



DPW Project No. CAP 41C2401

REQUEST FOR PROPOSALS
For

**MARIN COUNTY JUVENILE HALL HVAC SYSTEMS
REPLACEMENT**
At the

**Marin County, Juvenile Hall Facility
16 Jeanette Prandi Way, San Rafael CA**

Issued February 9, 2024

Proposals Due:

**Thursday, March 14, 2024
4:00 PM or Before**

Contact:

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I. Introduction/Background

The County of Marin is seeking to obtain the services of a qualified design firm to perform an assessment, design, and Construction Design Support services for the Replacement of multiple HVAC units [DH1][PS2]at the Juvenile Hall Facility.

The purpose of this project is to address the need for the replacement of HVAC Units systems at the Marin County Juvenile Hall facility located at 16 Jeanette Prandi Way in San Rafael CA. The existing HVAC systems in the residential East and West wings, as well as those serving the Kitchen, have surpassed their life expectancy and are in urgent need of replacement.

This Request for Proposal is intended to provide a standard basis from which to evaluate alternatives for the HVAC project by proposing the most appropriate and cost-effective Design. The proposed Design must take into consideration all aspects of efficient HVAC functionality and efficiency.

The project will include design/engineering drawings and specifications for the removal and disposal of the existing units, any structural modifications required to support the placement of the new units, reusing existing duct systems, balancing, and commissioning of each system. It is anticipated this will also include removal and replacement of the roof structures on the East and West wings to allow for access to the existing units and place the new units. The affected areas include the Kitchen, Administration Offices, Classroom, Common area, North, East, South and West Wings.

The successful Proposer must be prepared to start work immediately upon contract award.

II. Scope of Work

Design Assessment Services:

1. Attend on-site project assessment meeting. A minimum of One (1) should be anticipated.
2. Review all available background materials, including photos, plans, reports, which have cited and/or indicate documentation in the possession of the County regarding the Juvenile Hall Facility.
3. Conduct field reconnaissance, survey, and inspect all existing conditions, which shall include, but is not limited to Demolition and Replacement of HVAC units and associated components.
4. Based on site observations and measurements, along with information contained on original drawings, a preliminary partial plan shall be prepared.
5. Provide a "Recommendations Report," listing the findings of the assessment, inspection, and recommendations for replacement existing HVAC components, as well as structural and aesthetic components.

Deliverables:

- Preliminary Partial Plan in 24x36 (D+) drawing size.
- Provide Recommendations Report electronic copy in Adobe Acrobat PDF and AutoCAD.dwg format.

Preliminary Design Services

1. Attend design review meeting. A minimum of One (1) should be anticipated.
2. Meet with County staff to review preliminary plan and establish what systems/components would best meet the needs of the building while providing a cost-effective replacement.
3. Provide preliminary schedule and ROM construction cost.
4. Any structural calculations/services required will be provided by and are the sole responsibility of the design consultant.

Deliverables:

- Provide County a summary of preliminary plan meeting.
- Preliminary schedule.
- ROM Budget estimate.

Final Design Services

(will be considered completed upon close of bid period [1C3][PS4])

1. Attend design review meeting. A minimum of Two (2) should be anticipated.
2. Provide design development drawings and specifications that includes all required disciplines at 70% and 100% for County review.
3. Include all County revisions and plan review comments into final drawings and specifications.
4. Prepare final schedule and ROM estimates for all hard and soft project costs.
5. Complete final mechanical/plumbing/electrical/structural plans and specifications for the entire project.
6. Coordinate and implement all services as required for a complete and biddable project. Including but not limited to mechanical, plumbing, fire, electrical, carpentry, and general build systems.
7. If needed, coordinate with County hired environmental Hygienist to include environmental specifications into final set. (where required)
8. Perform Title 24 Energy Calculations. (where required)

Deliverables:

- Final cost estimate.
- Final plans in 24x36 (D+) drawing size as an electronic copy in Adobe Acrobat PDF AutoCAD.dwg format.
- Incorporate County of Marin Division 0 and/or Division 1 Technical Specifications.
- Final specifications in MS Word 2000 or newer.

Bid Support Services

1. Attend One (1) pre-bid site visit.
2. Answer pre-bid questions, clarify plans and specifications as needed.
3. Prepare all addenda as necessary; provide timely responses.

Design Support Services^[C5]^[PS6]

(will be considered completed upon close of project)

1. Attend one (1) on-site pre-construction meeting with contractor and construction management firm, to review each work item, and construction quality control of the work.
2. The county plans to use the services of a construction management firm, collaborate and assist construction management firm in the review and verifying of compliance of project to design intent.
3. Review and address all Submittals, Requests for Information (RFI's) and Change Order Requests for the construction process.
4. Participate in Eight (8) site visits to observe installation progress and design adherence.
5. Provide a brief written report after each visit.
6. Provide recommendations on payment applications and change orders.
7. Participate in one (1) site walk after the installation has been completed.
8. Prepare a punch list/document listing non-conforming work that the contractor must complete before final payment.
9. Participate in One (1) site visit to confirm punch list items have been completed, prior to issuance of final payment.
10. Project closeout package review.

Deliverables:

- Site visit reports in MS Word v. 2000 (or newer) or Adobe Acrobat PDF.
- Punchlist in MS Word v. 2000 (or newer) or Adobe Acrobat PDF.
- Provide a final set of record design drawings. The design drawings shall be based upon record drawings (redlines) received from the installation contractor, in Adobe Acrobat PDF AutoCAD.dwg format.
- Review close-out documentation from the contractor, such as operation and maintenance (O&M) manuals and as-built drawings.
- Prepare close-out letter to inform all parties of project completion.

III. MANDATORY Pre-Proposal Meeting

*A mandatory pre-proposal meeting will be held at the Juvenile Hall, located at 16 Jeanette Prandi Way, San Rafael CA, on **February 29, 2024, at 10:00 a.m.** The purpose of the meeting is to review and clarify project requirements.*

MANDATORY Background Check:

All attendees are required to be cleared prior to entering the Juvenile Hall facility, for the Pre-Bid site visit. A clear image of the driver's license of each attending individual must be submitted by email to **paul.aswallow@marincounty.gov** on **February 23, 2024** for clearance processing. Failure to do so will exclude un-cleared attendees from entering the facility.

IV. Qualifications

The consultant must possess a broad level of experience, as it relates to HVAC System replacement, and for public sector clients. All firms receiving this request for proposal have already demonstrated that they meet the following qualifying criteria:

- A professional firm whose sole source of income is derived from the professional services they offer to the clients they represent.
- 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.
- 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 HVAC projects and for public sector clients as described in the Scope of Work section; and
- A firm that shall assign a project team possessing exceptional problem solving, interpersonal, and communication skills.

V. Proposal Content and Format

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. Less pages are better and please do not include complete firms project portfolio. **All information requested should be provided within a MAXIMUM of Fifteen (15) PAGES, not including insurance certificates and fee proposal.**

Submittals should be made by hard copy, printed on 8 ½ x 11" paper, utilizing both sides of the paper where practical. Proposals should be stapled, not bound. Please provide three (3) copies of Section 1 documents, and one (1) copy of Section 2 and Section 3 documents. In addition, provide all documents in electronic format on a CD or USB flash drive.

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

Section 1: Proposal Cover Letter and References (3 copies)

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

- Identify the submitting firm; including the company name, business address, including headquarters and all local offices and telephone numbers.
- 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.
- Identify the firm names of all proposed sub-consultants to be included on the project team, and their intended roll.
- Statement of Understanding: Provide a statement demonstrating the proposer's overall understanding of the scope of services to be provided under this contract. Include general

information on the project team structure, individual team members to be assigned, and roles and responsibilities of each team member. Include a draft project delivery schedule.

- Project Approach: Include a narrative that illustrates the proposer's understanding of the project objectives and potential constraints. Describe what approach or strategies will be employed to achieve project success.
- Describe experience delivering similar projects in the form of a narrative.
- Be signed by the person authorized to contractually obligate the organization.

Each proposal received should include a minimum of three (3) project references on which the proposer served as the designer of record. References should be for projects of similar size and scope to this project. For each project provide the following information:

- Project name and location
- Brief description of project scope
- Month and year services began and ended
- Construction and/or Project Budget
- Firm's assigned Engineer of Record
- 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.*

Additional written materials illustrating the firm and/or team's experience may be provided, granted the proposal submission is within the maximum page count specified. If sub-consultants are to be used, provide documentation of the firm/individual's qualifications.

Section 2: Fee Proposal (1 copy)

Proposers shall submit one (1) separate not-to-exceed fee proposal. Fee Proposal shall be for the full scope of services related to the project. Proposal should be broken down by phase, task or milestone, including reimbursable expenses for the design effort.

Proposers shall submit a copy of billing rates for all team member to be applied during the term of the contract. The estimated term of the contract shall be 12 months.

Fee proposal and rate sheets shall be in a separate sealed envelope within the sealed proposal package.

Section 3: Proof of Insurance (1 copy)

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 an Exhibit of this RFP (Attachment A). 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.

Proof of Insurance shall be submitted with the Fee Proposal within the sealed envelope.

VI. Selection Process and Criteria

A DPW selection committee will review and evaluate submitted Section 1 materials and develop a ranked list of proposers. The following criteria and scoring sheet will be used to evaluate submittals:

	Criteria	Available Points
1.	Understanding of and ability to deliver full scope of services.	25
2.	Similar project experience.	15
3.	Capacity to perform the work (including subconsultants)	30
4.	Proposed services and methods to meet the County needs.	20
5.	References	10
	TOTAL	100

The selection committee will rank each firm based on the scoring results and determine if interviews are necessary. DPW 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 the next highest-ranked Proposer.

VII. Schedule

	Event	Date
1.	RFP Advertised	Tuesday February 9, 2024
2.	Mandatory Background Check	Tuesday February 23, 2024
3.	Site Walk (optional)	Thursday February 29, 2024
4.	Submission of Proposals before 5:00 pm	Thursday March 14, 2024
5.	Proposal Ranking	Thursday March 21, 2024
6.	Negotiated Fee	Tuesday March 28, 2024
7.	Board Approval	Tuesday May 7, 2024
8.	Agreement Award (target)	Tuesday May 14, 2024
9.	Commence Work (target)	Tuesday May 25, 2024

VIII. Submissions and Inquiries

Proposals are due by **4:00 PM, Thursday, March 14, 2024.**

Proposals must be emailed to:
paul.swallow@marincounty.gov, and maja.loncar@marincounty.gov

All other communications will be via email and directed to: paul.swallow@marincounty.gov

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 (refer to Attachment A). 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, including proposal prices, 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 (PRA, 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 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

- A. Sample County of Marin Standard Professional Service Agreement