



**Request for Proposals (RFP)
On-Call Architectural and
Engineering Services**

**Coastside Fire Protection
District**

Prepared by:
Jonathan Cox, Deputy Chief

September 13, 2021

Introduction and Purpose of the RFP

The Coastside Fire Protection District (District) seeks proposals from an individual or firm to provide on-call architectural and engineering services for the District in anticipation of several public works projects. The Board requests proposals from individuals and companies whose combination of experience and expertise will provide timely, cost-effective, and quality professional service to the District.

Qualifications, Insurance and Licensing Requirements

1. CONTRACTOR shall be a licensed Architect or Engineer in the State of California.
2. CONTRACTOR shall have a minimum of five (5) years of experience leading and controlling the design and construction of public works projects and/or any other public sector projects. Experience shall be in the state of California, and CONTRACTOR'S project manager shall have a minimum of five (5) years of direct control managing successful public works projects.
3. CONTRACTOR shall use at a minimum AutoCAD 2012 to produce all design documents.
4. CONTRACTOR shall be capable of following and submitting deliverables under the protocols of the US National Computer-Aided Design (CAD) standards.
5. Insurance coverage in the minimum amounts specified below:
 - a. Professional liability insurance coverage in the minimum amount of \$1,000,000;
 - b. Automobile liability in the minimum amount of \$1,000,000;
 - c. Commercial general liability in the minimum amount of \$1,000,000; and
 - d. Workers' compensation insurance as required by California statutes.

Scope of Work

The District seeks to retain an architectural and engineering firm who would be available and qualified to conduct appraisals for the District during the next twelve (12) months.

The scope of work shall include, in general, the full range of professional architectural or engineering pre-planning and design services, including services of all types of sub-consultant design disciplines typically required for architectural projects in the public sector. Tasks may include but are not limited to the following architectural or engineering design tasks:

- Program Development to Program Validation including Concept Development and Spatial Programming Studies
- Feasibility Studies/Project Definition
- Bid Scoping Documents
- All Phases of Project Design and Disciplines
- Specifications
- Design Reviews
- Cost Estimating
- Value Engineering
- Constructability Reviews
- Building Evaluations

- Troubleshooting
- Construction Support Services
- Building Information Modeling (BIM)/Computer-Aided Design & Drafting (CADD)/Drafting Work
- General Engineering Services
- Specific requirements include but are not limited to the following:
 - Services will be provided on an on-call basis. The process will consist of the District contacting the CONTRACTOR(s) and requesting services related to an individual project. CONTRACTOR(s) will then prepare a detailed scope and cost.
- All work shall be done in conformance with all applicable local, County, State and Federal laws, regulations, and code.

Response to the RFP – Proposal/Qualification Package Requirements

Content and Layout

CONTRACTOR should provide the information as requested and as applicable to the proposed goods and/or services. The proposal or qualifications package shall be organized as per the table below; headings and section numbering utilized in the proposal or qualifications package shall be the same as those identified in the table. Proposal or qualifications packages shall include, at a minimum, but not limited to, the following information in the format indicated: Proposals shall consist of the following sections, in the following order:

<u>Proposal Layout</u> Organize and Number Sections as Follows:	
Section 1	COVER LETTER
	TABLE OF CONTENTS
Section 2	PROPOSED APPROACH FOR MEETING THE SERVICES DESCRIBED IN SCOPE OF WORK
Section 3	QUALIFICATIONS, INSURANCE AND LICENSING REQUIREMENTS
Section 4	KEY STAFF, PROJECT EXPERIENCE AND REFERENCES
Section 5	PRICING
Section 6	APPENDIX

Section 1

- Cover Letter: All proposal or qualifications packages must be accompanied by a cover letter not exceeding two (2) pages and should provide firm information and contact information as follows:
 - Contact Info: The name, address, telephone number, email, and fax number of CONTRACTOR’s primary contact person during the solicitation process through to potential contract award.
 - Firm Info: Description of the type of organization (e.g., corporation, partnership,

including joint venture teams and subcontractors) and number of years in existence. Indicate any planned or anticipated changes in business organization or operations, such as dissolution, winding-up, merger, etc., that may bear on ability to complete services in accordance with AGREEMENT.

- Litigation History: Provide a description of litigation to which your firm has been a party in the past five (5) years. Please include the following details:
 - Name of Case Case, Number, Date Filed
 - Court which Filed Judgment or Result
- Table of Contents

Section 2

Proposed Approach for Meeting the Services Requested by District for Scope of Work described:

- An implementation plan that describes in detail:
 - The methods, including controls, by which your firm manages projects
 - The way your firm intends to provide adequate staffing, and equipment or other resources to be provided.
 - Identify sub-consultants, if any, your firm proposes to use to provide the services.
 - The methodology for soliciting and documenting views of internal and external stakeholders; and
 - Any other project management or implementation strategies or techniques that CONTRACTOR intends to employ in carrying out the services requested.

Detailed description of efforts CONTRACTOR will undertake to achieve client satisfaction and to satisfy the requirements in the Scope of Work.

Section 3

Qualifications/Licensing Requirements:

- Qualifications: CONTRACTOR must acknowledge in writing that it meets all the qualifications, insurance, and licensing requirements as set forth in this document and in the District Agreement for Professional Services (attached).
- Licensing Requirements: CONTRACTOR must acknowledge, in writing, its compliance with all laws governing the services as described and that it meets all governmental licensing requirements.

CONTRACTOR shall possess all permits, licenses, and professional credentials necessary to supply products, and the ability to deploy devices and perform services as specified.

Section 4

Key Staff, Project Experience & References shall include:

- Organizational Chart of Proposed Team: CONTRACTOR shall attach the firm's organizational chart. The chart should show the names and roles of all key personnel and the firm they are associated with if they are a subcontractor. The chart should provide a clear picture of the working relationship between all key personnel on the proposed team.
- Resume(s) of Key Staff: CONTRACTOR shall provide resume(s) for each key person on the proposed team. The District will also be looking at proposed team member's relevant

technical expertise to provide architectural and engineering tasks in the Scope of Work. County will also be checking that assigned staff has appropriate licenses, registrations, and certifications to provide architectural and engineering tasks listed in the Scope of Work, and that some or all the team members (firms) have previously worked together on similar projects.

- Project Management Approach (three [3] page limit): CONTRACTOR shall provide a project management approach describing the steps and methods to be used from concept inception through construction documents and construction administration. Include submittals and meetings with agencies, staff roles and responsibilities for each step in the work process, and all methods employed for in-house plan checks during all phases of document development and submittals.
- Schedule Management Approach (one [1] page limit): CONTRACTOR shall provide schedule management approach, including scheduling software used and methods used to recover from slippage of scheduled milestones.
- Cost Management Approach (one [1] page limit): For tight project budgets, describe your firm's value engineering methodology.
- Experience & References: CONTRACTOR shall describe its demonstrated capability, including length of time it has provided the services requested in this solicitation.

CONTRACTOR shall provide three (3) similar projects for which it provided similar services as described in the Scope of Work (preferably California State or local government agencies) the last five (5) years. Information provided should demonstrate CONTRACTOR had the capacity and expertise to meet previous customers' needs, and should include at a minimum:

1. Client Name and Contact Info
2. Project Name (if applicable)
3. Brief Project Description
4. Project Start and End Dates
5. Project Details should include the following:
 - a. Size (i.e., number of parcels/miles/square feet)
 - b. Type(s) of services provided
 - c. Name of General Contractor on Project
 - d. Specify Specialty Area - specify which of the following specialty areas this project falls under: Commercial, Office, Warehouse/Storage, Information Technology, Maintenance, Court Facilities, Schools, Health, or Other (specify)

Violations: CONTRACTOR shall submit copies of all notices of violations, corrective action notices, enforcement actions or orders, warning notices, writings, or other forms of permit violation/non-compliance documentation (such as those issued by CAL-OSHA) received by CONTRACTOR, or any business organization owned or operated by CONTRACTOR, or any business organization which owns or operates as CONTRACTOR, from any public agency for the last five (5) years.

Section 5

CONTRACTOR shall complete and submit a pricing schedule for services outlined in the Scope of Work. All applicable tax shall be included as a separate line item.

Section 6

CONTRACTOR may provide any additional information that it believes to be applicable to this proposal or qualifications package and include such information in an Appendix section.

Additional Requirements

To be considered “responsive,” submitted proposal or qualifications packages shall adhere to the following:

- (1) Original full proposal and (1) electronic version of the entire proposal or qualifications package on a USB memory stick. Additional copies may be requested by District at its discretion.
- Proposal or qualifications packages shall be prepared on 8 ½ x 11 paper, preferably bound with front and back covers. Foldout charts, tables, spreadsheets, brochures, pamphlets, and other pertinent information or work product examples may be included as Appendices.
- Reproductions of the District logo shall not be used in any documents submitted in response to this solicitation.
- CONTRACTOR shall not use white-out or similar correction products to make late changes to their proposal or qualifications package. CONTRACTOR may make corrections and late changes through line out and initial in BLUE ink any item which no longer is applicable or accurate.
- ~~To validate your proposal or qualifications package, submit the SIGNATURE PAGE (contained herein) with your proposal or qualifications package. Proposal or qualifications packages submitted without that page will be deemed non-responsive. Proposal or qualifications package signature must be manual, in BLUE ink, and included with the original copy of the proposal or qualifications package.~~
- CONFIDENTIAL OR PROPRIETARY CONTENT: Any page of the proposal or qualifications package that is deemed by CONTRACTOR to be a trade secret by CONTRACTOR shall be clearly marked “CONFIDENTIAL INFORMATION” or “PROPRIETARY INFORMATION” at the top of the page. DO NOT mark the entire proposal “CONFIDENTIAL INFORMATION” or “PROPRIETARY INFORMATION.”

Evaluation Process

The Board will perform evaluations and select based on consensus. Evaluations will focus on identifying relative strengths, weaknesses, deficiencies, and risks associated with the firm’s proposal. Interviews with firms are not anticipated but may be held at the option of the Board. The Board reserves the right to obtain clarification or to obtain additional information with any firm regarding its proposal. The Board reserves the right to select a responsive, responsible firm(s) on basis of “best value” that is most advantageous to the District. All firms who submit proposals will be notified of the selection results. Final approval of any selected firm is subject to the action of the Board to award a contract.

Evaluation scores are from 1 (lowest) to 10 (highest).

Evaluation Criteria	Evaluation Score (1-10)
1. Firm's experience in providing similar services for similar projects	
2. Key Team Members' qualifications, certifications, abilities, and availability	
3. Project understanding and approach	
4. Pricing	
5. Utilization of local firms	
Total Score	

Submittal Instructions and Criteria

Submittal Identification Requirements: ALL SUBMITTALS MAILED OR DELIVERED CONTAINING PROPOSAL OR QUALIFICATIONS OR QUOTATION PACKAGES MUST BE SEALED AND BEAR ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER "ARCHITECTURAL AND ENGINEERING RFP" and CONTRACTOR's COMPANY NAME.

Mailing Address: Proposal or qualifications packages shall be mailed to Coastside Fire Protection District Headquarters at 1191 Main Street, Half Moon Bay, CA 94019.

Due Date: Proposal or qualifications packages must be received by District ON OR BEFORE 5:00 PM on October 8, 2021, located at 1191 Main Street, Half Moon Bay, CA 94019. It is the sole responsibility of CONTRACTOR to ensure that the proposal or qualifications package is received at or before the specified time. Postmarks and facsimiles are not acceptable. Proposal or qualifications packages received after the deadline shall be rejected and returned unopened.

Shipping Costs: Unless stated otherwise, the Free on Board (FOB) for receivables shall be destination. Charges for transportation, containers, packaging, and other related shipping costs shall be borne by the shipper.

Acceptance: Proposal or qualifications packages are subject to acceptance at any time within ninety (90) days after opening. District reserves the right to reject all proposal or qualifications packages, or part of any proposal or qualifications package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal or qualifications package and that would not affect a CONTRACTOR's ability to perform the work adequately as specified.

Ownership: All submittals in response to this solicitation become the property of District. If a CONTRACTOR does not wish to submit a proposal or qualifications package but wishes to

acknowledge the receipt of the request, the reply envelope shall be marked "No Bid."

CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).

Contract Award

No Guaranteed Value: District does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.

Board of Directors: The award(s) made from this solicitation may be subject to approval by District Board of Directors.

Interview: District reserves the right to interview selected CONTRACTOR(s) before an AGREEMENT is awarded. The costs of attending any interview are the CONTRACTOR's responsibility.

Incurred Costs: District is not liable for any costs incurred by CONTRACTOR in response to this solicitation.

Notification: All CONTRACTORS who have submitted a proposal or qualifications package will be notified of the final decision as soon as it has been determined.

In District's Best Interest: The award(s) resulting from this solicitation will be made to CONTRACTOR(s) that submit(s) a response that, in the sole opinion of District, best serves the overall interest of District.

Questions

Questions regarding this RFP shall be submitted in writing by e-mail to Coastside Fire Protection Deputy Chief Jonathan Cox. Verbal questions will NOT be accepted. The District does not guarantee that questions received after September 17, 2021 will be answered.

Timeframe

The timeframe for this RFP is as follows:

September 13, 2021 – RFP sent out by Fire District
October 1, 2021 – Last date to submit questions to District
October 8, 2021 – Last date to submit response to RFP, due by 5:00 pm
October 12, 2021 – RFP submissions opened
October 27, 2021 – RFP evaluation results provided by District

Contact Information

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Half Moon Bay, California 94019
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Confidentiality

All information included in this RFP is subject to disclosure according to the California Public Records Law contained in California Code §§ 9-337 through 9-350. If you provide trade secrets, production records, appraisals, bids, or proprietary information please mark clearly that confidential business information.

Disclaimer

THIS IS A REQUEST FOR PROPOSALS (RFP) ONLY. It is intended to identify potential independent contractors who can provide commercial appraisal services for the Coastside Fire Protection District. The information provided in this RFP is subject to change and is not binding on the District. The District has not made a commitment to procure any of the items discussed, and release of this RFP should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become District property and will not be returned.