



**REQUEST FOR QUALIFICATIONS (RFQ)**  
**for**  
**Planning & Architectural Services**

**CITY HALL & CIVIC SQUARE**  
**CONCPETUAL PLAN**

Date Announced: Friday, January 14, 2022

**PROPOSALS DUE:**

**Friday, February 11, 2022 no later than 3:00 PM**

**CITY OF DINUBA**  
Dinuba City Hall  
405 E. El Monte Way  
Dinuba, CA 93618  
(559) 591-5900

**CONTACT INFORMATION**

Contact via e-mail preferred  
Daniel James, Assistant City Manager  
[djames@dinuba.ca.gov](mailto:djames@dinuba.ca.gov)

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## **Request for Qualifications (RFQ) to Provide Professional Consulting Services for Dinuba Civic Square Conceptual Design**

**Background:** The City of Dinuba ('the City') is located in Tulare County in California's Central San Joaquin Valley. Dinuba is a full-service organization providing core services to a population of 26,500 residents. The City's major employers include Ruiz Foods, Best Buy Fulfillment Center, Patterson Logistics and Pressed Juicery, which are all complimented by a strong retail base.

Downtown Dinuba was historically the commercial/retail hub of the community. However, as with many communities, the Downtown has experienced an exodus of retail tenants over the years with many vacant and underutilized buildings. One of the goals of the City's Downtown Revitalization Strategies is to plan for the development of a new City Hall in the Downtown on city-owned property. The City is seeking a qualified firm to prepare a City Hall and Civic Square Conceptual Plan with the goal of "breathing life" back into the Downtown by creating a public space for the community to gather, improving the built environment around the site, and drive traffic to the Downtown.

The following information and project scope is intended to provide prospective firms with detailed information to assist in the formation and submittal of proposals. These proposals will assist staff and City Council in selecting a firm that most closely demonstrates the ability to meet the community's goals for this project.

### **1. Project Description**

The City desires to establish a new City Hall and Civic Square in the Downtown on one of three City-owned properties located at the corner of Fresno and L Streets. Neighboring offices/uses include the Dinuba Unified School District's Vocational Education Center, Dinuba Transit Center, and Dinuba Chamber of Commerce.

**Project Area:** Downtown Dinuba. The project area covers approximately 1.5-2 city blocks, with the center of the project being located at the intersection of Fresno and L Streets.

**Desired Elements:** Design elements of the City Hall and Civic Square Conceptual Plan should include:

- New City Hall (floor plans and elevations)
- Civic Square
- Active Alleyways
- Reuse of Strand (State) Theatre building, located at 182 N. L Street, Dinuba, CA 93618.
- Lighting, landscape, and hardscape improvements
- Conceptual building façade improvements for Main Street businesses

Integration of pedestrian (bike and pedestrian) travel should also be considered so that residents can walk or cycle to the area, instead of using their automobiles. This will help promote access within the Downtown and neighboring residential, as well as achieving air quality and health and fitness objectives for the community.

**Conceptual Design of New City Hall.** Dinuba's current City Hall facility is located at 405 E. El Monte Way. This site comes with a variety of challenges for staff, and residents, and is not adequately sized to accommodate future growth. It is the goal of the community to relocate City Hall to the Downtown. The new City Hall design should consider existing architectural style within the Downtown, while also establishing a higher standard for future development. The design

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should be “timeless” and provide functional access to city services and departments for both the general public as well as staff.

**Site Assessment, Review of existing site conditions:** The three proposed site locations (Map is attached herein as Attachment ‘A’) listed below should be analyzed based on factors such as feasibility, public accessibility, estimated project cost, aesthetics, and direction from City Council, staff, and public input.

A firm working understanding should be developed of the existing site conditions and constraints. An analysis for each site shall be prepared which describes the benefits and challenges with each site, and a recommendation should be made for the site that best meets all available criteria. The selected firm will attend meetings with City staff to review expectations, discuss design features/project constraints, as well as perform any site visits and research required for the project.

**Architectural Design/Style:** The selected firm will prepare schematic designs showing basic building layouts, floorplans, site plans and building elevations. The architectural design style of the New City Hall should consider integration of the architectural style of existing Downtown buildings and structures. The final design should be functional and timeless, and capture the “essence” of the character of the Downtown. During the design process, options/alternatives for architectural design style shall be presented which clearly demonstrates the integration of each corresponding design into the selected site. The City’s expectations is that the project will:

- Capture all needs for office, storage, programming, technology systems, conference, workroom, and operational spaces
- Reflect attractive, modern, and flexible interior design for a multi-generational workforce
- Incorporate flexible collaborative workspaces and training labs for cross-departmental group interaction, staff training, and innovation culture development
- Utilize modern smart building technologies and digital workplace design elements
- Be consistent with the City’s General Plan
- Address existing and future needs for parking

This design plans generated by this project will be used as the base information for the future construction of a new City Hall and Civic Plaza.

**Civic Square Design.** The Civic Plaza concept is born from the goal of creating an attractive and inviting space for business professionals, students, and the community at large to utilize for leisure activities. This space could also be used for community events and other large gatherings. The Civic Plaza design should allow for connectivity from nearby public and private facilities, with particularly close attention paid to connectivity to and from the proposed City Hall. Final designs should include itemized cost estimates for construction, furnishings, and any additional costs as required for completion of the project.

**Active Alleyways.** L Street is the primary access road to the subject site from the North and South. The community informally considers L Street as “Main Street” in the Downtown area. Tulare St. to the South is also a main thoroughfare through the Downtown. L Street is paralleled on both sides by alleys. These alleys currently do not serve a useful purpose to shoppers, business owners, or pedestrians in the Downtown. These alleys offer the potential to be converted into “active alleyways” which could provide for safe and inviting pedestrian travel, small open spaces, and outdoor dining opportunities for local restaurants.

**Strand (State) Theatre Building.** Through public outreach efforts and surveying, the community

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has expressed strong interest in allowing mixed-use developments (a combination of commercial and residential uses) throughout the community, particularly in the downtown area. The Strand Theatre is a large brick building which has remained unused for many years due to the high costs of renovation. The property is currently owned by the City and it is the community's goal that the building someday be renovation and repurposed, potentially as a mixed-use project.

**Lighting, landscape, and Hardscape Improvements.** The design should incorporate feasible recommendations for quality of life" improvements in the project area. These improvements should include, but not be limited to, pedestrian scale lighting, landscape, and hardscape improvements, Landscape improvements should consider such elements as shade, aesthetics, and follow the City's Landscape Design Guidelines. Hardscape improvements should focus on planters, benches, trash receptacles, decorative bollards, artwork, and other elements that will enhance the overall experience for shoppers and pedestrians.

**Building Façade Improvements.** The plan should include sample building façade improvements for businesses along Main Street between Fresno and Tulare Street as part of the overall City Hall and Civic Square Design.

**Facilitate focus meetings with City staff to develop the scope of the project.**

In focus meetings, provide City staff with examples of comparable City Halls built or designed in recent years, detailing criteria such as best practices, use of space, amenities, and other features that will help facilitate more productive and efficient public meetings. These meetings should help the designer fully understand the design intent as well as the goals and objectives of the project.

**Prepare Schematic Designs:**

This project shall include the development of project plans and specifications that conform to the scope of work summarized in this RFQ, and direction collected from project meetings.

## **2. Professional Scope of Services**

- I. Identify Opportunities
- II. Public Participation & Consensus
- III. Project Design Elements
- IV. Facilitate focus meetings with City staff
- V. City Council and Planning Commission Meetings
- VI. Project Management
- VII. Meeting Attendance & Research
- VIII. Prepare Architectural Designs, Schematic Designs, and Cost Estimates

## **3. Selection Process**

Proposals will be reviewed by a Selection Committee. Consultants are encouraged to keep their proposals brief and relevant to the specific work required. The Committee will rank the consultants based upon the materials submitted. At the discretion of the Selection Committee, some consultants may be invited to participate in an interview to further discuss qualifications. After interviews, if applicable, the Selection Committee will make a recommendation to the City Manager. If City Manager is agreeable to Selection Committee's recommendation, the selected firm will be contacted and the City will initiate "Best and Final Offer" contract negotiations. If the Selection Committee is able to arrive at a mutually agreeable Best and Final Offer, the selected firm will be recommended for contract award at the earliest City Council meeting convenient to the City. Final contract award shall be contingent on City Council approval.

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#### **4. Proposal Format**

Proposals shall include the following items:

##### **A. Cover Letter**

- i. The name, address, phone number, and email address of consultant's contact person for the remainder of the selection process.
- ii. Any qualifying statements or comments regarding the consultant's proposal, the information provided in the RFQ, or the proposed PSA.
- iii. Identification of sub-contractors and their responsibilities.

##### **B. Company Qualifications**

Provide the firm's general qualifications, location of the office from which services will be provided, licenses and certifications possessed by firm; the type of entity, the names of the firm's officers, principals and owners.

##### **C. Discipline Specific Experience**

Provide a brief scope of work and other relevant information pertaining to the firm's experience over the past five (5) years.

##### **D. Examples of similar projects**

Provide examples of previous projects that demonstrate the firm's ability to execute on the proposed project. Public agency references may also be included.

##### **E. Project Staff Qualifications**

Provide a list of names and qualifications of team members and key personnel to be assigned to provide the subject services.

##### **F. Project Schedule**

Provide an estimated general timeline for the proposed project. Show milestones that include all work by sub-consultants and progress submittals to the City.

##### **G. Cost Proposal**

Submit a chart or table identifying each task required to complete the identified scope of work. Each task should include a cost estimate for the work. A grand total for all tasks including an estimate for deliverables should also be provided. This grant total will be identified as a "not-to-exceed" fee in the Professional Services Agreement the City will execute with the selected consultant.

Qualifications package should be submitted via email to Assistant City Manager, Daniel James at [djames@dinuba.ca.gov](mailto:djames@dinuba.ca.gov) by no later than **3:00PM on Friday, February 11, 2022.**

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## 5. Consultant Selection Procedure & Schedule

Selection Procedure - The City will evaluate proposals submitted, and select the most qualified consultant for the services being offered. In evaluating the proposals, the City will consider and weigh the following factors:

- 15% - Completeness of the proposals and compliance with the required format.
- 35% - Experience and qualifications of the firm and the Project team members.
- 30% - Approach and understanding to provide services in an efficient and cost effective manner and in compliance with applicable standards and requirements.
- 10% - Cost Proposal.
- 10% - References and performance records on similar assignments.

Selection Schedule - The estimated schedule for the procurement of services has not been determined. However, it is the goal of staff and City Council to begin the project in the current fiscal year.

## 6. General Conditions

The following conditions will apply to the selected firm upon execution of a Professional Services Agreement (Agreement).

- A. The City of Dinuba shall not be liable for any pre-contractual expenses incurred by any proposing firm (proponent) in response to this RFQ, nor shall any proponent include such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred in preparing a proposal and negotiating any terms with the City.
- B. No Obligation: The City reserves the right to withdraw this RFQ at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the Consultant that is best qualified and most responsive in the opinion of the City.
- C. The City reserves the right to reject any and all Proposals. The City expressly reserves the right to postpone the opening of submittals for its own convenience and to reject any and all submittals responding to this RFQ.
- D. Consultant must agree to indemnify, hold harmless and defend the City, its officers, agents and assigns from any and all liability or loss resulting from any suits, claims, or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the Agreement.
- E. Consultant, at its own cost and expense, shall procure and maintain insurance coverages as required by the Professional Services Agreement (Agreement).
- F. Consultant will be required to comply with all applicable labor laws including those applicable to equal opportunity employment provisions.

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- G. Consultant is required to have in full force and effect all licenses and permits required by all applicable laws. Consultant shall obtain a City of Dinuba Business License during the term of the Agreement.
  - H. Consultant, its agents, and employees shall comply with all laws, ordinances, rules and regulations of the Federal and State governments, the County of Tulare, the City of Dinuba and all governing bodies having jurisdiction applying to work done under the Agreement.
  - I. The City reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. Compensation for services will be negotiated with the Consultant.
  - J. Consultant shall not sublet any portion of the Agreement with the City without express written permission of the City Manager or his/her designated representative.
  - K. The City reserves the right to review and approve qualifications of subcontracting firms or persons. Substitutions that are not approved are considered sufficient grounds for termination of the Agreement.
  - L. All response to this RFQ shall become the property of the City of Dinuba and will be retained or disposed of accordingly.
  - M. No amendments, additions, or alterations shall be accepted after the submission deadline.
  - N. All documents, records, designs, and specifications developed by the Consultant in the course of providing services to the City, shall become the property of the City. Anything considered proprietary should be so designated by the Consultant.
  - O. Acceptance by the City of any qualifications submitted pursuant to this RFQ shall not constitute any implied intent to enter into an Agreement for services.

## **Questions**

Questions regarding this RFQ should be directed to Assistant City Manager, Daniel James at [djames@dinuba.ca.gov](mailto:djames@dinuba.ca.gov).



## Attachment A

