AIASF is committed to enhancing the quality of life in the Bay Area by promoting excellence in architecture, design, and the built environment.

The Center for Architecture + Design is dedicated to creating a positive public-focused dialogue on architecture, design, and the built environment in the San Francisco Bay Area.
After thirty-three years in the venerable Hallidie Building at 130 Sutter Street the American Institute of Architects San Francisco (AIASF) will be relocating to a new headquarters space and is seeking a qualified architecture firm to design the new facility. The new headquarters will be located at 140 Sutter Street, a 10,000 square foot, ground floor, and storefront space with 20 foot ceilings that is also within the Hallidie Building. This location presents a fantastic opportunity for the AIASF to increase its visibility and create more accessibility to its members and the greater community while offering flexible spaces for exhibitions, lectures, and retail focused on architecture, design, and related disciplines. This location also allows the AIASF to realize its organizational goals as outlined in the recently released 2019 Strategic Business Plan, which was developed in conjunction with the Center for Architecture + Design.

The new AIASF & the Center for Architecture + Design space will be many things including: a beacon of great design, beautiful, environmentally conscious, didactic, exemplary, a public face, a gathering place for AIASF, the Center for Architecture + Design, and allied professionals. This new space will embody AIASF & the Center values, which include relevance, equity, public benefit, community, sustainability, and leadership.

This is a Qualifications Based Selection (QBS) process which will focus on firms’ philosophy, process, and approach to the new AIASF & the Center for Architecture + Design headquarters, not specific design solutions. AIASF is not requesting design sketches, drawings, or space descriptions as part of the initial qualifications submissions, and will not consider these in the selection of shortlisted architects. AIASF & the Center for Architecture + Design encourage member firms of all sizes and diversity to submit their qualifications.

INTRODUCTION

Priorities include:

- Enhance membership experience
- Ground floor/street presence
- Design, accessibility
- Community space that connects with other industries
- Equipment & technology
- Flexible/convertible space for collaborating and networking
- Creative environment that draws the community in, supports collaborative work, and is reflective of design thinking.

People envision this space as a connection point for engaging with others. With the right mix of resources, the space could be a hub that draws people together for the purpose of design exploration and discovery. There is a desire to create a space that is efficient and adaptable, and that can maintain its relevance to members and the community.

The new headquarters is also an opportunity to reinterpret various architectural forums that grew from the San Francisco architectural community including lecture series such as the AIASF / SFMOMA Design Lecture Series of the 1980s – 2000s, Western Addition Lectures of the 1970s and ’80s and Café Talls of the 1990s, and the 2AES (Art & Architecture Exhibition Space) and 3A Garage of the 1980s and ’90s respectively.

The Center for Architecture + Design enhances public appreciation for architecture and design through exhibitions, lectures, tours, film series and other programs that aim to reveal the richness of the design arts. 2020 will mark the Center’s 15th anniversary as a partner of AIASF. Over the past decade and a half, through its capacity as a 501(c)3 organization, the Center has supported expansive programs making design accessible to all San Francisco residents including the Architecture + the City festival and San Francisco Living: Home Tours.

The Center is a collaborative environment where design organizations and thinkers share ideas to foster an interdisciplinary design dialogue and encourage innovative design. Strategic goals of the Center are to Engage, Promote, Educate and Play.

History and Background

Founded in 1882, AIASF is comprised of architects and allied trade professionals from throughout the Bay Area. Each month, AIASF offers professional development and networking opportunities as well as public forums, tours, lectures, and gallery exhibitions that provide architects and design enthusiasts with many opportunities to explore the local built environment. AIASF also engages with 16 committees on wide ranging topics. AIASF is managed by a full-time staff of 10.

Visioning workshops in 2018 facilitated by HOK defined the site selection criteria and spatial requirements of the new space as informed by the Chapter’s strategic priorities and collective vision for the future.
The new headquarters will accommodate the existing activities of AIASF and the Center including classes, presentations, lectures and exhibitions as well as reception and administrative. The new space will also accommodate flexible exhibition spaces, classrooms, meeting rooms, retail and event space for use by AIASF, the Center, allied organizations, or groups interested in having one-day events in the facility. The administrative areas are intended to be primarily used by AIASF, the Center, and similar design and building industry organizations. A detailed program will be provided to shortlisted firms during the request for proposal phase.

**Budget**

A preliminary project budget of $4MM is currently projected, which includes construction (warmshell & tenant improvements), FF&E, and soft costs. This is inclusive of in-kind donations of construction materials and labor.

**Fundraising**

AIASF will begin a capital campaign parallel with the new headquarters design process. As the design is developed collateral visual materials created by the design team will be used in the capital campaign.

**In-Kind Contributions**

In-kind contributions of construction, FF&E goods and services will make up a large portion of the project. Firms should be comfortable incorporating donations from the AIASF network of vendors and sponsors into the design.

**Compensation**

AIA San Francisco wishes to deliver a fair and equitable fee to the selected architectural firm for the new headquarters design. A total project budget is being established by AIASF.
NEXT STEPS

Entitlements & Approvals

AIASF has engaged with the San Francisco Planning Department to clarify planning issues related to the AIASF’s move into a retail space. The selected architecture firm will continue engagement with SF Planning Department during the permit approval process and be responsible for submitting building permit applications to the San Francisco Department of Building Inspection to secure necessary approvals.

Energy and Environmental Design

AIASF and the Center for Architecture + Design want the new headquarters to be exemplary in the use of low carbon and low energy building systems and materials to the greatest extent possible. The future space should show case possibilities to our design community and the public. San Francisco has consistently been at the forefront of sustainable design and the AIASF membership includes many pioneers and leaders in sustainable design strategies. The new headquarters’ design should seamlessly integrate forward thinking and effective sustainable building strategies and systems. While the new headquarters will need to meet CAL Green and the San Francisco Green Building Code, a sustainable design certification criteria will be established for the RFP phase.

Selection Criteria

A selection committee comprised of architects and allied professionals will review the qualifications submitted by the deadline and select a shortlist of three to five firms. Those shortlisted will be notified of their selection and will be asked to prepare an architectural services proposal including scope of services, consultant team and fees.

The shortlisted firms will be selected based on the following criteria:

1. Demonstration of design excellence that shows ingenuity when designing within existing spaces
2. Experience with tenant improvement and renovation projects similar in size and scope
3. Demonstration of progressive environmental systems design including daylighting and HVAC systems
4. Project team members’ individual experience
5. Familiarity with the permit and approval process in the City of San Francisco Department of Building Inspection
6. Experience with assisting non-profit organizations with fundraising activities
7. Completeness of qualifications in response to the RFQ
8. Assisting with incorporating in kind donations into design

Eligibility

All AIA San Francisco members in good standing are eligible to participate in this RFQ. Those involved in the project, and the individual signing and sealing the drawings, must be AIA San Francisco members. Members of the AIASF’s Office Relocation Task Force are not eligible to submit qualifications.
SCHEDULE

- **Issue RFQ**: Dec 4, 2019
- **Site Visit**: Dec 13, 2019, 10:00 - 11:30 AM
- **Questions Due**: Dec 17, 2019
- **Submissions Due to AIASF**: Dec 20, 2019
- **Responses to Questions**: Jan 6, 2020
- **Shortlist Announced**: Jan 20, 2020
- **Prospective Firm Interviews**: Feb 3, 2020
- **Proposals Due to AIASF**: Feb 10 - Feb 14, 2020
- **Firm Selected**: Feb 18, 2020
- **Design Phase (SD through CDs / permitting / estimating)**: March - June 2020
- **Construction**: July - Nov 2020
1. Letter of interest stating why firm is qualified for the project.
2. Firm description along with roles and responsibilities of key design team members (include resumes).
3. Experience working on projects of similar size, scope and type. Experience with work places and cultural gathering spaces.
4. Experience with urban renovation projects, particularly those in San Francisco. Please include information on your experience with obtaining permits and approvals from the San Francisco Department of Building Inspection.
5. Design Approach
   - Define how your firm would approach the process of designing the new AIASF & the Center for Architecture + Design headquarters to incorporate the organization’s vision and values.
   - Define how your firm will analyze and develop strategies for design of the public spaces, administration spaces and support spaces.
5. Three to eight comparable projects the firm has completed. For each project, please note the following:
   - Project name, location, date completed
   - Brief description including gross square footage and construction cost
   - References
6. Statement, signed by the Principal-in-Charge, that the entrant has not utilized any unpaid design labor in the last 5 years. Architects unable to provide this statement will not be considered.

RFP submissions must be formatted as a single 8.5×11 PDF:
20 individual pages or less in length
20 MB or less in size.
Please submit qualifications no later than 5:00 PM on January 6, 2020 to rfq@aiasf.org

Reference Materials:
140 Sutter Street Existing Conditions
AIASF & the Center for Architecture + Design 2019 Strategic Business Plan
2018 Visioning Workshop report
AIASF Strategic Plan