



# City of Campbell

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70 North First Street · Campbell CA 95008-1423 · [www.CampbellCA.gov](http://www.CampbellCA.gov)

**Date:** February 6, 2020

**To:** Prospective Architectural Consultants

**Subject:** Request for Proposals (RFPs) for Measure O - New Police Operations Building and Campbell Library Improvements Design Services

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## Proposals Due:

**Campbell Library Improvements** – 4:00 p.m. Monday, March 9, 2020

**New Police Operations Building** - 4:00 p.m., Tuesday, March 10, 2020

On February 6, 2020, the City of Campbell (City) is issuing two (2) RFPs to seek proposals from qualified professional architectural firms (Proposers) for the New Police Operations Building (Police) and Campbell Library (Library) Improvements design services. Both are part of the City's Measure O Program. Measure O was approved by the Campbell voters in 2018 for the issuance of \$50,000,000 general obligation bonds to fund the City building projects.

The scope of services for the Police RFP include, but not limited to, conducting a feasibility study and preparing design documents for the new police building to incorporate police operations, 9-1-1 dispatch center, and emergency operations center (EOC). The scope of services for the Library Improvements RFP include, but not limited to, conducting a feasibility study, completing design and construction documents, and providing public bid and construction administration support. The current Campbell Police Department is located in City Hall at 70 North First Street. The Library is located at 77 Harrison Avenue and is operated by the Santa Clara County Library District.

Proposers may view or download the RFP documents for free by registering with [www.QuestCDN.com](http://www.QuestCDN.com). After the login, go to the "REQUEST" tab then enter the Request Number **6716334** for the Library RFP and **6716369** for the Police RFP. Only when the RFP documents are downloaded, the Proposer will be entered to the Planholder's List to be notified of any changes or addenda to the RFP.

## Pre-Proposal Site Tour (Mandatory):

Proposers must attend the corresponding mandatory Pre-Proposal Site Tour to be qualified to submit a proposal. For the Library RFP, a mandatory Pre-Proposal Site Tour is scheduled for **10:00 a.m. on Tuesday, February 18, 2020** at the Library. A mandatory Pre-Proposal Site Tour for the Police RFP is scheduled for **11:00 a.m. on Wednesday, February 19, 2020** at the Council Chambers in City Hall.

Request for Proposal  
Measure O – New Police Operations Building and Campbell Library Improvements

Addenda:

If any revisions to the RFPs become necessary, the City shall provide responses and clarifications to questions via addenda. The last day for issuance of an addendum is **March 4, 2020 for the Library RFP** and **March 5, 2020 for the Police RFP**. Proposers shall submit any questions or requests for clarification to WooJae Kim, City's Project Manager, at [woojaek@campbellca.gov](mailto:woojaek@campbellca.gov) by February 28, 2020 for the Library RFP and March 2, 2020 for the Police RFP.

Addenda to these RFPs, if issued, will be posted at <https://www.questcdn.com/>. Only the Proposers that have downloaded the RFP documents will be entered to the Planholder's List to be notified of any addenda. All Proposers shall verify that the City has issued any addenda for these projects prior to submitting a proposal.

**SUBMITTING THE PROPOSAL:**

The Proposal and Fee Proposal as required in the RFPs must be received by the City no later than **4:00 p.m. Pacific Time on March 9, 2020 for the Library RFP** and **March 10, 2020 for the Police RFP**. The City requires that all Proposals and Fee Proposals be submitted in an electronic format (e.g. PDF) via a CD/DVD or flash drive. The Fee Proposal shall be submitted in a single sealed envelope separate from other Proposal documentation. Both the Proposal and Fee Proposal shall be clearly marked either for **"Measure O – New Police Operations Building"** or **"Measure O – Campbell Library Improvements"** and delivered or mailed to:

WooJae Kim  
c/o City Clerk  
City of Campbell  
70 N. First Street, Campbell, CA 95008

All Proposal documents shall be delivered in sealed packaging. The sealed packaging must note the Proposer's name, address, contact person(s), and phone number.

If you have any questions or desire additional information related to the RFPs, please contact WooJae Kim, Senior Project Manager, at (408) 866-2157 or [woojaek@campbellca.gov](mailto:woojaek@campbellca.gov). Thank you for your interest.

Sincerely,

*WooJae Kim*

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WooJae Kim, P.E.  
Senior Project Manager