



Request for Qualifications Library/Community Center Comprehensive Site Plan

Date Issued: Friday, December 22, 2023
Proposals Due: Thursday, January 25, 2024 by 4:00pm

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1100 Oxley Street
South Pasadena, CA 91030
www.southpasadenaca.gov/library

RFQP No. LB23-001

| | |
|---|---|
| 1. Introduction..... | 3 |
| 2. Project Specifications..... | 4 |
| 3. Scope of Work..... | 5 |
| 4. Proposal Format and Content..... | 6 |
| 5. Proposal Submittal Requirements..... | 7 |
| 6. General Requirements..... | 8 |

INTRODUCTION

Purpose of Request for Qualifications (RFQ)

The City of South Pasadena (City) is soliciting proposals from qualified consultants to assist in the initial phase of the development, visioning, and planning for Phase 1 of a Comprehensive Site Plan (Plan) for a future Library/Community Center. The City anticipates that the Site Plan will form the foundation of a future facility that would house a 21st century Library and space to meet the community's learning, engagement, gathering, quality of life, resource, and other needs. During the Fiscal Year 2023-2024 Budget process, City Council identified a future Library/Community Center as a major project and priority after a Library Strategic Planning effort and presentation before the City Council and Library Board of Trustees.

Site Overview

The site that is the focus of the Comprehensive Site Plan is a square block in the heart of downtown South Pasadena, just south of the Mission Street business district and near the Gold Line metro light rail station that opened in 2003. Designated "Library Park", the block is abutted by primarily residential neighborhood on three sides (Fairview and Diamond Avenues and Oxley Street), and on the fourth by mixed use development (El Centro Street). The South Pasadena Public Library and the Senior Center, which is overseen by the Community Services Department, are located in the center of the park, and consist of a historic library building (approximately 3,000 sq. ft.) that faces the mixed-use area and is used as a meeting and event space, and the main Library (approximately 21,500 sq. ft.) and Senior Center buildings which were constructed in 1982, and face the residences on Oxley Street.

Library Park, the Library, and the Senior Center are heavily used civic spaces that contribute to the high level of satisfaction with the quality of life that residents report. The City, which has 26,000 residents and a small 3.4 square mile footprint, prides itself on its small-town feel, the historic character of its neighborhoods, and its commitment to sustainability. An anticipated increase in high density residential development, spurred in part by the State Regional Housing Needs Allocation (2,000+ units), will have a significant impact on the site and library and community services.

About the South Pasadena Public Library and Senior Center

The Library was founded in 1895. In 1907 a dedicated library building was funded by Andrew Carnegie, and in 1917 additional funds were provided for expansion. In 1930 the library was moved to its current location, and the portion of the building now known as the Community Room was added. In 1982 a new library building replaced all but the historic 1930 building, which has been on the City's list of cultural heritage landmarks since 1972. In 1982, the Senior Center was also built, the library has a dedicated area for children's services, one conference room, a large community room, 15 public computer workstations, and 139 seats. The collection is comprised of 114,000 physical items, along with digital holdings, and there are currently 10 full-time staff, and the fiscal year 2023-2024 budget is \$2,211,234. Since 1994, voters have regularly renewed a parcel tax that support maintenance and operations for the Library. This revenue makes up approximately 19% of the Library's total budget. On November 8, 2022, 9,357 people, or 86.65%, voted to renew the tax to remain in effect until repealed by the electorate. A Board of Trustees mandated by the

State of California Education Code advises on library policy and other matters, and the Friends of the Library group has been active since 1950.

The Library serves South Pasadenans, of whom approximately 50% are renters, and residents of surrounding communities from all walks of life and socio-economic backgrounds. It is a community resource for literacy, lifelong learning, recreation, and professional development. In a typical year, more than 20,000 customers visit each month, and 27,000 items for reading, viewing and listening are borrowed. Reference librarians connect people to information and plan engaging cultural and literary events. The Local History Collection collects, preserves, and provides access to material relating primarily to the history and culture of South Pasadena. The Children’s Room supports literacy and promotes a love of reading with regular storytimes and a robust Summer Reading Program. The Library also provides free high-speed Wi-Fi and an array of digital resources that are available to the public 24/7. The facility is typically open 7 days a week, for a total of 58 hours.

The Library has seen many advancements in recent years, including a remodel of separate reference and circulation desks to a single service desk, implementation of a new public catalog, outsourcing of materials processing, the launch of a mobile app, the addition of a self-checkout machine, and implementation of auto-renewal and email notifications. The Library also went overdue “fine free” in January 2021. Many new goals are identified in the current five-year [Strategic Plan \(2023-2027\)](#).

The Senior Center, which is operated by the Community Services Department, includes a large multi-purpose room, kitchen, computer lab, outdoor patio space and a conference room that can accommodate 20 to 25 people.

The Senior Center is a lifeline for older residents, providing meals Monday through Friday, a wide variety of recreational activities, and social services, such as one-on-one counseling to assist with depression, coping with loss; adjusting to a retirement; and more. The Senior Center also offers a comprehensive range of health education and awareness programs, including a podiatry clinic and periodic blood pressure, glucose, hearing, vision, and bone density screenings. Workshops and lectures are presented two or three times per month, and the annual Health Fair features dozens of vendors and is attended by more than 350 seniors. The City’s heavily used Dial-A-Ride transportation service for South Pasadena seniors is also operated out of the Senior Center.

A dedicated community center was one of the 10 projects identified by the Los Angeles County Comprehensive Park and Recreation Needs Assessment for South Pasadena that was conducted in 2016.

PROJECT SPECIFICATIONS

Project Description

The Project scope of work for the initial research and planning phase for a Library/Community Center Comprehensive Site Pan includes an extensive analysis of all the City facilities at the site, including Library, Senior Center and Community Room, as well as the open space provided by the Park.

RFQ Timeline and Schedule of Events

| RFQ Event | Description | Date |
|------------------|--------------------|-------------|
|------------------|--------------------|-------------|

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|--|--|------------------------------|
| RFQ Release | Direct solicitation and release to Planet Bids | December 22, 2023 |
| Question Submittal | Questions from proposers related to the RFQ | January 08, 2024 by 4:00pm |
| Addendum Release | Release of an addendum to RFQ, if needed | January 11, 2024 by 4:00pm |
| Proposal Deadline | Closing date; proposals accepted until 4:00 pm | January 25, 2024 by 4:00pm |
| Initial Review | Reviewers identify candidates for interviews | March 2024 |
| Release of Request for Proposal | Release of Request for Proposal | April to May 2024 |

The City reserves the right, in its sole discretion, to adjust this schedule as it deems necessary. Any changes to this schedule will be posted on Planet Bids.

SCOPE OF WORK

Required Scope of Services

The following are the required components of the scope of services for the Library/Community Center Comprehensive Plan for Phase 1:

- 1. Visioning for new Facility.** Provide a visioning and a Strategic Planning Work Plan for Phase 1 of the Library/Community Center Plan, including input and information gathering sessions, Community Forums, and extensive outreach and engagement.
- 2. Site Visits.** Conduct in person site visits to local area Library and Community Centers in the ~~greater Los Angeles area~~ San Gabriel Valley to determine suitability, differing physical outlays, research, and help assist with the visioning for the Library/Community Center Plan.
- 3. Information Gathering.** Design a process that includes community involvement and surveying and listening sessions for South Pasadena community members. Outreach will also include groups with a vested interest in the site and library and community services, such as the Library Board of Trustees and the Community Services Commission. City staff will be involved in outreach implementation. Review available documentation related to the past facility planning efforts.
- 4. Needs Assessment.** Prepare and draft a detailed Needs Assessment for a future Library/Community Center as part of the Phase 1 Comprehensive Plan. This assessment will evaluate the nature in which facilities and site related programming meet, or do not meet user demands and expectations and prepare recommendations that include or address the following: analyzing demographics and trends, analyzing the Library, Senior Center and Community Room, as well as the open space provided by the Park and the programs and services directly related to the facilities. Through reasonable consultation and investigation, attempt to identify any forthcoming trends that might affect the provision of Library/Community Center services and make recommendations on how to address them.

5. **Phase 1 Comprehensive Plan.** Provide a detailed analysis of the current City of South Pasadena population and trends for growth in the future as part of the Phase 1 Plan. Analysis should include evaluation of the City of South Pasadena General Plan and state and national standards, peer comparisons, library trends, and best practices for Community Centers. Complete an executive summary and PowerPoint Presentation that summarizes key findings from the plan. Present the Draft Final Phase 1 Comprehensive Plan to a City selected committee, collecting input and making revisions as deemed appropriate by City staff. Present the Final Phase 1 Comprehensive Plan to City staff, the City selected committee, and City Council for review.

PROPOSAL FORMAT AND CONTENT

Proposers shall submit the following information in their responses, in the order specified. All questions must be answered clearly. Any exceptions to the features and scope of services listed must be specifically identified by the proposer in the proposal.

1. **Cover Letter:** Cover letter signed by an official authorized to bind the firm and containing a statement indicating that the proposal is valid for at least 90 days.
2. **Executive Summary:** Summary not exceeding two (2) pages in length.
3. **Company Information:**
 - a. Legal name of your firm, location, and phone number of the main office, number of employees, years in business, and years of experience providing the services requested in this RFQ.
 - b. Team organization, all team members who will be involved in the Plan, their role, and their relevant experience.
 - c. List any special sub-consultants and their professional personnel who would be assigned to work on the Plan.
 - d. Describe any prior work completed for the South Pasadena Public Library, including any paid or pro bono work of any duration.
 - e. Describe any instances in which your organization failed to complete a contract or defaulted on a contract.
 - f. Describe any judgments or claims against your organization.
4. **References:** Provide three (3) references and their contact information of current or former library clients.

5. **Project Work Plan:** Include a description of your organization’s approach to the Phase 1 Comprehensive Site Plan, including methodology, tasks, and timelines.
6. **Quality Assurance:** Describe your internal quality control procedures.
7. **Pricing:** Provide pricing for the proposed program. Pricing must include all costs to successfully perform the scope of work and provide the features outlined within this document. All proposed costs shall be inclusive of all labor, materials, insurance, overhead, profit, subcontractor costs, warranty, and all other costs to complete the project.
8. **Samples** Provide samples of at least two facility plans for past or current clients and their contact information. The client information may be the same as the references provided in Section 4 above.
9. **Supplemental Material:** Additional information that may assist the South Pasadena Public Library in its selection process. Additional information is not required.

PROPOSAL SUBMITTAL REQUIREMENTS

Communications with the City

Proposers and proposers’ representatives may communicate with the City only in the manner set forth in this RFQ. There shall be no communication with any officer, director, employee, or agent of City with regard to this RFQ or any proposer’s qualifications, except as may be reasonably necessary to carry out the procedures specified in this RFQ. Nothing herein prohibits proposers and their representatives from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

Proposal Submittal

Each Proposer shall submit six (6) printed copies and one (1) electronic copy of the proposal (submitted through the PlanetBids website) to the City by 4:00 p.m., January 25, 2024. Late proposals will be returned unopened. Postmarks will not be accepted. No faxed or e-mailed proposals will be accepted. Electronic proposals submitted on PlanetBids must be accompanied with the aforementioned physical printed copies submitted to the City. The proposal shall be delivered to:

Domenica Megerdichian
Deputy City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

All proposals will become the property of City of South Pasadena. All costs associated with the proposal preparation will be borne by the Proposer.

RFQ Coordinator

All communications, requests for additional information or clarification concerning this RFQ should be sent via email to the Deputy City Manager, Domenica Megerdichian. The RFQ Coordinator will be the sole point of contact for this RFQ. The RFQ Coordinator can be reached at:

| <u>Coordinator</u> | <u>Email</u> | <u>Phone</u> |
|---------------------------|-----------------------------------|---------------------|
| Domenica Megerdichian | dmegerdichian@southpasadenaca.gov | (626) 403-7210 |

The City is not responsible for delayed or lost email-regardless of cause.

RFQ Amendment and Cancellation

The City reserves the unilateral right to amend this RFQ in writing at any time. The City also reserves the right to cancel or reissue all or any part of the RFQ in its sole discretion. ~~Applicants are required to respond to the final written RFP including any exhibits, attachments, and amendments issued by the City.~~

Questions Pertaining to the RFQ

Specific questions and/or comments concerning the RFQ should be submitted via email to the RFQ Coordinator no later than the Addendum Release Date identified in the RFQ Schedule of Events. Applicant questions should clearly identify the relevant section of the RFQ and page number(s) related to the question being asked.

GENERAL REQUIREMENTS

Collusion

By submitting a response to the RFQ, each Applicant represents and warrants that its response is genuine and is not made in the interest of or on behalf of any person not named therein; that the Applicant has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Applicant has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

Gratuities

No person will offer, give or agree to give any City employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the City. No City official, employee, agent, or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

Required Review and Waiver of Objections by Applicant

Applicants should carefully review this RFQ for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). Comments concerning RFQ objections must be made in writing and received by the City no later than the "Addendum Release Date" detailed in the RFQ Schedule of Events.

Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of the City, in writing, by the Addendum Release Date.

Proposal Withdrawal

To withdraw a proposal, any Applicant must submit a written request, signed by an authorized representative, to the RFQ Coordinator not later than 24 hours before the Proposal Deadline. After withdrawing a previously submitted proposal, the Applicant may submit another proposal at any time up to the Proposal Deadline.

Proposal Errors

Applicants are liable for all errors or omissions contained in their proposals. Applicants will not be permitted to alter proposal documents after the Proposal Deadline.

Incorrect Proposal Information

If the City determines that an Applicant has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Applicant knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

Proposal of Additional Services

If an Applicant indicates an offer of services in addition to those required by and described in this RFQ, these additional services may be added to the contract before contract signing at the sole discretion of the City.

Conflict of Interest and Proposal Restrictions

Applicants should identify any other public agency or private representation that may have a conflict of interest with the City of South Pasadena. By submitting a response to the RQP, the Applicant certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or firm to the Applicant in connection with the procurement under this RFQ. Notwithstanding this restriction, nothing in this RFQ will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFQ. Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFQ or its scope of services will be considered to have been given information that would afford an unfair advantage over other Applicants, and said individual, company, or other entity may not submit a proposal in response to this RFQ.

Contract Negotiations

After a review of the proposals and completion of the reference checks, and interviews, the City intends to enter into contract negotiations with the selected Applicant. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City will open negotiations with the next ranked Applicant.

Right of Rejection

The City reserves the right, in its sole discretion, to reject any and all proposals or to cancel this RFQ in its entirety.

Any proposal received which does not meet the requirements of this RFQ may be considered to be nonresponsive, and the proposal may be rejected. Applicants must comply with all of the terms of this RFQ and all applicable state laws and regulations.

If an applicant seeks to restrict the rights of the City or otherwise qualify their proposal, the City may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The City reserves the right, in its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFQ requirements or excuse the Applicant from full compliance with the RFQ. Notwithstanding any minor variance, the City may hold any Applicant to strict compliance with the RFQ.

Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFQ procurement process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process; however, names of persons or firms submitting proposals may be disclosed as a public record upon request. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act. Submitting a proposal, the Applicant acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

Each Applicant should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City is not in a position to establish that the information, which an Applicant submits, is a trade secret. If a request is made for information marked “confidential”, the City will provide the Applicant who submitted such information with reasonable notice to allow the Applicant to seek protection from disclosure by a court of competent jurisdiction.

Severability

If any provision of this RFQ is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and Applicants will be construed and enforced as if the RFQ did not contain the particular provision held to be invalid.

RFQ and Proposal Incorporated into Final Contract

This RFQ and the successful Proposal may be incorporated into the final contract, at the discretion of the City.

Proposal Amendment

The City will not accept any amendments, revisions, or alterations to proposals after the Proposal Deadline unless any such amendment is formally requested, in writing, by the City.

Warranty

The selected Applicant will warrant that the proposal will conform in all material respects to the requirements and specifications as stated in this RFQ and as demonstrated during the evaluation process. In addition, the requirements as stated in this RFQ will become part of the subsequent agreement.

Rights of the City

The City reserves the right to:

- Make the selection based on its sole discretion.
- Reject any and all proposals.
- Issue subsequent Requests for Proposals.
- Postpone opening proposals if necessary, for any reason.
- Remedy errors in the Request for Proposal process.
- Approve or disapprove the use of particular subcontractors.
- Negotiate with any, all, or none of the Applicants.
- Accept other than the lowest monetary offer.
- Waive informalities and irregularities in the proposals.
- Enter into an agreement with another Applicant in the event the originally selected Applicant defaults or fails to execute an agreement with the City.
- Include provisions in the contract allowing the City Council to terminate the agreement at its sole and entire discretion upon the provision of thirty day (30) written notice.