



October 16, 2017

TO: Pre-Qualified General Contractors

RE: Request for Proposals (RFP) for Best Value General Contractor
Selection for the City of San Rafael Public Safety Center Project

In August 2017, the City of San Rafael issued this Request for Qualifications (RFQ) to solicit Statements of Qualifications (SOQ) from qualified contractors to participate in a Best Value Request for Proposal (RFP) for the selection to be the general contractor for the City of San Rafael Public Safety Center project (Project). Your firm is one of four (4) firms that have been pre-qualified to submit a proposal. The award of the contract is expected to occur in December 2017. The Project budget is approximately \$33 to \$35 Million and the estimated total construction duration for the Project is 754 Calendar Days.

RFPs are due at the Office of the City Clerk, City of San Rafael, 1400 5th Avenue, San Rafael, CA 94901, no later than 2:00 p.m., Thursday, November 9th, 2017. RFP's shall be addressed to the attention of Mr. Bill Guerin, Public Works Director.

Contractors may download a copy of the RFP at the following website:

<http://www.cityofsanrafael.org/facilities/>

A Mandatory Pre-Proposal Conference is scheduled for 1 p.m. on Wednesday, October 25th, 2017, at 111 Morphew Street, Large Conference Room, in San Rafael. The Pre-Proposal Conference will provide a detailed overview of the Project and RFP process. The City encourages the participation of Local, Small, Minority, Women and Disabled Veteran Business Enterprise firms.

Questions regarding this RFP are to be in writing and sent to Jamie Milliner, Project Manager, Kitchell via email at jmilliner@kitchell.com; (or Bill Johal via email at bjohal@kitchell.com) no later than **5:00 p.m. on Tuesday, October 31st, 2017.** Responses to questions selected by the City of San Rafael will be issued via an addendum. The City of San Rafael reserves the right to reject any and all RFPs.

Sincerely,

Bill Guerin
Public Works Director



REQUEST FOR PROPOSALS

for

BEST VALUE GENERAL CONTRACTOR SELECTION

PUBLIC SAFETY CENTER PROJECT

SAN RAFAEL, CALIFORNIA

CITY OF SAN RAFAEL

PUBLIC WORKS DEPARTMENT

PUBLIC SAFETY CENTER PROJECT

Phase 1 – Request for Proposals

Table of Contents

I. GENERAL INFORMATION

- A. INTRODUCTION
- B. PROJECT DESCRIPTION
- C. RFP PRELIMINARY SCHEDULE
- D. THE SOLICITATION AND THE CONTRACT
- E. AUTHORIZED REPRESENTATIVE
- F. PRE-PROPOSAL CONFERENCE
- G. QUESTIONS REGARDING PHASE 2 RFP
- H. RECEIPT OF PROPOSALS/BID

II. METHOD OF AWARD

- A. EVALUATION OF PHASE 1
- B. EVALUATION OF PHASE 2

III. SOLICITATION PROVISIONS

I GENERAL INFORMATION

I.A INTRODUCTION:

The purpose of this Request for Proposal (RFP) is to finalize the Best Value process for the selection of the general contractor for the City of San Rafael Public Safety Center project (Project). The Project will consist of the construction of Police and Fire administration and Fire Station No.51 within a single structure. The award of the contract is expected to occur in December 2017. The Project budget is approximately \$33 to \$35 Million and the estimated construction duration for the Project is 25 months.

I.B PROJECT DESCRIPTION:

The vision for the Project is to provide a community asset that will allow the Police and Fire Departments to serve the community of San Rafael in the event of a major disaster. It will be designed as an “essential facility” providing the seismic enhancements and emergency back-up systems required to be operational in a major event. This community asset will provide a productive and safe work environment for its employees while being open and available to the public to conduct Police and Fire Department business.

The building is designed for a 50-year lifespan with the selection of brick and metal/glass finishes for ease of maintenance and longevity. Sustainability in design is a cornerstone of the facility siting, massing and material selection with a goal set to achieve a LEED Gold Certification

The facility exterior design seeks to balance both traditional and modern elements which tie it to the Downtown District of San Rafael. Brick, which occurs at several downtown buildings and can be locally sourced, is the primary exterior material and modern glass curtainwall elements introduce the 5th Avenue and D St. entries. These curtainwall elements allow daylight to reach deep into the facility and create a dramatic lobby feature. The base of the building is proposed to be a concrete with a water table separation from the brick above. Traditional, punched window groupings with a shared concrete lintel and shade awnings are a prominent elevation feature along each face of the building. A traditional cornice caps the building. Terraces are provided on the second level outside the fire station living quarters and adjacent to the break room. The flat roof areas will be used for the placement of photovoltaic panels. Approximately 7,000 sf of panels are proposed. Full height screen walls will be used to shelter the roof top mechanical equipment from view. Many elements of the existing Fire Station No. 51 are to be incorporated into the exterior and interior of the building. The existing flag pole, bell, wrought iron railings, fire pole, and apparatus doors are or will be incorporated into the design as it is further developed.

The 43,500 sf facility includes a 17,000 sf basement and apparatus parking area and features a shared central lobby which reaches out toward the corner of D St. and 5th Ave. The lobby orientation ties the new Public Safety Center to City Hall. The 1-½ story lobby is designed to allow all visitors to easily access each department and will be a location to display historic artifacts from the different eras of the City's past. A plaza and access pathway has been designed at the entry of the building using a curved ramp and stairs to access the entry which is 3' above the street level. .

SRPD Features Include:

- All SRPD units including records, administration and the Office of the Chief, patrol operations, investigations, dispatch, evidence and property, and professional standards.
- On-site parking for patrol and specialty support vehicles.

SRFD Features Include:

- The fire department administrative division which includes the office of the Fire Chief, the fire prevention bureau and administrative staff.
- An emergency operations center that includes seating for 60 and training at tables for 24 with support areas for the emergency management functions. This emergency operation center will also function as the facilities training classroom and as a community meeting space.
- The Fire Engine 51 Company with apparatus bay space for cross-staffing a truck and a secure bay for the BC vehicle. It provides living accommodations for four fire fighters and the BC.

Joint Facilities Include:

- Conference rooms
- Emergency Operations Center (EOC)/training room
- Break rooms
- Sleeping rooms
- Fitness room
- Lobby and public restrooms
- Men's and women's staff toilets
- All infrastructure support areas including computer rooms, electrical rooms, etc.

The design has three levels and is organized as follows:

- A basement level contains on-site parking for marked patrol vehicles and specialty PD units, the PD holding facility, evidence storage and processing functions and storage areas for the motorcycle and bicycle patrol units. It is a secure area with a two-way access ramp on D St. And a second exit to C St. The emergency generator, and associated building main electrical and mechanical rooms are also located in the basement.
- Midway between the basement level and the main level is the apparatus bay with the apparatus support area of Fire Station 51. The response direction of the Station 51 Engine Company is onto D St. and D St. is proposed to be changed to a two way street between 4th Street and 5th Ave. The apparatus back-in to the bay from D St.
- The first level (5th Ave. Street level) includes the main lobby and shared conference and support facilities. The north portion of the PSC contains the office of the Police Chief, records, patrol support and the investigations unit. To the south of the main lobby are the fire administrative area and building support area such as the main telecommunications room
- The second level contains PD locker rooms, dispatch and other PD support areas to the north of the lobby. To the south of the lobby are the living quarters for Fire Station 51 Engine

Company and the emergency operations center. A joint-use fitness center and break room with roof terrace are available off the main lobby at the second level as well.

I.C RFP PRELIMINARY SCHEDULE

- August 7, 2017: Phase 1 RFQ Issued.
- August 16, 2017: Mandatory Pre-SOQ Conference at 1:00 pm
- August 23, 2017: Questions to the RFQ Due.
- August 28, 2017: Issue RFQ Addendum.
- September 1, 2017: SOQ Due by 3:00 p.m.
- September 4 – 15, 2017: City review of SOQs.
- September 18, 2017: Notice to Contractors for Interviews of the top seven (7) firms selected in the Phase 1 RFQ process.
- September 25 - 29, 2017: Interviews.
- October 2, 2017: Notice to Contractors of the Selection of up to five (5) Pre-Qualified firms to receive Phase 2 Request for Proposal.
- October 16, 2017: Issue Phase 2 Request for Proposals to the top four (4) Pre-Qualified Contractors.
- November 9, 2017: Proposals to RFP Due.
- Nov. 10 – Nov. 17, 2017: City review of RFP Proposals and Recommendation.
- November 20, 2017: City Council Award of Best Value Construction Contract.
- November 21, 2017: Notice to Award.
- December 2018 (tentative): Notice to Proceed.
- January 2020 (tentative): Project Completion.

The City reserves the right to revise the schedule at any time during the selection process.

I.D THE SOLICITATION AND CONTRACT

This RFP is being conducted using a two phase selection process. In Phase 1, SOQs were evaluated to determine which contractors would be qualified to submit proposals. The City received seven (7) Statements of Qualification submittals. Based on the process set forth in the Request for Qualification document, the City interviewed five firms (two firms withdrew prior to the interview) that submitted a Statement of Qualification. In Phase 2, the four (4) most highly qualified contractors will submit bids for the construction of the Project. One contract will be awarded for the Project.

This RFP sets forth requirements for Phase 2 RFPs as well as the evaluation factors for Phase 2 bids for award of the Contract to construct the Project. RFPs conforming to the RFP requirements will be evaluated in accordance with the method set forth herein. The City will award the Contract to the selected contractor, subject to the conditions set forth herein.

I.E AUTHORIZED REPRESENTATIVE

The City has selected Kitchell to provide Program, Project and Construction Management services for this Project. The following individual is designated as the authorized City representative under this Solicitation:

Project Manager

Name: Jamie Milliner
Title: Project Manager, Kitchell
Address: 2450 Venture Oaks Way, Ste. 500, Sacramento, CA 95833
Tel. / Cell: (415) 720-3598
Email: jmilliner@kitchell.com

I.F MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory Pre-Proposal Conference regarding this RFP is scheduled as follows:

Date: Wednesday, October 25th, 2017
Time: 1:00 p.m.
Location: City of San Rafael,
Department of Public Works
111 Morphey Street,
San Rafael, CA 94915

The Pre-Proposal conference will provide a detailed overview of the Project and RFP process. **Only the four (4) most highly qualified contractors will be permitted to attend the Pre-Proposal Conference.**

I.G QUESTIONS REGARDING PHASE 2 RFP

Any questions regarding the RFP requiring a formal response must be submitted in writing via email to the City's Project Manager no later than **5:00 p.m. – on Tuesday, October 31st, 2017**. Questions requiring a formal response will not be accepted by telephone, facsimile (fax) or verbally. Prospective contractors are cautioned that they are not to rely upon any oral statements that they may have obtained from any source. Prospective contractors shall direct all inquiries to the City's Project Manager and shall not contact the requesting agency directly regarding any matter related to this RFP. The City reserves the right to decline to respond to any question. A summary of the questions submitted, including responses deemed relevant and appropriate by the City, will be posted via addendum on the City's website at <http://www.cityofsanrafael.org/facilities/> on or about **Monday, November 6th, 2017**.

The City reserves the right to revise this RFP by issuing addenda to the RFP at any time prior to the Proposal/Bid submittal date. Contractors are responsible for monitoring the City's website for information concerning this RFP.

I.H RECEIPT OF PROPOSALS/BID

In order to be considered for award, Phase 2 RFPs/Bid conforming to the requirements of this RFP must be received no later than **2:00 p.m. on Thursday, November 9th, 2017**, at the following office:

**City of San Rafael
Office of the City Clerk
Attn: Bill Guerin, Public Works Director
1400 5th Avenue, San Rafael, CA 94901**

RFP received beyond the deadline will not be considered, and will be returned unopened.

RFP sent by commercial package delivery or hand delivery shall be deemed received as of the date and time of delivery to the office designated for receipt of the RFP. RFPs sent by facsimile will not be accepted. RFPs sent by United States Mail shall be deemed timely if delivered to the address of the office designated for receipt of the RFP on or before the date established for receipt of RFP.

II. METHOD OF AWARD

II.A Evaluation of Phase 1- Statement of Qualifications (SOQ)

This process is complete.

II.B Evaluation of Phase 2 – Request for Proposal (RFP)

Qualified contractors chosen based on the Phase 1 SOQ will be provided with full Construction Documents in order to prepare the Phase 2 Bid Proposal pursuant to the requirements of the Contract Documents. Upon receipt of the bid proposals, the **Grand Total Base Bid Price** for the Project will be divided of the **Total Quality Points**, to obtain the **Cost Per Unit of Quality** for each contractor. For example:

$$\frac{\text{Grand Total Base Bid Price in Dollars}}{\text{Total Quality Points}} = \text{Cost Per Unit of Quality}$$

The City will award the Contract for the Project resulting from this RFP to the Contractor with the lowest Cost Per Unit of Quality.

III. SOLICITATION PROVISIONS

Availability of Funds:

Issuance of this Solicitation does not warrant that funds are presently available for award of a Contract. Award of the Contract shall be subject to the availability of appropriated funds, and the City shall incur no obligation under this Solicitation in advance of such time as funds are made available to the Project Manager for the purpose of Contract award.

Notice Concerning Preparation of Proposals:

Contractors are cautioned to carefully read the entire Solicitation. Verify that all blanks requiring

information to be supplied in the RFP have been properly filled out, that all numerical data is accurately calculated, and that all copies of the RFP contain the same information.

Disclosure of Solicitation Results:

City staff will open the RFPs on the day of the RFP submittal deadline. The only information that will be made available to the public will be the names of the RFP respondents, final Total Bid Price and Total Quality Points. The contents of all RFPs, or any other medium which discloses any aspect of the RFP, shall be held in strictest confidence. Contractors that submit an RFP for the City's consideration, agree that all information contained within the RFP and the evaluation process is not subject to disclosure. For RFP results, please visit our website at: <http://www.cityofsanrafael.org/facilities/> The timeline for posting RFP results may vary depending on the nature and complexity of the RFP and the number of responses received.

Modification or Withdrawal of RFP:

A respondent may withdraw its RFP at any time prior to the opening deadline date and time by submitting a written request for its withdrawal to the City's Project Manager, signed by an authorized officer of the firm. Respondents may thereafter submit a new or modified RFP prior to the opening deadline date and time. To be considered, the modification must be received in writing, and in the same number of copies as the original RFP, prior to the date and time specified above for receipt of RFPs. Modifications offered in any manner after the opening deadline date and time, oral or written, will not be considered.

Confidentiality:

Responses to this RFP will become the property of the City of San Rafael and information contained therein shall be subject to disclosure laws after the Notice of Intent to Award the Best Value Construction Contract. None of the submittals will be returned to the Proposer. If Proposers have special concerns about information they desire to make available to the City, but which they believe constitute a trade secret, proprietary information, or other information that may be excepted from disclosure, such Proposers must label specifically and conspicuously that information as "TRADE SECRET" or "CONFIDENTIAL" or "PROPRIETARY" in their response to this RFP. Blanket, all-inclusive identifications by designation of whole pages or sections as containing proprietary information, trade secrets, or confidential information shall not be permitted and shall be deemed invalid. The specific proprietary information, trade secrets, or confidential information must be clearly identified as such. Proposers shall be solely responsible for all determinations made under applicable laws for designating information as proprietary, trade secrets, or otherwise confidential information. Although the California Public Records Act recognizes that certain confidential or trade secret information may be exempt from disclosure, the City may not be in a position to establish that the information that a Proposer submits qualifies for such an exemption; therefore, if a request is made for records marked "Confidential," "Trade Secret" and "Proprietary," the City will provide Proposers who submitted the requested records with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. In the event of litigation concerning the disclosure of any material submitted by the Proposer, the City's sole involvement will be as a stakeholder retaining the material until otherwise ordered by the court and the Proposer shall be responsible for otherwise prosecuting or defending any action concerning the materials at its sole expense and risk. Proposer shall reimburse the City for any expenses, including reasonable attorney's fees,

incurred by the City in connection with such litigation.

Restrictions on Procurement Consultants:

Any architect, engineer or contractor who has been employed by the City to assist or has assisted in any way in the development of the project-specific documents or the procurement for this Project shall not be eligible to participate in the preparation of a proposal with any contractor or be eligible for award of this Project.

Additional provisions regarding organizational conflicts of interest will be contained in the RFP.

Restrictions on Lobbying and Contacts:

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of an agreement to a general contractor entity or cancellation of the procurement, no person, or entity submitting a response, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means (e.g. face-to-face, telephone, facsimile, e-mail, or formal written communication) or engage in any discussion regarding this RFP, the evaluation or selection process, or the award of contract with any member of the San Rafael City Council, City staff, or City's agents, consultant or contractors that are involved with the procurement or the Project. Any such contact, except as provided herein, shall be grounds for the disqualification of the general contractor entity team. These restrictions are designed to promote a fair and unbiased procurement process.

Limitations:

This RFP is neither a formal request for bids, nor an offer by the City to contract with any party responding to this RFP. The City makes no representation that participation in the RFP process will lead to an award of contract. The City shall in no event be responsible for the cost of preparing any response to this RFP. The City reserves the right to reject any or all SOQs and waive any immaterial irregularities in any responses received at its sole discretion.

Changes in Proposer Organization:

In order for Proposer to remain qualified to submit a Proposal after it has been shortlisted, unless otherwise approved in writing by the City, the Proposer's organization as identified in its SOQ must remain intact for the duration of the procurement process. If Proposer wishes to make changes in the Proposer's team members or key personnel identified in its SOQ, Proposer shall submit a written request to the City for approval of the change, and any such information as may be required by the City to demonstrate that the changed team meets the SOQ criteria. The City is under no obligation to approve such requests and may approve or disapprove in writing a portion of the request or the entire request at its sole discretion.

Bond Requirements:

Proposers are advised that a payment bond in the amount of 100 percent of the contract price and a performance bond in the amount of 100 percent of the contract price will be required for the Project. City will delineate specific bonding requirements, which will be consistent with applicable law, in the RFP.