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Nov 7, 2025

RE: Request for Architectural Services Proposal
Lowe Family YMCA Building at Via de la Paz, Palisades, California

To whom be interested:

The YMCA of Metropolitan Los Angeles (**YMCA**) is searching for an Architectural firm to help design and implement the facility in Pacific Palisades, to replace "like for like" facility destroyed by the fire. We are openly requesting capable architectural firms to review the following description of work and the attached basic program. We would like to receive proposals from each firm that express their thoughts, approaches and fee structure for this project.

The property is located at:
- 821 Via De La Paz

Project Descriptions

The **Via De La Paz property (Via Site)** the replacement building must be designed "like for like," with modifications permitted where required by current building codes, ADA accessibility standards, hazard mitigation efforts and other applicable local regulations. The architectural scope will include working with the YMCA to clarify and document the applicable "like-for-like" criteria, while identifying opportunities for design and interior layout improvements that do not alter the essential facility functions. The original building was approximately 7500 SF with a main floor and mezzanine. As this is a replacement for an existing use, there will be no entitlement processing necessary. We would like this property to be designed and constructed as soon as possible. The Via Site building preliminarily will contain the following uses:

- Fitness room with cardio and weights
- Restrooms with changing facilities
- Movement/Exercise studio
- Offices

The properties should be designed as high-quality examples of sustainability and fire resiliency.

Property Background

The PROJECT is to begin immediately. The Via site will proceed through design as quickly as possible. It is located in downtown Pacific Palisades. The property should be designed to fit into its surroundings.

Agreement Terms

The Architect will contract with all engineering consultants including Structural, MEP/FP and AV/Acoustical Engineering. **The YMCA** will select and negotiate fees with Civil Engineering, Landscape





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Design, and Interior Design firms for the project. If you have interior design capability, we will welcome a proposal to cover that scope.

The YMCA will select, negotiate a fee and contract directly with a General Contractor for the project. The GC will be involved with the project from the beginning providing pre-construction services.

The YMCA will also contract directly for geotechnical services and will supply a soils report to the Architect. Any site surveying that would be required will be directly contracted by **the YMCA**.

Scope of Services

1. Design Charette
 - 1.1. The Design Charette will be on-site to review the overall project and begin to discuss design issues, alternatives, solutions and project schedule with the Architect, Client, preconstruction services General Contractor (PS-GC), and other members of the team as required.
 - 1.2. Architect will review the program furnished by the Client to ascertain the requirements of the Project prior to the Design Charette and be prepared to discuss and arrive at a mutual understanding of such requirements with the Client.
 - 1.3. Review with the Client and the Client's, PS-GC alternative approaches to design and construction of the Project.
2. Schematic Design
 - 2.1. Based on the mutually agreed-upon program, schedule and construction budget requirements, and all design issues established during the Design Charette the Architect shall prepare, for approval by the Client, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components. The documents and presentation will clearly show the scope and design intent of the expansion, site modifications, and landscape design.
 - 2.2. One presentation of schematic design will be held on site. Other meetings will be held via conference call.
 - 2.3. Architect is to work with the PC-GC to develop a comprehensive schematic budget for the project based on Schematic Design.
3. Planning Board Review
 - 3.1. Architect is to prepare 30" x 42" plans and elevations with annotation of basic dimensions, heights, materials, room names, etc. to fully describe the proposed project to the Planning Review Board.
 - 3.2. Site Condition approval documents including grades, lighting, signage, drainage, landscape etc. will be prepared by Owner selected Civil Engineer.
4. Design Development
 - 4.1. Based on the approved Schematic Design Documents and any adjustments authorized by the Client in the program, schedule or construction budget, the Architect shall prepare for approval by the Client, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, interior design, structural, mechanical and electrical systems, materials and such other





- elements as may be appropriate. The package will clearly show the detailed design intent, furnishings and materials of major systems and elements for review by DH&R.
- 4.2. Architect is to work with the PC-GC to develop a comprehensive design development budget for the project based on design.
 - 4.3. Architect will advise the Client of any adjustments to the schematic estimate of Construction Cost. The Architect agrees that reasonable revisions performed by the Architect to keep Construction Costs within the Project budget are included within the Architect's services, unless such revisions result from a failure of the Client to heed the Architect's advice or it can reasonably be said that the Construction Costs exceed the Project budget because of extraordinary market conditions.
 - 4.4. One design presentation will be held on site.
 - 4.5. Additional meetings will be held via conference call.

5. Construction Documents

- 5.1. Based on the approved Design Development Documents and any further adjustments to the scope or quality of the Project or in the construction budget authorized by the Client, the Architect shall prepare, for approval by the Client, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction and furnishing of the Project.
- 5.2. Assist the Client in the preparation of the necessary building information, bidding forms, any conditions of the contract, and the form of Agreement between the Client and Contractor.
- 5.3. Advise the Client of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.
- 5.4. All Construction Documents will be stamped by a qualified professional licensed in the State of California.
- 5.5. Construction Documents will be sent to Client for review at 50, 75 and 95% of completion.

6. Bidding Phase

- 6.1. During the Bidding or Negotiation Phase of the Project, the Architect, following the Client's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the Client in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.
- 6.2. All bid documents will be printed and distributed by Client.
- 6.3. Architect will be responsible for answering bidder questions and issuing Bid Package Addenda for the project.

7. Construction Phase

- 7.1. Assist the Client in connection with the Client's approval for filing documents required for the approval of government authorities having jurisdiction over the Project.
- 7.2. Administer weekly project site meetings or conference calls with the Design Team, Contractor and **the YMCA**. The Architect is responsible for the preparation of meeting notes of these meetings.
- 7.3. Review and approve any shop drawings, product data or samples required for the project.
- 7.4. Answer contractor questions in regard to the project.





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- 7.5. Prepare Change Orders as required for the approval of **the YMCA**.
- 7.6. Review, administer, approve and certify for Client's Lender Contractor Pay Applications.
- 7.7. Visit the site a maximum of twelve times during construction. Any additional visits will be considered an additional service.

We have included the attached package for the firm to review, floor plans of the former Via Site building. Hopefully it will give you some background to allow you to show how you would approach this design problem.

We will be looking for the following from the selected firm:

- Knowledge of project design of similar types of projects.
- Ability to work, contribute and communicate constructively and effectively as a project team member.
- Experience of key staff and consultants for the project.
- Not to exceed fee for the project.
- Estimated reimbursables.

Proposal Format:

To help us in making our selection, we ask that your firm submit the following:

1. Proposed key staff and their roles on the project including past experience with similar projects.
2. Proposed consultants and their roles on the project including past experience with similar projects.
3. Not to exceed fee and estimated reimbursables for the project.
4. Hourly rates for proposed staff and consultants.
5. Acknowledgement that your firm is able to begin immediately and meet the project schedule.
6. Acknowledgement that by submittal of bid, your firm is accepting the YMCA contract with noted exceptions. Any exceptions your firm wants to be considered must be noted with this RFP.
7. Any other information about your company and team you might choose to provide.

proposals/bids for the project location and company credentials are due by 5:00 P.M. PST December 1, 2025.

Deliver via e-mail to:

Mark Dengler, Consultant
Capitaldevelopment@ymcala.org

Rodrigo Abello, Capital Project Manager
Rodrigoabello@ymcala.org

While cost is an important factor in consultant selection, **The YMCA** reserves the right to award the project to the firm that **YMCA** decides is best for the project. **The YMCA** also reserves the right to waive any irregularities in the bids and to reject any or all bids in **the YMCA's** sole discretion.

Thank you very much for your interest in this project. Please feel free to reach out directly if there are any questions you might have.





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Sincerely,

Mark Dengler
Capital Development Consultant

