



**REQUEST FOR PROPOSALS
For**

**ARCHITECTURAL, DESIGN AND
ENGINEERING SERVICES**

**PROJECT: Point Reyes Fire Station
ADDRESS: 101 4th Street, Point Reyes, CA 94956**

Project #: 41CAP2006; 41C2008; 41C2012; 41C2013; 41C2014

Issued 8/15/2019

Proposals Due:

**September 16, 2019
Prior to 5:00 PM**

Contact:

**Michael Shane
Capital Planning & Project Manager
Marin County Department of Public Works
3501 Civic Center Drive, Room 304
San Rafael, CA 94903
(415) 473-2604
mshane@marincounty.org**

I. Introduction/Background

The County of Marin is seeking a qualified team to provide architectural and engineering services required for facility improvements and maintenance to the Point Reyes Firehouse.

The Firehouse and Sheriff's Substation built in 1982-1983 incorporates a sheriff's substation, community room, bathrooms, incident command room, dispatch, fire equipment bays, communications equipment, storage, emergency generator, dormitory, shed and storage.

The second story living area of approximately 3200 square feet includes five dormitory bedrooms; two dormitory bathrooms; one living room, one dining room, one kitchen, hallway and stairs. The area has had ongoing maintenance and limited improvements since the original construction.

II. Scope of Work for Point Reyes Firehouse and Substation Project

General Scope of Consultant Services:

This project will require architectural design and engineering services for both exterior and interior areas of the Point Reyes Firehouse and Substation.

The exterior project will include an upgrade to the existing shingle firehouse and substation which will include paint and or stain with some shingle repairs and or a Hardie Board Replacement, the removal of a temporary propane generator and connected temporary wiring, the removal and replacement of a property line fence. The architect will work with the Firehouse Stakeholders to determine color and material selections. The interior emergency generator might be relocated to an exterior vehicle parking spot (with exterior weatherproof enclosure) in lieu of replacing in the existing attached building shed. The size and type of generator will be determined by the AE firm after analyzing the existing load requirements for the building. The AE firm will provide electrical drawings and specifications for this improvement. An existing Propane Tank may be relocated. The AE firm will determine relocation options for the exterior tank.

The interior project includes upgrades to the dormitory area of the fire structure, replacement of corridor lighting and replacement of an existing propane emergency generator, transfer switch, and coordination of the relocation of phone/radio/computer/low voltage equipment from the firetruck equipment area to the existing generator room.

The Architectural firm will develop with Firehouse Stakeholders material and color selections including tile (floors, showers, walls) paint, carpet, lighting, vanities, mirrors, shower doors, shower valves, lavatory valves, sinks related to improvements of the dormitories and bathrooms. The living room, dining room, and kitchen will receive new paint surfaces and area rugs. The central hallway connecting the living areas will receive new tile or hard surfaces. The hallways will require new lighting including LED light annunciator sirens linked to the fire notification systems. Future planning may include improvements to the kitchen program – cabinets, appliances, counter tops.

The interior project will also include the selection and installation of a new propane emergency generator, relocation of a transfer switch to the generator room and all requisite wiring for the installation of this replacement unit and connected panels and switches. Two storage closets located in the firehouse truck equipment bays house miscellaneous radio, computer, telecom equipment. The

AE firm will work with the stakeholders to determine use and relocation areas for this equipment in the generator room. The AE firm will evaluate and design the improvement of wiring to this equipment throughout the fire house.

Construction funding is limited to the improvements described in the Scope of Work. Depending on the design, estimated construction costs and future funding availability, construction funds may become available for kitchen re-design and improvements including additional appliances, cabinets, countertops and floors surfaces. For the purposes of this SOQ/proposal, design of kitchen improvements should be included as optional addition to the proposal. A Complete understanding of the design alternatives is required to make appropriate value-based decisions. Accordingly, the initial design materials and concepts shall provide budgetary flexibility. There can be more than one material and concept identified to achieve the needs of the end users. Elements of budget, time and constructability must be considered in identifying a preferred concept.

Concept/Schematic Design Phase

- Develop no more than two preliminary concepts (plans, elevations) that meet the requirements of the end users.
- Further develop a preferred concept and render plans for final presentation.
- Prepare preliminary cost estimates for the initial concepts, then refine the cost estimate for the preferred concept. Costs to be broken down into the 5 project account streams:
 - a. 41C2006 – Exterior Paint Siding;
 - b. 41C2008 – Electric and Communication Wiring;
 - c. 41C2012 – Emergency Generator and related items;
 - d. 41C2013 – Fence and Propane Tank;
 - e. 41C2014 – Interior Improvements to Living Quarters

Design Development/Construction Documents Phase

- Upon selection of preferred materials and concept, develop plans for review.
- Upon authorization from the County prepare Plans and Specifications in accordance with County standards and sufficient for public bidding.
- Prepare a final construction cost estimate.

Bid Period, Permitting, and Construction Support Phase

- Respond to RFI's / review submittals, etc.
- Respond to CDA plan check comments.
- Assist the County in Construction Management (CM) tasks, including appropriate project scheduling, construction activity review and assessment, observe progress and ensure compliance with County Code, California Building Code requirements.
- Inspect site and prepare final Punch List.
- Prepare as-built drawings.

Deliverables

- Design submittals at 30%, 60%, 95%, and 100%
- Cost estimate at 30%, 60%, 95%, and 100%
- Bid documents 100%
 - 2 full-size and 2 half-size drawing sets, stamped and wet signed
 - 2 hard copies of specifications
 - Electronic copies in original editable format (AutoCAD, Word, Excel) and PDF

Design team shall include all licensed design professionals needed (architectural, MEP, etc.) in order to produce fully biddable construction documents under State public contract requirements. Previous design plans will be made available in pdf format.

The design team will be responsible for all documents needed for approval of construction documents by other approval authorities, including, but not limited to [Marin County Fire Marshall](#), Marin County Building and Safety (Building Permit), Bay Area Air Quality Management District

Along with other applicable codes, the project shall comply with current California Title 24 regulations.

III. Qualifications

The design team should demonstrate a broad level of renovation and modernization experience, as it relates to public sector clients. Include qualifications for other consultant services required as part of the project, such as MEP or other design professionals deemed necessary for the project. Candidates should demonstrate exceptional problem solving, interpersonal, and communication skills.

IV. Schedule

Event	Date
RFP Issued	Thursday, August 15, 2019
Site Walk (optional)	Wednesday, September 4, 2019
Last Day for Questions	Monday, September 09, 2019
Proposals Due by 5:00 pm	Monday, September 16, 2019
Proposal Ranking and Optional Interviews	Wednesday, September 18, 2019
Selection	Friday, September 20, 2019
Anticipated Design Start	Tuesday October 1, 2019

V. Proposed Fee

Proposals shall provide a not-to-exceed fee, including fee breakdown by task or milestone, including reimbursable expenses for the design effort. Both the design fee estimates and the hourly rates shall be provided in a sealed envelope for opening and review after a review and scoring of the firm's qualifications. The following selection procedures shall apply:

- (1) Marin County shall negotiate a contract with the best qualified firm for architectural design services at a compensation level which Marin County determines fair and reasonable.
- (2) Should Marin County be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price that Marin County determines to be fair and reasonable, negotiations with that firm shall be formally terminated. Marin County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most

qualified firm, Marin County shall terminate negotiations. Marin County shall then undertake negotiations with the third most qualified firm. Marin County also reserves its right to reject all proposals or to cut short the process of successively negotiating with the next most qualified firm when negotiation with the next most qualified firm is unsuccessful.

VI. 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 the County.

VII. Submittals

This section covers the general and background information each firm is to provide when submitting their statement of qualifications (SOQ) and proposal. Firms that do not include this information will be deemed non-responsive which may result in disqualification of the SOQ/proposal process. All information contained in the SOQ/proposal should be concise and responsive to the content of this request and will be required to follow the presentation format and page count noted below.

Formatting

All proposals shall be typewritten on standard 8 ½ x 11” paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section. Recommended font size is 12pt. for ease of reading. Hard copies should utilize both sides of the paper where practical. Less pages is better and please do not include complete firms project portfolio.

Organization

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

Letter of Submittal (one page)

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

- Identify the submitting organization;
- 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;
- Be signed by the person authorized to contractually obligate the organization; and,
- Acknowledge receipt of any and all addenda to this RFP.

Corporate Information (four pages)

The following is intended to provide the evaluation committee with information that will assist in formulating an opinion about the stability and strength of the firm and their sub-consultants if any.

- The company name, business address, including headquarters and all local offices and telephone numbers.
- A description of the organization, including names of principals, number of employees in the US and locally, client base, areas of specialization and expertise.

- Provide the name of the jurisdiction in which the vendor is organized and the date of such organization.
- A list of any lawsuits the firm, its subsidiaries, parent, other corporate affiliates, or subcontractors have been involved in the past five years and the outcome of those lawsuits. Identify the parties involved and circumstances. Also, list any civil or criminal litigation or public investigation pending.
- Provide a complete disclosure if firm, its subsidiaries, parent, other corporate affiliates, or subcontractors have received any regulatory citations during the past five years. If so, identify the citation details, parties involved and the current circumstances of resolving the issue.
- Provide a list of current clients and projects, detailing expected completion dates. Explain if other projects will have any impact on the efficiency or lead-time of the County's intended project. (separate page)
- Provide licensing information, certifications and other qualifications related to this project.
- Describe ability to work with multiple government agencies, County or City staff and translate agency requirements into a successful project.
- Each firm/design team shall understand that all personnel associated with the project will be required to successfully secure approval through the Livescan process.

References and Experience (six pages)

Each firm shall include a statement of relevant experience with like-sized projects. It should thoroughly describe, in the form of a narrative, its experience and success as well as the experience and success of sub-consultants, if applicable in providing and / or supporting the proposed solution.

- Describe experience with a minimum of three (3) similar projects of the size and scope similar to this project, which had a construction cost of \$100,000 or greater. For each project description provide the following information:
 - Project name and location.
 - Brief description of project scope and construction cost
 - Month and year services began and ended
 - Firm's project architect/manager
 - 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.*
 - Delivery Model (GMP, Hard Bid, Etc.)

Project Overview (two pages)

Each firm will be responsible for supplying professional expertise and leadership for the project plan through a single project manager. The completion of the project must be cooperatively managed by the firm's project Architect and designated project manager and staff. Include a narrative of the proposed method of conducting the successful design and remodel described above. Include the following information;

- Statement of Understanding: Provide a brief statement indicating an overall understanding of the project.
- Project Approach: Provide an understanding of the projects issues. Include a short discussion of the intended approach and organization of the project that demonstrates that the proposer understands the issues and the proposer's ability to address them. Identify key elements of the project and what approach your firm will use to control these elements.

Project Team / Work Plan (three pages)

List each member of the project team including any sub-consultant managers to be utilized on the project and their qualifications and past experience for relevant accessibility retrofit projects. Include other key project team member relevant information as needed. Include a list of all proposed sub-consultants expected to be engaged in any work including their qualifications and experience.

The proposal shall include the Architect's detailed work plan and an organization chart identifying the principal in charge of the project and each staff member and their role for completing the project in accordance with the project schedule. Also, it is requested that the proposal specify the percent of time that each person on the project team will devote to this project at the major phases of design. It is required that the key team players will be available for the entire duration of the project.

Project Implementation Timeframe (two pages)

For the purpose of preparing the SOQ, assume that a Service Agreement will be finalized prior to September 30, 2019 or thereabout. The County would like to have the design and construction documentation completed by October 30, 2019.

Provide a preliminary timeline of this project or provide a sample of a previous project with similar scope and size.

Compensation (four pages)

Provide your proposed cost for design services to complete all of the County's requirements and deliverables outlined in this RFP and your proposal. Costs should be outlined by deliverable components identified in a statement of work and summed for presentation of a total quote for consultation services performed. The total proposed cost of services should include any reimbursements and other charges. Provide Hourly rates for each team member extending through the duration of the project. Proposal shall include a matrix of deliverables (drawings and specs) summarized by each phase of design (i.e.; Schematic Design, Design Development, and Construction/Bid Documents.) Include a matrix showing proposed total hours and tasks for each phase of design

Please include in your response your proposed mark-up on reimbursable expenses. Reimbursable expenses are considered: third party renderings and models, blueprinting, photocopies, photography costs (if requested), long distance communications, and travel expense outside the Bay Area (**travel between your office and the Project Site is to be included in your Basic Services fee**). All other items shall be included in the fee. Expenses

that are not allowable include travel within 50 miles of the Project site; drafting materials, media and supplies, land-line and cell phone charges, etc.; computer time of any type including CADD time and plotting time for CADD documents; fax transmissions; all in-house copying; in-house runners/deliveries.

The proposal shall include a list of hourly rates that will apply to any additional service. Hourly billing for additional services shall be on the basis of effort expended and service provided by professional staff working directly on this project. If it is your practice to bill management, administrative, accounting, and clerical or support employees in addition to professional staff for hourly additional services, describe your practices in this regard clearly. The County expects that non-project and non-professional staff be covered by overhead and profit multipliers.

Please feel free to describe any services not specifically requested herein which you recommend be included in the basic services.

The proposal shall include insurance coverage maintained by the Architect and all of its consultants consistent with the insurance requirements detailed below.

Both the design fee estimate and the hourly rates shall be provided in a sealed envelope for opening and review after a review and scoring of the firm's qualifications.

Other Submittals (four pages)

Complete and include the following documents / forms in this section of your proposal.

- Insurance Requirements: Consultant shall provide a certificate(s) of insurance or a copy of their insurance declaration page(s) with their proposals 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, in Section XI Exhibits 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.

All proposals, materials and documentation submitted shall be retained by and become the property of the County. The Proposer is responsible for all costs of responding to this RFP.

If the Proposer fails or refuses to produce the work, or any separable part thereof, as to insure that the items specified will not be completed and/or delivered within the time specified in the contract, the County may, by written 30-day notice to the Competition Consultant, terminate its right to proceed with the work or such part of the work as to which there has been a delay. The Proposer shall be liable to the County for any damages to the County resulting from the Proposer's failure or refusal to complete/deliver the items within the specified time.

VIII. Submissions and Inquiries

Submit three sealed copies of the identical proposal to the address listed below. The fee proposal for the project shall be enclosed in a second sealed envelope within the proposal envelope.

Firms must also provide one (1) electronic copy of their proposal in CD-ROM or memory stick format prepared using Microsoft Office 2003 or newer, Word, Excel and or Project. The electronic file shall be included with the original binder.

All communications will be through email and directed to:

Michael Shane
 Capital Planning & Project Manager
 County of Marin, Room 404
 3501 Civic Center Drive
 San Rafael, CA 94903
 mshane@marincounty.org

IX. Selection Process and Criteria

A DPW selection committee will review and evaluate submitted proposals and develop a short list for interviews (if deemed necessary).

The following criteria and scoring sheet will be used to evaluate submittals.

Criteria	Available Points	Points Awarded
1. Understanding of project needs	10	
2. Similar project experience	50	
3. Capacity to perform the work (including subcontractors)	10	
4. Proposed services and methods to meet the County's needs	10	
5. Proposed schedule and ability to work within the desired timeline	10	
6. References	10	
TOTAL POINTS	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 contract scope and cost. If the County is unable to reach an agreement with the selected consultant/proposer, the County will proceed to negotiate with next ranking consultant.

X. 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.

XI. 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 insure 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:

- a) Reject any and 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.

XI. Attachments

- County of Marin Standard Professional Service Agreement
- Original plan set