



REQUEST FOR QUALIFICATIONS MARY PARK AND MARY WARD RESIDENCE HALLS

San Francisco State University is requesting qualification statements from architect-led design teams to develop refurbishment plans for **Mary Park and Mary Ward Residence Halls**.

PROJECT DESCRIPTION

Mary Park Hall and Mary Ward Hall (known as “The Marys”) have long been in need of major renovation. Completed in 1960, each building is six stories tall and approximately 77,000 square feet. The renovation project will include renovation of all sleeping rooms, bathrooms, and public spaces including upgrading building interior finishes (paint, flooring, and cabinetry); upgrades to fire protection, plumbing, power and distribution systems; new elevators; and other building infrastructure. The project will also include building envelope improvements, including replacing windows and doors, and improving the exterior appearance of the buildings. A new demonstration kitchen and student study areas and lounges will be provided to improve residential programming.

SF State has evaluated adding a third occupant to a number of rooms in each building (rooms that currently have two beds), and reclaiming community space that has been filled with bed space and retail dining over time. With the additional population created by tripling, these study and lounge spaces become essential to support the residential population. The design effort will take into account the building condition, including deferred maintenance and other deficiencies; identification of any hazardous materials for mitigation; and recommending life safety updates triggered by the occupancy increase.

All improvements must be financially feasible. The costs of improvements must be measured against adjusted revenues, taking into account the reduced income per bed, the loss of income beds for an increased number of RA's, and the increase in operating costs overall. This feasibility analysis will be conducted by Housing, Dining, and Conference Services (HDCS) staff.

Teams should include mechanical, electrical, plumbing, and fire protection engineers; code review; student life; sustainability specialists; and other in-house or consultant expertise as deemed appropriate to deliver the scope of work requested.

Architects and consultants will work with HDCS, Residential Life, a general contractor/construction manager, an independent third-party commissioning agent, and Capital Planning, Design, and Construction staff to advance overall site and campus master planning principles, as well as sustainability initiatives. The project will be fully commissioned and renovated to achieve LEED Gold or greater under the LEED for Existing Buildings rating system. For general campus planning and standards information, visit <http://plan.sfsu.edu>. The renovation is currently estimated at \$20 million per building (total project cost).

BACKGROUND

San Francisco State University is part of the California State University (CSU) system, the largest four-year public university system in the United States. Located in southwest San Francisco, SF State is the only four-year public university in the city. The campus seeks a project design that is borne of the University's tradition that "Experientia Docet -- Experience Teaches." For more about SF State, see sources at the end of this RFQ.

Land and Territory Acknowledgment

San Francisco State University acknowledges the ancestral homelands of the Ohlone and Coast Miwok Peoples, whose territory includes what is known today as San Francisco and Marin Counties, and the Indigenous peoples from many nations who live and work in the Bay Area today. It is SF State's responsibility as an academic institution to disseminate knowledge about Native peoples and the institution's history with them. This work is consistent with the University's commitment to diversity and inclusion, and it is essential to human rights work across the world. We take this small step toward correcting the stories and practices that erase Indigenous people's history and culture and toward inviting and honoring the truth.

Campus Master Plan

SF State last completed a physical master plan in 2007, before the economic downturn. The plan was ambitious and, because of the recession, the level of new construction called for in the plan was not realized. Two projects envisioned in the master plan—the first phase of a Creative Arts replacement building and a residential mixed-use development on Holloway Avenue—are currently under construction. Since this plan was adopted, SF State has new leadership and our city is experiencing a deepening housing shortage.

The Campus Vision Plan, Future State 2035, builds upon the guiding principles of the previous plan. The update is focused on housing, student success, and development initiatives influenced by substantial changes in the market and financial opportunities and constraints since the last plan was written.

Sustainability and Resilience

A signatory to the College and University Presidents' Climate Commitment, SF State is updating its greenhouse gas inventory and Climate Action Plan. A sustainability framework for building projects sets ambitious goals and targets that reflect SF State's position as a leader of sustainability among urban public universities.

SCOPE OF SERVICES

In addition to the work described in the Project Description above, design teams will:

Analyze existing conditions and key influences, including the unique marine microclimate of southwest San Francisco and its effect on materials and heating and cooling needs.

In consultation with HDCS, Residential Life, and Sodexo, the campus food service vendor, evaluate:

- The creation of social spaces for student collaboration and engagement, as well as student and vendor services, withing the Marys.
- The feasibility of replacing current food service options at Mary Park and Mary Ward Halls (Bricks and Café in the Park) to the Village at Centennial Square (former fitness center).
- Landscape improvements and site furnishings for the pedestrian path leading from the Marys to this potential new food service location.

The design effort will include, but not be limited to, the following:

1. Forensic evaluations:
 - a. Building envelope evaluation
 - b. Moisture intrusion evaluation
 - c. Building and systems performance evaluations
2. Code compliance and accessibility:
 - a. Universal Access
 - b. Occupancy and exiting
3. Building improvements and programmatic analysis:
 - a. Residence hall programming
 - b. Social space improvements, including lounge spaces and front desk
 - c. Living space upgrades, including new finishes and furniture
 - d. Bathroom modernization, convert to gender-inclusive configuration
 - e. Exterior appearance and finishes
 - f. Building envelope improvements, including replacement windows
 - g. Vertical circulation, including new elevators
4. Life safety and systems upgrades:
 - a. Fire alarm and detection upgrades
 - b. Sprinkler systems
 - c. Building lighting and security cameras
 - d. Electronic locks
 - e. WiFi and data systems

All work must go through standard CSU reviews and permitting including state fire marshal, seismic review board, mechanical review board, certified access specialist (CASp), DSA accessibility review, and third-party plan check. The [State University Administrative Manual](#) (SUAM) is a CSU reference source for policies, procedures, regulations, and information from a variety of California statutory codes and Board of Trustees' policy provisions and administrative direction, etc. Capital outlay matters are found in Section 9000.

ANTICIPATED SCHEDULE (subject to change)

Issue Request for Qualifications (RFQ)	<i>February 7, 2020</i>
Submit qualifications	<i>February 27, 2020, 1:00 PM</i> <i>March 2, 2020, 11:00 AM</i>
Shortlist firms	<i>March 4, 2020</i>
Notify firms of selection	<i>March 5, 2020</i>
Building tour for shortlisted firms	<i>TBD</i>
Interview shortlisted firms	<i>March 24, 2020</i>
Notify firms of selection	<i>March 25, 2020</i>
Check references	
Develop scope and fee proposal	
Award contract	<i>April 16, 2020</i>
Begin design	<i>April 20, 2020</i>
Start construction of Mary Park Hall	<i>June 1, 2021</i>
Complete Mary Park Hall	<i>July 30, 2022</i>
Start construction of Mary Ward Hall	<i>June 1, 2022</i>
Complete Mary Ward Hall	<i>July 30, 2023</i>

QUALIFICATIONS SUBMITTAL

Architectural firms seeking commissions on California State University (CSU) major capital projects must be [prequalified through CSU CPDC](#).

Qualifications Statement – two (2) bound hard copies and a PDF¹ on a USB drive to include:

- Cover letter signed by the firm's principal that outlines your understanding of the work to be accomplished and why your firm should be selected.
- A statement confirming that you have reviewed and are in agreement with all the requirements of the CSU Rider A / Agreement General Provisions, in the event that your firm is selected. This statement must be included in order to be considered for the project.
- Brief description of the firm's history and abilities*
- Examples of deliverables for similar projects, preferably for higher education clients, within the past five years*
- Brief description of relevant, recently completed projects
- Experience in designing restorative and regenerative buildings and landscapes
- List of key professionals proposed for the project, their résumés, and percentage of time they will be servicing this project*
- Billing rates of staff for additional services
- Three client references
- A general statement of financial condition of the firm. SF State reserves the right to request that the consultant provide an annual operating statement, income tax form or other reasonable comprehensive evidence of financial condition.

*Include relevant information for subconsultant firms that are part of the team.

¹ Document should be saved as an accessible PDF with searchable text.

Qualifications statements must be received by ~~Thursday, February 27, 2020 at 1:00 PM~~ Monday, March 2, 2020 at 11:00am in order to be considered for this work. The University assumes no responsibility for delay in delivery of the proposal either by the United States Post Office or other delivery/courier service used by the consultant.

All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

Please direct all materials to:

San Francisco State University
Capital Planning, Design, and Construction
1600 Holloway Avenue, Corp Yard 202
San Francisco, CA 94132

Attention: Jill Anthes, executive director, planning + design

In advance of the due date, please contact Jill at janthes@sfsu.edu if you have questions.

RESOURCES²

All work will be coordinated with the campus plans and frameworks available at this website: <https://plan.sfsu.edu/resources>

- [Landscape Framework / Forest Management Plan](#)
- [Sustainable Development Framework](#)
- [2007 Campus Master Plan](#)
- [Future State 2035 Vision Plan](#)

Other resources that are important to this project include:

- [CSU Graduation Initiative 2025](#)
- [SFSU Basic Needs Initiative](#)
- [SFSU 2014 Strategic Plan](#)

University data and research can be found here:

- [SF State Facts](#)
- [Institutional Data \(Office of Institutional Research\)](#)

Attachments ([download here](#))

- Study Area Map
- CSU Service Agreement and Rider A
- Resident Occupant Load Analysis

² Resources are available at the active hyperlinks in this document or at <https://plan.sfsu.edu/resources> and <https://plan.sfsu.edu/rfq>, where this RFQ is also located.

A Note about Deliveries

All campus administrative and academic units use the 1600 Holloway mailing address, which is the location of our central administration building. Our offices are actually located on North State Drive, across from Maloney Field. If you enter SF State into your mapping program, you will be sent to Holloway—which is at least a 15 minute walk from our location!

Our shipping address is:
1600 Holloway Avenue, CY202
San Francisco, CA 94132

Our physical address (for hand deliveries) is:
Capital Planning, Design, and Construction
North State Drive / Corp Yard 202
San Francisco, CA 94132

Here is a [Google Maps link](#).