

# REQUEST FOR QUALIFICATIONS

for

## Architectural Design for Maintenance Facilities



Montecito Water District

583 San Ysidro Road  
Santa Barbara, CA 93108

August 2, 2021

## I. STATEMENT OF PURPOSE

The Montecito Water District (District) is soliciting proposals from qualified consultants to provide architectural design services for the District's Maintenance Facilities Reconstruction project (Project) located at the District headquarters at 583 San Ysidro Road. This Request for Qualifications (RFQ) outlines the expected submittal for all interested parties.

## II. BACKGROUND

The District owns several parcels that makeup the headquarters property. The headquarters includes an administrative building, employee residence, and maintenance facilities and storage yard. The maintenance facilities include the following indoor areas:

- Office spaces for 4 employees
- Break room including kitchenette with stove, microwave, seating for up to 12 people
- Lockers and bathroom with shower
- Material storage rooms with heavy duty shelving
- Mechanics shop
- Hazardous material storage
- [future desire] All Purpose Conference and Training Room

The maintenance facilities also include exterior working space that includes:

- Outdoor material storage for
  - Sand, base, cold mix asphalt
  - Long pipe
  - Larger fittings and piping appurtenances
- Outdoor (covered) hazardous material storage
- Parking for heavy equipment, trailered equipment, and work trucks

The existing buildings are dilapidated and do not meet current seismic design code or the needs of District operations. The layout of the facilities is also not functional and needs to be reviewed by a qualified professional.

Figure 1 below shows the maintenance facilities area with several offices on the left, hazardous material storage in the right foreground, and breakroom and mechanics shop in the right and center background. Figure 2 provides an aerial image of the maintenance facilities area. This project is not proposing any changes to the administration building, employee residence, or storage yard area to the northeast.



Figure 1 – Maintenance Facilities



Figure 2 – Aerial of Maintenance Facilities

### **III. SCOPE OF SERVICES**

The purpose of this RFQ is to identify consultants with relevant background and experience to assist the District with the architectural design of the maintenance facilities. The final scope of work will be developed after the appropriate consultant is identified, but District staff believe the following tasks should be included in the consultant's scope of work, at a minimum.

#### **Task 1 – Pre-Design**

The consultant shall develop a preliminary design of the facilities that consolidates, relocates, and reconfigures the maintenance facilities area to meet the current and future needs of the District. This may include all or some of the existing facilities depending on the consultant's input. This may also include demolition and regrading of the site. The goal is to create professional, safe, and functional working spaces for District field staff.

The consultant shall perform site visits and collect all relevant data to perform the work. This should include interviews with District staff to understand the use of the space, current challenges, and future needs. The District will perform and provide a topographic survey of the site to include all features desired by the consultant. The consultant shall provide the preliminary design to District management for review. The preliminary design may be presented to the District Committee and or Board of Directors for review. All comments shall be incorporated into the draft design.

#### **Task 2 – Draft & Final Design**

The consultant shall develop draft and final design plans. The draft design should incorporate all comments from the conceptual phase. The final plans should incorporate all comments from the draft design review. The draft and final designs shall be presented to the Strategic Planning Committee and District Board of Directors at their regular Board meetings.

#### **Task 3 – Permitting**

The consultant shall assist the District in obtaining all necessary County permits for the project including zoning and building permit application submittals, response to County questions, and Montecito Board of Architectural Review hearings.

### **IV. SUBMITTAL REQUIREMENTS AND FORMAT**

Consultants shall submit to Agency via email an electronic PDF copy of the proposal submittals by **12:00 PM on Friday August 27, 2021.**

Proposals shall be sent to:

[akanold@montecitowater.com](mailto:akanold@montecitowater.com)

Assistant General Manager  
Montecito Water District  
583 San Ysidro Road  
Santa Barbara, CA 93108

The minimum information required for inclusion in the submittal shall be as listed below. The Consultant may submit additional information if desired.

1. Cover Letter – providing an overview of how the firm is qualified for the project.
2. Background of Firm
3. Qualifications on similar projects within the last five (5) years as the prime consultant of record, and descriptions of representative projects similar in nature and scope that include owner name and references that can be contacted by the Agency.
4. Subconsultant's (if any) qualifications and experience within the last ten (5) years and descriptions of representative projects similar in nature and scope that include owner name and references that can be contacted by District.
5. Consultant's understanding of the project and brief description of how the Consultant will approach the project.
6. Resumes for key project team members

## **V. EVALUATION OF QUALIFICATIONS AND SELECTION PROCESS**

Consultant submittals will be evaluated as described below. Submittals which do not comply with all submittal requirements as stipulated herein may be considered non-responsive and may not be considered for selection. Submittals deemed responsive will be evaluated based on the following.

1. Qualification of Firm including any Subconsultants
2. Experience of the project team with similar projects
3. Understanding of project goals
4. Quality and completeness of the proposal

The District may elect to conduct interviews of some or all Consultants. The above items will be used in combination with the interview to evaluate and select a qualified firm to



complete the project. The Agency will evaluate the submittals and create a ranking of the consultants. Selection of the consultant who is deemed to be the most qualified among those submitting will be made on the basis of the experience of the firm and proposed project team, and expertise and success with similar projects.

## **VI. FEE**

The consultant shall submit their most current schedule of labor rates. No fee shall be submitted with this proposal. Once selected, the consultant and District will work together to finalize a detailed scope of work to which the Consultant will provide a detailed fee estimate to the District for consideration.

## **VII. SCHEDULE**

<b>RFQ Issued</b>	August 2, 2021
<b>Proposals Due</b>	August 27, 2021
<b>Award Project</b>	September 10, 2021
<b>Scope, Fee and Contract</b>	September 24, 2021
<b>Topographic Survey (by District)</b>	On or before September 24, 2021
<b>Preliminary Design</b>	March 2022
<b>Draft &amp; Final Designs</b>	TBD
<b>Permit Approvals</b>	TBD

## **VIII. RESERVATION OF RIGHTS**

The District reserves the rights to reject any and all proposals. This Request for Qualifications is a solicitation, not an offer to contract. The District reserves the right to issue clarifications and other directives regarding this RFQ, to require further clarification or information with respect to any documents submitted, and to determine the final terms and conditions of any contract. Any and all costs associated with the preparation and response to this RFQ shall be borne solely by the Consultant and at no cost to the District.

## **IX. QUESTIONS**

Questions regarding this Request for Qualifications (RFQ) shall be sent via email to:

Adam Kanold, Assistant General Manager  
Montecito Water District  
583 San Ysidro Road  
Santa Barbara, CA 93108  
[akanold@montecitowater.com](mailto:akanold@montecitowater.com)

Questions submitted after 5:00 PM on Wednesday August 25, 2021 will not be answered.

