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Bill Guerin, Director of Public Works

REQUEST FOR PROPOSALS (RFP)
For
Electrical Engineering Design Services – City Hall Switchgear Replacement
October 28, 2016

Introduction

The City of San Rafael’s Public Works Department (City) hereby requests proposals from qualified consultants for the design of the project entitled City Hall Switchgear Replacement. It is the intent of the City to hire a qualified consultant who can provide design services. The final product sought is construction contract documents ready for bid.

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.

Interested consultants are invited to submit qualifications in accordance with the requirements of this Request for Proposals (RFP). **The proposals shall be submitted via email to Stephanie Gindlesperger (stephanie.gindlesperger@cityofsanrafael.org), no later than 2:00 PM on December 2, 2016.**

Project Description

The switchgear at City Hall (1400 Fifth Avenue) is over 50 years old and is past its usable life. In addition, the existing transformer and service to City Hall are not compliant with current PG&E standards and will need to be upgraded as part of this project. The City plans to install solar panels at City Hall and has determined that it is necessary to replace (and likely relocate) the existing switchgear and transformer prior to installation.

The work described in this RFP includes the design and preparation of construction contract documents and design support during construction for the replacement of the switchgear at City Hall. In addition the selected consultant will assist the City with coordination with PG&E to relocate its transformer and the primary and secondary conduit routes.

Scope of Work

The City is seeking consulting services to provide construction contract documents including plans, specifications, and cost estimates for the project as described above.

Consultant Responsibility

The consultant chosen for this project shall be responsible 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 design options, review alternatives, etc. For cost estimation, a total of three meetings shall be assumed.
3. The consultant shall provide weekly schedule updates (Microsoft Project or similar format).

Deliverables:

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

Task 2: Preliminary Design

1. The consultant shall coordinate with the City to obtain existing utility record plans, as-builts, schematics, documents regarding the proposed solar installation, etc.
2. The consultant shall conduct any field surveys necessary and complete all preliminary design calculations necessary including an analysis on current and future electrical usage at City Hall. The findings from this analysis shall be incorporated into the final switchgear design.
3. The consultant shall conduct an assessment to analyze the project area for potential issues such as right-of-way issues, parking and solar panel constraints, PG&E access and clearance requirements, environmental issues, and drainage.
4. The consultant shall determine possible locations for the proposed switchgear.
5. The consultant shall determine possible locations for the new transformer.
6. The consultant shall determine possible primary and secondary conduit routes between the meter, transformer, and switchgear.
7. The consultant shall include any required civil improvements (i.e. retaining walls, slabs, and trench paving) in the design necessary for the proposed equipment.
8. The consultant shall develop a plan to remove and dispose of the existing switchgear.

Deliverables:

- Minimum of three possible site layouts for the proposed switchgear, transformer, and conduit
- Preferred site layout for the proposed switchgear, transformer, and conduit including any required civil improvements
- Estimated construction cost of each site layout

- Existing switchgear removal plan

Task 3: PG&E Coordination

1. The consultant shall assist the City in finalizing its PG&E Application for New Service for submittal and addressing any comments or questions from PG&E regarding the application post-submittal.
2. The consultant shall provide assistance in regards to anything related to PG&E as requested by the City during all phases of work.

Deliverables:

- None

Task 4: Design

1. Using the preferred preliminary design approved by the City, the consultant shall prepare 35%, 65%, and 95% PS&E submittal packages for review.
2. The consultant shall prepare final bid documents (plan sheets, specifications, and Engineer's Estimate) incorporating all comments from previous reviews. Final plans shall be printed on 24"x36" paper and be ready for reproduction.
3. The consultant shall prepare a schedule of items that shall address all items of work specifically as possible and shall indicate as precisely as possible the quantities.
4. The consultant shall prepare a cost estimate in the format of the schedule of bid items.

Deliverables:

- 35%, 65%, and 95% PS&E submittal packages in electronic format
- A letter report summarizing review comments and the resolution of the review comments
- Final bid documents in electronic format

Task 5: Bid Phase Support

1. The consultant shall attend the pre-bid meeting and respond to questions concerning the plans, specifications, and estimates prior to bid opening and prepare contract addenda, if required.

Deliverables:

- Contract addenda, if required, for distribution by the City
- Answers to bidder's questions for distribution by the City on a weekly basis during bid phase

Task 6: Construction Phase Support (Design Related)

1. The consultant shall attend the pre-construction conference to respond to questions concerning the plans, specifications and estimates.

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 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. 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.
4. The consultant shall assist the City in preparation of contract change orders, if necessary.
5. The consultant shall participate in the final walk through of the constructed project and assist in the preparation of "punch list" items.
6. The consultant shall prepare record drawings following construction from markups by the contractor and the resident engineer. Submittal of record drawings shall Adobe PDF format.

Deliverables:

- RFI responses
- Modifications or revisions that are related to the original project scope and character
- Final record drawings

City Responsibility

For this project, the City shall:

1. Provide any utility underground maps, schematics, and any other existing information in the possession of the City necessary to complete the design to the selected consultant.
2. Perform all communication with PG&E.
3. Perform all construction inspection and contract administration.

Anticipated Schedule

- | | |
|-------------------------------|---------------------------|
| ○ Advertise RFP | October 28, 2016 |
| ○ Proposal Submittal Deadline | 2:00 PM, December 2, 2016 |
| ○ Select Consultant | December 5-10, 2016 |

Proposal Requirements

The proposal shall consist of one (1) electronic PDF copy of the Proposal. At a minimum, the proposal shall include:

1. Cover letter signed by the person authorized to negotiate a contract for proposed services with the City on behalf of the proposal team. Cover letter must indicate that the City's standard agreement form is acceptable to the consultant.
2. Project understanding outlining the consultant's basic understanding of the project and identifying key issues to be addressed during the project and any insights.

3. A detailed project approach and level of effort, in accordance with the section entitled “Scope of Work” of this notice.
4. A project schedule including at minimum, those tasks outlined in the section entitled “Scope of Work” of this notice.
5. 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.
 - c. An organization chart setting forth the project manager and design team.
 - d. Experience for each individual expected to perform responsible portions of the work.
 - e. Experience for each sub-consultant.

Pre-Proposal Meeting

Attendance at a pre-proposal meeting is highly recommended, but not required. The meeting shall be conducted on site (1400 Fifth Avenue) on **Thursday, November 17, 2016 at 10:00 am**. Meet in the upper parking lot near the lobby doors.

Method of Payment

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 and overhead such as, but not limited to, transportation, communications, subsistence and materials, and any subcontracted items of work to prepare preliminary and final design, and deliver 100% Plans for construction. 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 PDF file.

Submittal Requirements

- Proposals must be received no later than **2:00 p.m., local time, on December 2, 2016**, via email to Stephanie Gindlesperger (stephanie.gindlesperger@cityofsanrafael.org).
- Proposals and/or modifications to Proposals received after the hour and date specified above will be rejected and returned unopened to the proposer.
- All Proposals shall be submitted according to the specifications set forth in this 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 via email. 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 Website. 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 <http://www.cityofsanrafael.org/pubworks-proj-current/>.

Pre-Submittal Activities

- All questions relating to the RFP shall be presented in writing (email) at least 96 hours prior at stephanie.gindlesperger@cityofsanrafael.org.
- 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.

Consultant Nominating and Selection Process

- A Consultant Selection Committee will be established for this project. Each member of the committee will evaluate each submitted Proposal.
- Based on qualifications provided in Proposals, the committee will rank the consultants. The top-ranked firm will be the selected firm.
- The Committee, or representative, will enter into negotiations with the selected firm. The negotiations will cover: Scope of Work, contract terms and conditions, and profit. If the Committee is unable to reach an acceptable agreement with the selected firm, the negotiations will be terminated and negotiations with another 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.

Evaluation Criteria

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

- Inclusion of all required items and completeness of the proposal (5 points)
- Understanding of the work to be done (25 points)
- Previous experience of similar projects completed on time and within budget (30 points)
- Qualified and experienced personnel in the project team (15 points)
- Commitment to adhering to the project schedule and budget (15 points)
- Clear description of the tasks and demonstrated technical ability (10 points)

Special Conditions

- 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.

- Financial Management and Accounting System Requirements

No consultant contract will be awarded to a consulting firm who does not possess an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

- 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.

- Contract for Professional Services

The selected consultant will be required to sign the Professional Services Agreement, Attachment 1, and all other required certifications and documentation within fifteen (15) working days of the City Council awarding the contract.

- Conflict of Interest

The City has established a policy concerning potential conflict of interest in program management, design, and construction. This policy applies to all proposers and their proposed consultants/sub-consultants. See the sample Professional Services Agreement for additional information.

- Insurance Requirements

The City requires consultants doing business with it to obtain insurance, as described in the Professional Services Agreement. The required insurance certificates must comply with all requirements of the standards as described in the contract and must be provided with the executed Professional Services Agreement.

Attachments

1. Sample San Rafael Professional Services Agreement Template (*for informational purposes only and subject to change*)

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

Sincerely,

Stephanie Gindlesperger
Associate Civil Engineer