

駐洛杉磯台北經濟文化辦事處

Taipei Economic and Cultural Office in Los Angeles

REQUEST FOR PROPOSAL NOTICE

Seeks to contract for Professional Architectural/Engineering and Sustainability Consulting Services for office building renovation

**1. GENERAL INFORMATION**

Procurement Case No.: TECOLA20190829

Procurement Subject: The Taipei Economic and Cultural Office in Los Angeles (TECOLA) intends to contract for professional architectural / engineering services for the exterior and interior remodel of its office building.

Posted Date: 4:30 p.m., Tuesday, October 29, 2019 (PDT)

Deadline for proposal submission: All proposals must be received by TECOLA no later than 5:00 p.m., Tuesday, December 3, 2019 (PDT)

**2. PRELIMINARY PROJECT DESCRIPTION**

**Project Name:** TECO in L.A. office building renovation

**Location:** 4401 Wilshire Blvd., Los Angeles, CA 90010

**Lot size:** 23,380ft<sup>2</sup>

**Building size:** 42,890ft<sup>2</sup>

**Parking size:** 34,780ft<sup>2</sup>

Each Proposer shall be required to execute a Confidentiality and Non-Disclosure Agreement to be provided by TECOLA. All of the design information, including assessment reports on the site and the building, architectural and structural drawings, and initial program, will be communicated after the above Agreement is signed. Proposer shall treat all information, discussions, work papers, plans, memoranda and all materials relating to the Project and all information supplied to Proposer as strictly confidential and proprietary information of TECOLA and shall not permit its release to other parties or make any public announcement or publicity releases without TECOLA's prior written authorization, and such information shall not be used or discussed by Proposer, without TECOLA's prior written approval.

### **3. SCOPE OF SERVICES**

1. Office Remodel: Architectural and engineering design for interior demolition, interior and exterior remodel. Taiwan elements should be considered into architectural design.
2. Sustainability consulting and LEED certification services for the entire building. (LEED Platinum pursued.)
3. Addition of a stairway connecting the first and second floor for public use.
4. Provide electrical car chargers per Green Code and LEED requirement.
5. Landscape design on lot and on cool rooftop, including replacing one existing City coconut tree on the sidewalk by other kinds of tree with City approval.
6. Interior design required for at least two public areas (Consular Affairs Hall and Taiwan Academy Gallery both at 2<sup>nd</sup> floor-multi-functional space for exhibition / studio / ballroom / conference room).
7. Design of office building signage and high resolution (8K or 4K preferable) TV walls.
8. Furniture design, layout and purchase assistance.
9. Construction management and construction administration during renovation construction and seismic retrofit construction (separate design by other firm) : per AIA standards. Architect should coordinate with seismic retrofit engineer during design phase prior to construction of retrofit
10. Work to be performed includes but is not limited to the following:
  - a. Renovation of the existing structure and building to comply with all Federal, State, local Code and Ordinances.
  - b. All finishes must be approved by TECOLA. The design will be reviewed by TECOLA before construction.
11. Outline of Scope of Services is expected to be more particularly described in the Proposal. The selected firm/consultant shall be responsible for articulation of the program into an acceptable and functional design, preparation of project specifications, providing cost estimates (and re-evaluation cost estimates).

#### **First Phase—Programming and Schematic Design Phase**

This initial phase of the project will focus on developing the conceptual plan which should be approved by TECOLA. The conceptual plan shall be submitted with preliminary cost estimates.

This phase shall include but is not limited to the following:

- a. Necessary drawings showing existing and proposed improvements. Each area shall

show square footage of each space with proposed furniture and equipment, and total square footage of building.

- b. Outline specifications describing the type and quality of building material.
- c. Construction cost estimate.
- d. Meeting with representatives of TECOLA at least three times to coordinate, present and receive comments on submittals.
- e. Conceptual drawings submitted on 11" by 17" paper including appropriate scale.

## **Second Phase – Design & Development Phase**

During this phase, the firm/consultant shall prepare plan specifications, estimates and design schedule and construction schedule for the design of project. Based upon the conceptual plans and cost estimate, TECOLA will review the available budget and provide direction accordingly to finalize the scope of design and development phase of the project. The project shall be designed to meet all State, Federal and local building code requirements.

## **Final design phase - Construction Document and Bid Phase**

### **A. Final Construction Documents**

- a. Complete set of bid documents. These documents shall include but are not limited to full plans in reproducible paper and specifications with all interior details, furniture and equipment plans, structural, mechanical, electrical, plumbing, special systems (voice, data, HVAC, security, fire and life safety, emergency alerting, and communication), civil improvement including water, sewer, storm drain, electrical connections, acoustical, and all required permits. The firm/consultant shall prepare plans and specifications.
- b. Final construction estimates.
- c. Project specifications, construction cost estimate, original reproducible set of plans and specifications signed and sealed by the architect and engineers, and also an electronic version of the plans, specifications and estimates must be submitted to TECOLA.
- d. Architect shall provide three dimensional BIM drawings for reflected ceiling plan if design for open ceiling.

## **B. Construction Bidding Phase**

- a. Bidding job walk on site with all construction bidders and answer questions.
- b. During the bid process, the firm/consultant will answer bidders' questions and provide clarification including bidders' request for information/clarifications (RFI) regarding construction documents to be incorporated into an addendum within 2 calendar days.
- c. If bid addenda are needed, firm/consultant will prepare revisions to the bid documents relating to the plans and specifications.
- d. Prepare conformed drawings and revise specifications to include all addenda. Submit reproducible plans in acceptable electronic format.
- e. Provide all design plans, structural calculations, and related documents in PDF format and also AutoCAD files for all drawings to TECOLA for its use.

## **C. Support Service during Construction Phase**

- a. Receive, review and respond to RFI's submittals, change orders and notices of potential claims.
- b. Answer questions, review, make interpretations, comment and mark status on the Contractor's submittals or shop drawings.
- c. Resolve any issues of non-compliance with material specifications, which has been uncovered during inspection of the work and during materials testing.
- d. Provide inspection and on-site construction management.
- e. Answer contractor's request for information (RFI). Provide clarification and response to contractor's questions during construction phases, as needed. Review, clarify and respond to contractor's RFI during construction, including contractor's submittals within 5 calendar days.

## **D. Support Service when Construction Completed**

Review and approve the complete set of as-build drawings, equipment specifications and warranty provided by the General Contractor and vendors.

## **4. SCHEDULE FOR BEGINNING AND COMPLETING THE WORK**

TECOLA anticipates starting this Project immediately after award of the Project and construction shall be completed by the end of February 2021. The Proposer is required to submit their anticipated schedule to complete this fast-track Project. Project schedules

and methods of “how to achieve the schedules” will be included in the criteria for selection.

## **5. CONTENT OF PROPOSAL**

The whole proposal document set shall include, at a minimum, the following information presented in a clear and concise format, in order to demonstrate the Proposer’s competence and professional qualifications for the satisfactory performance of services outlined in the “Scope of Services”.

- A. Format: AIA contract documents preferred. Proposal Content Checklist as Appendix A should be filled out and included in the proposal.
  
- B. Brief introduction of the firm: history, numbers of employees, departments and references etc.
  
- C. A list of the most recent projects (at least 5) for which the Proposer has performed similar services of similar size, scope and complexity. This list shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the services performed, the dollar amount of the contract, and the date of performance.
  
- D. A list of Proposer’s principals (architect on record to be listed), employees, agents and sub consultants which the Proposer anticipates assigning to the Project (see Appendix B). This list shall include a summary of qualifications, licenses and experience of each individual (LEED AP on correspondent specialty required in the Project team members); the approximate number of hours each will devote to the Project, and the type of work to be performed by each individual. TECOLA will retain under its agreement with the successful Proposer the right of approval of all persons performing under the agreement.
  
- E. A detailed description of methods by which the Proposer intends to perform the work set forth in Scope of Services. The description shall include, at a minimum, the following:
  - a. A performance schedule for all services necessary to complete this fast-track Project and methods of “how to achieve the schedules”. The proposal should specify the major components, the cost breakdown by major components of

phase, and the expected time of completion for each component based on the scope of services outlined in the proposal.

- b. Handling of construction management and administration of this Project.
  - c. Current work load and ability to complete this Project.
  - d. A proposed lump sum fee of the services with itemized fees for all sub consultants
  - e. Billing hourly rate for each discipline.
  - f. A detailed listing of services included and services excluded, if any.
- F. Conceptual design incorporating Taiwan elements in any format.
- G. A copy of an Error and Omission insurance, issued by an insurer registered in the State of California. (Architect & Engineer Professional Liability Insurance, Annual Aggregate Limit 2,000,000, Each Claim Limit 1,000,000,000 at least or more) and a Workers Compensation insurance certificate.
- H. A statement which discloses any past, ongoing or potential conflict of interest which the Proposer may have as a result of performing the work for this Project.
- I. The proposal must be signed by an authorized representative of the Proposer.

## **6. SUBMISSION OF PROPOSAL**

A total of eighteen (18) copies of the proposals are required to be submitted to TECOLA no later than 5:00 p.m., Tuesday, December 3, 2019 (PDT).

Proposals shall be submitted and clearly marked as follows:

“SEALED PROPOSAL FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR TECOLA OFFICE PROJECT”

Attn.: Yuchi YIN, Deputy Director, Taipei Economic and Cultural Office in Los Angeles, 3731 Wilshire Blvd., Suite 700, Los Angeles, CA 90010.

## **7. REVIEW OF PROPOSAL**

TECOLA shall review and evaluate all received proposals for responsiveness to the Request for Proposal to determine whether the Proposers possess professional, technical and other qualifications necessary for the satisfactory performance of the services required. TECOLA should also investigate qualifications of all Proposers to whom the award is contemplated, and may request clarifications of proposals directly from one or

more Proposers. It is anticipated that this review will last up to approximately 14 days. TECOLA will not accept any proposal from any firm or consultant that is controlled by citizen(s) or government of the People's Republic of China or from any firm or consultant which has received capital or investment from citizens or government of the People's Republic of China. A company is "controlled" by a PRC government or citizen(s) where the such PRC government instrumentality or citizen(s) has the power, either directly or indirectly, and whether exercised or exercisable to influence election of the board of directors, management or other controlling body, whether such power is obtained by contract or by operation of law.

## **8. ACCEPTANCE OR REJECTION OF PROPOSAL**

TECOLA, in its sole discretion, reserves the right to accept or reject any proposal in the best interests of TECOLA. Proposals are subject to review and evaluation. TECOLA also reserves the right to waive any information and technicalities in bidding. Please note that acceptance of a Proposal does not legally constitute award of contract until a formal award of agreement is granted pursuant to Section 10.

## **9. PRESENTATION OF PROPOSAL**

Proposers, whose proposal after review and acceptance by TECOLA, will be invited to attend a Selection Committee of TECOLA to present their proposal, especially the design strategy, creative approach and construction management. Each Proposer will have approximately 20-25 mins for presentation and 10-15 mins for Q&A.

Criteria for selection attached as Appendix C.

The presentation shall not result in changing the content of Proposer's Proposal. Where the Proposer presents additional information for a change or as a supplement, that information shall not be included in evaluation. Where a Proposer does not attend the presentation and on-site questioning and answering, the validity of its proposal shall not be affected.

## **10. AWARD OF AGREEMENT**

The award of agreement will be made by TECOLA Selection Committee in compliance with the "Regulation for Evaluation of the Most Advantageous Tender under the Government Procurement Act of the Republic of China".

While TECOLA has every intention to make an award as a result of this solicitation, issuance of the RFP in no way constitutes a commitment by TECOLA to award and execute

a contract. Acceptance of the proposal and execution of a formal written agreement are conditions to the formation of a contract between TECOLA and the proposer. A detailed, written agreement will be fine-tuned, negotiated and executed following the award.

## **11. PROCURING ENTITY**

Taipei Economic and Cultural Office in Los Angeles (3731 Wilshire Blvd., Suite 700, Los Angeles, CA 90010)

Principal contact: Yuchi YIN, Tel: 213-389-1215; E-mail: [tecoladesign@gmail.com](mailto:tecoladesign@gmail.com)

Entity to accept and hand the request for clarifications or complaints: the Procuring Entity.

## **12. AUTHORIZED CONTACTS**

Ms. Yuchi YIN

Deputy Director

Taipei Economic and Cultural Office in Los Angeles

3731 Wilshire Blvd., Suite 700, Los Angeles, CA 90010

Tel: 213-389-1215

E-mail: [tecoladesign@gmail.com](mailto:tecoladesign@gmail.com)



**「建築設計服務」投標文件資訊檢查表 Proposal content checklist**  
(Please indicate the item locations of your proposal in columns below.)

Tenderer:

Selection Criteria & Scores		RFP Item 5	content of item	page	section	Supporting Doc / Note
1. 能力	(1) 公司商譽、信用；規模適中（人數、部門）是否符合本案需求？(3分)	B	Brief introduction of the firm: history, numbers of employees, departments, references			
	(2) 建築師團隊人員承辦類似使領館、政府公部門、辦公室等公共空間案件的相關經驗 (5分)	C	<b>List of the most recent projects</b> (5 at least) for which the proposer has performed similar services of similar size, scope, and complexity			
	(3) 建築師團隊人員資格、證照、專長 (5分)	D	<b>List of Proposer's principles, employees, agents and sub consultants</b> which the Proposer anticipates assigning to the Project	Architect on record listed		
	(4) 建築師團隊中LEED AP相關經驗 (5分)			qualifications, licenses and experience, number of hours each will devote to the Project, and the type of work		
	(5) LEED認證(團隊)人員專長、經驗 (10分)			LEED AP on corresponding specialty in the team		
	(6) 建築師團隊中營造經理 (Construction Manager)相關經驗 (10分)					
	(7) 工地管理監督及合約管理能力(10分)					
2. 企劃書及簡報評鑒	(1) 服務時程規劃及如何完成該時程之方法 (7分)	E	<b>Methods to perform the work</b>	a. performance schedule		
	(2) 營造管理(construction management)方法(8分)			a. how to achieve the schedule		
	(3) 建築師團隊人員可投入程度 (8分)			a. expected time of completion		
	(4) 設計理念及呈現方式(例：台灣元素以公共造景或室內設計等方式呈現) (9分)	F	<b>Conceptual design incorporating Taiwan elements</b>	b. handling of construction management and administration		
3. 價格	(1) 總報價 (15分)	E		c. Current work load and ability to complete this Project		
	(2) 計時計料(based on time and material)項目報價 (3分)			d. A proposed lump sum fee of the services with itemized fees for all sub consultants		
	(3) 不包含之項目如何計費？(2分)			e. Billing hourly rate for each discipline		
Preliminary qualification		G	<b>Error and Omission insurance &amp; WCI</b>	f. Services incl. & Services NOT INCLU.		
			Architect & Engineer Professional Liability Insurance Annual Aggregate Limit 2,000,000, Each Claim Limit 1,000,000.000 at least or more WCI			
		H	Past, ongoing or potential <b>conflict of interest</b>			
		I	Proposal signed by an authorized representative of the Proposer			

Reserved for TECOLA	All items required presented: <u>Y</u> or <u>N</u> (圈選)
	Reviewed by _____ (簽名)
	Date & Time: _____

4401 TECO in LA Office Building Renovation RFP  
**APPENDIX.B: STATEMENT OF QUALIFICATIONS**

**FIRM NAME:**

**KEY CONTACT PERSON:** Name \_\_\_\_\_  Office #: \_\_\_\_\_;  Mobile #: \_\_\_\_\_;  Email: \_\_\_\_\_

**PRIMARY ADDRESS:**

**List ALL of the team members who will involve in this project:**

The Proposer shall furnish the following information. Failure to comply with this requirement will render the submittal informal and may cause its rejection. Additional sheets may be attached if necessary.

Team Member Title	Name			Date of Birth	Nationality		
	Last Name	First Name	Chinese Name: (if applicable)		Current Nationality	Passport Number	Former or Other Nationality: (if applicable)
							1 Nationality: Passport Number (or Personal ID):
							2 Nationality: Passport Number (or Personal ID):
<u>Summary of qualification:</u>					<u>Professional License</u> Type of License: _____ License #: _____ If ever been licensed under a different name or different license number, please give name and license number: 1. 2.		
							1 Nationality: Passport Number (or Personal ID):
							2 Nationality: Passport Number (or Personal ID):
<u>Summary of qualification:</u>					<u>Professional License</u> Type of License: _____ License #: _____ If ever been licensed under a different name or different license number, please give name and license number: 1. 2.		
							1 Nationality: Passport Number (or Personal ID):
							2 Nationality: Passport Number (or Personal ID):
<u>Summary of qualification:</u>					<u>Professional License</u> Type of License: _____ License #: _____ If ever been licensed under a different name or different license number, please give name and license number: 1. 2.		

## Appendix C.

### 駐洛杉磯台北經濟文化辦事處新館舍裝修工程建築設計服務評分表

日期：2019年 月 日

評分項目	配分
<b>1. 能力（承辦本案人員資歷及經驗）：</b> (1) 公司商譽、信用；規模適中（人數、部門）是否符合本案需求? (3分) (2) 建築師團隊人員承辦類似使領館、政府公部門、辦公室等公共空間案件的相關經驗 (5分) (3) 建築師團隊人員資格、證照、專長 (5分) (4) 建築師團隊中 LEED AP 相關經驗 (5分) (5) LEED 認證(團隊)人員專長、經驗 (10分) (6) 建築師團隊中營造經理(Construction Manager)相關經驗 (10分) (7) 工地管理監督及合約管理能力(10分)	48
<b>2. 服務企劃書及簡報整體評鑒：</b> (1) 服務時程規劃及如何完成該時程之方法 (7分) (2) 營造管理(construction management)方法(8分) (3) 建築師團隊人員可投入程度 (8分) (4) 設計理念及呈現方式（例：台灣元素以公共造景或室內設計等方式呈現）(9分)	32
<b>3. 價格 Fee schedule：</b> (1) 總報價 (15分) (2) 計時計料(based on time and material)項目報價 (3分) (3) 不包含之項目如何計費？(2分)	20
總分 100	
合格為 80 分	