



Request for Proposals

For

ARCHITECTURAL DESIGN SERVICES FOR 2ND FLOOR LIBRARY AND 2ND FLOOR CITY HALL TENANT IMPROVEMENTS – PHASE II C2317

City of San Carlos
Building Division
600 Elm Street
San Carlos, CA 94070

Point of Contact:

Chris Valley, Building Official

PROPOSALS DUE: FRIDAY, AUGUST 4, 2023 BY 10:00 AM

Pre-proposal meeting: Friday, July 21, 2023 at 10:00 AM

REQUEST FOR PROPOSALS (RFP)
ARCHITECTURAL DESIGN SERVICES FOR 2ND FLOOR LIBRARY AND 2ND FLOOR CITY HALL TENANT IMPROVEMENTS - PHASE II C2317

1. INTRODUCTION

The City of San Carlos (City) is seeking proposals from architectural consultants (Consultant) to provide professional services for the planning and design of the 2nd Floor Library and 2nd Floor City Hall Tenant Improvements – Phase II C2317

2. BACKGROUND

San Carlos City Hall was built in 1969 and the San Carlos Library was built in 1999. Each facility has had numerous tenant improvement work performed over the years. During the past 10 years, City Hall has had sizeable tenant improvement work completed in the Community Development Department and Council Chambers. In the past year, there was a tenant improvement at the library 2nd floor for expansion of City employee office space, work cubicles, conference room, and other amenities. As staffing grows and the demand for City services increases, there is a need to provide a more efficient use of City Hall at the south end of the 2nd floor, and to further expand City employee office, work cubicle, and meeting space at the 2nd floor library.

The intent of the two plan designs is to accommodate the expansion of the following departments and personnel:

City Attorney's Office: 2 employees

Public Works Department: 13 employees

Parks and Recreation: 5 to 7 employees

City Manager's Office Staff: 4 employees

3. SCOPE OF SERVICES

The selected Consultant shall be responsible for the tasks listed below, including but not limited to:

Pre-Design Phase

Meet with City to review floor plan design expectations for each area of work.

Site Planning for 2nd Floor Library and 2nd Floor City Hall – Phase II

Prepare schematic floor plan based upon survey information.

Floor plan to include suggested layout for department personnel, office layout, work cubicle layout, break rooms, conference rooms, etc.

DELIVERABLES: Prepare three floor plan alternatives.

Present the three floor plan alternatives to City staff.

Environmental Clearance

This project does not require environmental review.

Content of Design Plans

Consultant will prepare design plans in compliance with the 2022 California Building Code Series. The design plans will present all proposed project features and are anticipated to include the following, but not limited to: title sheet, general notes, site plan, existing / demolition plan and notes, second floor existing plan and notes, proposed second floor office plan and notes, office furniture plan and schedule, interior elevations and details, accessibility details, cabinetry detailed, electrical notes and legends, second floor power plan and legends, second floor reflected ceiling plan notes and legends, door schedule, window schedule, plumbing and appliance schedule, finish schedule, and Title 24 compliance. *Fire sprinkler modifications and fire alarm system to be deferred submittals. Mechanical, electrical, and plumbing to be design-build.*

65% Design Plans

Consultant will prepare 65% design plans. The 65% design plans will present all proposed project features and are anticipated to include the following, but not limited to: title sheet, architectural, mechanical, electrical, plumbing, structural, civil, landscape, and lighting plans. Consultant shall also prepare a draft set of Project Specifications including, but not limited to front end, general provisions, special provisions, and technical provisions as well as an updated construction cost estimate.

DELIVERABLES: An electronic submittal of 65% design plans for City Review; An electronic submittal of draft Project Specifications; an electronic submittal of the plans and Project Specifications; and 65% level Construction Cost Estimate.

It is assumed that the City will review the 65% design plans and provide comments to guide the next design phase.

95% Design Plans, Specifications, and Estimate (PS&E)

After receiving and discussing City comments on the 65% design plans and special provisions, Consultant shall prepare a 95% PS&E package for the City review. The 95% PS&E will complete the details for the design features developed in the 65% design plans and present the complete draft bid package.

DELIVERABLES: An electronic submittal of 95% plans for City Review; an electronic submittal of draft Project Specifications for City review; an electronic submittal of the 95% PS&E; and 95% level Construction Cost Estimate.

100% Final PS&E

Consultant shall prepare a 100% PS&E package based on comments from the City on the 95% PS&E submittal. This package will primarily incorporate changes due to the comments and complete any final missing details. The 100% PS&E shall be submitted for one final review by the City.

DELIVERABLES: An electronic submittal of 100% PS&E for City review.

Bidding and Award Phase

Assist City with bidding the project during construction phase. Attend the pre-bid conference and site walk; answer bidders' requests for information (RFIs) as needed; and prepare clarifications and addenda as needed.

Construction Administration Phase

This phase will commence with the award of the construction contract.

Provide a conformed set of construction documents with all addenda and plan check comments and stamp, "Issued for Construction."

Field Visits: Attend weekly construction meetings administered and recorded by City's project manager; review construction progress.

DELIVERABLES: Weekly field observation report.

Submittals and RFIs: Review and respond to contractor's submittals and RFIs.

Clarifications: Provide clarification drawings as required.

Upon request from the City's project manager, review contractor's cost proposals for additional work.

Punch list: Upon notification from contractor that the work is complete, prepare punch lists. Follow up with site visits and updated punch lists.

Sign-off on substantial completion.

Review contractor's as-built records for completeness. Report any deficiencies.

Post-Construction Phase

This phase will commence upon the City's filing of the notice of completion for the construction.

Perform a walk-thru of the project at 6-months and 9-months post construction.

DELIVERABLES: Field Observation Report and/or Punchlist.

Schedule: A draft schedule has been prepared for all proposers to use for determining their fees. This schedule is subject to change and will be updated and agreed upon prior to signing an agreement for professional services.

4. CITY RESPONSIBILITIES

The City will provide access to the 2nd floor City Hall tenant improvement area and 2nd floor library tenant improvement area upon advance request from the consultant.

Provide any existing documents electronically, if available, for the consultant to review.

5. SCHEDULE AND SUBMITTALS

The City's target dates are as follows:

Release of RFP	July 11, 2023
Mandatory Pre-Design Meeting (City Hall)	July 21, 2023, at 10:00 a.m.
Proposal due	August 4, 2023 at 10:00a.m.
Possible interview with top firms	August 11, 2023
Design Contract Award	TBD

6. PREPROPOSAL FIELD MEETING

There is a mandatory pre-design field meeting at **10:00 a.m. on Friday, July 21, 2023**, at San Carlos City Hall, 600 Elm Street, San Carlos, CA 94070.

7. PROPOSAL FORMAT AND CONTENT

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall not exceed 10 single sided pages, excluding the cover letter, resumes, rate schedule, references, other relevant information & exceptions, and cost. The proposal should contain the following elements in the exact order and segmentation listed below:

1. *Cover Letter*. Describe your firm or team's interest and commitment in providing Consultant Services to the City of San Carlos. The letter shall be signed by a person authorized to negotiate a contract with the City. (Not considered in the 10-page count of the proposal)
2. *Team Experience and Understanding of Project & Objectives*. Describe the qualifications and experience of the team members expected to be assigned to this project. The description shall include previous experience with similar projects.
3. *Work Plan Approach and Schedule*. Discuss your firm's understanding of the scope of work to be performed and level of effort expected to be performed by each resource. Include an itemized table of estimated person hours by professional classification (or team member) to quantify the level of effort. Describe the method that will be used for scheduling, coordination, management of overall project costs, quality assurance/quality control, and list key or potential issues/risk you may deem critical to this project.
4. *Resumes*. Include single page resumes of the architect or architects assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after an interview and concurrence with the City. (Not considered in the 10-page count of the proposal)
5. *Rate Schedule*. The proposer shall provide the most current rate schedule that includes the rates of all applicable staff that may be assigned to this project. (Not considered in the 10-page count of the proposal)
6. *References*. Provide at least three references (name, agency, title, address, and telephone number) for recent similar or related work. (Not considered in the 10-page count of the proposal)

7. *Other Relevant Information & Exceptions.* Provide additional relevant information that may be helpful in the selection process including any exceptions taken to the City's standard agreement. (Not considered in the 10-page count of the proposal)
8. *Cost.* The awarded firm shall be compensated based on all elements encompassed within RFP and, if applicable, associated Addendum. Price Sheet presented by the Proposer shall include price detail breakdown of all elements and tasks imperative to accomplish the services outlined in the Scope of Work. An itemized table of estimated design hours shall be identified.

8. EVALUATION AND SELECTION PROCESS

Qualifications will be screened, and the top candidates will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the City will carefully weigh:

- Consultant's understanding of the City's desires and general approach to completing the work.
- Consultant's experience with contracts of similar complexity and magnitude.
- Qualifications of the staff assigned to this project.
- Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules.
- Ability to work effectively with City staff.

Other qualifications/criteria as deemed appropriate by the Building Official and / or Senior Engineer or the panel reviewing the proposals.

9. SUBMITTAL GUIDELINES

Firms shall submit complete copies electronically by email to the Building Division, at building@cityofsancarlos.org. The Consultant shall name the electronic file in the following format:

"CONSULTANT NAME – SAN CARLOS CITY HALL AND LIBRARY PLAN"

The proposal shall contain digital submittal 24" x 36" scaled for plans and 8-1/2" x 11" scaled for all other documents. Proposals shall not be more than twenty (20) pages and shall not contain zip files. All documents shall be in PDF format.

Hard copies, faxed, or late proposals will not be considered.

Any changes made by the City to the requirements in this RFP will be made by written addenda. Any written addenda issued to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The City will not be bound by any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. The City reserves the right to revise or withdraw this RFP at any time and for any reason.

Single Proposal Response

If only one Proposal is received in response to this RFP, a detailed cost/price Proposal may be requested of the Proposer. A cost or cost and price analysis and evaluation and/or audit of the cost may be performed to determine if the price is fair and reasonable. If the City determines a cost analysis is required, Proposer must be prepared to provide, upon request, cost summaries of estimated costs (i.e., labor, equipment, supplies, overhead costs etc.) and documentation supporting all cost elements.

The City reserves the right to reject all proposals, to request additional information concerning any statement for purposes of clarification, to accept or negotiate any modification to any statement following the deadline for receipt of all statements, and to waive any irregularities if such would serve the best interests of the City.

All inquiries regarding the proposal shall be directed to Chris Valley, by email, at cvalley@cityofsancarlos.org. Proposers are encouraged to submit their emailed questions by: **3:00 p.m. on Friday, July 21, 2023.**

Written responses to all questions will be compiled and posted as an Addendum on the City's RFPs webpage. It is the responsibility of the proposer to access the website for any changes or Addenda that may be posted.

Additional Submittal Information

All costs incurred during proposal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the Consultant.

If awarded a contract, the Consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the City. Consultants are liable for all errors or omissions contained in their proposals.

By submitting a Proposal, Proposer represents that: (1) Proposer has thoroughly examined and become familiar with the Work required under this RFP, (2) Proposer comprehends all conditions that may impact the Proposal, (3) Proposer has reviewed of all addenda, and (3) Proposer is capable of providing the equipment, goods and services necessary to perform the Work and/or meet the specifications outlined in this RFP, in a manner that meets the City's objectives. Failure to examine the documents and inform itself shall be at the Proposers' own risk. A Proposer shall have no claim against the City based upon ignorance of or misunderstanding of the RFP documents. Once the award has been made, failure of a Proposer to have read all of the conditions, instructions and the Agreement shall not be cause to alter any term of the Agreement nor shall such failure provide valid grounds for a Proposer to withdraw its Proposal or to seek additional compensation.

All Proposals and prices set forth therein shall be deemed to include applicable taxes. The Proposer shall be appropriately licensed in accordance with the laws of the State of California for the work to be performed. The cost for any required licenses or permits shall be the responsibility of the successful Proposer. The successful Proposer is liable for any and all taxes due as a result of the contract.

Non-Obligation

The City retains sole discretion to evaluate proposals and may make an award to the Consultant the City deems to have the most responsive proposal. Receipt of proposals in response to this RFP does not obligate the City in any way to engage any Consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a Consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered.