

**REQUEST FOR PROPOSAL (RFP)  
FOR  
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE RENOVATION OF  
FIRE STATION 54**

**MAY 24, 2018**

**Introduction**

The City of San Rafael (City) hereby requests proposals from qualified consultants for the renovation of Fire Station 54 located at 46 Castro Street in San Rafael. The final products sought are construction contract documents including plans, specifications and cost estimates ready for bid, support during bidding, and the option to provide construction support services.

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 and Need**

Fire Station 54 is located on Castro Avenue and serves San Rafael's Canal neighborhood. This approximately 4,120 square foot facility was constructed in 1964 in response to increased commercial and residential growth in this portion of the city. Fire Station 54 is home to the mechanic's workshop, which is a small shed outside the rear of the apparatus bays. This station currently houses Engine 54 and Truck 54. The truck is proposed to be relocated to the new Fire Station 52 providing space in the apparatus bay for reserve apparatus. This is one of the department's smaller stations; however, it only houses three firefighters per shift. With interior reconfiguration and a minor expansion, current operational practices can be accommodated. Recommendations include seismic and exterior enclosure upgrade. A remodeled interior and a minor expansion is proposed to provide private sleeping quarters, a fitness room, dedicated turnout spare, and medical clean up facilities.

Primary deficiencies that would be corrected include:

- Structural system is in need of major seismic upgrade. The apparatus bay requires lateral strengthening and the lower portion of the station requires seismic ties at the roof level. The station has evidence of apparatus bay slab deterioration which would need to be evaluated and addressed.
- The heating system appears to be a part of the original construction and at 50 years old is past its useful service life. There are two inefficient wall air conditioners that were installed to supplement the original heating system. A complete new heating and air conditioning system should be considered.
- The plumbing systems in the building are mostly original and are nearing or are at the end of their service life. The SRFD is performing emergency repairs to the shower to keep them operational until systems are replaced. Two separate bathrooms with showers need to be created so that male and female staff can be accommodated.
- The building is not supported by a fire alarm system and is not protected by fire sprinklers. New Alarm and fire sprinkler systems are required.

In 2015 the City hired Mary McGrath Architects to develop a detailed facility study for seismic and operational upgrades to fire station 54 and 55 and a draft report was developed in July 2015. The document noted the following upgrades are needed to the facility:

- Seismic upgrade
- Four private bedrooms with two firefighter restrooms
- Dedicated laundry and building storage
- Dedicated turn-out storage room
- Dedicated fitness room
- New electrical main service and systems
- New plumbing and mechanical systems
- New fire sprinklers and fire alarm systems
- Upgraded building envelope with new windows and insulation
- New roof
- Refurbished site to correct drainage issues

**Anticipated Schedule**

- Deadline for Questions/Clarification                      June 6, 2018 at 5pm
- Proposals due to Public Works                                See the “Proposal” section of this RFP
- Consultant Interviews    To be determined

**Scope of Services**

The City is seeking consulting services to design the modernization of Fire Station 54 to meet current requirements of the San Rafael Fire Department. The station will need to remain operational throughout the renovation and some construction work phasing should be assumed. Temporary living quarters, located in the parking lot of the facility should be assumed during the modernization of the existing living quarters. The City of San Rafael currently has two other fire stations under renovation utilizing temporary living quarters. It should be assumed that quarters will be available for this project and will need to be located and installed for this project. The following tasks are minimally required but other work may be needed to complete that project:

**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 design 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: Design

1. Conduct a preliminary assessment to analyze the project area for potential issues such as, site and right-of-way constraints, environmental issues, accessibility issues, and drainage. The consultant shall become familiar with Detailed Facility Study and associated documentation related to this study for Station 54 and the other facilities associated with Measure E funding and the history of the project.
2. Perform a preliminary review of the site with special consideration related to construction within a FEMA Special Flood Hazard Area and whether the renovation is possible based on this regulation.
3. The consultant shall coordinate with pertinent regulatory agencies, stakeholders, material and equipment suppliers, etc.
4. The consultant shall coordinate appropriate public outreach as directed by the City as well as meetings with the City Council or a Council Subcommittee to present the project.
5. The consultant shall meet with Fire Department Personnel to further refine the needs of Fire Personnel for the design of the improvements at the station.
6. The consultant shall conduct all field reconnaissance included but not limited to hazardous material evaluation, supplemental topographic survey, prepare all geotechnical studies and reports (if such a report is deemed necessary), and complete all design calculations to support the design.
7. The consultant shall coordinate with effected utilities in order to secure services to the facility in preparation for the construction. The existing utility information shall be shown on the final design plans. The consultant shall verify to the greatest extent feasible the mapped underground utilities. The consultant shall be responsible for coordinating potholing of utilities if necessary during the design phase.
8. The consultant shall prepare preliminary architectural drawings at the 35% phase of the design which stipulate the general size and layout of the remodel, improvements such as windows and siding, and finishes for the building including but not limited to the restroom, flooring, walls interior and exterior and other features that require preliminary decision on behalf of the City.
9. The consultant shall produce 35%, 95%, and 100% PS&E submittal packages for City review, which shall include an Engineers estimate for the construction.
10. The consultant shall prepare final bid documents incorporating all comments from previous reviews. Final plans shall be plotted electronically to PDF in 22"x34" size, and shall be signed by the engineer in responsible charge licensed in the State of California, and ready for reproduction.
11. The plans shall be drawn using the most recent version of AutoCAD.

12. Specifications shall be written in CSI format.
13. The schedule of items shall address all items of work as specifically as possible and shall indicate as precisely as possible the quantities.

Deliverables:

- Preliminary Drawing architectural schematics
- 35%, 95%, and 100% PS&E submittals in electronic (PDF, AutoCAD, Word and Excel) format
- A letter report summarizing review comments and the resolution of the review comments
- Final bid documents in electronic format
- Building permit for the renovation
- Public outreach materials, including agendas, minutes, display boards, etc.

**Task 3: Environmental Compliance and Permitting**

1. The consultant shall be responsible for preparing, submitting and obtaining all required building permits (if necessary) and environmental documentation required for this project to ensure this project is cleared for construction.

Deliverables:

- Preliminary and final building permit for the project
- Preliminary and final CEQA documentation for submittal by the City

**Task 5: Final Bid Phase and Bid Phase Support**

1. The consultant shall attend the pre-bid meeting (if deemed necessary by the City) and respond to questions concerning the plans, specifications, and estimates prior to bid opening and prepare contract addenda, if required.
2. The consultant shall review construction bids received and make a recommendation to the City for award of construction contract.

Deliverables:

- Prepare contract addenda, if required, for distribution by the City, including answers to bidder's questions
- Prepare recommendation to the City for the award of the construction contract

**Task 6: Construction Support Services (To be awarded at a later date)**

1. The consultant shall attend regularly scheduled construction meetings, including the pre-construction meeting, to respond to questions concerning the plans, specifications and estimates. For cost estimation, a total of 30 meetings may be assumed. These meetings will be independent of those discussed under separate tasks identified elsewhere in this RFP.
2. The consultant shall be available to be called to the site in response to questions arising from the progress of the work.

3. The consultant shall review all material submittals and shop drawings as required by the Special Provisions. For cost estimation, a review of up to 40 submittals may be assumed.
4. The consultant shall respond to Request for Information (RFIs) from the contractor when called for by the City and prepare modifications or revisions that are related to the project's original scope and character. For cost estimation, a review of up to 30 RFIs may be assumed.

The City shall not be billed for nor shall they pay for any revisions to the plans and specifications that are required due to errors or omissions in the original contract documents due to negligence or lack of attention to detail stemming from poor design or inadequate field work which might otherwise have assisted in design.

5. The consultant shall assist the City in preparation of contract change orders, if necessary.
6. The consultant shall participate in the final walk through of the constructed project and assist in the preparation of "punch list" items in need of work.
7. The consultant shall prepare record drawings following construction from mark ups by the contractor and the resident engineer. Submittal of record drawings shall be on 22"x34" PDFs and provided in AutoCAD format.

**Deliverables:**

- Attend up to 30 meetings during construction, which includes the pre-con meeting with contractor
- Response to RFIs, material submittals, and shop drawings from the contractor
- Plan revisions that are related to the project original scope and character
- Review contract change orders
- Meeting agendas and minutes
- Record drawings following construction

***City Responsibility***

The City shall provide the following:

1. Draft Detailed Facility Study – Seismic and Operational Upgrades to Fire Station 54 and 55
2. Any City-owned drawings of the existing fire station.
3. Answering non-technical questions during advertisement period of this RFP. Clarification offered by the City to one consultant shall be distributed to all known participants at the City's discretion.
4. Reviewing all consultants' deliverables and providing comments in a timely manner.

**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 to obtain environmental clearance, approved regulatory permits, contract documents, and construction support. 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 June 20<sup>th</sup>, 2018** at the Department of Public Works. Address to:

City of San Rafael  
Public Works Department  
111 Morphew Street  
San Rafael, CA 94901

Proposals shall be submitted in sealed packages and clearly marked with the name of the consultant and **“ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE RENOVATION OF FIRE STATION 54”**

2. 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.
3. Project understanding outlining the consultant’s basic understanding of the project and identifying key issues to be addressed during the project and any insights.
4. A detailed project approach and level of effort, in accordance with the section entitled “Scope of Work” of this RFP.
5. A project schedule including at minimum, those tasks outlined in the section entitled “Scope of Work” of this notice.
6. A statement of Qualification (SOQ) that includes:

- a. The proposer's experience and history in performing this type of work, particularly those projects that have been successfully carried through construction.
- 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 may 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 **5pm on June 6<sup>th</sup>, 2018**. Consultants shall contact Kevin McGowan (415-485-3389) at [Kevin.mcgowan@cityofsanrafael.org](mailto:Kevin.mcgowan@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/projects-out-to-bid/>.

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 (25 points)
4. Qualified and experienced personnel in the project team (25 points)
5. Familiarity with building codes and procedures associated with securing all permits(10 points)
6. Commitment to adhering to the project schedule and budget (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)
2. Preferred Design Alternative
3. Detailed Facility Study, Seismic and Operational Upgrade to Station 54 and 55.

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

Sincerely,

Kevin McGowan  
Assistant Public Works Director/City Engineer