

Request for Proposals

Architectural, Engineering, and Interior Design Services for the Pickleweed Branch Library Re-Design Project

Issued: January 10, 2024



SAN RAFAEL
THE CITY WITH A MISSION

PROPOSALS DUE

Thursday, February 8, 2024 at 2:00pm PST

Submit proposal electronically via Bid Express:
<https://www.bidexpress.com/businesses/39341/home>

INTRODUCTION

The City of San Rafael (City) is seeking proposals from qualified consultants for the Pickleweed Branch Library Re-Design Project located at 50 Canal Street in San Rafael. The Project will require creative approaches to reimagine and redesign the existing spaces at the library, and the expertise of multiple disciplines including but not limited to architecture, engineering, and interior design. The final products include conceptual design, design development, construction contract documents including plans, specifications, and cost estimates ready for bid, support during bidding, and the option to provide construction -administration 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 INFORMATION

The San Rafael Public Library currently has three physical locations. The original Downtown Library opened on January 9, 1909. The Pickleweed Library branch opened as part of the Albert J. Boro Community Center in July of 2006. A third location at the Northgate Mall was added on December 8, 2018.

Pickleweed Library is located in the Canal neighborhood, a vibrant and diverse area that has traditionally been marked by socio-economic disparities compared to the rest of San Rafael. Pickleweed Library is 2,000 square feet, co-located with the Albert J. Boro Community Center and within Pickleweed Community Park, and serves a local community of over 12,000 residents. The facility is heavily utilized and is an important resource for a predominantly Spanish-speaking community. Under the Library and Recreation Department, the broader facility is a successful example of joint and collaborative use between the City’s Library and Recreation Divisions.

The community demand and practical need for more spacious, modern library facilities to serve the residents of San Rafael has been affirmed through numerous needs assessments, studies, and facility analyses. The 2019 Library Facilities Planning Study identified the expansion of the current Pickleweed Branch Library as one opportunity for increasing library space for the community. That report can be found here: <https://www.cityofsanrafael.org/new-library-facilities-study/>.

The City has secured \$2,000,000 in total project funding to reconfigure the interior space in the Pickleweed Branch Library to improve both staff and public space. While the 2019 Study identified opportunities to expand the footprint of the building, the current project focuses on better utilizing the existing interior space. Ultimately, the City’s goal is to creatively redesign the current facility to better serve the needs of the community and to create a welcoming environment for all patrons.

ANTICIPATED SCHEDULE

- RFP Release January 10, 2024
- Questions Due January 24, 2024 at 2:00PM
- Proposal Due February 8, 2024 at 2:00PM
- Consultant Interviews February 19-21, 2024 (subject to change)
- Contract Award April 1, 2024 (subject to change)
- Construction Completion No later than January 2026

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 regularly with relevant City staff to discuss the project, present design options, review alternatives, etc.
3. The consultant shall coordinate with City-identified vendors to ensure project plans do not conflict with other ongoing or planned improvements.
4. 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: Conceptual Plan and Design Development

1. Orientation meeting with City to define project parameters; including work scope, budget, schedule, jurisdictional agency requirements, preliminary design objectives, stakeholders, outreach plan and outreach schedule.
2. Collect site information, facility usage, and community background information relevant to the project.
3. Work with City staff to plan, coordinate, and facilitate appropriate meetings and community outreach with relevant stakeholder groups, the Library Board of Trustees, the Pickleweed Advisory Committee, and City Council. Provide ideas for community engagement and prepare illustrative plans and other graphics for presentation — character sketches, detail plans and sections, rendered perspectives.
4. Work closely with Library and Recreation and Public Works staff to understand the needs of staff and to incorporate that input into the design of the library, and to develop a conceptual design.
5. Prepare 50% and 100% design development drawings, materials selection and specification, and cost estimate submittal for City review. Proposed designs should be within the established project budget.
6. Conceptual plans shall be provided in PDF on 22" x 34" layout.
7. Coordinate with utility companies to secure services to the facility in preparation for the construction.
8. The existing utility information shall be shown on the final design plans. The consultant shall verify to the greatest extent feasible the existing mechanical, electrical and plumbing systems within the building footprint and, if needed, the mapped underground utilities on the property (outside of the building). The consultant shall be responsible for coordinating the location of utilities, if necessary, during the design phase.
9. Coordinate with pertinent regulatory agencies, stakeholders, material, and equipment suppliers, etc.

Deliverables:

- 50% and 100% design development drawings and cost estimate in electronic (PDF, AutoCAD, Word and Excel) format
- Illustrative plans, renderings, and other graphics, as deemed necessary
- Public outreach, presentations, materials, and activities

Task 3: Construction Document Services

1. Produce 65%, 95%, and 100% PS&E submittal packages for City review based on approved project design.

2. Prepare final bid documents incorporating all comments from previous reviews. Final plans shall be provided in PDF format on 22"x34" layout and shall be signed by the architect and engineer in responsible charge licensed in the State of California, and ready for reproduction.
3. The plans shall be drawn using the most recent version of AutoCAD and specifications shall be written in CSI format.
4. The schedule of items shall address all items of work as specifically as possible and shall indicate as precisely as possible the quantities. Provide a detailed cost estimate in the format of the schedule of bid items.

Deliverables:

- 65%, 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

Task 4: Permitting and Environmental Compliance

1. The consultant shall be responsible for preparing, submitting, and obtaining all required building permits and environmental documentation required for this project to ensure this project is cleared for construction. As the project will be an interior remodel, City expects that it will be eligible for a categorical exemption from CEQA.
- 2.

Deliverables:

- Preliminary and final building permit for the project (this project will be exempt from permit fees from DBI)

Task 5: Final Bid Phase and Bid Phase Support

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

Deliverables:

- Prepare bid 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
- An Issued for Construction set of documents

Task 6: Construction Support Services (Optional Task)

1. The consultant shall attend weekly construction meetings (which alternate in person and remote), including the pre-construction meeting, to respond to questions concerning the plans, specifications, and estimates. 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.
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.
4. 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 reviewing and responding to contract change orders, as necessary.
6. The consultant shall participate in the final walk through of the constructed project and prepare a "punch list" of items in need of work.
7. The consultant shall prepare record drawings following construction from mark ups by the contractor and the designer of record. Submittal of record drawings shall be on 22"x34" PDFs and provided in AutoCAD format.

Deliverables:

- Attend weekly meetings during construction, which includes the pre-construction 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
- Close out services, including final walk, punchlists, Record drawings (PDF and AutoCAD), etc., following construction

City Responsibility and General Assumptions:

The City shall provide the following:

1. Any existing information in the possession of the City necessary to complete the design.
2. Answering non-technical questions during the 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.
3. 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 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 services charged to the project on a monthly basis. **The cost proposal shall NOT be submitted with the Proposal.** Following the qualifications-based selection process, the City will request a cost proposal from the top ranked Consultant selected to enter negotiations.

When requested, submit the cost proposal via email as directed by the City. 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 15 pages (8½"x11", or 11"x17" for drawings), inclusive of resumes, graphics, pictures, cover letter, etc. The maximum file size of the Proposal shall be limited to 15 MB. Proposals shall be submitted with the subject line marked "PICKLEWEED BRANCH LIBRARY RE-DESIGN PROJECT."

Proposals must be received no later than **2:00 PM, local time, on February 8, 2024. 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. The City reserves the right to reject any proposal that is not submitted before the deadline.

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

At a minimum, Proposals shall include:

1. Cover letter that includes the primary consultant's name and business address, as well as the Project Manager's name, telephone number and email address. Summarize your understanding of the project and briefly introduce your team. The cover letter shall be 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 (PSA) is acceptable as-is. Please do not submit a Proposal and subsequently request changes to the PSA.
2. Project Understanding
 - a. Provide a clear understanding of the Scope of Work and a Work Plan/Approach for managing the project and accomplishing milestones and deliverables. Include project schedule, estimated amount of time for each task, proposed community outreach strategy, assumptions, and any variables that could delay the project.
 - b. Identify key issues to be addressed during the project and any insights.
 - c. Describe approach for financial monitoring, quality assurance/quality control, project coordination.
 - d. List any resources you expect the City of San Rafael to provide that have not been previously described.
 - e. Include any additional documentation or information that the firm or consultant deems necessary to assist the City of San Rafael in the selection process.
3. Experience and Technical Competence – Provide a list of references and qualifying work (in reverse chronological order) that demonstrates experience with similar projects as described in the Scope of Services and involving renovation of buildings for public use. Include name of clients, project name, location, brief description of services, date of services provided, and client contract information, including telephone number. Projects currently being performed may be included for the City's review.
4. Project Organization and Key Personnel – Provide an organization chart identifying key personnel proposed for this project, including project manager, staff and subconsultants. Include a discussion of the Consultant's staffing plans, the name of the individual who will be in overall charge and responsible for coordination with the City, level of personnel to be involved and their roles and professional biography (short paragraph). Do not submit resumes unless requested by the City.
5. Public Outreach – Provide examples of public outreach efforts on similar projects consisting of digital platforms (project webpages and social media posts), in person events (meetings, pop up activities, etc.) as well as hardcopy materials (flyers, door hangers, etc.).

The Consultant shall be aware of the following:

- The City reserves the right to reject any proposal that is not submitted before the deadline.
- 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.
- The City will only respond to questions in writing from Consultants. All questions regarding this RFP must be made in writing by **January 24, 2024 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>

- 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 AND SELECTION PROCESS

Ranking of the Proposals will be based on the following 100-point scale:

- Inclusion of all required items and completeness of the Proposal. (5 points)
- Demonstrated understanding of the project scope of work. (15 points)
- Demonstrated ability to meet deadlines and operate within budget. (15 points)
- Relevant experience and success in similar projects, including the level of satisfaction of current and past clients. (30 points)
- Qualified and experienced personnel in the project team. (25 points)
- Three references by former clients on similar projects. (10 points)

The RFP and subsequent evaluation of proposals will allow the City to identify a short-list of qualified firms. The short-list of firms will then be invited to a virtual interview with the selection committee. The selection committee will be comprised of City staff. Upon completion of the interviews, the selection committee will rank the Consultants and the top-ranked firm will be selected.

The Committee, or representative, will enter negotiations with the selected firm. The negotiations will cover the following: Scope of Work, contract terms and conditions, and fee. If the Committee is unable to reach an acceptable agreement with the selected firm, the negotiations will be terminated and negotiations with the second ranked firm will be initiated.

After negotiating a proposed agreement that is fair and reasonable, the Public Works Director will recommend to the City Council the approval of the agreement. Final authority to approve the agreement rests with the City Council.

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

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

SPECIAL CONDITIONS

- Professional Services Agreement

The consultant selected shall use the City of San Rafael's standard Professional Services Agreement. A copy of the Agreement template is attached to this RFP. **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.
- 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.

ATTACHMENT

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