



**FORTY NINERS STADIUM MANAGEMENT COMPANY**

Date: October 28, 2021

To: Jim Mercurio  
Executive Vice President & General Manager

From: Jenti Vandertuig  
Procurement Director

Subject: Recommendation for Award RFP FY21-0007 for Levi's Stadium  
Architectural and Engineering Professional Services

**Recommendation**

Recommend approval and award master agreements to the following four firms for a five-year term from November 15, 2021 through November 14, 2026:

- Hellmuth, Obata & Kassabaum, Inc. (HOK),
- HKS Architects, Inc.,
- M. Arthur Gensler Jr. & Associates, Inc.,
- Populous, Inc.

We recommend awarding master agreements to each of these firms so that we have a bench of qualified firms that will be available to provide architectural and engineering (A&E) professional services on an as needed basis. The aggregate compensation collectively under the four agreements shall not exceed \$1,000,000 per contract year and \$5,000,000 over the five-year period. The term for subsequent fiscal years shall be conditioned upon approval of the Stadium Authority budget for the applicable fiscal year that includes the amounts due under these contracts.

Individual task orders for services will be issued to each of the four firms based on various criteria including demonstrated experience and expertise in specific areas that best meets the needs of a given project and availability of staff for specific projects. Compensation to the firms shall be tracked through approved task orders, and total compensation shall not exceed an aggregate maximum of \$1,000,000 across the four firms per contract year.

We expect most of the A&E costs incurred under these contracts will be covered in the SCSA Capital Expenditure budget, but there may also be occasions where the firms' charges would be charged to Shared Stadium Expense.

### **RFSOQ Process**

Forty Niners Stadium Management Company LLC ("Stadium Manager") provides management services for Levi's Stadium ("Stadium") on a continual, year around basis, including overseeing the day-to-day operations and maintenance of the Stadium. Stadium Manager identified a need for professional A&E services at the Stadium as part of a multi-year on-call service agreement, including, but not limited to, programming, schematic design, design development, construction documents, construction administration services in connection with construction projects, large repair projects and other projects at the Stadium as identified in subsequently issued task orders.

On May 26, 2021, Stadium Manager issued Request for Statement of Qualifications (RFSOQ) to select qualified firms to provide A&E for Levi's Stadium. Stadium Manager published the RFSOQ on Bonfire Interactive, Stadium Manager's eProcurement portal <https://49ers.bonfirehub.com/portal/>. In addition to inviting a list of firms on our established supplier list, Stadium Manager also selected firms registered on the portal with specific commodity codes offering various architectural and engineering services such as mechanical engineering, technical drawing, structural engineering, architectural engineering, building construction management, facility infrastructure engineering, mechanical drawing and electrical engineering services.

A non-mandatory virtual Pre-SOQ conference was held on June 7, 2021 at 10:00 a.m. (PST) via Zoom to facilitate an opportunity to clarify questions interested respondents had. Attendance was strong with over 50 people in attendance. No roll call was taken but a Pre-SOQ attendee list was created using the Zoom log in information and made available on the Stadium Manager's eProcurement portal the same day in response to requests from interested respondents. The RFSOQ allowed for questions and objections through June 10, 2021 by 5:00 p.m. (PST). On June 14, 2021, Stadium Manager issued Addendum #1, providing answers to questions received. On June 18, 2021, Stadium Manager issued Addendum #2 providing revised weights for the evaluation criteria in the RFSOQ. The RFSOQ closed on June 23, 2021 at 3:00 p.m. (PDT).

Ten Statements of Qualifications (SOQ) were received from the following firms on or before the RFSOQ due date and time:

1. HOK
2. M. Arthur Gensler Jr. & Associates, Inc.
3. DLR Group

4. HKS Architects, Inc.
5. RMW
6. SVA Architects, Inc.
7. Populous, Inc.
8. MEIS, Perkins Eastman
9. MEI Architects
10. Joseph Chow & Associates, Inc.

**Evaluation Process**

An evaluation committee (EC) consisting of subject matter experts was formed. An evaluators’ guide outlining the roles and responsibilities of the EC was provided to each EC member to review and execute the following forms to ensure that there was no conflict of interest in evaluating the SOQs:

- RFSOQ Evaluator Guidelines
- Confidentiality Agreement
- Conflict of Interest Disclosure Form

The EC evaluated the SOQs utilizing the evaluation criteria as outlined in the RFSOQ. Since the respondents utilize different titles for the various work roles within their organizations and there is no way to know in advance which specific positions will be used for future task orders over the next five years, a cost analysis and evaluation framework for each of the respondents using their average hourly rates for all position titles was created. Similarly, a consultant hourly rate was developed by using a raw average of all consultant position rates for each respondent. Assuming a 60% architect and 40% consultant billing load, a weighted average composite hourly rate for each respondent was calculated. The responses were scaled giving the least expensive respondent a cost score of 4.5 and the most expensive a cost score of 3.0. The rest of the respondents received scores scaled in between the assumed cost score high of 4.5 and low of 3.0. The purpose of this model was to compare the billing rate quotes from the respondents and generate a fair, representative comparative result for the evaluation process.

Upon completion, the individual EC scores were utilized to compute an “average score,” summarized below:

<b>Evaluation Criteria</b>	<b>Maximum</b>	<b>HOK</b>	<b>Gensler</b>	<b>DLR</b>	<b>HKS</b>	<b>RMW</b>
<b>Proposal Responsiveness</b>	<b>Pass/Fail</b>	Pass	Pass	Pass	Pass	Pass

<b>Experience of Firm</b>	40%	97.5%	75.0%	65.0%	97.5%	65.0%
<b>Project Team Qualifications and Experience</b>	30%	92.5%	77.5%	72.5%	90.0%	67.5%
<b>Project Approach</b>	20%	92.5%	77.5%	82.5%	87.5%	75.0%
<b>Cost</b>	10%	79.4%	69.0%	74.4%	60.0%	85.2%
<b>Total</b>	<b>100%</b>	<b>93.2%</b>	<b>75.7%</b>	<b>71.7%</b>	<b>89.5%</b>	<b>69.8%</b>

<b>Evaluation Criteria</b>	<b>Maximum</b>	<b>SVA</b>	<b>Populous</b>	<b>Perkins Eastman</b>	<b>MEI</b>	<b>Joseph Chow</b>
<b>Proposal Responsiveness</b>	<b>Pass/Fail</b>	Pass	Pass	Pass	Pass	Pass
<b>Experience of Firm</b>	40%	70.0%	100%	75.0%	65.0%	60.0%
<b>Project Team Qualifications and Experience</b>	30%	70.0%	92.5%	77.5%	65.0%	65.0%
<b>Project Approach</b>	20%	70.0%	80.0%	68.0%	75.0%	65.0%
<b>Cost</b>	10%	89.0%	65.0%	69.4%	78.2%	90.0%
<b>Total</b>	<b>100%</b>	<b>71.9%</b>	<b>90.3%</b>	<b>73.8%</b>	<b>68.3%</b>	<b>65.5%</b>

Responses were evaluated and scored based on the evaluation and weighting criteria specified in Section 12 of the RFSOQ and associated addenda. HOK, Populous, Inc., HKS Architects, Inc., and M. Arthur Gensler Jr. & Associates, Inc. received the highest rated total scores and were selected to move forward. Stadium Manager conducted clarification meetings with each selected respondent separately and concluded all business, legal and cost clarifications including an acceptable subconsultant list under each contract.

**Notice of Intended Award**

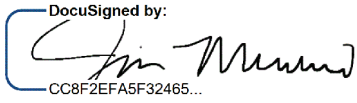
A notice of intended award (NOIA) was issued on September 23, 2021, announcing Stadium Manager’s recommended firms. The RFSOQ process includes a ten-day protest period, which commenced with the issuance of the NOIA and ended on October 3, 2021. No protests were received.

**Submission of Post-Award Submittals**

Once Stadium Manager receives approval from the Stadium Authority Board, the contracts will be executed by both parties and copies forwarded to the Board. Supporting documentation has been provided for review and approval.

As noted above, the cost of these services will be covered under the SCSA Capital Expenditure budget, or under Stadium Operations, Engineering Department, Outside Services.

Submitted By:  A4B5666F5BF147D... Date: 10/28/2021  
Jenti Vandertuig, Procurement Director

Approved By:  CC8F2EFA5F32465... Date: 10/28/2021  
Jim Mercurio, Executive Vice President & General Manager