



**Request for Qualifications
for
Development of City-Owned Property
for a Mixed-Use Development to include
Residential Use and a Public Facility**

DUE DATE:

FEBRUARY 19, 2020 at 11:00 AM

Approved January 10, 2020 by:

A handwritten signature in blue ink that reads "Dan Schwarz". The signature is written in a cursive style.

Dan Schwarz, City Manager

City of Larkspur
400 Magnolia Avenue
Larkspur, CA 94939



REQUEST FOR QUALIFICATIONS

Development of City-Owned Property
for a Mixed-Use Development to include Residential Use and a Public Facility

Proposals are due at 11:00 AM on February 19, 2020

at City of Larkspur City Hall located at
400 Magnolia Avenue, Second Floor, Larkspur, CA 94939

Proposals will NOT be publicly opened and read.

Late submittals will not be accepted.

I. INTRODUCTION

The City of Larkspur (City) invites the submittal of Statements of Qualifications (SOQ) as well as a preliminary proposal from developers or teams offering a plan to develop the city-owned 2.43-acre parcel located along the 200 block of Doherty Drive at its intersection with Rose Lane.

The property is located within Subarea 3 of the Central Larkspur Area Specific Plan (CLASP), which designates the area for a mix of single-family and multiple family residential uses, along with community facilities and public parks. The site and surrounding neighborhood are governed under a Preliminary Development Plan (Ordinance No. 962) and a Precise Development Plan (Ordinance No. 972). The property, shown as Parcel A on the Rose Garden Subdivision Map, is designated for community facilities and public park use. The City also owns a 0.26 acre “buffer strip” property (Parcel B) which can support ancillary facilities for the community facility use. Information on the CLASP, the Preliminary Development Plan, and the Precise Development Plan, can be found here:

<http://www.cityoflarkspur.org/150/Rose-Lane>

In 2013, the City Council adopted a Master Plan for the property, envisioning exclusively public use for the property in the form of a library and community center, as well as outdoor passive-use spaces. Information about this vision can be found here:

<http://www.cityoflarkspur.org/communityparcel>

The City Council desires to explore all options that will produce a public facility that can house some or all of these contemplated uses on the property, with the priority and preference being a

new library of at least 10,000 square feet. To fully explore its options, the Council would like to consider the possibility of a development that would combine residential development with a public facility; the Council is open to proposals for all forms of residential use, though a proposal that produces workforce or senior housing will be looked upon more favorably. The City Council is prepared to revisit and amend the Central Larkspur Specific Plan, if necessary, as well as the Preliminary and Precise Development Plans and Master Plan if it finds a development proposal desirable to pursue.¹

II. PROJECT DESCRIPTION

The City owns a 2.43-acre parcel along the 200 block of Doherty Drive at its intersection with Rose Lane. Since 2011, the City has been exploring ways to develop this property for a new library and community center. The City Council recently decided to explore two approaches simultaneously. With its partner, the Larkspur Library and Community Center Foundation (LLCCF), the City is soliciting proposals from architects for schematic design of a 10,000 square-foot library, designed in a way that allows the building to be expanded in the future. Under the scenario in which the site is developed only with library and community center, it is anticipated that the project will be primarily publicly-financed.

The City Council also desires to learn if there exist alternatives that will reduce or eliminate the need for public financing. Accordingly, the other option the City desires to explore is whether a mixed-use development, consisting of residential use and a public facility, is economically feasible with limited to no contribution of City-generated funds. Respondents to this Request for Qualifications (RFQ) are asked to provide a preliminary proposal for such a mixed-use development. The City is open to reviewing all forms of residential use, but has some preferences and considerations that respondents should consider in the preparation of proposals.

Design/Development Standards

While the City Council is willing to consider amending the Master Plan, the Precise Development Plan, and other applicable land use regulations for the property to allow for a mixed-use development, any proposal must be consistent with the development standards set forth in the Larkspur Municipal Code ([Section 18.64](#)). Additionally, any proposal must be sensitive to the existing residential development, known locally as the “Rose Lane Development” (<http://www.cityoflarkspur.org/150/Rose-Lane>).

CEQA

All existing analyses conducted under the California Environmental Quality Act (CEQA) contemplate only public facilities on the property; a mixed-use development will necessitate a new or supplemental analysis. (CEQA analyses prepared for the CLASP and Rose Lane Development can be found at the preceding link.)

Development Fees

Cost analyses submitted with proposals should take into account all development fees, including those charged by the City of Larkspur, the Tamalpais Union High School District, the Corte Madera – Larkspur School District, the Marin Municipal Water District, and the Ross Valley

¹ Respondents should review recent amendments to the Surplus Land Act made by Assembly Bill 1486 (Ting). If a respondent contemplates a development proposal that requires transfer of ownership such that provisions of the Act apply, respondent must address the implications of the Act.

Sanitary District. During the entitlement and environmental review process additional fees may be identified to mitigate impacts associated with the Project.

Potential for Workforce Housing and/or Senior Housing

This parcel is a significant asset of the City. The City Council is prepared to consider all forms of proposed ownership structures that will facilitate mixed-use development. That said, the City is especially interested in proposals that would allow the City to maintain ownership of the entire parcel, such as through a ground lease, and/or provide a legally defensible means for the City to offer workforce housing for employees of the City, the Central Marin Police Authority, the Central Marin Fire Authority, and the school districts that serve Larkspur.

The City Council also recognizes the need in our community for senior housing and invites respondents to address how a mixed-use development could include senior housing.

Public Facility Priorities

If the City elects to pursue development of the parcel for public use only, its objective is to create:

- a 10,000 square-foot public library initially;
- if it is not feasible to include initially, the potential at a future date to expand the footprint of the library or add additional structures that would provide additional meeting spaces for a community center;
- public parking consistent with the City’s design standards (at least 3 spaces per 1,000 square feet or a proposed parking program that would mitigate impacts on surrounding areas; and
- passive outdoor gathering space(s) and a park-like setting, as suggested in the Master Plan and related documents.

The City understands that as a mixed-use project, only a portion of this objective might be realized. Developers are encouraged to incorporate as many elements of this objective as is feasible.

IV. PROJECT SCHEDULE

Distribute RFQ	Jan. 10, 2020
Pre-Submittal Meeting	Jan. 29, 2020
Deadline for written inquiries	Jan. 31, 2020
Receive Submittals	Feb 19, 2019
Review of Submittals/Potential interviews and presentations	Feb./Mar. 2020
Decision on whether to request a full proposal from a respondent(s)	Mar. 2020
City Council review of full proposal*	Apr./May 2020
Direction to staff to negotiate a development agreement*	May/June 2020

*These steps only occur if the City Council decides to pursue a mixed-use development. The Council will weigh the merits of responses to this RFQ and the option to use the property solely for public facilities and not a mixed-use development.

V. PROPOSAL SUBMITTAL

Responding firms are required to submit seven (7) copies of their SOQ, one (1) of which is unbound, and one (1) electronic copy. The electronic copy should be in Adobe Portable Document Format (PDF) and should be submitted on a USB flash drive. Respondents should be aware that the electronic copy will be used by the City to produce additional printed copies of the submittal, should they be needed.

SOQ shall be limited to 25 pages total including resumes. Proposals **must be received no later than 11:00 AM on February 19, 2019.**

Proposals shall be addressed to:

City of Larkspur
400 Magnolia Avenue, Larkspur, CA 94939
Attn: Dan Schwarz, City Manager

Questions relating to this RFQ should be directed to:

City Manager's Office
Attn: Dan Schwarz
Via e-mail: RFP@cityoflarkspur.org

Submittal Format & Proposal Content

Respondents may format the submittal in whatever manner they deem to best reflect their qualifications and to provide a preliminary proposal for a project that meets the goals of the City Council. The narrative of the submittal should describe the Respondent's understanding of the City's needs and desires and the Team's approach to the project.

Respondents should make certain to provide the following information in their submittal:

- Clear description of all team members, delineating roles and responsibilities.
- Succinct descriptions of three relevant projects undertaken by the Lead Firm. The descriptions should include the project name, location, year of commission, year of completion, project owner, and project team members. It should also provide a brief narrative about the project and information about financing, budget and schedule.
- Testimonials and References. Respondents are asked to limit this portion of their submittal to three pages.
- Proposal shall not exceed 25 pages, and must include the following:

A. Project Approach

Describe the philosophy of team members, areas in which team members excel, and unique qualities about team members' experience with development relevant to this SOQ including the desired community center/library facilities.

Provide a description of your team's approach based on your understanding of the Project and the needs of the City. Describe your team's proposed methodology and work plan, including your plan for working with the City and the public. Address any unique challenges, opportunities and innovative approaches associated with this Project.

B. Related Experience - Qualifications

Respondents should assemble a team with project experience relevant to this SOQ including mixed-use development that includes public facilities, library design, recreation facility design, community-based planning, implementation and cost estimating of similar facilities. In the Statement of Qualifications, indicate the relevant experience of your team, including experience of team members working together on other projects.

C. Personnel

The Respondent shall name in the SOQ and proposal one Principal or equivalent for each team member with the authority to negotiate and bind their firm in a contract with the City. That Principal shall be responsible for engaging City staff in further discussion about the team's qualifications and preliminary proposal. Should the City Council elect to pursue a proposal and ultimately an agreement with a team for a project of the kind described in this RFQ, the Principal shall be the lead negotiator for the development team.

Identify the proposed project team including managers, team leads for each discipline, as well as any other essential staff. Assignment of key tasks and percentage of time should be identified, and each team member's relevant experience should be described.

D. Preliminary Proposal

Respondents shall submit a preliminary proposal providing sufficient detail for the City Council to ascertain the following:

- the nature and form of residential use that would be located on the property;
- the nature and form of the public use that would be located on the property;
- conformance to the preferences and considerations listed in Section II, "Project Description;" and
- financial pro-forma for the project.

Proposals that do not contemplate providing all of the City's "Public Facilities Priorities" listed in Section II, "Project Description," should be explicit as to which project elements would be included and what, if any, options are available to the City.

E. Conflict of Interest

Firms submitting SOQs and Proposals must disclose any actual, apparent, potential, direct, or indirect conflicts of interest that may exist with respect to the team members, management, or employees of the team members or other persons working on this project. This includes disclosing any private or public clients doing business within the City of Larkspur. If a firm has no conflicts of interest, a statement to that effect shall be included in the SOQs and Proposal.

VI. SELECTION PROCEDURE

- A) Pre-Submittal Meeting: A Pre-Submittal Meeting will be held on Wednesday, January 29, 2020 at 1:00pm at the Community Room in the Central Marin Police Authority building at 250 Doherty Drive in Larkspur. This Pre-submittal Meeting will present the City's RFQ and selection process, and include a tour of the site. Attendance at the Pre-submittal Meeting is strongly encouraged but is not required. Questions from potential respondents may be addressed to City staff at this conference. Questions may be answered orally at the meeting, or in writing afterward. All questions raised at the Pre-submittal Meeting and answers will be documented and posted on the City's website.
- B) Professional Review: The City Manager will appoint an advisory committee of staff and/or other professionals to evaluate Respondent's SOQs based on the selection criteria and relative weights set out in Section VII-A of this RFQ. Respondents can receive up to 100 points for the proposals. With the assistance of the advisory committee, the City Manager will recommend a maximum of three (3) respondents to participate in the subsequent interview process with the City Council or a committee of the City Council.
- C) Interview: The City Council or a committee of the City Council may choose to interview selected Respondents to better understand the vision expressed in the preliminary proposal.
- D) Presentations: At one or more regular or special meetings, the City Council may conduct a public forum to receive presentations and ask questions of selected Respondents.
- E) Selection: At a subsequent regular or special meeting, the City Council may request a more detailed proposal from one or more respondents. From these more detailed proposals, the City Council may choose to negotiate a development or other agreement with a respondent submitting a preferred proposal.

VII. SELECTION CRITERIA

The required qualifications may be demonstrated in the experience of Respondent's team members. The criteria used to evaluate the proposals will include the following.

- A. **Professional Review Evaluation Criteria.** The following set forth the criteria by which each Proposal will be evaluated. The City and the selection committee reserve the right to exercise discretion in the weight and priority of the evaluation criteria. SOQs and Proposals will be evaluated to determine the developer best able to meet the needs of the City. The City will evaluate and rank each Proposal based on a number of factors including, but not necessarily limited to, the following:

Scoring Criteria (Refer to Section V)		Total Points
A.	Project Approach	45
B.	Related Experience - Qualifications	25
C.	Personnel	25
D.	References	5

E.	Conflict of Interest	Not Scored
F.	Exceptions	Not Scored
Total		100

B. Presentations/Interviews. Each Respondent selected to participate in the Presentation/Interview stage of the process will be allocated a combined 50 minutes for its presentation and a question/answer period. Respondents shall be responsible for determining what allocation of their time will allow them to make the most favorable impression on the councilmembers. Councilmembers will be evaluating Respondents to determine which offer the best combination of attributes to deliver the best project to the community.

Prior to concluding this meeting, the City Council will take public comment about the presentations and interviews. Respondents are invited to observe the public comment period and/or obtain an audio recording of it. Through the City Manager, Respondents may provide written statements to the City Council about specific comments made or questions raised during the public comment period.

C. Decision/Selection. It is the City Council's desire to decide if it will pursue development of the subject property solely for public use or as a mixed-use, public facility and residential development. However, the City Council intends to thoroughly review all qualified Proposals and to the separate RFP for schematic design described in Section II, above, and will not make a decision until these processes are exhausted.

General Terms and Conditions

1. The City reserves the right to reject any and all SOQs, to waive minor irregularities in responses, and to extend deadlines stated in this RFQ.
2. The City reserves the right to modify the scope of the project at any time based on the best interests of the City.
3. All documents, drawings, work product, and findings (regardless of format) created by the firms selected to provide full proposals shall be the property of the City. By submitting a SOQ, respondents understand and agree that, if the City selects them to submit a full proposal, the City may use related work produced by the selected respondents in the event a mixed-use development does not come to fruition.
4. Responses shall remain effective for ninety (90) days beyond the deadline for submittal of SOQs, unless the City and a respondent mutually agree to a longer period.
7. This solicitation is not a contract or a commitment of any kind by the City of Larkspur and does not obligate the City to award an agreement or pay costs incurred in the submission of a Proposal. All responses will become the property of the City of Larkspur and will be treated as records subject to disclosure to the public under the California Public Records Act.

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