



City of Calimesa, CA

Architectural, Space Planning, Interior Design, AV/IT,  
and Exterior Design Services

City Hall Renovation Project (Former Bank Building)

Request for Proposals

Released January 20, 2026

**Mandatory Job Walk – Monday, February 2, 2026 at 2:00 PM**

**Former Bank of America, 1055 Calimesa Blvd., Calimesa, CA 92320**

**Submit Proposals to:**

City of Calimesa  
Attn: City Hall Design Services RFP  
908 Park Avenue  
Calimesa, CA 92320

**PROPOSAL DEADLINE – Thursday, February 19, 2026, at 2 PM PST**

# City of Calimesa

908 Park Avenue, Calimesa, California 92320  
Telephone 909.795.9801 Facsimile 909.795.4399

[www.calimesa.gov](http://www.calimesa.gov)



## REQUEST FOR PROPOSALS ANNOUNCEMENT

The City of Calimesa (“City”) is soliciting proposals from qualified architectural and engineering firms to provide comprehensive professional design services for the renovation and adaptive reuse of an existing commercial building to serve as the City’s new City Hall.

Proposals shall be prepared in accordance with the requirements set forth in this Request for Proposals (RFP). Proposers are responsible for reviewing the entire RFP and submitting all required information in the format prescribed herein. Failure to comply with the requirements of this RFP may result in the proposal being deemed nonresponsive.

- ❖ **Onsite Job-Walk** : The City will conduct a mandatory Onsite Job-Walk on **Monday, February 2, 2026, at 2:00 PM PST** at Bank of America, 1055 Calimesa Blvd., Calimesa, CA 92320. Vendors who wish to attend this meeting should RSVP to the City of Calimesa to Mari Shakir, Public Works Director ([mshakir@calimesa.gov](mailto:mshakir@calimesa.gov)).
- ❖ **Questions:** All pre-proposal submittal questions must be sent to Mari Shakir by **4:00 p.m. PST, February 6, 2026**, Questions received after this deadline will not be accepted. Answers to questions will be posted to the RFP webpage by Wednesday, February 11, 2026, at 5:30 PM.
- ❖ **Proposals Due:** (3) printed copies, and one (1) electronic copy: a) via SD/Memory Stick, or b) via e-mail/cloud storage location, of your proposal must be received no later than **2:00 p.m. PST, February 19, 2026**.

# Request for Proposals (RFP)

---

## 1. Purpose and Project Background

The purpose of this RFP is to select a qualified architectural firm to provide full professional design services for the renovation of an approximately 8,065 square-foot, single-story former bank building into a new City Hall facility for the City of Calimesa.

The City intends to consolidate municipal operations currently housed in multiple temporary and modular facilities into a single, efficient, permanent civic building. The renovated City Hall shall support current operations, accommodate projected staffing growth, provide appropriate public-facing spaces, and reflect a fiscally responsible approach to adaptive reuse.

The selected firm will be responsible for providing all architectural and engineering services necessary to take the project from initial assessment and space programming through 100% construction documents, bidding support, and construction management services.

## 2. Project Description

### 2.1 Existing Facility

The project site consists of an existing one-story former bank building of approximately 8,065 square feet. The building includes an existing vault, which the City anticipates retaining and utilizing in proximity to Finance functions, subject to the consultant's recommendations.

An existing ATM drive-through facility must remain in place and is not part of the renovation scope.

Current City Hall staffing totals approximately 20 employees, including contract employees. At full build-out, the City anticipates accommodating approximately 35 to 40 employees within the renovated facility.

### 2.2 Functional Program Requirements

The renovated City Hall is expected to include, at a minimum, the following functional components:

- Administrative offices, workstations, furniture needs (including maximizing the use of furniture at the current City Hall), and executive offices sized to accommodate projected staffing levels at build-out
- Public service counters and lobby areas
- Finance Department space located adjacent to the existing vault, subject to consultant's recommendations

- Breakroom facilities and evaluation and inclusion of a lactation room, consistent with applicable California Labor Code requirements
- Evaluation of restroom facilities, including ADA compliance, to ensure adequacy for future staffing levels and consideration of separate public and employee restrooms
- Adequate meeting and conference room spaces to support internal staff meetings, interagency coordination, and public-facing meetings, with such spaces designed to support modern teleconferencing and hybrid meeting technology
- A City Council Chamber designed to include seating for approximately 30 members of the public, a dais accommodating five City Councilmembers, the City Manager, City Attorney, and City Clerk
- An adjacent overflow room with live audio and video feed from the Council Chamber
- An AV control room supporting Council Chamber operations and a small podcast studio, intended primarily for City communications and recording purposes
- A backup generator system to support essential City Hall operations during power outages
- Building-wide IT infrastructure to support City operations, including data, network, server, and telecommunication needs across all departments
- Integrated physical security systems, including controlled access, cameras, and monitoring appropriate for a municipal facility. The City utilizes Verkada for some facilities, so there would be a preference to build on that platform, though the City would be open to alternatives if recommended

### **2.3 Site and Exterior Improvements**

The project includes evaluation and design of necessary site improvements, including ADA-compliant parking, access routes, and paths of travel. Exterior building improvements shall be consistent with the City's Downtown Design Guidelines and generally compatible with the architectural character of the City's new library facility.

Existing landscaping shall be evaluated and replaced or modified with drought-tolerant landscaping consistent with City standards.

## **3. Scope of Services**

The selected firm shall provide all professional services necessary to complete the project as described below. Services shall be provided in close coordination with City staff and shall include architectural design, building-wide IT and technology coordination, physical security integration, AV/IT systems design, and engineering services necessary to deliver a fully functional City Hall facility.

### **Task 1 – Project Management and Coordination**

The consultant shall initiate the project with a kickoff meeting and shall be responsible for overall project management throughout the design and construction phases. This includes development of a detailed project schedule, establishment of communication protocols, coordination of all subconsultants, and implementation of quality assurance and quality control procedures. The consultant shall coordinate and attend regular progress meetings (e.g. monthly or bi-weekly) and provide periodic status updates to the City.

### **Task 2 – Building Assessment and Code Analysis**

The consultant shall perform a comprehensive assessment of existing building conditions, including structural, mechanical, electrical, plumbing, fire/life safety, information technology infrastructure, and security-related systems.

The consultant shall evaluate compliance with all applicable codes and regulations, including the California Building Code, ADA requirements, Title 24, and relevant California Labor Code provisions.

As part of this task, the consultant shall:

- Evaluate electrical capacity and requirements for incorporation of a backup generator, including load calculations and recommended connection strategy
- Assess existing pathways, conduit, and space availability for building-wide IT and network infrastructure
- Identify requirements for physical security systems integration, including cameras, access control, and monitoring
- Evaluate restroom capacity and configuration for adequacy at projected staffing levels and public use.

Deliverables for this task shall include a written Building Assessment and Code Analysis Report.

### **Task 3 – Space Programming and Needs Assessment**

The consultant shall conduct interviews with City departments and staff, including executive offices, to develop a comprehensive understanding of functional needs, workflows, adjacencies, storage requirements, collaboration needs, meeting space requirements, technology needs, and security considerations.

The consultant shall prepare a detailed space program addressing:

- Current and future staffing
- Public-facing areas
- Council Chamber operations
- Conference and meeting rooms designed to support teleconferencing and hybrid meetings

- AV control functions and podcast studio needs
- Building-wide IT support spaces (e.g., network closets, server locations, and equipment rooms)
- Breakroom and lactation space
- Finance/vault adjacency
- Security-sensitive areas and access control requirements.

Deliverables shall include a space program, adjacency diagrams, and a written programming summary.

#### **Task 4 – Test Fits and Conceptual Layout Options**

Based on the approved space program, the consultant shall prepare multiple test-fit and conceptual layout options illustrating alternative approaches to:

- Office and workstation layouts
- Executive office locations
- Public lobby and service counters
- Council Chamber placement and overflow room integration
- Meeting and conference room locations and configurations
- AV control room and podcast studio placement
- IT and network support spaces
- Physical security zoning, including controlled-access areas
- Restroom arrangements (one public set, one employee set)

The consultant shall facilitate review meetings with City staff and refine a preferred layout option.

#### **Task 5 – Schematic Design**

The consultant shall develop schematic design documents reflecting the approved conceptual layout. This phase shall include:

- Schematic floor plans and site plans
- Preliminary interior elevations and key design features
- Council Chamber and AV concepts
- Meeting room layouts with teleconferencing capability identified
- Preliminary building-wide IT infrastructure concepts, including network pathways and equipment locations
- Preliminary physical security concepts, including camera coverage and access control strategy (platform identified below)
- Preliminary exterior façade concepts consistent with Downtown Design Guidelines
- Preliminary site, ADA, and landscape concepts
- Preliminary cost estimate

## **Task 6 – Design Development**

During design development, the consultant shall advance the approved schematic design into a coordinated design development package. This shall include:

- Architectural plans, sections, and elevations
- Reflected ceiling and lighting plans
- Door, hardware, furniture, and finish schedules
- AV/IT system design development for the Council Chamber, overflow room, and meeting spaces
- Detailed IT infrastructure coordination, including data, network, and equipment requirements
- Physical security design development, including access control and camera system layout
- Exterior and landscape design refinement, including provisioning for digital signage and a flagpole.
- Site and ADA improvements
- Updated cost estimate

## **Task 7 – Construction Documents**

The consultant shall prepare complete, coordinated 100% construction documents suitable for public bidding. Construction documents shall include:

- Architectural drawings
- Structural, civil, mechanical, electrical, and plumbing drawings as required
- AV/IT drawings for the Council Chamber, overflow room, and meeting rooms
- Building-wide IT infrastructure drawings, including network pathways, equipment locations, and coordination requirements
- Physical security system drawings, including camera placement and access control devices
- Security systems shall be designed to integrate with the City's standard platform, Verkada
- Podcast studio layout
- Backup generator design
- Title 24 documentation
- Full technical specifications.

A final engineer's estimate shall be provided.

## **Task 8 – Bidding Phase**

The consultant shall provide bidding assistance and evaluation, including conducting a mandatory pre-bid meeting and site walk, responding to bidder questions and RFIs, preparing addenda as necessary, and assisting the City with bid evaluation.

## **Task 9 – Construction Management**

Construction management services shall include review and approval of submittals and shop drawings related to architectural, IT, AV, and physical security systems, timely response to RFIs, attendance at construction meetings, site observations, preparation of punch lists, preparation of delta revisions for significant design changes prior to execution, and preparation and delivery of as-built and record drawings at project completion.

## **4. Deliverables**

Deliverables shall include, but are not limited to, programming documents, assessment reports, test-fit layouts, schematic design drawings, design development drawings, construction documents, specifications, cost estimates at major milestones, bidding assistance documentation, and construction-phase records.

## **5. RFP Process and Schedule**

The anticipated schedule for this RFP is as follows:

- RFP Issuance: Thursday, January 20, 2026
- Job Walk: Monday, February 2, 2026, 2:00 PM
  - Former Bank of America, 1055 Calimesa Blvd., Calimesa, CA 92320
  - RSVP to Mari Shakir, Public Works Director ([mshakir@calimesa.gov](mailto:mshakir@calimesa.gov))
- Questions Due: Friday, February 6, 2026, 4:00 PM
  - Submit questions to: Mari Shakir
  - Responses to question will be posted by Wednesday, February 11 at 5:30 PM on the RFP webpage.
- Proposals Due: Thursday, February 19, 2026, 2 PM
- Review and Evaluation: Within 30 days of due date
  - Evaluation will include in-person presentations and interviews
- Anticipated Selection by City Council: Monday, March 16, 2026

## **6. Proposal Submittal Requirements**

### **6.1 Technical Proposal**

The Technical Proposal shall include a cover letter, executive summary, description of project understanding and approach, detailed scope and methodology, proposed project team and organization, relevant experience with similar civic or adaptive reuse projects, proposed project schedule, and references.

## **6.2 Fee Proposal**

The Fee Proposal shall include a detailed breakdown of all fees associated with the services described in this RFP.

At a minimum, the Fee Proposal shall include a lump-sum fee broken down by each Task identified in the Scope of Services, including Tasks 1 through 9. Proposers shall identify key assumptions used in developing the fee, including anticipated meeting frequency, site visits, and construction duration. Hourly billing rates for all project team members and reimbursable expense policies shall also be provided.

The City reserves the right to negotiate the final scope and fee structure with the selected firm prior to contract award.

## **7. Evaluation Criteria**

Proposals will be evaluated based on the firm's qualifications (20%), relevant experience (20%), understanding of the project (15%), proposed methodology (10%), quality of the proposed team (10%), schedule (15%), and fee (10%). Bonus points may be awarded for an expedited schedule.

## **8. General Conditions**

The City reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the City. Proposals are subject to public disclosure. All work shall comply with applicable federal, state, and local laws and regulations.

## **9. Attachments**

- A. Existing Floor Plan
- B. Downtown Design Guidelines
- C. Professional Services Agreement Template