REQUEST FOR QUALIFICATIONS

For The

Alameda Carnegie Building

Due Date: December 17, 2018

EXECUTIVE SUMMARY

The City of Alameda is seeking statements of qualifications from parties interested in restoring and leasing the historic Alameda Carnegie Library, and, if desired, the adjacent Foster House. Given the great civic, cultural and architectural importance of these structures, the City is seeking an end user that will:

- provide cultural, educational, and/or economic benefits to the community;
- restore and maintain the historic character of the building;
- provide for public use of the building as frequently as possible; and
- demonstrate the financial resources and experience necessary to complete the restoration and operate the facility.

The Carnegie Library may require an estimated $6 million in upgrades for occupancy, including: new electrical and interior lighting systems, a new heating system, fire sprinklers, more complete disabled access to the entire building, additional restrooms, and restoration or preservation of historic elements. The Foster House may require additional upgrades not included in this cost estimate.

The City may offer the preferred user substantial rent credits in exchange for restoration of the building and the provision of community benefits.

PROJECT OVERVIEW

Objectives

The City of Alameda (the "City") is seeking statements of qualifications from parties interested in restoring and leasing the historic Alameda Carnegie Library (the "Carnegie Building") located at 2264 Santa Clara Avenue. Also available for lease is the adjacent Foster House, located at 1429 Oak Street. Proposers have the option to include or exclude the Foster House from their proposal.

Given the great civic, cultural and architectural importance of these structures, the City is seeking an end user that will:

- Provide cultural, educational, and/or economic benefits to the community. Examples of these uses include, but are not limited to:
    - Cultural benefits: theatre, performing arts center, art museum, art gallery, arts organization, community cultural center
    - Educational benefits: library, science museum, historical society, community educational center
    - Economic benefits: workforce development center, job resource center, economic development corporation, restaurant, visitor center;
- Restore and maintain the historic character of the building;
- Provide for public use of the building as frequently as possible; and
- Demonstrate the financial resources and experience necessary to complete the restoration and operate the facility.

Given the multi-phased nature of this request, partnerships between operators (organizations, individuals, etc.) and developer teams (developers, architects, etc.) are welcome.

History

Originally constructed as the Alameda Free Library, the Carnegie Building was one of the first three libraries funded by Andrew Carnegie to be built in California. Constructed in 1903, the Carnegie Building was designed by William H. Wilcox and John M. Curtis, and built by Alameda-based Foster & Son, at a cost of $30,842. The building is listed on the National Register of Historic Places.

The Foster House was originally the home of C.H. Foster, the contractor who built the Carnegie Building. C.H. Foster died in 1915, and his house was converted into the Children's Library in 1926.

The Carnegie Building and Foster House remained in continuous operation as a public library until 1998, when the library moved into an interim building and later into the new Main Library. Until 2013, the Foster House was occupied by Alameda County Health Services. Both buildings are now vacant.

Completed and Required Improvements

In 2001, the City invested over $3,000,000 to seismically upgrade the Carnegie Building, repair leaks, install a new roof, and repair the historic exterior. This work included demolition of existing heating, electrical wiring and lighting systems, which were not replaced at that time due to limited funds.

In 2007, the City hired Muller & Caulfield Architects to test alternative uses and develop cost estimates for the restoration of the Carnegie Building (see Exhibit 1 for full report).

Muller & Caulfield found the following upgrades necessary for occupancy: new electrical and interior lighting systems, a new heating system, fire sprinklers, more complete disabled access to the entire building, additional restrooms, and restoration or preservation of historic elements that were not addressed in the seismic upgrade. Please see Exhibit 1 for more detail about these improvements.

At the time, the cost of these improvements was estimated at $4.7 million. In 2017, the City hired Muller & Caulfield to update these cost estimates (Exhibit 2). Using an escalation index and incorporating code changes since 2007, the same improvements were estimated to cost approximately $6.6 million in 2018. In addition, the elevator in the Carnegie Building has since been decommissioned; this cost has not been accounted for in the updated estimates.

These costs include upgrades to the Carnegie Building only, and do not include any changes to the Foster House beyond the proposed building addition that would connect the two buildings and provide additional restrooms and accessibility.

BUILDING AND PARCEL INFORMATION

Please see Exhibits 1 and 2 for additional building and parcel information.

- **General Plan:** The parcel containing the Carnegie Building and Foster House is currently designated Public/Institutional in the Alameda General Plan. A General Plan amendment may be required if the proposed use does not fit the current designation.

- **Zoning:** The parcel containing the Carnegie Building and Foster House is currently zoned R-6, Hotel Residential District (please see Alameda, California Municipal code Chapter XXX, Article I, 30-4.6 for more information). Rezoning may be required if the proposed use does not fit the current zoning.

- **Building Area**

  Building Area (Gross Area, not including exterior walls)

	Lower/ Ground Level	Main (1st) Floor	Mezzanine	2nd/ Gallery	Total
Carnegie Building	4,388	4,395	441	2,750	11,974
Foster House	1,567	1,483	0	0	3,050
Total	**5,955**	**5,878**	**441**	**2,750**	**15,024**

- **Parking**

  There are currently three off-street parking spaces associated with the Foster House. The Carnegie Building has no off-street parking.

SUBMITTAL REQUIREMENTS

The Statement of Qualifications (SOQ) must include the following information:

1. *Description of Project Team.* A description of the proposer or proposer team, including the role of each organization and/or team member. Please include resumes for each primary member of the team, and contact information for the main point of contact.
2. *Concept of Proposed Use.* A summary of the use being proposed.
3. *Previous Experience.* Description of previous experience similar to this SOQ, including the adaptive reuse and restoration of historic buildings, and the operation of the proposed use.
4. *Restoration Plan.* An overview of proposed improvements, including details about preservation of important historic components such as those described in Exhibit 1. This component must also include a timeline for project completion.
5. *Financial Qualifications.* Provision of clear evidence of financial resources to complete the restoration of the building and start up the proposed use, as indicated by financial statements and evidence of access to financing.
6. *Operations Plan.* A high-level plan for the operation of the proposed use, including operating budget.
7. *Community Benefits*. An overview of community benefits provided by the proposed use, with a focus on cultural, educational and/or economic benefits.

All SOQs must be submitted via Dropbox by 5pm on Monday, December 17, 2018.

Please use the following link to submit your proposal:

https://www.dropbox.com/request/r9T5QStVWDX9LV649rtd

All SOQs must be submitted as one (1) combined PDF file.

SELECTION PROCESS

1. All SOQs will be pre-screened by City staff to ensure that they include all of the elements listed in the "Submittal Requirements" section.
2. A Selection Panel will conduct an initial of review of the qualified SOQs and rank each by the Round One Selection Criteria described below. Applications scoring 65 or above will become recommended finalists.
3. The City will seek public input and comment on the recommended finalists via a community meeting and/or survey. Based on the selection panel review and community input, recommended finalists may be asked to submit more detailed information.
4. Incorporating the additional information provided and input from the Alameda community, the Selection Panel will re-score the recommended finalists based on the Round Two Selection Criteria, described below. This may also include in-person interviews with the recommended finalists. The highest scoring finalist will be selected as the preferred user for the building.
5. The City will work with the preferred user to finalize a term sheet, with the potential for substantial rent credits in exchange for restoration of the building and the provision of community benefits.
6. The final lease must be approved by City Council.

SELECTION CRITERIA

In the first round of evaluation, the Selection Panel will review the SOQs based the factors described below.

Round One Selection Criteria

Concept & Community Benefit	The proposed concept and associated community benefits, with a focus on cultural, educational and economic benefits.	25%
Design and Construction	The proposed design and construction plan, including the restoration and preservation of historic features.	20%
Financing	The inclusion of demonstrated financial resources to start up the proposed use and complete the restoration and renovation of the Carnegie Building and, if included, the Foster House.	20%
Project Team & Experience	The proposer or proposing team's previous experience related to the proposed use, as well as the restoration of historic buildings.	20%
Operations	The inclusion of a feasible operations plan for the proposed use, including a realistic operating budget.	15%

In the second round of evaluation, the Selection Panel will review the SOQs based the factors described below. The Round Two Selection Criteria include an additional criterion that incorporates community preferences, as well as the proposer's responsiveness to community input.

Round Two Selection Criteria

Concept & Community Benefit	The proposed concept and associated community benefits, with a focus on cultural, educational and economic benefits.	20%
Design and Construction	The proposed design and construction plan, including the restoration and preservation of historic features.	20%
Financing	The inclusion of demonstrated financial resources to start up the proposed use and complete the restoration and renovation of the Carnegie Building and, if included, the Foster House.	20%
Project Team & Experience	The proposer or proposing team's previous experience related to the proposed use, as well as the restoration of historic buildings.	20%
Operations	The inclusion of a feasible operations plan for the proposed use, including a realistic operating budget.	15%
Community Input	Community preference, and responsiveness to community input as received through a community meeting and/or survey.	5%

PROPOSAL SCHEDULE

IMPORTANT DATES

RFQ Release	October 22, 2018
RFQ Orientation	November 5, 2018, 6pm
Carnegie Open Hours	November 5, 6 & 8, 1-4pm
Questions Due	November 8, 2018
Answers Posted	November 15, 2018
Applications Due	December 17, 2018, 5pm
Selection Panel Review #1	January 2019
Community Meeting/Survey	February 2019
Additional Information Due	March 2019
Selection Panel Review #2	April 2019
City Council Approval	June 2019

The orientation will be held on November 5, 2018 at 6pm, in City Council Chambers (Alameda City Hall, 3rd Floor, 2263 Santa Clara Avenue). In additional, the Carnegie and Foster Buildings will be open for tours and inspection on November 5, 6 & 8 from 1-4pm.

Please submit all questions to Amanda Gehrke at agehrke@alamedaca.gov by November 8, 2018. Answers will be posted on the RFQ website by November 15, 2018. If you wish to receive notifications regarding the RFQ, including when the Q&A is posted, please provide your email address through the following form: https://goo.gl/forms/LFDQJjxOVWUwMXjq2

All SOQs must be submitted via Dropbox by 5pm on Monday, December 17, 2018.

Please use the following link to submit your proposal:

https://www.dropbox.com/request/r9T5QStVWDX9LV649rtd

All SOQs must be submitted as one (1) combined PDF file.

Notice: Proposals will not be accepted after the date and time stated above.

GENERAL CONDITIONS

Incomplete proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFQ does not obligate the City to select a preferred user or award a lease, nor is the City liable for any costs incurred by the Proposer in the preparation and submittal of proposals for the subject work. The act of submitting a SOQ is a declaration that the Proposer has read the RFQ and understands all the requirements and conditions.

The City reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and all responses to this RFQ and to seek new responses when it is in the best interest of the City to do so.

- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response.

All documents, conversations, correspondence, etc. between the City and proposers are public information subject to the laws and regulations that govern the City, unless specifically identified otherwise.

The City makes no representations about the conditions of the site, including buildings, utilities, soils, or other surface or subsurface conditions. The Proposer shall make its own conclusions concerning such conditions. Information provided in this RFQ or made available on the website or by City staff is provided for the convenience of the proposers only. The accuracy or completeness of this information is not warranted by the City.

EXHIBITS

1. Master Plan Report for the Restoration and Preservation of the Carnegie Building (2007)
2. Alameda Carnegie Building Office Remodel Cost Estimate Escalation from September 2008 to August 2018 (2017)