



SAN RAFAEL

THE CITY WITH A MISSION

Request for Proposals

Albert Park Library & Community Center Capital Project Management Services

Issued: Monday, June 2, 2025

Proposals Due: Wednesday, July 9, 2025

Submit proposal electronically via Bid Express:

<https://www.bidexpress.com/businesses/39341/home>

1. INTRODUCTION

Summary

This Request for Proposals (RFP) is intended to solicit proposals for Capital Project Management Services for the pre-construction planning phase, which includes community engagement, design, and permitting, and oversight of the construction phase of the new Albert Park Library & Community Center in the City of San Rafael.

The City intends to award this contract to qualified firms based upon expertise, qualifications, and experience with like projects.

Background

Located in Marin County, the City of San Rafael is the oldest and largest city in Marin County, with a rich cultural heritage and a diverse population of over 60,000 residents. San Rafael serves as the county seat and is a hub for commerce, culture, and community services. The city is characterized by its distinctive neighborhoods, historic downtown, and beautiful natural surroundings.

In November 2024, San Rafael voters passed [Measure P](#), an initiative to fund a new main library and community center at Albert Park. Measure P established a non-ad valorem parcel tax for the purpose of building these facilities, representing a significant investment in the city's cultural and civic institutions. This project will be one of the largest capital projects that San Rafael has undertaken in recent years.

The existing Downtown Carnegie Library, while a beloved historic building, has significant size and infrastructure limitations that restrict its ability to meet the modern library service needs of San Rafael's growing population. Similarly, the current San Rafael Community Center at Albert Park, built in the 1970s, has substantial deferred maintenance needs and structural deficiencies.

The new Library & Community Center (Project) will be located at Albert Park and is intended to serve as a vibrant community resource and hub for civic, cultural, and social enrichment. The new facility aims to address the limitations of the existing buildings while providing expanded services to the community. The Project will include the demolition of the existing community center at Albert Park and the construction of a new integrated library and community center facility.

Measure P provides funding through a parcel tax of \$0.145 per square foot of improved building area per year and \$75 per vacant parcel per year on taxable real property within the City. The tax will commence on July 1, 2025, and will continue for thirty years or as long as bonds for the planning and construction of the facilities remain outstanding, whichever is longer.

A highly visible project, the City anticipates an overall project completion date of early 2031.

Contact Information

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Albert Park Library and Community Center

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Timeline

Milestone	Date
Release of RFP	June 2, 2025
Deadline to Submit Written Questions	June 18, 2025 by 2:00pm
City Deadline to Respond to Questions	June 24, 2025
Proposal Submittal Deadline	July 9, 2025 by 2:00pm
Notification to Interview	July 16, 2025
In-person consultant presentation/interview	July 22, 2025
Final Round In-person presentation with City Council Subcommittee	July 28, 2025
Consultant Selection/Contract Formation	August
City Council Contract Consideration	October 6, 2025
Estimated Project Start Date	Week of October 20, 2025

Submission Guidelines

The City is accepting electronic bid submissions. Proposals must be received no later than 2:00 PM, local time, on July 9, 2025

Submit proposal electronically via Bid Express:

<https://www.bidexpress.com/businesses/39341/home>

It is the Consultant's responsibility to ensure that the Proposal is received on time. BidExpress prevents proposals from being submitted after the deadline.

The City will only respond to questions in writing from Consultants. All questions regarding this RFP must be made in writing by June 24, 2025 at 2:00PM via Bid Express.

The City cannot respond to verbal questions submitted by telephone or in person. All addenda will be posted on Bid Express. By submitting a Proposal, the proposer affirms that they are aware of any addenda and have prepared their Proposal accordingly. No allowances will be made for a proposer's failure to inform themselves of addenda content.

A link to the addenda may be accessed at the following web address:

<https://www.bidexpress.com/businesses/39341/home>

2. DESCRIPTION OF WORK

The City of San Rafael is soliciting proposals from various consultants to assist the City with the pre-construction planning phase, which includes community engagement, design, and permitting, and oversight of the construction phase of the new Albert Park Library & Community Center in the City of San Rafael.

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The City of San Rafael is seeking an experienced firm with unique experience in managing multiple efforts related to a complex city facility project where a new integrated Library and Community Center will be constructed at Albert Park. The Library and Community Center each have specific space and facility needs and the desire of City leadership is to create a modern, integrated facility that serves the community effectively.

The anticipated duration of the Project Manager's responsibilities spans approximately five years from design to construction, with specific tasks expected to be completed within defined timelines.

This scope of work outlines the key responsibilities and deliverables expected from the Project Manager, focusing on effective project management, stakeholder engagement, and financial oversight.

Separate from this Request for Proposals, the City will be releasing a Request for Proposals for Conceptual and Schematic Design services to lead the site planning and design of the new facility. The selected Project Manager will be expected to assist in the drafting of this RFP, and oversee this contract and scope of work.

The selected consultant agrees to complete the following tasks:

1. Project Management

The successful proposer will be charged with the lead role of "Project Manager", providing overall leadership and coordination of efforts throughout the life of the project. They'll work closely with the City Manager and Assistant City Manager to coordinate the overall project by providing planning oversight and management of key activities and resources. Reporting to the Assistant City Manager, they'll provide day-to-day management of the project, including chairing the internal Technical Advisory Committee for the project, as well as serving as a member of the project's Steering Committee. The Project Manager will provide advice to the City, will formulate a detailed plan, and will act on behalf of the City to implement that plan and deliver a successful project.

The Project Manager will represent and promote the City of San Rafael's interest throughout all phases of the work. The City expects that the Project Manager and their supporting staff will develop and maintain a cooperative team approach with all other parties involved from the design and throughout the construction process. Project management scope of service includes administering the selection process(es) for additional contracted resources needed to deliver the project.

2. Project Planning

- A. Review existing documents and meet with City staff to understand Project history and intent.
- B. Develop an overall planning, design, and construction project management plan to include an overall program-level schedule, cash flow projection, contracting strategy, and other program needs.
- C. Define and maintain a master schedule and report deviations to the City and resolve schedule issues.
- D. Establish Project controls and procedures for planning and implementation.

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- E. Assist with managing the Project budget that includes all construction and non-construction costs.
 - F. Provide monthly updates to the Project budget and delivery schedule.
 - G. Assist in the preparation of staff reports and presentations for City Council and other relevant City Boards and Commissions.
 - H. Throughout the planning process, consider the constructability of the facility and provide input into the process as the programs and budgets are being assembled for recommendation.
- 3. Public Information and Communication**
- A. Serve as the primary point of contact for the project
 - B. Assist the City with regular Project updates for public distribution, including website, email, mailers, and signage.
- 4. Community Engagement, Design, and Planning**
- A. Assist the City with establishing the delivery method, including evaluating the pros and cons of design-build or design-bid-build for the project.
 - B. Assist in the selection of the project design team.
 - C. Manage work of the design team.
 - D. Assist the design team with public outreach and community engagement during the design process. The City expects significant community engagement throughout the Project.
 - E. Coordinate communication with other relevant City departments (emergency response, sustainability, digital, economic development, etc.) and ensure different City priorities are considered in Project design.
 - F. Assist with the selection of consultants to prepare necessary surveys (topographic, boundary, utilities, etc.) and studies (geotechnical, environmental, cultural/historic, etc.).
 - G. Facilitate the City in obtaining any necessary permits for the implementation of the Project, including environmental, cultural resource, planning, and building.
 - H. Assist with developing strategies for continuing to offer recreation services and minimize impact to Albert Park users during construction.
 - I. Provide and coordinate written plan check comments to the design consultant team at set plan check intervals.
 - J. Provide input to ensure a functional and financially viable project.
- 5. Pre-Construction Services**
- A. Review Project plans, specifications, reports, agreements, and permits and provide recommendations to the City on potential conflicts, constructability issues, value-engineering opportunities and consistency between the plans, specifications and estimates. Consultant must have familiarity with the CSI technical specification format.
 - B. Manage Project schedule which includes all notification timelines noted on all permits, agreements, and contract documents. Upon receipt of contractor's schedule, evaluate and confer with the City regarding workability of the schedule or suggest changes that may improve the schedule.
 - C. Assist in planning for any necessary temporary facilities or service relocations during construction.

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- D. Provide technical and report writing services, including, but not limited to, conducting research, and completing studies in specific areas.
- 6. Advertise and Award**
 - A. Advertise the Project in accordance with all applicable regulations.
 - B. Utilize the bidexpress software to assist the City in advertising the project.
 - C. Respond to questions concerning the plans, specifications, and estimates prior to bid opening.
 - D. Coordinate responses with the City and the City's design consultant.
 - E. Prepare addendum as needed.
 - F. Arrange and attend pre-bid meeting.
 - G. Review and evaluate construction bids received and confer with the City.
 - H. Assist the City in preparing a presentation and recommendation to City Council to award the construction of the project.
- 7. Construction Management Services**
 - A. Administer the construction contracts, quality assurance, and special inspection requirements. Prepare construction procedures, conduct periodic site progress meetings, and coordinate inspecting and testing. Maintain a construction schedule and monitor outcomes.
 - B. Monitor quality control, and costs throughout the construction period; evaluate change orders; review contractor's progress payments, monitor and administer construction contract for compliance.
 - C. Prepare and coordinate preparation of periodic progress and financial information required by the City; periodically brief the City staff on progress.
 - D. Prepare and administer a commissioning plan, as well as an operation and maintenance (O&M) plan for the facility.
 - E. Conduct construction contract close-out activities and advise the City on occupancy.
 - F. Formulate action plans for resolution of construction problems or conflicts.
 - G. Manage all contracts through their respective warranty periods.
- 8. Post Construction Services (Close Out/Claims)**
 - A. Project Management services for Project closeout after issuance of substantial completion for the construction Contractor.
 - B. Assist with preparation of operations and maintenance manuals, training, and warranty documentation.
 - C. Facilitate the transition to City maintenance staff.

Additional Scope Considerations

Public Engagement

The Project Manager will work with the City's internal Communications and Community Engagement team and will provide support to that team as needed related to public communications on the project, including, but not limited to website, email, and other print or digital collateral.

In tandem with these efforts, the Project Manager provides indispensable support to the City's communication and community engagement personnel, ensuring that timely and accurate

updates are disseminated to the public through press releases and other social media platforms. By seamlessly integrating these responsibilities, the contractor acts as a conduit of information and collaboration, nurturing a climate of trust and inclusivity throughout the project lifecycle.

Additionally, the Project Manager's commitment to transparency is further underscored by their provision of succinct updates during periodic work sessions with the City Council, Measure P Council Subcommittee, Community Advisory Panel, Library Board of Directors, and Park and Recreation Commission, thereby ensuring that elected officials and key stakeholders remain apprised of the project's feasibility and progress.

Internal Team Communication

A pivotal aspect of the Albert Park Library and Community Center project lies in the seamless collaboration among internal staff, ensuring a smooth transition post-project completion and alignment with sustainability objectives. To ensure strong project governance, the City has drafted a Project Charter which addresses project governance, tentative project phasing and timelines, and project risks.

The Project Manager, entrusted with this crucial responsibility, brings to the table a wealth of experience and expertise in fostering synergy within city staff. Moreover, the director provides invaluable guidance and support to the project team, steering them towards the attainment of sustainability goals and the integration of green building practices where feasible.

By cultivating a collaborative work environment that values knowledge sharing and continuous improvement, the director not only enhances project outcomes but also fosters a culture of innovation and excellence within the city's workforce.

3. VENDOR SUBMISSIONS

Proposal Forms to Submit with RFP Response

These guidelines are provided for standardizing the preparation and submission of Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content. Proposals submitted for review should not exceed twenty (20) pages for all materials excluding introductory letter, resumes and cost proposal.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. A legal representative of the Proposer authorized to bind Proposer in contractual matters must sign the Transmittal Page.

The cover letter must state that the sample Professional Services Agreement (PSA) is acceptable as-is. Please do not submit a Proposal and subsequently request changes to the PSA. By

submitting a proposal, the Proposer is accepting all the terms and conditions included in the PSA, including stated insurance coverage and limitations.

2. Background on Firm and Statement of Qualifications

A brief description of the firm and a summary of the firm's qualifications for this project. Include the size of the organization, location of offices, years in business, name of owners and principal parties, and position titles of staff. Provide an organizational chart showing staff to be assigned to work on the project and their roles on this project. Provide a resume for each proposed key staff member. Include your firm's experience providing similar services to municipal clients. The project requires consultant staffing with skills and experience including but not limited to:

- Public outreach and communications
- Large scale public facility and civic buildings
- Library and community center design and construction
- Building systems including HVAC, electrical, plumbing, and fire protection
- Sustainable building practices and LEED certification

3. Project Understanding and Approach

Provide a thorough description of your firm's approach to the project and a proposed project timeline, including key milestones and deliverables. Describe how the firm will complete the Scope of Work as detailed in this RFP. Include a statement of the services your firm feels differentiates your firm from others. As a part of the approach, identify the responsibilities of the CITY and the responsibilities of the firm.

4. Scope of Work

The Scope of Work will ultimately become part of the contract as Exhibit A to the contract. A template for the Scope of Work is included as Exhibit A to the Professional Services Agreement referenced below. The Scope of Work should describe in a specific and straightforward manner both the consultant's understanding of the project and the proposed approach to achieving the objectives and accomplishing the tasks described in this Request for Proposal. It should be concise yet include sufficient detail to completely describe the planned approach. Description of how the objectives will be achieved shall be presented in a logical, innovative, and rational plan. The plan should include the responsibilities of various team members for the various tasks. The results should be presented in terms of the language and working tools of the practicing engineer or administrator so as to be immediately useful. Any deviations or additions to the proposed scope should be presented here.

5. Project Schedule

Provide a project schedule with significant milestone events/deadlines.

6. Firm References

The City will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Include sub-consultants and a description of their proposed

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services where applicable. Submittals shall include a detailed description of a three (3) projects within the past six (6) years which include the following information:

- Contracting agency
- Contracting agency Project Manager and contact information
- Contract amount
- Date of contract and completion
- Consultant Project Manager and contact information
- Project Description and Outcome

Additional points will be given for consultants with experience managing library and community center projects.

7. Rate Schedule

Provide your firm's schedule of hourly rates (and for any proposed subconsultant firms) and an estimate of hours/month which would be allocated to this project. Identify:

- Hourly rates, and billing practices for all personnel who may be providing services to the CITY. Identify any reimbursable costs.
- Fees, if any, are on a not-to-exceed basis and which fees, if any, that you recommend be charged on a fixed fee basis.
- An estimate of hours/month necessary for project.
- Strategies used to keep projects within budget, including 1-2 examples of how your firm has implemented this in practice.

8. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the City of San Rafael that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

9. Regulatory Actions or Litigation

Describe any regulatory actions or legal issues taken against your firm within the past five years in any State, and the current status or outcome. Please include any contract termination or default whether litigated or not. If a firm has no regulatory actions or legal issues, a statement to that effect shall be included in the Proposal.

10. Supplementary Information

The CITY has outlined the requirements of this project in as much detail as is currently known. Please provide any exceptions, additional information, or suggestions that will aid in the CITY's selection process. Please keep these as brief as possible.

4. EVALUATION CRITERIA

The City reserves the sole right to judge the contents of each Consultant's proposal. The selection process will be governed by the following criteria:

1. The proposal must adhere to the instructions and format as specified in this Request for Proposal.
2. The evaluation will include a review of all documents and information relating to the Consultant's services, organizational structure, capabilities, qualifications and past performance.
3. The City may evaluate any information from any source it deems relevant to the evaluation.
4. False, incomplete, or unresponsive statements in a proposal may be sufficient cause for its rejection.

The desired result of the selection process will be the selection of a consultant and execution of an agreement.

While rates are a consideration, the CITY reserves the right to choose the best proposal, which may not be based on rates. After evaluating the proposals and discussing them further with the finalist(s), the CITY will further negotiate the proposed work and/or method and amount of compensation. The consultant selected for this project must comply with all provisions of the CITY's professional services contract. The CITY reserves the right to reject any and all proposals at any phase of the proposal or negotiation.

Review for General Responsiveness

City of San Rafael staff will conduct an initial review of the proposals for general responsiveness and compliance with requirements of this RFP. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items required to be included in the proposal will be considered incomplete and will receive no further consideration.

Proposal Evaluation

A selection review panel, which will be comprised of staff from City of San Rafael, will evaluate responsive proposals. The selection review panel will rank proposals based on the following Proposal Criteria.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Completeness of Proposal: Inclusion of all required items.	Points Based	5 (5% of Total)
2.	Knowledge and Understanding: Demonstrated understanding of the Project scope of work and requirements, including identification of key issues and quality of proposed work plan.	Points Based	30 (30% of Total)
3.	Qualifications of the Proposer Firm: Relevant experience and success in similar projects, particularly with library and community center projects, including record of completing work on budget and schedule; strength and stability of the firm;	Points Based	30 (30% of Total)

	and demonstrated success managing projects with diverse stakeholder groups.		
4.	Management Approach, Staffing Plan, and Rate Structure: Qualifications of project staff (particularly key personnel such as the project manager), key personnel's level of involvement in performing related work, and the team's experience in maintaining schedule and budget.	Points Based	20 (20% of Total)
5.	References: Three references by former clients on similar projects.	Points Based	15 (15% of Total)

5. SPECIAL CONDITIONS

- Professional Services Agreement
The consultant selected shall use the City of San Rafael's standard Professional Services Agreement. **Submitting a Proposal is acceptance of the Professional Services Agreement as-is.** Contractually required insurance coverage and endorsement information is shown in the body of the document.
- Reservations
The issuance of this RFP constitutes only an invitation to present responses. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for work. The City reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the RFP.
- RFP as a Public Record
All Proposals submitted in response to this RFP become the property of the City and thus become public records and, as such, may be subject to public review.
- Right to Cancel
The City reserves the right to cancel or change, for any or no reason, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date, and submittal requirements.
- Business License
Prior to the selected consultant engaging in any operation or activity as a result of an award of a purchase contract, it must obtain a business license from the City of San Rafael. The business license must be kept in full force and effect during the term of the contract.
- Additional Information
The City reserves the right to request additional information and/or clarification from any or all respondents to this RFP, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. The City reserves the right, at its sole discretion, to waive any irregularities or informality. The City may conduct interviews with any respondent it deems necessary.

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- Reasonable Inquiry
The City may conduct any reasonable inquiry to determine the responsibility of the proposer. The submission of a proposal constitutes permission by the proposer for the City to verify all information contained therein. If the City deems it necessary, additional information may be requested from any proposer. Failure to comply with any such request may disqualify a proposer from consideration.
- Public Information
Consultants who wish to release information regarding the consultant selection process, contract award, or data provided by the City at any public hearing/meeting, must receive prior written approval from the City before disclosing such information to the public.

ATTACHMENTS

- A. Albert Park Library & Community Center Muni Code Section 3.42
- B. City of San Rafael *Professional Services Agreement* Template