



DATE: July 13, 2017

AGENDA ITEM # 3

**TO:** Hillview Community Center Project Task Force

**FROM:** J. Logan, Process Liaison

**SUBJECT:** Architect Selection Update

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## **BACKGROUND**

During May 2017, the City issued a Request for Proposals (RFP) for an architectural firm (consultant) to design the building for the new Hillview Community Center. Basic services called for an overall project budget of \$25M and a building estimated to be 25,000-30,000 square feet in size. The selected consultant is to manage and coordinate all design and document preparation tasks throughout the phases of the project.

The work includes the completion of schematic design, design development, construction documents, permitting/bidding, construction administration, and project close-out. The successful consultant or consulting team shall have relevant community center design experience.

## **DISCUSSION**

The RFP submittal process was completed on June 15, 2017. City staff along with three members of the Hillview Community Center Project Task Force, Stuart Klein, Dennis Young and Phillip Chou, all of whom are residents of Los Altos, are now engaged in the selection process of the design consultant.

## **SELECTION PROCESS/SCHEDULE**

The City will evaluate each of the consultant's qualifications and will conduct interviews with the consultants that demonstrate the best qualifications for the proposed services.

Anticipated Milestones for the selection process (subject to change):

May 18, 2017 RFP Issued

June 15 Proposals due by 5:00pm

June 27 City issues interview guidelines to short-listed firms

July 11 Interviews of short-listed firms

July 13 City confirms selection and notifies firms of status

August 4 City and selected firm complete contract negotiations

August 22 City Council considers approval of Professional Services Agreement

August 28 City issues Notice to Proceed

The architecture selection committee meet on Tuesday July 11, 2017 to interview the selected architecture firms. The selection committee will provide an update of the selection process to date.

Attachment: none