



## TOWN OF LOS GATOS

COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
(408) 354-6876 Fax (408) 354-7593

CIVIC CENTER  
110 E. MAIN STREET  
LOS GATOS, CA 95030

April 22, 2022

### **RE: REQUEST FOR QUALIFICATIONS FOR AN ARCHITECTURAL CONSULTANT FOR THE TOWN OF LOS GATOS**

#### **NOTICE INVITING PROPOSALS:**

The Town of Los Gatos is seeking the services of an architecture or urban design firm to serve as Architectural Consultant. Proposals will be received electronically by the Community Development Department via email at [Planning@losgatosca.gov](mailto:Planning@losgatosca.gov), and must be received by **Friday, May 20, 2022 by 5:00 p.m.**

#### **SCOPE OF SERVICES:**

The primary function of the Architectural Consultant is to provide peer review of architecture and site design review for development applications and to make recommendations for changes as needed based on the Town's approved design standards and guidelines. This work will be performed on an as-needed basis; however, the workload is consistent and on-going. Possible future work includes special projects such as updating the Town's design guidelines and assistance in the update of the checklist for the Town's application packet.

It is expected that the selected consultant will become highly familiar with The Town's General Plan and all design related goals, policies, and standards. The Architectural Consultant will communicate with Planning project managers, may occasionally be required to meet with Town staff and applicants during project review, and attend public hearings or meetings, as needed.

#### **BACKGROUND:**

The Town of Los Gatos is recognized for its small town atmosphere, strong sense of place, unique physical setting, varied architecture, reminders of the past, and concerned and involved constituents who make up the community. It is an inclusive community with a full mix of ages, family sizes, and incomes. The Town also contains a vibrant, destination-oriented business community, including a pedestrian-oriented historic downtown portions of which are listed on the National Register of Historic Places, and is a model for what communities strive to achieve in a downtown.

Los Gatos prides itself on its eclectic mix of architectural styles, its requirement for excellence in design, and its strong focus on reflecting the community's values. The benefits of new development is measured against the ability of a project and its architectural style to harmonize with existing development while minimizing impacts on the environment, existing residential

neighborhoods, and infrastructure. Residents expect all new development to fit into the fabric of the community to enhance their quality of life.

The role of the Architectural Consultant is to provide peer review of architecture and site design for development applications and provide input on how designs meet or require modifications to meet the Town's community design standards and applicable design guidelines.

#### QUALIFICATIONS:

The selected consultant shall have experience in architectural and site design review and, preferably, peer review of architectural and site plans prepared by other design professionals. The Town is encouraging proposals by architecture and urban design firms where more than one design professional can provide these services. A team approach utilizing more than one firm will be considered as well as a single firm with more than one architect available to provide consulting services. This does not exclude consideration of smaller, one-person firms. The Town strongly encourages proposals by smaller firms where the design professional(s) may have extensive and varied experience in the area of architecture and site design review.

#### PROPOSAL CONTENT:

One copy of your qualifications should be submitted electronically to the Community Development Department via email at [Planning@losgatosca.gov](mailto:Planning@losgatosca.gov), and must be received by **Friday, May 20, 2022 by 5:00 p.m.** The selected firm should be knowledgeable and experienced in architectural peer review and shall provide the following:

- *Introduction:* Include a statement of interest, introductory information, and an executive summary.
- *Experience:* Include a list of pertinent past, recently completed, and/or on-going projects that would substantiate the experience of individuals in architectural review that would provide service to the Town of Los Gatos.
- *Qualifications:* Name and phone number of contact person and/or project manager; qualifications that demonstrate your capability to successfully provide the services described in this RFQ; a reference list with names, addresses, phone numbers, business relationship, and a brief description of the project; and any current litigation you are involved with regarding your professional service and/or any litigation within the past 10 years. Include a short resume for any individuals who will be providing service to the Town.
- *Organization:* The total number of staff who will provide the required services and their role(s) and information on your availability to perform on short notice and under time constraints.
- *Project Approach:* A statement of understanding of the nature and extent of the services required and an outline of how services will be performed; a statement of any anticipated constraints, problems, and issues that might occur during execution of the services, and suggested approaches to resolving them; and information on your approach to review or peer review of architectural and site design plans for development proposals.

- **Costs:** Estimated hours and fee estimates for conducting peer reviews, including a minimum of one site investigation for each development proposal, and attendance at meetings and hearings.

#### SELECTION CRITERIA:

The following criteria are among those that will be used to evaluate the submitted proposals:

1. Professional competence and track record in review or peer review of architecture and site design proposals, and the preparation of design guidelines or standards.
2. Experience of personnel who will be providing services.
3. If a joint venture, the track record of team members experience working together.
4. Public facilitation capabilities and experience working with local government agencies, applicants, the general public, and other design professionals.
5. The proposal should clearly demonstrate the firm's understanding of the Town's overall objectives.
6. Ability to produce a high quality report that is readable and implementable with high quality graphics and/or photos.
7. How the consultant or team will interact with the Town.
8. Ability to complete reviews in a timely manner and/or within an agreed upon time frame.
9. Experience with hillside development and historic preservation desirable.
10. Review of references.

#### SELECTION PROCEDURE:

Town staff will review the submitted proposals. Staff will interview the firm(s) or consulting team(s) with the top proposals and will select the most qualified proposal. Once the consulting contract and fee are negotiated, staff will recommend approval of the contract to the Town Council.

#### CONFLICT OF INTEREST:

Respondents to this request for proposal do so with the understanding that consultants to the Town owe their professional responsibility solely to the Town. Consultants shall not have or obtain any holding or interest within the Town of Los Gatos. Consultants shall have no business holdings or agreements with any individual member of the staff or management of the Town or its representatives nor shall they enter into any such holdings or agreements. In addition, consultants must warrant that as of the time of entering a contract they do not have and shall not acquire any direct or indirect interest adverse to those of the Town with regard to the services that are the subject of this RFQ. Consultants shall immediately disassociate themselves from such an interest should they discover they exist and shall, at the Town's sole discretion, divest itself of such interest. Consultants shall not knowingly and shall take reasonable steps to ensure that they do not employ a person having such an interest in the performance of an agreement contemplated by this RFQ. If after employment of a person, consultants discover they have employed a person with a direct or indirect interest that would conflict with its

performance of such agreement, consultants must promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

SUBMITTAL OF PROPOSALS:

Submit proposals and supporting materials to:

Jennifer Armer, Planning Manager  
Community Development Department  
Town of Los Gatos  
110 E. Main Street  
Los Gatos, CA 95030

If you have any questions concerning this matter, please contact me at (408) 354-6872 or [planning@losgatosca.gov](mailto:planning@losgatosca.gov) between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

This Request for Qualifications is not a contract or a commitment of any kind by the Town of Los Gatos and does not commit the Town to award a contract or to pay any costs incurred in the submission of a proposal. All proposals will become the property of the Town of Los Gatos.

Sincerely,

A handwritten signature in black ink, appearing to read 'J Armer', with a stylized flourish at the end.

Jennifer Armer, AICP  
Planning Manager