REQUEST FOR PROPOSALS

For

CONSTRUCTION MANAGEMENT SERVICES

For the

MARIN CENTER EXHIBIT HALL SEISMIC RETROFIT
10 Avenue of the Flags, San Rafael, CA

Project No. 41C2202

August 8, 2021

Proposals Due:

Friday, August 27, 2021
Prior to 4:00 PM

Contact:

Mary Hobson, Project Manager
County of Marin Department of Public Works
3501 Civic Center Drive, Room 404
San Rafael, CA  94903
(415) 497-3196
mhobson@marincounty.org
I. Introduction

The County of Marin is seeking a Construction Management (CM) Firm to provide professional services support to the County Project Manager (CPM) throughout the construction of the Marin Center Exhibit Hall Seismic Retrofit project located at 10 Avenue of the Flags, San Rafael.

II. Project Background and Scope

The Marin Center Exhibit Hall Seismic retrofit project will address structural deficiencies that may pose a potential risk to Life Safety and/or Building Collapse in the event of an earthquake. The project will strengthen connections between the structure's concrete masonry walls, steel and wood roof structural elements, and roofing membrane and will consist of the installation of additional wall anchors and crossties, and the placement of supplemental support columns in key locations. The project also includes code required accessibility upgrades. Demolition will include some hazardous material abatement.

Specific Scope of Consultant Services

The intent of this RFP is to find a Construction Management firm (CM) that will provide collaborative support, industry standard CM services, and other CM related services to the County Project Manager (CPM) during the construction phase of the project.

The construction management services to be provided under this RFP shall include the following tasks:

- Perform construction observations 2 to 3 days per week
- Conduct bi-weekly (every-other-week) design & construction meetings in collaboration with CPM and prepare meeting notes
- Maintain construction site documents
- Coordinate testing and special inspections provided by third party consultants and County building officials
- Keep weekly construction logs (CM to provide construction log form/spreadsheet and industry standard protocols)
- Prepare weekly statement of working days (WSWD) documentation (CM to provide WSWD format and industry standard protocols)
- Prepare monthly project status reports with budget/COR tracking spreadsheet
- Assist County Project Manager (CPM) in review of General Contractor’s schedules
- Assist the Contractor with the scheduling of their work, as required, with the site’s Stationary Engineer, Marin Center Event Manager, and other Contractors that may be working around the project site.
- RFI and submittal process coordination, review and management
- Progress payments and Change Order Request (COR) review
- Punch list assembly, review, and item resolution
- Project closeout package review
All work listed is to be accomplished by and is the direct responsibility of the Construction Management firm selected from this RFP.

III. **Budget**

A construction contract has been awarded to Alex Kushner General Construction of San Francisco in the amount $1,500,000. A copy of the project Plans and Specifications have been provided as attachment B to this RFP.

IV. **Schedule**

The construction contract duration is 300 calendar days, commencing on/about 8/25/2021.

On-site construction activities, including mob/demob, will be performed during the 9-month period running 9/1/21 – 6/1/2022. Commissioning and closeout tasks may extend into June 2022.

CM services performed under this RFP are anticipated to run from 10/1/2021 to 07/1/2022.

V. **Proposal Submittals**

Proposals shall be submitted electronically via email to mhobson@marincounty.org. By **Friday, August 27, 2021 at 4:00 PM**.

Proposal shall include: 1) a Statement of Qualifications, and 2) a Fee Proposal, to be submitted as two separate electronic files (pdf file format).

1. The **Statement of Qualifications** document should include an executive summary, information on the project team, and descriptions of past work on similar projects and cost, as described below. Fewer pages are better and please do not include the firm’s complete project portfolio. All information requested should be provided within a **MAXIMUM of TEN (10) PAGES**.

   A. **Cover Letter/ Executive Summary**

      - Identification of submitting organization; including the company name and business address
      - 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
      - Understanding of the project
      - Management approach
      - Acknowledge receipt of any and all addenda to this RFP
      - Explicit acceptance of County of Marin’s Professional Service Agreement terms including all insurance requirements (provided as attachment A to this RFP)
      - Be signed by the person authorized to contractually obligate the organization
B. Project Team

- List of the proposed team, Construction Manager, principal and daily field and office support, stating the role(s) and scope of work of each team member shall be clearly described
- Resumes for the proposed construction manager and any additional key staff

C. Project Experience

- Descriptions of past projects (no more than 5). Include size, scope, location, and related budgets. Summarize pertinent previous projects completed on time and on budget by your firm. Please provide contact information for references with phone numbers for each of the projects. Project Summaries shall include:
  - Project name and location
  - Brief description of project scope
  - Description of firm’s roll in the project’s delivery
  - Month and year services began and ended
  - 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.*

1. The Fee Proposal document shall include the following:

A. Fee Proposal

- A not-to-exceed total cost, to be billed in monthly increments.
  - If appropriate, an allowance for reimbursable expenses may be included in the fee proposal; however, mileage will not be considered a reimbursable expense.
- A company hourly rate schedule for 2021 and 2022, with the billing rate for each proposed team member noted.

B. 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.

VI. Tentative Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue RFP</td>
<td>Friday, August 6, 2021</td>
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<tr>
<td>Submittals Due</td>
<td>Friday, Friday August 27, 2021 at 4:00 PM</td>
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<tr>
<td>Selection</td>
<td>Friday, September 3, 2021</td>
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<tr>
<td>Contract Award</td>
<td>Tuesday, September 28, 2021</td>
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<tr>
<td>Commence CM Work</td>
<td>Monday, October 1, 2021</td>
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VII. Proposal Validity

All consultant proposals constitute an offer to contract, which will remain open for a period of at least ninety (90) days from the date of receipt by County of Marin.

VIII. Site Visit

Proposers may request access to the site during the proposal period by contacting the CPM. Performance of a site visit is not a condition of proposal, and the scheduling of a visit will be based on the availability of the CPM.

IX. Selection Process and Criteria

A DPW 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:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Available Points</th>
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</thead>
<tbody>
<tr>
<td>1. Understanding of project needs.</td>
<td>25</td>
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<tr>
<td>2. Management approach.</td>
<td>25</td>
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<tr>
<td>2. Similar project experience.</td>
<td>40</td>
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<tr>
<td>3. Capacity to perform the work.</td>
<td>10</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
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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 next highest-ranked Proposer.

Proposers shall submit fee and rate information as a separate electronic file with their response to this RFP.

The following criteria will be used to evaluate submittals:

- Experience and ability of proposed team
- Project experience – successful experience on similar projects
- Quality of RFP response

X. Submissions and Inquiries

Proposals are due by **Friday, August 27, 2021** no later than 4:00PM.

Proposals must be emailed to **mhobson@marincounty.org**.

Other communications may be by phone or email directed to:
XI. 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 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. If 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 informalities. The County may conduct interviews with any respondent it deems necessary.

In order to minimize the potential for a conflict of interest or unfair competitive advantage, respondents must be aware that if they enter into a contract with the County of Marin to provide services sought by this RFP, the County reserves the right, in its sole discretion, to disqualify them from later serving as a consultant, advisor or subconsultant to others for the project for which the consultant, advisor or sub consultant provided services to the County of Marin.

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

XII. 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 shall 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 RFPO responses, 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 this RFP
This RFP is being made available by electronic means. By accepting by such means, the proposing firm acknowledges and accepts dull responsibility to ensure that no changes are made to the RFP. In the event of a 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:

a) Reject all proposals.
b) Cancel the RFP, 72 hours prior to award and issue a new RFP any time thereafter.
c) Extend any or all deadlines specified in the RFP, including deadlines for accepting responses.
d) Waive any minor informality, minor irregularity, immaterial defect, or technicality in proposals received when deemed to be in the best interest of the County.
e) 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.
f) Reject the proposal of any vendor that is in breach of or in default under any other Agreement with the County.
g) Reject any proposal deemed by the County to be non-responsive, or submitted by a vendor deemed to be unreliable, unqualified, or not responsible.
h) 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.

XIV. Attachments

A. County of Marin Standard Professional Service Agreement
B. CAP 19-1101 Marin Center Exhibit Hall Seismic Retrofit project
   1. Construction Project MANUAL
   2. Construction Project DRAWINGS