



**1 North San Antonio Road  
Los Altos, California 94022-3087**

November 5, 2014

«First\_Name» «Last\_Name»  
«Company»  
«Address\_1»  
«City», «State» «Zip»

**Subject: Request for Proposal to prepare a Feasibility Study to renovate for adaptive re-use or demolish and construct a replacement facility for the Halsey House at 482 University Avenue, Los Altos, California**

Dear «First\_Name»,

This request for proposals is being distributed to a select group of recognized architects with experience in designing for adaptive re-use of historically significant properties. Proposals are due to the Public Works Department, 1 N. San Antonio Road, Los Altos, CA 94022 by the close of business on **December 12, 2014**.

The City of Los Altos seeks to engage a qualified architect to conduct a feasibility study to develop and evaluate alternatives for the adaptive re-use of the Halsey House, a 3,400 square foot single story building originally constructed in 1923 as a residence. An alternative to demolish and provide new construction is also to be evaluated as part of the engagement.

The adjacent grounds and Halsey House structure are now part of Redwood Grove, 482 University Avenue, Los Altos, and was used until 2008 as a center for various nature-related programs as well as other activities and events under the direction of the Los Altos Recreation & Community Services Department. The building is currently vacant, electrical service has been disconnected, and minimal maintenance is being provided.

The Halsey House is a Los Altos Historical Landmark and is listed on the Los Altos Historic Resources Inventory as an Historic Resource and is assigned the California Register Status Code 5B: “Locally significant both individually and as a contributor to a district that is locally listed, designated, determined eligible or appears eligible through survey evaluation.”

The structure is important to the community for its ties to the family who originally purchased the land, built and occupied the residence upon its completion, and planted the redwood trees that became Redwood Grove, as well as for the Spanish-eclectic style of architecture it exemplifies that was popular during the early 20<sup>th</sup> century.

The successful architect will have relevant adaptive re-use renovation experience as demonstrated in the response to this request for proposals.

The building will be available for escorted site visitation on November 17, 2014 from 8:00 a.m. to 1:00 p.m. and on November 19, 2014 from 1:00 p.m. to 5:00 p.m. Please call 650-947-2780 to schedule a site visit.

## **PROJECT REQUIREMENTS**

The feasibility study should evaluate the current facility, site constraints, surrounding area, and community needs, and the work product may take several forms as determined through the attached scope of services.

### **Broad Project Goals:**

1. The facility shall be used for recreational programs offered by the City that may include use of the adjacent open areas within the park.
2. At least one ADA accessible restroom shall be accessible from the outside of the building.
3. When not used for a specific recreational program, a portion of the building may be used for day-time private rental purposes.
4. The historical context of the existing building shall be preserved either through a renovation and adaptive re-use plan, or through construction of a new structure that would similarly add value to the community.
5. A welcoming approach to the main building entrance shall be visible from the existing vehicle bridge over Adobe Creek.
6. User groups of up to 60 people at a time shall be accommodated, with a mix of storage, office, meeting rooms, and a space to display period photos and small memorabilia related to the original residential use including Halsey family artifacts.
7. A kitchen to prepare meals for user groups.
8. The main meeting rooms shall be capable of displaying various media that would be useful for group meetings or educational sessions.
9. A loading/unloading area shall be provided near the building and ADA accessible parking space (8-ton limit on bridge)

### **Funding:**

Capital Improvement Project CF-010004 for the feasibility study is to be funded at an amount not to exceed \$25,000.

The Scope of Services is attached for your consideration. If you are interested in pursuing this opportunity, please contact Christopher Lamm, at 650/947-2780, or email [clamm@losaltosca.gov](mailto:clamm@losaltosca.gov) and the City will arrange for a site visit in preparation for your response to the Request for Proposals.

## **TIME SCHEDULE**

A proposed time schedule for each task is defined in the attached Scope of Services. This schedule shall be reviewed with respect to the level of effort expected for each task. The proposal shall include a statement adhering to the proposed schedule or provide a revised schedule in the proposal.

## **INSURANCE REQUIREMENTS**

The architect 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. Payment for work completed will be based on progress to date for each task as described in the Scope of Services. The architect should include costs for attending meetings, site visits, travel expenses, and all other project related expenses such as printing costs in the fees submitted for each task.

## **PROPOSALS**

Please submit four (4) copies of the proposal incorporating all requirements set forth in the Scope of Services along with a statement(s) of qualifications for the undertaking. References for similar work performed on other similar projects are required and should be listed with contact information. Define the proposed work and completion schedule in the form of Exhibits "A" and "B" respectively to your proposal. The fee proposal and payment schedule shall be submitted in a separate sealed envelope in the form of Exhibit "C."

The City will evaluate the architect's qualifications and proposal and may conduct interviews of those with the most responsive proposals. From the evaluation of proposals and possible interviews, the City will select a consultant and negotiate a fee for the services agreed upon. The architect must be prepared to execute a standard Agreement, sample attached, within (10) days of award of the project. The proposal and exhibits from the successful proposal will be incorporated later in the City of Los Altos Standard Agreement Form.

Please contact either Jim Gustafson or Chris Lamm of the Public Works Department prior to the site visit with any questions.

Sincerely,

Jim Gustafson  
Public Works Director

Attachment: Scope of Services