	5
Apparent understanding of the scope of services to be provided and the appropriateness of the approach to projects.	5
Experience and qualifications of the firm providing similar services to government organizations.	5
Experience and qualifications of the personnel to be assigned to the Air District.	5
Availability and commitment of the firm to deliver on project assignments of varying project life cycles, sizes, and complexities on an as-needed basis.	5
Complexity and nature of similar past projects completed by the firm within the San Francisco Bay Area region.	5
Quality and applicability of references.	5
Local business* *The Air District gives preferences to local businesses. "Local business" means that a firm's headquarters is located within the nine counties of the	5

Description	Points
Air District's jurisdiction. Firms must include a statement in their statement of qualifications self-certifying that the firm qualifies as a local business to receive points for this criterion.	

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFQ is available on the Air District's website at <http://www.baagmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>. (Click the + to the left of Sample Contracts, and then click on the Master Services Contract link)