

# **Request for Proposals**

## **20 Year Civic Facilities Master Plan (CFMP)**



City of San Carlos  
Parks & Recreation Department  
600 Elm Street  
San Carlos, CA 94070  
650-802-4421

Issue Date: August 10, 2011

Deadline for Submission: September 20, 2011, 5:00 pm

**City of San Carlos**  
**Civic Facilities Master Plan – Request for Proposals**

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Proposals shall be submitted and labeled as follows:

City Clerk  
City of San Carlos  
600 Elm Street  
San Carlos, CA 94070

Re: Civic Facilities Master Plan

Four (4) copies of the Proposal may be submitted in person, via US Mail, or express courier and must be received in the City Clerk Office by **5:00 p.m. on September 20, 2011**. Submissions after this deadline will not be accepted.

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 its 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 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 into.

The evaluation process shall include review of qualifications by a panel of City staff (RFP Team) assigned by the City Manager and any other person(s) designated by the City. The City reserves the right, where it may serve the best interest of the City, to request additional information and clarification from consultants. At the discretion of the RFP Team and the City, consultants submitting proposals may be requested to make oral presentations as part of the evaluation process.

All quotes, inquiries, responses, or correspondence related to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the consultant will become property of the City and a matter of public record.

Any changes to this RFP by the City will be sent to each consultant or individual to whom an RFP has been sent. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP.

Upon final selection of the consultant, the scope of service may be modified and refined during negotiations with the City.

**INQUIRIES**

All inquiries regarding the Request for Proposal should be directed to Doug Long, Director of Parks & Recreation at the above address or by email at [dlong@cityofsancarlos.org](mailto:dlong@cityofsancarlos.org).

## INTRODUCTION

The City of San Carlos invites proposals from professional consultant firms with experience in planning, engineering, and architecture of civic facilities to develop a 20 year Civic Facilities Master Plan (CFMP) for the City of San Carlos. It is anticipated that the CFMP will form the foundation of a building program for the expansion, relocation, and/or replacement of existing civic facilities. This Request for Proposals (RFP) is intended to provide the general information needed to respond to this proposal.

## DESCRIPTION OF PROJECT

The City of San Carlos civic facility assets include a City Hall, Library, Community Centers, Parks Buildings, Fire Stations, Museum, and the City Corporation Center. These buildings are occupied by city staff for city business and operations and for community and public uses. The City staff includes a maintenance department that builds, repairs, and maintains the buildings and a Corporation Yard for City infrastructure staff, material and equipment. The City wants to have engineering, architecture, and contractor professionals perform a condition inspection and assessment of the buildings to identify deficiencies, problems, maintenance items, hazards, risks, and code compliance. The City policy advocates “green and sustainable” and minimize environment impacts, so the condition assessment should include evaluation of mechanical systems and electrical equipment, lights, and controls and recommend measures that support “green and sustainable” goals. Additionally, the Master Plan shall include recommendations for replacement and/or relocation of facilities.

The Master Plan should provide a financial analysis relative to replacement costs of the City’s civic facility assets as listed under “City of San Carlos building assets” in this document. The analysis shall include:

- Capital Improvement Project (CIP) recommendations for immediate, one, five, ten, and twenty year expenditures including related cost projections for the recommended improvements.
- Facility replacement costs. The intent here is to determine the cost of a like facility either in the same location or alternate location per recommendation.

Note: The City recently developed an ADA transition plan; therefore, an accessibility analysis is not needed as part of this master plan.

The Buildings Condition Assessment Scope should include a review of record plans and specifications, interview City maintenance staff, and perform:

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- Architecture: Performance inspection of building exterior, material conditions, paint and finishes, roof system, windows and accessibility compliance.
- Mechanical: Identify/inventory all major equipment and evaluate performance, efficiency, and expected service life.
- Electrical: Evaluate building power service, panel, and circuits. Evaluate current loads and power demand. Evaluate energy demands/use and consider alternatives equipment and controls that improve efficiency.
- Site: Review drainage, pavement condition, and utility infrastructure. Inspect landscape irrigation operation.
- Structures: Perform visual inspection of buildings and identify deterioration or loss of structure capacity. Provide an ATC 20 Rapid Seismic Performance checklist evaluation and identify expected earthquake performance.
- Recommendations: List Immediate, short term, and long term building repair, maintenance, and improvement costs, quantity and when this work should be scheduled.

The Building Condition Assessment Report should include a record of the condition assessments, deficiencies, deterioration, list of recommended improvements, recommendation for an immediate, short term, and long term action plan, and an estimate of associated costs.

The City of San Carlos building assets include:

City Hall  
Library  
Adult Community Center  
Youth Center  
Arguello Park Snack Shack  
Highlands Park Snack Shack  
Highlands Park Restroom  
Laureola Park Buildings  
Corporation Yard Buildings  
Fire Station 16  
Fire Station 13  
Pump Station  
Museum of San Carlos  
Burton Park Adobe (historical building)  
Crestview Park Snack Shack  
Crestview Park Restroom  
Kiwanis Building - Childcare

The Condition Assessment and Recommendations Report will provide inspection observations and issues and provide a technical document which can guide the City in developing a Buildings Repair, Maintenance and Improvement Master Plan which provides the roadmap for future capital projects, schedule and budgets. The report can identify direction for the building use and occupancy, preservation and rehabilitation of facilities. There may be a recommendation of a total replacement if the condition is poor and long term occupancy and functions are to continue.

## **BUILDING CONDITION ASSESSMENT**

### **Architectural**

The purpose of the Architectural Condition Survey is to provide an overview of each of the listed buildings. Prepare a report on the general condition of the facilities and buildings based on a record document review and site inspection. The review will generally include the following:

Overall building condition relative to:

1. Evidence of any water leaks and possible source.
2. General building code compliance relative to safety
3. Condition of exterior finish and materials
4. Condition of interior finish and materials
5. Estimate roofing condition and useful remaining life of roof

The Architectural Condition Survey inspection will not typically include an examination of private systems relative to telephone equipment, television systems, central vacuum systems, burglar alarms, intercoms, appliances, heating, cooling equipment such as window air conditioners and swamp coolers.

The inspection will be primarily a visual inspection, with no exposing of concealed components, no sampling and testing of soils and/or building materials, and any detailed analysis or remedial design.

The inspection is essentially a performance inspection and not a full code compliance inspection. Code compliance inspections involve detailed engineering investigation of records, existing framing, and code search, without disassembly, destructive testing or probing into concealed areas, of the different buildings.

The inspector can recognize visible symptoms of a problem with any normal visible system of the structure and records that information understandably in a written report and recommends to the owner how to correct it or advise use of appropriate specialist for repair or further information if full analysis is beyond our purview.

Mechanical Systems

- Air system (HVAC)
  - Equipment type & size (primary equipment)
  - General condition and operations
  - Efficiency and energy use
  - Service life estimate
- Plumbing – condition and fixtures

Electrical Power, Control and Lighting

- Electrical service and loads – building
- Electrical service and circuits – local
- Lights – efficiency and controls

Plumbing

- Plumbing overall function and operation
- Conditions and operation of plumbing fixtures

Structural Condition Survey

The purpose of the structural condition survey is to provide an overview, without disassembly, destructive testing or probing into concealed areas, of the structural members and components of the building/structure in one inspection, and to report on the general condition of the building and its systems.

The structure inspection shall include the following:

1. Site structures,
2. Site drainage as it effects structures,
3. Overall structure and framing system,
4. Members and components of structure, decks, foundation, seismic performance, and interior and exterior finishes,
5. Review for signs of water, insect or bacteria damage and problems.

The standard inspection is primarily a visual inspection, with no exposing of concealed components, no sampling and testing of soils and/or materials and no detailed analysis or remedial design.

The inspector can recognize visible symptoms of a problem with any normal visible system of the structure and records that information in the field inspection report and recommends how to correct it or advise use of appropriate specialist for repair or further information.

The inspection is essentially a performance inspection and not a code compliance inspection. Code compliance inspections involve detailed engineering investigation of records, existing framing, and code search.

The condition assessment includes:

1. A review of available documents and reports that include record construction drawings and specifications.
2. A field visual inspection of readily accessible and visible elements of the structure.
3. A written report that includes observations of field and document review.
4. List of deterioration and problems.
5. Recommendation of maintenance, repair and replacement. These recommendations are prioritized to identify “life safety”, “critical” and “voluntary aesthetic” corrective actions recommended.
6. (Optional) Preliminary estimate of cost for recommended work.

Structural components included in a field survey are:

1. Overall building structure
2. Foundation
3. Floors
4. Walls
5. Columns
6. Ceilings

Field inspection work scope includes:

1. Probe structural components where deterioration is suspected. However, probing is NOT performed when probing would damage any finished surface.
2. Enter under floor crawl spaces and attic spaces except when access is obstructed, when entry could damage the property, or when dangerous or adverse situations are suspected.
3. Go into crawl spaces when we can physically fit, when it is not dangerous and we will not damage anything and when we suspect there may be a visible problem.
4. Report the methods used to observe under floor crawl spaces and attics.
5. Report signs of water penetration into the building or signs of abnormal or harmful.
6. Condensation on building components.
7. Inspection includes selected locations probe surfaces where we suspect damage and do not risk damaging finished surfaces.
8. Report rising damp capillary wicking of water into masonry units.

9. Report spalling brick that resulted from poor quality mortar or moisture in the brick masonry.
10. Report if a beam is sagging by measurement at adjacent columns, sight along the underside of the beam along its length or observing cracks on the bottom side of the beam near midpoint.
11. Check lateral bracing for beams include floor joists nailed to tops of wood beams, ribbon boards fit tightly against tops of steel beams and nailed to bottoms of joists, joists resting on the bottom flanges of steel beams, joists attached to beams with joist hangers, joists sitting on top of steel beams nailed to the overlapping joist on the other side of the beam.

Structure Exterior:

Foundation, Columns, Condensation, Walls, Girders, Water seepage, Floors, Joists, Dry Rot, Settlement, Decks, Balconies, Stoops, Steps, Areaways, Porches - including railings, eaves, soffits and fascias, Grading, Drainage, Driveways, Patios, Walkways and Retaining Walls with respect to their effect on the condition of the building.

Structure Interior:

Walls, Stairways, Floors, Ceilings, Columns, Hardware, Attic, Crawl Space, Dry Rot.

The Structure Report includes a description of the following elements:

1. FOUNDATION:

Type and condition

2. FLOOR STRUCTURE, CEILING STRUCTURE, ROOF STRUCTURE:

▪ SILLS

Conditions  
Sills below grade  
Rot or insect damage  
Gaps under sills  
Crushed sills  
Poorly anchored  
Missing

▪ BEAMS

Conditions  
Rust  
Rot or insect attack  
Sag  
Inadequate bearing



- Rotated or twisted beams
- Split or damaged wood beams
- Notches or holes
- Weak connections of built-up components
- Weak connections to columns
- Weak connections to joists
- Lateral support
- Concentrated loads
- Missing beam sections
- Prior repairs

- **JOISTS**

- Conditions
- Rot and insect damage
- Sagging joists
- End bearing
- Rotated or twisted joists
- No bridging, blocking or strapping
- Notching and holes
- Split or damaged joists
- Weak cantilevers
- Weak openings
- Prior repairs
- Concentrated loads
- Missing
- Engineered wood

- **SUBFLOORING**

- Conditions
- Rot and insect damage
- Over spanned or undersized subflooring
- Damaged/cut subflooring
- Cantilevered subflooring
- Prior repairs
- Concentrated loads
- Cracked ceramic tiles

- **CONCRETE FLOOR SLABS**

- Conditions
- Cracked
- Settled
- Heaved slab

Hollow below

Spalling

Rusting rebar

**3. WALL STRUCTURE**

Conditions

Missing

Settled walls

Crushed

Leaning walls

Rust

Poorly secured at the top or bottom

Mortar deterioration

Spalling concrete or brick

Mechanical damage

Rot/Insect damage

Heaved

Prior repairs

**4. COLUMNS**

Conditions

Missing

Settled columns

Crushed

Leaning columns

Buckling

Rust

Poorly secured at the top or bottom

Mortar deterioration

Spalling concrete or brick

Mechanical damage

Rot/Insect damage

Heaved

Prior repairs

**Structure Inspection and Report Deliverables**

A. Observe readily accessible installed systems and components listed

B. Submit a written report to the client which:

1. Describe those components specified to be described in this inspection work scope.
2. State which systems and components designated for inspection have been inspected.
3. State any systems and components so inspected which were found to be in need of immediate major repair.

C. Prepare Structural Inspection Report

Consultant shall prepare and furnish a Checklist with Commentary Report. The written Report shall include the field list and a narrative to describe observations as appropriate. This type of report allows the inspector to describe the deficiencies and make recommendations for repairs. This type of report is preferred as it includes on-site checklists and narrative summary of structure observations.

MEETINGS WITH CITY STAFF AND DECISION MAKERS

The Project Team will schedule a minimum of four (4) meetings with city staff and provide two (2) presentations to the Parks & Recreation Commission, the Planning Commission, and the City Council. The first presentation will focus on the draft report; the second presentation will be the final document.

PROPOSAL SUBMITTAL REQUIREMENTS

1. **Cover Letter:** Signed by an authorized representative of the firm committing to provide the services in accordance with all Project requirements.
2. **Project Understanding and Approach:** Brief summary or narrative delineating the general understanding of the Project and the approach the firm believes in most appropriate to complete required work.
3. **Organization Chart:** Show the firm's Project Team structure, including all sub-consultants.
4. **Resumes:** Provide resumes (no longer than two pages) of your Project Team structure, including the Project Manager who will be the main point of contact. Include history of similar projects performed, highlights of qualifications, and professional registration with the state of California. Similar information is to be provided for each sub-consultant, if any.
5. **Firm Qualifications:** Professional experience and qualifications of the firm and any supporting team firms in providing the services specified in the Request for Proposals.

6. **References:** Please provide a minimum of three references for projects of similar scope.
7. **Project schedule:** Provide an estimated project timetable.
8. **Fee Proposal:** A separate fee proposal must be submitted in a sealed envelope with the proposal package and marked with the additional title “FEE PROPOSAL”. The elements of the fee proposal shall include the following:
  - a. A not-to-exceed lump sum for Basic Services.
  - b. An itemization of the expected level of services to be provided by each sub-consultant, including hours of work and corresponding fees.
  - c. An estimated fee for customary Reimbursable Expenses to be invoiced separately and considered as professional services.
  - d. An hourly rate schedule, valid for a period of twelve (12) months following the contract execution date, for each member of the firm who will be working on the project.

The fee proposal will not be used as the sole selection criterion. In negotiating a contract with the successful firm, refinements to fee, scope and schedule will be jointly determined.

#### **EVALUATION CRITERIA**

The responses to the RFP will be evaluated according to the following consultant related criteria:

1. Record of experience in planning, engineering, and architecture of civic facilities.
2. Professional qualifications necessary for satisfactory performance of the required service.
3. Capacity to accomplish the work in the required time.
4. Past performance on projects of similar scope and nature in terms in cost control, quality of work and compliance with performance schedules and standards.
5. Experience in working with governmental agencies including redevelopment agencies.
6. Experience of individuals assigned to this project.
7. Reference check.

These evaluation criteria are not necessarily in order of importance.