

## **Noyo Center for Marine Science Ocean Science Center Design RFP**

### Outline

Proposal release: August 1<sup>st</sup>

Mandatory pre-proposal meeting and tour: August 18<sup>th</sup>

Office hours for questions: August 15<sup>th</sup>

Proposals due date: Sept 15<sup>th</sup>

Candidate interviews: Week of Oct 2<sup>nd</sup>

Selection date: Oct 13<sup>th</sup>

### **Notice of Invitation to Propose**

Notice is hereby given that proposals shall be sealed and clearly marked on the package cover with Request for Proposals (RFP) Name and Company name. **Submit one (1) original paper and one (1) pdf copy of the proposal to the attention of:**

Sheila Semans, Executive Director, Noyo Center for Marine Science, PO Box 1321, Fort Bragg, CA 95437 [sheila@noyocenter.org](mailto:sheila@noyocenter.org)

The Noyo Center for Marine Science (Noyo Center) must receive the sealed proposal by September 15<sup>th</sup>.

This RFP is for the engagement of a professional architectural firm to perform various tasks that will ultimately lead to the production of Schematic Designs for the Noyo Center's Ocean Science Center (OSC) on the Fort Bragg Headlands.

The general scope of work includes, but is not limited to:

- Conceptual Design Review and Evaluation
- Schematic Design
- Assistance with related OSC issues regarding:
  - ✓ NEPA/CEQA environmental review
  - ✓ Operational business plan development
  - ✓ Blue Economy expansion possibilities
  - ✓ Project cost estimates
  - ✓ Fundraising materials for the capital campaign

The Consultant is expected to scope the Project based on the project description provided. This RFP will be posted on the Noyo Center's website at:

<https://www.noyocenter.org/ocean-science-center-design>

The **mandatory pre-proposal meeting will be held on Friday, August 18, 2023 @ 1:00 PM (PST)**. The meeting will be in held person in Fort Bragg, CA.

**Topic: Noyo Center for Marine Science Ocean Science Center RFP - Mandatory Pre-Proposal Meeting**

**Time: Aug 18, 2022, 01:00 PM**

**Discovery Center Science Museum: 338 N. Main Street, Fort Bragg.**

Proposals will be evaluated based on the evaluation criteria stated in Section 8, "Evaluation Criteria."

The Noyo Center reserves the right to reject any or all proposals or portions thereof, to accept a proposal or portion thereof, and to waive any informality. Potential consultants are strongly encouraged to review the preliminary documents.

## Introduction

Fort Bragg, California is a small city on the Mendocino Coast, located 164 miles north of San Francisco in the heart of the redwood empire. The region has weathered many environmental and economic changes over the last century and a half including the rise and fall of the timber and fishing industries, and most recently, a global pandemic and the catastrophic impact of climate change on its nearshore kelp forests and Pacific marine ecosystems.

When Fort Bragg's last timber mill shut down in 2002, our community gained access to nearly four miles of coastline that had been behind a locked gate for more than a century. In response to community aspirations, the City of Fort Bragg acquired and designated 12 acres of the former mill site for the express purpose of building a world class marine science center. Unlike its neighbors to the south in the Bay Area and to the north in Humboldt, the Mendocino Coast lacks established institutions and facilities from which to conduct meaningful marine science research and education.

The Noyo Center for Marine Science vision grew out of a desire to address the critical gap in marine science in this remote region of the northern California coast. Our goal is to connect the scientific and lay communities to our incredibly productive and critically important marine ecosystems, while raising the profile of our ocean's increasingly vital role in physical climate, food supply, and economic resiliency.

The Noyo Center for Marine Science —established in 2015—is a nonprofit organization that offers research and educational opportunities to:

1. Support the understanding, conservation, and restoration of our marine ecosystem.
2. Engage our local community and visitors in activities and education that support our beautiful Mendocino coast.
3. Generate sustainable economic opportunities for the Mendocino coast community.

***Our mission is to advance ocean conservation through education, exploration and experience.***

The Noyo Center is currently based out of three sites in Fort Bragg: [The Discovery Center Science Museum](#), located in the downtown historic district, the [Crow's Nest Interpretive Center](#) on the Fort Bragg Coastal Trail, and most recently, the [Slack Tide Café](#) and docks in Noyo Harbor. At our educational facilities, and through community events, the Noyo Center engages with more than 150,000 individuals (both visitors and local community members) per year. Our exhibitions include a growing natural history collection, featuring the world's largest killer whale skeleton; our virtual reality Ocean Immersion Dome where visitors can "swim underwater" to experience the kelp drama unfolding beneath the sea; and a rotating exhibit schedule of other marine skeletons, educational artwork, and marine science presentations. In addition to the Noyo Center's on-site exhibitions and offerings, our flagship programs include [Help the Kelp](#), classroom education for multiple grades, numerous community science initiatives, and the planning of our future Ocean Science Center.

### **Our vision for the Ocean Science Center**

The future Ocean Science Center will create a physical space for researchers, students, families, and visitors to explore the Mendocino coast and investigate the dynamic relationship between humans and the natural world. The Ocean Science Center will include:

- Research laboratories, whale workshop, and a marine mammal triage center
- Public interpretive areas that include an aquarium, tidal exhibits, a 73-foot articulated blue whale skeleton and a virtual reality underwater experience
- Educational exhibits and museum exhibits for visiting school children and learners of all ages.
- Community amenities including a lecture hall, classroom space, a café, and outdoor recreational space.
- Restoration of the formerly industrial mill site parcel with vibrant coastal habitats and connections to the California Coastal Trail and 90 acres of coastal parkland
- Blue economy incubator
- A net-zero energy campus designed to showcase innovations in sustainable development and coastal resiliency.

While the OSC will have a marked impact on marine science research and education in this region, it also provides an unparalleled opportunity for the local community. After almost a century of this stretch of the coast being behind the locked gates of a timber mill, the OSC will allow our local community to finally recapture its connection with the ocean. The creation of the OSC offers *one of the most meaningful economic impact opportunities the City has seen in more than 40 years* through the creation of new jobs and tourism dollars entering our community.

### **Conceptual Plans**

The Noyo Center contracted with Pfau Long Architects in 2019 to redesign the Ocean Science Center (the City of Fort Bragg undertook the first conceptual design effort in 2011 before the Noyo Center existed). The design booklet for these plans are available [here](#). These plans strive to balance potential capital costs against much needed marine research and education in our community. Some significant issues still to be addressed include:

- Seawater system to support a giant kelp tank and other research needs.
- How to integrate something like the Discovery Center's geodesic dome into the design
- Infrastructure development to the site
- Maximizing the energy generation and regenerative potential of the project and site
- Development of purple urchin, seaweed, or abalone aquaculture

Funding for this stage in the design process was awarded to the Noyo Center by the EDA. Included in that larger award are the following elements:

1. Schematic design of OSC, *providing the funding for this RFP project*
2. Blue Economy regional assessment (work lead by West Business Development Center (West))
3. Operational Business Plan for the OSC (work led by Noyo Center and West)
4. OSC NEPA/CEQA environmental review (led by Noyo Center)
5. Detailed exhibit design for Kelp Tank/Seawater system, Blue Whale, and Ocean Immersion Dome (work led by Noyo Center)

## **Project**

The Noyo Center envisions a new facility on the Fort Bragg Headlands providing the following:

- A state-of-the art educational and exhibit experience that is inviting and accessible, featuring a 73ft blue whale skeleton, a giant kelp tank, and an ocean immersion dome.
- Research lab space and support facilities, including boat storage.
- Income generating community amenities including a multi-purpose room, classroom and makerspace, and public café.
- Staff offices and back-of-house support spaces.
- A building complex that is fully Integrated with its surrounding natural and cultural landscape.
- A design that reflects the Noyo Center's commitment to regenerative and resilient design practices.
- A facility that supports a blue economy in Mendocino

Not included in existing conceptual designs that should be evaluated in the Schematic Design Phase:

- Housing units for visiting researchers and/or students.
- Blue economy incubator

The project site is on the Fort Bragg headlands and is bordered on the west by the coastal trail and the ocean, the north by the City of Fort Bragg's wastewater treatment plant, and on the south by the Noyo Headlands Park. To the east is private, undeveloped property. The project will also include the accessible path of travel connecting the coastal trail and outdoor recreational amenities.

The schematic design drawings will be used as part of a capital campaign to raise the additional funds required to proceed with the completion of the project.

## Scope of Services

The Noyo Center is soliciting proposals from qualified professional architectural firms (Consultant) for the design of schematic plans to support the construction of the Ocean Science Center project.

The design shall comply with all environmental requirements; shall be consistent with all County, State and Federal building codes and regulations, including applicable Mendocino County permit requirements, and any state or local green building requirements.

It is important that the Consultant include as part of its design team appropriate professional disciplines, including but not limited to architecture, regenerative design, engineering, landscape design, and ADA expertise.

The Noyo Center's Architectural Committee will oversee the project. The Consultant will be expected to perform the following services:

1. **General:** The project work will be a multidisciplinary effort involving at a minimum architectural, structural, mechanical, electrical, permitting, plan preparation, specification writing, cost estimating, and all professional and technical assistance that may be needed to complete the project. As such, the Noyo Center will only consider engagement of an experienced, highly qualified firm and/or team. If your response to this RFP is through a team effort, it is critical that your proposal address how the various members of your team will be united in effort.

Upon award and during the contract period, if the Consultant chooses to assign different personnel to the project, the Consultant must submit their names and qualifications to the Noyo Center for approval before they begin work.

All information supplied by the Noyo Center including plans and reports are provided without any warranty as to their accuracy or completeness. The Noyo Center's records contain information provided by others and conditions may have changed since the information was transmitted. The selected Consultant shall verify the accuracy of all pertinent existing information.

The design for the project shall be consistent with all County, State and Federal codes and regulations.

2. Project Management: This project includes the following:

*Kick-off Meeting*: Once the Contract for Services has been executed, the Consultant shall conduct a kick-off meeting with the design team and the Noyo Center to review the scope of the project, develop a project schedule, and confirm deliverables.

*Project Schedule*: Consultant shall prepare a critical path method project schedule showing each task, start and end dates, and task duration. This schedule must be updated and submitted every quarter and coordinated with the Noyo Center.

*Meetings*: Conduct progress meetings, as needed, with Noyo Center board and staff to maintain project delivery schedule, discuss project status, review work in progress, and coordinate the work of sub-consultants. Meet as needed with regulatory agencies having jurisdiction over the project. Ensure schedule of work meets or exceeds all milestones, from inception to completion of the project. Consultant shall prepare agendas, attend meetings, and compile project meeting minutes.

*Progress Report*: Prepare a quarterly progress report along with invoicing for work performed by the Consultant and sub-consultants. These reports will include progress to-date, Noyo Center action items, Consultant action items, work product deliverables, problems encountered with suggested solutions, and anticipated work for the next month. These reports will in general be submitted with invoices.

3. Public Engagement Process: Public Engagement component in which the consultant (or sub-consultant) will:

- Prepare public notices in English and Spanish for each community meeting.
- Create temporary exhibits before each community meeting to be displayed at the Discovery Center that allows for public feedback.
- Generate minutes for all meetings summarizing public comments to be published on Noyo Center's website.
- Presentation to the Fort Bragg City Council of final Schematic Design

The consultant should facilitate with Noyo Center staff's participation, two (2) community meetings based upon the following prescribed format:

- Meeting #1 – Project overview and open house, respond to questions/concerns from the public.
- Meeting #2 – Review Schematic Design and cost estimates

For each community meeting, the consultant should:

- Decide if the meeting will be held in person or virtually.
- Provide all meeting supplies, including necessary AV equipment, site plans, markers, pens, and stickers (*for meetings held in-person*).
- Facilitate meeting as needed.
- Record and transcribe all public feedback and make available to Noyo Center
- Conduct post-community-meeting reviews with Noyo Center's Architectural Review Committee.

4. [Building and Site Design](#): The site design scope will include, but not be limited to the following:

- Complete site analysis of the existing natural and built features of the site.
- Storm water runoff assessment of existing site conditions and a design solution that is integrated with existing natural landscape.
- Landscape architectural design of the exterior public spaces and site areas inside the project boundaries that incorporates wetland restoration of drainage swale, wind berms with native blufftop restoration, and spur trails from the coastal trail.
- Incorporation of appropriate public art or amenities into landscape (e.g., life size whale play structure, or whale spout fountains, etc.).
- Design of ADA accessible paths of travel from new facility to the coastal trail, Crow's Nest Interpretive Center, and accessible parking along the existing runway.
- The electrical and site design associated with EV charging stations.

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

- Architectural and associated engineering design for schematic design.
- Interior architectural design services except for major exhibit design and non-code required signage.
- Provide fixtures and equipment (FF&E) services, including but not limited to programing, cost estimating, specifications.
- Coordinate all aspects of building and interior design, including but not limited to the following:
  - floor, wall, and ceiling finishes
  - mechanical, electrical, and plumbing equipment and device
  - lighting design and acoustics with specifications
- Fire protection assessment and provide Fire Code criteria for the exhibit designers.
- Review exhibit design to confirm accessibility criteria are met, and to appropriately assess building services needed.

The project scope will include the following regenerative and resilient design services.

- Assist Noyo Center in determining the Regenerative Design Objective for the project.
- Provide analysis and recommendations of design measures aligned with the objective.
- Develop a plan to achieve the project's Regenerative Design Objective.
- Provide analysis and recommendations for future resilient design strategies.

## 5. [Project Tasks](#)

### **PRE-DESIGN**

- a) Expect up to three meetings.
- b) Review all available project documents and visit the existing facilities to determine the functions of Noyo Center, and the space needs associated with them. Some of the available studies may be preliminary in nature or incomplete and further investigation may be required.
- c) Meet with Noyo Center exhibit designers to discuss 3 major exhibit design concepts (kelp tank, blue whale, geodesic dome) and their relationship to the building design.
- e) Consult with Noyo Center Architectural Committee to discuss and define the requirements for the building and the adjacent surrounding site, and decide how to handle uncertainties (e.g., current lack of open seawater intake).
- f) Identify potential risk issues that could negatively impact the project budget or schedule and provide options on how they might be handled.
- g) Refine the building and site program for the facility.

### **SCHEMATIC DESIGN**

- a) Expect up to five meetings with Noyo Center stakeholders, public engagement meetings, and one City Council presentation.
- b) Based on the building and site program developed during pre-design, develop adjacency diagrams, bubble diagrams, and block diagrams to fully understand the relationships between the various functions and operational spaces of the facility, and of any other components of the project and their surrounds. These diagrams should illustrate how the operational requirements of the project will be met.



- c) Develop preliminary Schematic Designs that satisfy the requirements of the project. The Consultant will present project to the Noyo Center Board and include discussions of cost and pros and cons of design options. Show or otherwise describe preliminary selections of major building systems and construction materials.
  - d) Develop illustrative drawings and 3D renderings of the final schematic design.
6. [Additional Services](#): Consultant is encouraged to identify any additional work that is not specified in this Scope of Services that would be, in its opinion, necessary to complete the project as defined herein. Consultant may propose additional services that in its opinion will improve the efficiency and quality of the project. If identified, the additional work or services must be included in the proposal but separated out as an additional task in the Consultant's Fee Schedule.
7. [Noyo Center Provided Services](#): Consultant will assist but not be responsible for the following services that will be provided by the Noyo Center:
- NEPA/CEQA Approval Process
  - Tribal Consultations
  - Final Major Exhibit Design

## RFP Guidelines and Requirements

1. [Information about firm\(s\)](#): The name, address, telephone number, e-mail and primary contact person of the lead firm and the details of key personnel assigned to the project shall be included in the Proposal. If a joint venture or consultant team is proposed, state this information for each of the participating firms and each firm's responsibility for the completion of work. Describe how the team will work together in the preparation of the deliverables.

Describe the experience of each participating firm, stressing experience for projects of a similar nature. If consultant team has previously worked together, describe completed projects. Indicate anticipated level of effort that each firm will devote to this design.

2. [Approach to completing the scope of services](#): Describe how the Consultant has approached completing other projects of a similar nature. If a Consultant team will perform services, describe how the team has worked together through the management and oversight processes as well as in the preparation of deliverables. If a new member of a Consultant team will perform a certain service, describe how they have worked with other Consultants in managing and implementing similar projects.

3. Timeline: The Consultant shall provide to the Noyo Center evidence that their firm or team can provide sufficient personnel for the period to complete the project. The selected firm will be notified in accordance with Section 9, "Project Tentative Schedule." All other firms will be notified by letter the following week.
4. References: The Consultant shall provide three references (names, physical and email addresses, telephone numbers and contact persons) for comparable work by your firm and by the team members (sub-consultants). Provide a brief description and magnitude of the services provided for each reference. In addition, provide project and contact information for services performed by the proposed key project leaders on all projects of similar size and scope for the last two years.
5. Insurance: The selected firm(s) shall demonstrate that it can meet the Noyo Center's insurance requirements. Insurance requirements will be posted on the Design Page on the Noyo Center's website no later than August 15<sup>th</sup>.
6. Submission Requirements

### **Proposal**

Each Proposal must not exceed 20 pages using a 11-point font (double sided is acceptable for a total of 10 physical pages). 11 x 17 sheets are acceptable and will be counted as 1 page, but must contain appropriate content such as exhibits, maps, drawings, etc. The submitted material should focus on technical content that demonstrates experience in and understanding of public works and its challenges, and specifically with the design and construction of public building, specifically marine science center buildings. The proposal should also be clear on the availability and commitment of the firm and its team.

The proposal shall include a brief narrative describing the approach to each task listed in the Scope of Services. Deliverables for each task shall be clearly indicated.

### **Cost Proposal**

The method of payment for this contract shall be Time and Materials Not to Exceed. Include with the proposal, your fee proposal. The fee proposal must separate the project into functional tasks and provide the associated costs (not to exceed amount) that define the work to be accomplished. The fee proposal must identify all key employees and/or classifications to be billed. New key employees and/or classifications must be approved by the Noyo Center before they incur work on the contract, or the costs can be questioned or disallowed. Sub-consultant fees must be clearly indicated (if applicable).

The Cost Proposal will be evaluated after all proposals have been reviewed, graded, and ranked per the process outlined in Section 10, Selection Process. The Cost Proposal will be used during negotiations with the Consultant ranked first in the process.

## 7. Conditions of Request and Requirements

The following conditions apply to this RFP:

The Noyo Center reserves the right to withdraw this solicitation of a proposal at any time without prior notice. Further, the Noyo Center makes no representations that any agreement will be awarded to any firm submitting a proposal.

The Noyo Center reserves the right to reject all proposals submitted in Response to this request and to reject any sub consultant or individual working on a consulting team.

Any changes to the proposal requirements will be made by addendum.

In any event, the Noyo Center shall not be liable for any pre-contractual expenses incurred by any proposal or Consultant. This shall include pre-contractual expenses such as preparing the proposal, submitting the proposal, negotiating with the Noyo Center on any matter related to the proposal or other expenses incurred prior to the date of award for any agreement related to the services herein described.

No prior, current, or post award verbal agreement(s) with any officer, agent, or employees of the Noyo Center shall affect or modify any terms or modifications of this request for proposals or any contract or option resulting from this process. The Noyo Center reserves the right to waive any minor irregularities, informalities, or oversights at its sole discretion. The term "minor" as used herein means any irregularities or oversights that does not materially affect or alter the intent and purpose of this RFP and is not in violation of any State of California rules, laws, and regulations that may apply to this procurement.

The successful Consultant and any sub-consultants to the successful Consultant will be ineligible to bid on actual performance of the work described in the contract documents produced under the scope of work of this agreement.

All proposals submitted in response to this RFP become the property of the Noyo Center.

**To ensure fair competition, all proposers will receive the same information and materials; no telephone or personal inquiries about this RFP will be answered, except during office hours on August 15<sup>th</sup>.** If you have questions, please email [sheila@noyocenter.org](mailto:sheila@noyocenter.org), subject "OSC RFP Virtual Visit" to arrange an appointment for this day.

- Late Proposals are not acceptable and will not be reviewed.
- The Noyo Center reserves the right to request, receive, and evaluate supplemental information and clarifications during its evaluation of Proposals, and will conduct this process in a fair and impartial manner.
- The Noyo Center reserves the right to cancel in part or in whole or amend this RFP or to extend the date responses are due.
- Incomplete Proposals or inaccurate information may be cause for disqualification.
- Issuance of this RFP does not commit the Noyo Center to award an agreement or to pay any costs incurred in preparation of a Proposal or any response to this RFP.
- The Noyo Center reserves the right to reject any or all Proposals.
- All materials submitted will become the property of the Noyo Center and will not be returned.

## 8. [Evaluations Criteria](#)

Proposals will be evaluated based on the following evaluation criteria:

- Understanding of Scope of Work/Project Issues (25%)  
This includes demonstrated knowledge of the work required, explanation of the project, understanding any difficulties that may be encountered.
- Proposed Methodology (25%)  
This includes the ability to manage the project, knowledge of County, State, and Federal processes and requirements; ability to incorporate sustainable building practices; ability to address difficulties encountered; and ability to provide innovative approaches for timely and economical completion of the project.
- Project Team (25%)  
This includes the team's qualifications and relevant individual experience, unique qualifications of key personnel, team's familiarity in dealing with these types of public projects, time commitment of key members and the strength of the Organization Chart.
- Experience with Similar Types of Work and References (25%)  
This includes the project team's experience with similar projects. Reference checks may be made by the Noyo Center and may factor into this score.

## 9. [Tentative Schedule](#)

Release of RFP: August 1, 2023

Pre-Proposal and on-site meeting: August 18, 2023

Virtual Office Hours for Questions: August 15, 2023  
Due Date for Proposals: September 15, 2023  
Review of Proposals Presentations/Interviews: Week of Oct 2<sup>nd</sup>, 2023  
Selection Date: October 13, 2023

## 10. [Selection Process](#)

The contract will be awarded to the Consultant deemed by the Noyo Center to be the best qualified for the scope of work. Consultants are encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract.

A selection committee consisting of a minimum of three Noyo Center Board, Committee or staff members will independently review and grade each of the Proposals received based on criteria identified in this RFP. The Noyo Center will then develop a ranking of the Consultants based on these reviews.

After evaluation of the written proposals and ranking of the Consultants, the Noyo Center will determine which, if any, Consultants will be invited to make a presentation to Noyo Center Board of Directors. The selected Consultants will be given the opportunity to provide a presentation to discuss their proposal, qualifications, experience, and their fee proposal in more detail. The Noyo Center further reserves the right to interview the key personnel assigned by the Consultant for this project. A final ranking of Consultants will then be developed.

Negotiations may then be conducted with the Consultant ranked first. If a contract satisfactory and advantageous to the Noyo Center can be negotiated at a fee considered fair and reasonable, the award shall be made to that Consultant. Otherwise, negotiations with the Consultant ranked first shall be formally terminated and negotiations conducted with the Consultant ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Noyo Center determine in writing and at its sole discretion that only one Consultant is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant.

## 11. [Questions](#)

This RFP is issued by the Noyo Center for Marine Science. All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from all prospective respondents in accordance with the terms and conditions of this RFP.

## **Attachments**

1. [Conceptual plans](#)
2. Property boundary and mill site maps

ATTACHEMENT 2: Property Boundary (and proposed new boundary)

