

**REQUEST FOR PROPOSAL (RFP)
FOR
ENGINEERING DESIGN SERVICES
FOR THE
CITY BUILDING FACILITY ASSESSMENT STUDY PROJECT**

January 26, 2018

Introduction

The City of San Rafael (City) hereby requests proposals from qualified consultants for the City Building Facility Assessment Study Project for multiple San Rafael owned buildings, as defined in **Tables 1 through 4** below. It is the intent of the City to hire a qualified consultant who can provide project management, assessments and field review, proposed improvements, estimate of improvements costs and priority for implementation of improvements at each of the specified City facilities. The final product sought is a facility evaluation report.

Table 1: City Owned Buildings - Administration

No.	City Department	Building Type	Building Name	Building Address
1	Administration	City Hall	City Hall/Police Station	1400 Fifth Avenue

Table 2: City Owned Buildings – Community Services

No.	City Department	Building Type	Building Name	Building Address
2	Community Services	Learning Center & Facilities	Canal Learning Center & Library, Pickleweed Community Center	50 Canal St
3	Community Services	Child Care Centers	Coleman	800 Belle Ave
4	Community Services	Child Care Centers	Dixie	1175 Idylberry Road Rm A-3
5	Community Services	Child Care Centers	Venetia Valley	177 N San Pedro Road
6	Community Services	Child Care Centers	Glenwood	25 West Castlewood Drive
7	Community Services	Child Care Centers	Mary Silveira	375 Blackstone Drive
8	Community Services	Child Care Centers	Parkside	51 Albert Park Lane
9	Community Services	Child Care Centers	Pickleweed	40 Canal Street
10	Community Services	Child Care Centers	Vallecito	50 Nova Albion Way
11	Community Services	Facilities	B Street Community Center	618 "B" Street
12	Community Services	Facilities	Terra Linda Pool (Seasonal)	670 Del Ganado Road
13	Community Services	Facilities	Terra Linda Recreation Center	670 Del Ganado Road
14	Community Services	Parks	Albert	"B" Street @ Treanor
15	Community Services	Parks	Gerstle	San Rafael Ave near Clark St

Table 3: City Owned Buildings - Library				
No.	City Department	Building Type	Building Name	Building Address
16	Library	Cultural Affairs	Falkirk Cultural Center	1408 Mission Avenue

Table 4: City Owned Buildings – Public Works				
No.	City Department	Building Type	Building Name	Building Address
17	Public Works	Office/Corporation Yard	Corporation Yard (New)	111 Morphew Street

Proposals shall be submitted by firms that have a capable and demonstrable background in the type of work described in the section entitled “Scope of Work” of this notice. In addition, all interested firms shall have sufficient, readily available resources, in the form of trained personnel, support services, specialized consultants and financial resources, to carry out the work without delay or shortcomings.

Background

The intent of this study is to examine each City owned building and determine when building systems will need to be replaced. The assessment study will include the examination of the HVAC, roofing, windows, flooring, carpeting, electrical, and systems which are key to keeping these facilities functioning.

Anticipated Schedule

- Advertise RFP January 26, 2018
- Deadline for questions/clarification February 7, 2018
- Pre-Bid Meeting None for this project
- Proposals due to Public Works See the “Proposal” section of this RFP
- Consultant Interviews T.B.D.

Scope of Services

The City is seeking consulting services for the following tasks:

Task 1: Project Management and Coordination

1. The consultant shall be responsible for providing all contract management and quality control services throughout the duration of the project. The consultant shall deliver a high-quality product within budget and on schedule.
2. The consultant shall meet periodically with the City to discuss the project, present improvement options, review alternatives, etc. For cost estimation, a total of six meetings may be assumed. These six meetings will be independent of those discussed under separate tasks identified elsewhere in this RFP.
3. The consultant shall provide monthly schedule updates in conjunction with submittals of invoices.

Deliverables:

- Project Schedule and updates
- Meeting agendas and minutes for all design and coordination meetings

Task 2: Existing Conditions Assessment

1. The consultant shall complete a thorough field review of the existing building infrastructure and systems located at the buildings summarized above. The infrastructure review shall include, but is not limited to:

- Mechanical devices
- Siding and external finishes
- Painting
- Roofing
- Internal features (HVAC, Electrical, Plumbing, mechanical systems, etc.)
- External features (meters, windows, awnings, etc.)
- Carpeting and flooring
- Restrooms
- ADA accessibility

Table 5 below provides a breakdown of the systems and infrastructure expected to be reviewed at each facility by service type at a minimum.

Table 5: Systems for Review by Facility										
No.	Building Name	Services/Systems to be Investigated								Facility Notes
		HVAC	Roofing	Windows	Flooring/ Carpeting	Electrical System	External (painting, siding, etc.)	Restrooms & Plumbing	ADA Accessibility	
1	City Hall	✓		✓	✓	✓	✓	✓	✓	City Hall reroofed in 2017, HVAC replacement in 2006, new carpeting in 2 nd floor hallway (2014), city clerk's office (2016), and 3 rd floor lobby and stairwell (2017)
2	Canal Learning Center/Library, Pickleweed Community Center	✓		✓	✓	✓	✓	✓	✓	HVAC Replaced in 2001, Kitchen remodeled in 2006, Reroofed in 2017
3	Coleman	✓	✓	✓	✓	✓		✓	✓	Exterior painting completed in 2017
4	Dixie	✓	✓	✓	✓	✓	✓	✓	✓	
5	Venetia Valley	✓	✓	✓	✓	✓	✓	✓	✓	
6	Glenwood	✓	✓	✓	✓	✓	✓	✓	✓	
7	Mary Silveira	✓	✓	✓	✓	✓	✓	✓	✓	
8	Parkside	✓	✓	✓	✓	✓	✓	✓	✓	
9	Pickleweed		✓	✓	✓	✓	✓	✓	✓	HVAC rear modular replaced in 2017
10	Vallecito	✓	✓	✓	✓	✓		✓	✓	Exterior painting completed in 2017

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11	B Street Community Center	✓		✓	✓	✓	✓		✓	ADA restrooms installed 1998, Reroofed in 2017; Study should exclude stage electrical and lighting which are being completed as a separate project, Restrooms renovated in 2017
12	Terra Linda Pool (Seasonal)	✓	✓	✓	✓	✓		✓	✓	Kiosk remodeled in 2016, pool center remodeled in 2015
13	Terra Linda Recreation Center	✓		✓	✓	✓	✓	✓	✓	Reroofed in 2017
14	Albert	✓	✓	✓	✓	✓	✓	✓	✓	
15	Gerstle	✓	✓	✓	✓	✓	✓	✓	✓	
16	Falkirk Cultural Center		✓	✓	✓	✓	✓	✓		ADA Studied in 2015, HVAC upgraded in 2014
17	Corporation Yard (New)	✓		✓	✓	✓	✓	✓	✓	Solar upgrades completed in 2017

2. The consultant shall coordinate inspection efforts with pertinent city departments for access to each building and each system. This must include coordination with the City Project Manager and facilities management staff at a minimum.
3. The consultant shall produce a draft memorandum for City review. Draft memorandum shall include such documentation as photographs of systems and/or infrastructure, especially those which are requiring replacement or upgrades. Consultant shall prepare a standard inspection/assessment review procedure such that all similar facilities are reviewed in the same manner for the same features or deficits.
4. The consultant shall produce a final memorandum summarizing the existing conditions of the library and addressing any City concerns presented as part of the review of the draft memorandum.

Deliverables:

- Draft existing conditions memorandum
- Final existing conditions memorandum

Task 3: Facility Evaluation Report

1. Based on the field assessment completed in Task 2, the consultant shall provide the City with a list of required improvements for the buildings, including anticipated timelines for the improvements.
2. The consultant shall provide associated costs required to complete the proposed improvements. Consultant shall document the basis of all costs.
3. The consultant shall produce a draft report for City review and comment.
4. The consultant shall prepare a final facility evaluation report incorporating all comments from previous City reviews.

Deliverables:

- Draft facility evaluation report
- Final facility evaluation report

Payment and Cost Estimate

The method of payment to the successful proposer shall be on a time and materials basis with a maximum “not to exceed” fee, as set by the proposer in his/her Proposal, as being the maximum cost to perform all work. This figure shall include direct costs, including labor, overhead, profit, and expenses, such as, but not limited to, transportation, communications, subsistence, materials, and any subcontracted items of work. Progress payments will be based on actual hours, hourly costs and support service costs charged to the project on a monthly basis. The maximum “not to exceed” cost shall be submitted with the Proposal **in a separate, sealed envelope**.

Each invoice submitted to the City for payment shall contain a brief description of the work billed on that invoice, total billed to date, total paid to date, and amount remaining.

Proposal

The Proposal shall be concise, well organized, and demonstrate an understanding of the Scope of Services as outlined in this RFP. Proposals shall be limited to no more than thirty-five (35) one-sided pages (8½”x11”, or 11”x17” for fold-out drawings), inclusive of resumes, graphics, pictures, photographs, dividers, front and back covers, cover letter, etc. Proposal submittals shall consist of three (3) bound sets and one (1) PDF on flash drive; no emailed or faxed Proposals will be accepted.

Proposals shall be evaluated based on the Evaluation Criteria section of this RFP.

At a minimum, Proposals shall include:

1. Proposals must be received no later than **2:00 PM, local time, on Friday, February 16, 2018**, at the Department of Public Works. Address to:

City of San Rafael
Public Works Department
111 Morphew Street
San Rafael, CA 94901
Attn: Cindy Ray

2. Proposals shall be submitted in sealed packages and clearly marked with the name of the consultant and **“City Building Facility Assessment Study Project.”**
3. Cover letter signed by the person authorized to negotiate a contract for proposed services with the City on behalf of the Proposal team. The cover letter must state that the sample Professional Services Agreement is acceptable as-is.
4. Project understanding outlining the consultant’s basic understanding of the project and identifying key issues to be addressed during the project and any insights.
5. A detailed project approach and level of effort, in accordance with the section entitled “Scope of Work” of this RFP.
6. A project schedule including at minimum, those tasks outlined in the section entitled “Scope of Work” of this notice.
7. A statement of Qualification (SOQ) that includes:
 - a. The proposer’s experience and history in performing this type of work.
 - b. References of persons, firms, or agencies that the City may contact to verify the experience of the proposer; include phone numbers.
 - c. An organization chart setting forth the project manager and the staff.
 - d. Experience for each individual expected to perform responsible portions of the work. Do not submit resumes for individuals who do not have a high probability of actually leading or working on the project.
 - e. Experience for each sub-consultant.

The consultant shall be aware of the following:

- Proposals and/or modifications to Proposals received after the hour and date specified in this RFP will be rejected and returned unopened to the proposer.
- All Proposals shall be submitted according to the specifications set forth in the RFP. Failure to adhere to these specifications may be cause for rejection.
- Once submitted, Proposals, including the composition of the consulting staff, shall not be changed without prior written consent.
- All requests for clarification for this RFP must be made in writing by 5:00 pm on **Wednesday, February 7, 2018**. Consultants shall email Monique Fuhrman at monique.fuhrman@cityofsanrafael.org.

The City will only respond to written questions from consultants. The City cannot respond to verbal questions submitted by telephone or in person. All addenda will be posted on the City’s Web site. 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 <https://www.cityofsanrafael.org/infrastructure-projects/>

The City reserves the right to revise the RFP prior to the indicated due date. The City may consider extending the due date for RFP due to significant revisions to Scope of Services.

Evaluation Criteria

A review and selection committee, made up of City staff and other professionals, will evaluate the consultants based on the Proposals and, if necessary, an oral interview to determine which consultant is best qualified to perform the work for this project. The committee will then determine a ranking of the consultants at which time negotiations may begin with the most qualified consultant and only their cost Proposal will be opened. The consultant fee will be evaluated to determine if the amount of the fee is considered a reasonable cost for the work outlined in the Proposal. If the top ranked consultant has submitted a reasonable fee, the committee will make a recommendation to the Public Works Director that negotiations be opened to ensure that the top ranked consultant has a full understanding of the expectations of the City, that the scope reflects all tasks anticipated and that the fee reflects completion of the project to the satisfaction of the City. In the event that the City and the top ranked consultant are unable to come to an agreement as to scope and fee, the City reserves the right to close negotiations with the top ranked consultant and open negotiations with the second-ranked consultant. Once an agreement is reached involving the scope and fee, the Public Works Director will make a recommendation to the City Council to award the project to the selected consultant and to authorize the Public Works Director to enter into an agreement with that consultant. If the City Council is in agreement with the recommendation, City staff will proceed with the completion of the agreement and prepare the contract for execution.

Ranking of the Proposals will be based on the following point system (100 points maximum):

1. Inclusion of all required items and completeness of the Proposal (5 points)
2. Understanding of the work to be done (25 points)
3. Previous experience of similar projects completed on time and within budget (20 points)
4. Qualified and experienced personnel in the project team (15 points)
5. Capability of developing innovative or advanced techniques (10 points)
6. Familiarity with state and federal procedures (10 points)
7. Commitment to adhering to the project schedule and budget (5 points)
8. Clear description of the tasks and demonstrated technical ability (10 points)

The City will notify each consultant regarding the outcome of the Proposal selection process.

The City may reject any or all of the Proposals if it deems such action are in the public interest.

Special Conditions

- Professional Services Agreement
The consultant selected to provide the scope of services shall use the City of San Rafael's standard Professional Services Agreement. A copy of the template of this agreement is attached to this RFP. Submittal of a Proposal is acceptance of the Professional Services Agreement. Contractually required insurance coverage and endorsement information is shown in the body of the document.
- Reservations
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.

- 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.
- Additional Information
The City reserves the right to request additional information and/or clarification from any or all respondents to this RFP.
- 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, must receive prior written approval from the City before disclosing such information to the public.

Attachments

1. City of San Rafael *Professional Services Agreement* Template (subject to change by the City Attorney's office if necessary)

Thank you for your interest in contracting opportunities with the City of San Rafael.

Sincerely,



Monique Fuhrman
Project Manager