



**PROJECT NUMBER 41C2407**

**REQUEST FOR PROPOSALS**

**FOR**

**PROFESSIONAL ENGINEERING SERVICES**

**MARIN CIVIC CENTER CAMPUS LIGHTING**

**Issued January 29, 2024**

**Proposals Due:**

**Thursday, February 29, 2024 by 5:00 PM**

**Contact:**

**Mark Mancuso**  
**Capital Planning & Project Manager**  
**Marin County Department of Public Works**  
**3501 Civic Center Drive, Room 404**  
**San Rafael, CA 94903**  
**(415) 473-3244**  
**[Mark.Mancuso@marincounty.gov](mailto:Mark.Mancuso@marincounty.gov)**

## **I. INTRODUCTION**

The County of Marin is seeking proposals from a qualified Electrical Engineering consultant to prepare designs, produce construction documents, and provide bid and construction phase support for the survey, assessment, and replacement of the Civic Center Campus parking lot lighting, at the Marin Civic Center, located at 3501 Civic Center Drive in San Rafael.

The primary design discipline for this project is electrical engineering, with support in the areas of architectural and historic considerations, civil/structural engineering, and cost estimating/scheduling. Refer to section III. Scope of Services for more details. **The successful Proposer must be prepared to start work immediately upon contract award.**

## **II. BACKGROUND**

The Marin County Civic Center is located on approximately one hundred and sixty acres in the City of San Rafael, twenty miles north of San Francisco. The Civic Center building receives power from two (2) PG&E supply lines, Circuits 1106 and 1109. There are four (4) existing major lighting loops with approximately 170 pole-based fixtures. These fixtures were originally installed fifty years ago with direct burial grounds and have been failing due to age and deterioration. The fixtures have been incrementally retrofit and replaced with several fixture types and LED retrofit components that are no longer available. Note that a generic modernized “mushroom” style fixture has been designed and sourced as part of a project currently under construction; the 41CAP13013 Veterans Memorial Coliseum Parking lot. Design drawings for this fixture are available.

The objective of this project is to evaluate and summarize the existing campus lighting and the four (4) major existing exterior lighting loops that support the campus parking lots, the electrical service feeding those loops, and controls for these fixtures. The goal is to assess and facilitate design and construction for the replacement and modernization of the lighting, lighting loops or series, and their controls. The design shall prioritize the areas determined as closest to end-of-life (in the highest priority of need) and provide a sequenced scope for the incremental repairs and replacement of all of the fixtures/ service loops, feeders, lighting controls, piers, poles and finished fixtures. A comprehensive plan is required to support a historically sensitive, modernized, and compliant, energy efficient, and safe exterior lighting system for pedestrians and vehicles.

## **III. SCOPE OF SERVICES**

### **TASK 1: SURVEY/ ANALYSIS**

The consultant will be tasked with evaluating the existing four (4) major lighting loops for deficiency, priority, feasibility, and cost.

1. Jury Parking through the Civic Center Drive
2. HOJ and Jail Parking Lot

3. Civic Center and GSA Upper and Lower Administration parking lots
4. Judge Haley Drive and Accessible parking areas.

The County possess limited historic records, so consultant team will be expected to verify existing conditions in the field and collect information on the current lighting and controls, the overall utility service and infrastructure at the site, and operational objectives through research, interviews, and other means.

Deliverables:

TECHNICAL SURVEY MEMORANDUM: Deliver a schematic plan and specification for each fixture type and loop option; a phased project scope narrative, and a benefit/risk analysis for each lighting fixture loop and control option. Include consideration and compatibility of the designed plans for future integration into a Building Management System (BMS). Include delivery of an Engineer's Rough Order of Magnitude cost estimate and a probable delivery schedule for each option presented; and the Engineer's professional recommendation for the preferred option(s).

TASK 2: DESIGN

Upon completion of Task 1, the County will review the alternatives and confirm/select their preferred design option. The consultant will then be tasked with preparing the detailed design and construction documents for the project. In addition, the consultant will provide technical support to the County PM, as required, to secure all approvals and local permits for the project. The design team shall also commit to attending several (3-4) committee meeting obligations for Board of Supervisors construction subcommittee, Climate Action Plan, Frank Lloyd Wright Conservancy, and any others as needed.

Deliverables:

1. PROGRESS SETS: 30/60/90-day Progress Documents for County Review
2. COST ESTIMATES: Professional Estimator's estimate of Probable Construction Cost at 60% and 90% complete
3. PERMIT DOCUMENTS: Permit-Ready Documents: 95% Drawings and Calculations
4. BID DOCUMENTS: Bid-Ready Documents: 100% Drawings and Specifications

TASK 3: BID SUPPORT

Consultant shall provide technical support to the County project manager and construction manager during the Contractor solicitation process. Services shall include participation in a pre-bid site walk with potential bidders; drafting of responses to bidder questions; and preparation of revised drawings, specifications, or other bidding documents appropriate for issuance as bid addenda.

#### TASK 4: Design Support Services

Consultant shall provide technical support to the County Project Manager during the construction process. Services shall include: participation in a pre-construction meeting, weekly progress meetings, and a punch-list site walk; review and approval of construction submittals, including shop drawings and construction schedules; assists in coordination with construction manager review of contractor's requests for cost or schedule changes; periodic field inspections to confirm conformance with design documents; generation of responses to contractor questions and issuance of supplemental design information, if required; and issuance of final as-built drawings at the conclusion of the project.

#### IV. DESIRED QUALIFICATIONS

The consultant should demonstrate successful and verifiable experience in providing services for similar projects and for public sector clients. The successful proposal will clearly demonstrate that the consultant is:

1. A professional firm whose sole source of income is derived from the professional services they offer to the clients they represent.
2. A professional firm without any affiliation with contractors, suppliers, manufacturers, or any interest that could be construed as a conflict of interest to the proposed project.
3. A professional firm that has experience delivering projects of similar scope and size. The consultant should demonstrate successful and verifiable experience in providing such services for similar public-sector facility projects and for public sector clients as described in the Scope of Work section.
4. A project team whose members possess relevant education, work experience, and professional engineering licenses, issued by the State of California, for the engineering disciplines aligned with the scope of work; and
5. A project team possessing exceptional problem solving, interpersonal, and communication skills.

#### V. PROPOSAL CONTENT

This section covers the general and background information each firm is to provide when submitting their proposal.

All information contained in the RFP response should be concise and responsive to the content of this request. Fewer pages are better and please do not include complete firm project portfolio. All information requested under Sections 1 and 2 should be provided within a **MAXIMUM of Fifteen (15) PAGES**. This limit does not include insurance certificates or schedule and fee proposal documents (Section 3 and 4).

The proposal should be organized in the following format and must contain, at a minimum, all listed items in the same sequence as below. Within each section of the response, requirements must be addressed in the order in which they appear below:

Section 1: Cover Letter

Each proposal received must include a letter of submittal including the following:

1. Identify the submitting organization, including the company name, business address, including headquarters and all local offices and telephone numbers.
2. Identify the name, title, telephone numbers, and e-mail address of the person or persons authorized by the organization to contractually obligate the organization and to be contacted for clarification of the proposal response.
3. Statement of Understanding: Demonstrate an understanding of the project scope of work. Provide a brief statement indicating your overall understanding of the County's objectives, and the consultant services being requested.
4. Project Approach: Demonstrate an understanding of the project issues. Include a short discussion of your intended approach to delivering the services, which demonstrates an understanding of the underlying issues, challenges, and goals of the effort.
5. Signed by the person authorized to contractually obligate the organization; and,
6. Acknowledged receipt of all addenda to this RFP.

Section 2: References and Experience

Proposer shall include a statement of relevant experience with similar projects. It should thoroughly describe the firm's experience and success as well as the experience and success of sub-consultants, if applicable.

1. Describe experience with a minimum of three (3) projects of the size and scope similar to this project. For each project description provide the following information:
  - Project name and location
  - Brief description of the project and the contracted scope of work
  - Month and year services began and ended
  - Firm's project team
  - Client name, address, contact person and telephone. *Please verify in advance that the contacts provided are still currently employed and they are willing to serve as a reference.*

Please provide additional written materials illustrating the firm and proposed project team members' relevant experience and qualifications. If sub-consultants are to be used, provide documentation of the firm/individual's qualifications. Additional materials should be limited to keep the overall proposal submission within the maximum page count specified.

### Section 3: Fee Proposal and Schedule

Proposers shall submit a not-to-exceed fee proposal for the full scope of services as described in this section. The fee proposal should be broken down by task, sub-task, and/or deliverable, as described in Section III – Scope of Services of this RFP. The Fee Proposal may include an allowance for reimbursable expenses, as required. Travel expenses are not reimbursable.

Proposers shall submit a copy of billing rates for each team member, or job classification, to be applied during the term of the contract. The term of the contract shall be up to 36 months. Should the project extend beyond the 3-year term, the fee for the balance of service may be renegotiated and the contract extended by addendum.

Proposer shall submit a baseline project schedule to illustrate their target timeline for the delivery of the services. The schedule should provide target durations for each TASK, with estimated durations for key sub-tasks. Tasks should occur concurrently whenever appropriate.

### Section 4: Proof of Insurance

Consultant shall provide a certificate(s) of insurance or a copy of their insurance declaration page(s) with their proposal as written evidence of their ability to meet the insurance certificate and other applicable County insurance requirements in accordance with the provisions listed in the sample Professional Services Contract, provided as Attachment 1 of this RFP. In addition, Consultant shall provide a letter from an insurance agent or other appropriate insuring authority documenting their willingness and ability to endorse their insurance policies naming the County of Marin additional insured.

**Fee proposal, schedule, rate sheets and insurance certificate shall be submitted in a separate document file.**

## **VI. SUBMISSION AND INQUIRIES**

Proposals shall be submitted electronically via email to [mark.mancuso@marincounty.gov](mailto:mark.mancuso@marincounty.gov) by **Thursday, February 29 at 5:00 PM**. Upon receipt, the County will issue a reply-confirmation email to the sender. If a confirmation email is not received by 12:00 PM the following day, the proposer should promptly call the County at (415) 473-3244 to confirm that their proposal was received.

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to the deadline above.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the COUNTY OF MARIN.

All products used or developed in the execution of any contract resulting from this RFQ will remain in the public domain at the completion of the contract.

Any questions related to this RFP shall be submitted in writing to the attention of the Project Manager at the email noted below. Questions will be accepted up until **5:00 PM on Thursday, February 15**. No oral question or inquiry about this RFQ shall be accepted.

Mark Mancuso, Capital Project Manager (CPM)  
[mark.mancuso@marincounty.gov](mailto:mark.mancuso@marincounty.gov)

Addenda to this RFP, if issued, will be posted on the COUNTY OF MARIN website at: <https://www.marincounty.org/depts/pw/bids-and-proposals> and on the

It shall be the Consultant's responsibility to check the websites to obtain any addenda that may be issued.

## VII. SELECTION PROCESS AND CRITERIA

A DPW and Parks Department selection committee will review and evaluate submitted proposals and develop a ranked list of proposers. The following criteria and scoring sheet will be used to evaluate submittals:

<b>Criteria</b>	<b>Available Points</b>
1. Understanding of and ability to deliver full scope of services.	25
2. Understanding of and strategies in place to meet the County's unique project objectives.	25
3. Team qualifications and similar project experience.	50
<b>TOTAL POINTS</b>	<b>100</b>

The selection committee will rank each firm based on the scoring results and determine if interviews are necessary. DPW and the Parks Department will select the highest-ranked Proposer and negotiate a final contract scope and cost. If the County is unable to reach an agreement with the selected Consultant, the County will proceed to negotiate with next highest-ranked Proposer.

## VIII. RFP SCHEDULE

County will make every effort to adhere to the following anticipated schedule; however, this calendar is subject to change:

EVENT		DATE
1.	RFP Issued	Monday, January 29, 2024
2.	Site Walk (required) Meet at Civic Center Building, North Arch entrance, at 10:00 am. Peter Behr Drive, San Rafael	Monday, February 5, 2024
3.	Last Day to Submit Questions	Monday, February 12, 2024
4.	<b><u>Submission of Proposal by 5:00 pm</u></b>	<b><u>Thursday, February 29, 2024</u></b>
5.	Interviews of Short-listed Proposers	Thursday, March 14, 2024
6.	Notification of Final Selection	Monday, March 18, 2024
7.	Contract Award	Tuesday, April 16, 2024
8.	Commence Work	Monday, April 29, 2024

**IX. GENERAL CONDITIONS**

The issuance of this RFP constitutes only an invitation to present responses. The County 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. The County reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. In the event that the RFP is withdrawn by the County for any reason, the County shall have no liability to any respondent for any costs or expense incurred with the preparation of this RFP or related work. The County reserves the right, at its sole discretion, to waive any irregularities or informality. The County may conduct interviews with any respondent it deems necessary.

The County of Marin reserves the right to reject any and all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses which, in the County’s sole judgment, best meets the requirements of the project.

The County of Marin Standard Contract is attached to this RFP. By submitting a proposal without exceptions, the Proposer accepts all terms and conditions contained in that agreement.

**X. GENERAL REQUIREMENTS**

This procurement will be conducted in accordance with the County’s procurement policy and procedures.



Acceptance of Conditions Governing the Procurement

Firm must indicate their acceptance of these general requirements and conditions governing the procurement.

Incurring Cost

Firm agrees to incur all costs associated with the submission of the proposal, or in making necessary studies or designs for the preparation thereof. Further, no reimbursable cost may be incurred in anticipation of an award.

Guarantee of Proposal

Responses to this RFP will be considered firm and irrevocable for ninety (90) days after the due date for receipt of proposals or ninety (90) days after receipt of a best and final offer, if one is submitted.

Form of Proposals

No oral, telephone, or facsimile proposals will be accepted.

Late Responses

All proposals submitted in response to this RFP later than the due date and time will be rejected and sent back to the vendor unopened.

County/Architect Form of Agreement

The form of agreement for this project will be the County of Marin standard professional services agreement (attached). Please note that the Architect will be asked to respond in writing prior to the submission of their proposal that they accept this agreement. The County will not negotiate changes to this agreement.

California Public Records Act (CPRA)

All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act (CPRA, California Government Code §6250 and following).

Confidentiality

Each proposal, including all documentation submitted in response to this RFP, will be kept confidential until execution of a final agreement, whereas at such time all documents become public records under state and local law. The County will not return the original or copies of the RFP response, including any proposals, and any such proposals will be considered public documents regarding which no expectation of compensation or claim of ownership shall remain with the proposer.

Electronic Mail Address

Most of the communication regarding this procurement will be conducted by electronic mail (e-mail). Potential Firms agree to provide the County with a valid e-mail address to receive this correspondence.

Use of Electronic Versions of the RFP

This RFP is being made available by electronic means. By accepting by such means, the proposing firm acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Vendor's possession and the version maintained by the County, procurement manager, the version maintained by the County must govern.

Reservations

The County reserves the right to take the following action(s) at any time, for its own convenience, and at its sole discretion:

1. Reject any and all proposals.
2. Cancel the RFP, 72 hours prior to award and issue a new RFP any time thereafter. Extend any or all deadlines specified in the RFP, including deadlines for accepting responses.
3. Waive any minor informality, minor irregularity, immaterial defect, or technicality in proposals received when deemed to be in the best interest of the County.
4. Disqualify any vendor because of any real or apparent conflict of interest or evidence of collusion that is disclosed by the proposal or other data available to the County.
5. Reject the proposal of any vendor that is in breach of or in default under any other Agreement with the County.
6. Reject any proposal deemed by the County to be non-responsive, or submitted by a vendor deemed to be unreliable, unqualified, or not responsible.
7. Accept all or only a portion of the proposal as provided by the firm.

Disclaimer

This document will not be construed as a request or authorization to perform work or supply product at the County's expense. This RFP does not represent a commitment to contract for services. The information in this RFP is accurate to the best of the County's knowledge but is not guaranteed to be correct or complete.

**XI. ATTACHMENTS/APPENDICES**

1. County of Marin Standard Professional Service Agreement
2. Marin Civic Center Design Guidelines (RHAA 2004)