



**Public Works Department  
Engineering Division  
One North San Antonio Road  
Los Altos, California 94022-3087  
(650) 947-2780  
Fax (650) 947-2732**

December 1, 2016

**SUBJECT: Request for Proposal – Parking Plaza 7 Improvements Project**

Dear Consultant,

You are invited to submit proposals to provide design services for the Parking Plaza 7 Improvements Project as outlined herein and delineated on the enclosed Scope of Services. Proposals are due to the office of the City Engineer **before 4:00 P.M., Thursday, December 22, 2016.**

**PROJECT INFORMATION**

The City of Los Altos is soliciting proposals from qualified architectural-engineering firms to provide professional owner's representative services to evaluate the opportunity to make improvements to the City's Parking Plaza 7 – a 1.07 acre public parking lot property – located between First Street and Second Street and Northwest of State Street.

The City is evaluating entering into exclusive negotiations with a developer to provide underground public parking and ground level city park/plaza amenities over the western half of the project site as part of a larger development project on privately owned property adjacent to Plaza 7. The project proposes to extend underground parking from the development site into the City's Parking Plaza 7 to replace the existing surface parking at a one-for-one ratio and then construct a park or plaza space as a community gathering place for Downtown Los Altos.

The City is seeking a consultant to act on behalf of the City in review of the developer improvements being proposed and evaluate the feasibility of extending the improvements over the entire project site (Plaza 7). The City anticipates the architectural-engineering firm to provide, but not be limited to, the following service/experience:

- Civil Engineering
- Landscape Architecture
- Traffic Engineering
- Environmental Review (CEQA)
- Parking Structure Design
- Construction Estimating
- Financial Analysis/Impact

A detailed scope of services for the projects is outlined in the attached SCOPE OF SERVICES.

**INSURANCE REQUIREMENTS**

The consultant will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Los Altos named as "Additional Insured." The City will also require Professional Errors and Omissions insurance acceptable to the City Attorney.

**FEE SCHEDULE**

Not to exceed fees should be listed in the Fee Schedule for each task for the project. Payment for work completed will be based on progress to date for each task as described in the Scope of Services. The consultant should include costs for attending meetings, site visits, travel expenses, and all other project related expenses such as delivery services, printing costs, etc. in the fees submitted for each task. The proposals will also include a fee for bid period assistance and construction period assistance.

**PROPOSALS**

Please submit five (5) copies of the proposal incorporating all requirements set forth in the RFP along with a statement of qualifications for undertaking the proposed services. Please define the proposed work and the completion schedule in the form of Exhibit "A" to your proposal. The consultant's fee proposal and payment schedule shall be submitted in a separate sealed envelope in the form of Exhibit "C".

The City will evaluate each of the consultant's qualifications and may conduct interviews with the consultants that demonstrate the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a consultant and negotiate a fee for the services delineated in the RFP. The consultant must be ready to execute a standard Agreement for Consultant Services (draft version is attached) within ten (10) days of award of the project. The proposal submitted in response to this RFP will be included as part of the Agreement with the selected consultant.

If you need assistance or have questions, please call the project manager at (650) 947-2624 or email at [clamm@losaltosca.gov](mailto:clamm@losaltosca.gov).

Sincerely,



Christopher Lamm  
Engineering Services Manager

Enclosures:

- (1) Scope of Services, dated December 1, 2016;
- (2) Agreement for Consultant Services (draft version)