

REQUEST FOR PROPOSAL

FOR

LOMA RICA/BROWNS VALLEY
COMMUNITY SERVICES DISTRICT

FIRE STATION #63

July 27, 2009

TABLE OF CONTENTS

BACKGROUND	3
ANTICIPATED SERVICES, SCHEDULE AND BUDGET	5
QUALIFICATIONS STATEMENT	7
EVALUATION CRITERIA	8
SUBMITTAL DEADLINE	8
SELECTION PROCESS	9
SELECTION SCHEDULE	10
FEE DETERMINATION	11
ATTACHMENTS.....	11

INTRODUCTION

Architectural services are being sought by the Loma Rica/Browns Valley Community Services District (“District”) to provide design and development services for a new fire station, Station #63. The District has an approximate 12 month deadline to begin construction of its new fire station. The District is requesting proposals from firms who believe they can design a station while keeping costs to a minimum. Details regarding the station, location, and phasing are provided below:

Fire Station #63 is anticipated to be approximately 1,350 square feet with three apparatus bays. It will house up to three apparatus (two engines and a water tender). Fire Station #63 is located in the Red Hill area of the District. The site is approximately 5.0 acres located at 6729 Marysville Road, Assessor’s Parcel Number 044-380-007, an improved county road located off of State Highway Route 20 in the community of Loma Rica/Browns Valley. The proposed project site is designated Agricultural/Rural Residential in the General Plan and is zoned “A/RR-5” Agricultural/Rural Residential. In the “A/RR-5” zoning designation, fire stations and other public services are allowed as permitted with approval of a conditional use pursuant to Yuba County Zoning Ordinance 12.25.030 (13).

The District intends to select one or more consultant(s) and engage them on discrete initial design / site analysis / feasibility tasks, leading to a possible agreement with one or more of the consultant(s) for comprehensive design services to develop the projects. The District will use the performance of the selected consultant(s) on initial tasks to inform its selection of one or more of the consultant(s) for a more comprehensive agreement for design services. The first initial design task will be to perform schematic design and cost estimation for the new fire station. The District reserves the right to negotiate with other qualified firms or solicit additional Statements of Qualification at any point in the project should it fail to negotiate a reasonable fee with the selected consultant(s) for tasks related to the design and development of the projects.

BACKGROUND

The District is a volunteer fire district considering the construction of a new fire station, training facilities, and permanent living barracks on a 5.0 acre site, located at 6729 Marysville Road. The tentative project site map indicates that a 30 foot paved driveway (located off of Marysville Road) will provide access from Marysville Road to the western end of the parcel. The proposed project site is presently undeveloped. Upon development of the proposed project, the project structures will receive water and septic service from an individual private well and septic system.

A landscape plan was submitted as part of the District’s Conditional Use Permit application. This plan provides for a 10 foot planter around the entire project site and will have trees (Live and Blue Oaks) that will help to screen the project from adjacent properties. The District received an Encroachment Permit from the County of Yuba in April 2009 which specifies an eighteen (18) month deadline to begin construction of the entry way to Station #63. The District has also received a conditional use permit from the County of Yuba for construction of Station #63. Land owned by the District has been approved and designated

for construction of the station. The District has funds set aside for Phase 1 design and construction costs.

The project proposes development in three phases that would commence with the construction of a 1,350 square foot fire station (3-bay engine garage) and a 700 square foot office, which should include an office area, utility room, showers, and restroom, occurring immediately in Phase 1. Fire station #63 is intended to act as a warehousing facility for the fire trucks and an emergency dispatch point for the volunteer fire fighters. The proposed operation will be limited to fires and other emergency responses. Phase One includes preliminary design, design, preparation of complete documents of contract, assistance and recommendation in construction advertisement and contract award which includes all pre-design services, conceptual and final design and project budgeting. The intent is to provide a cost effective facility with sufficient space for present and future needs, to optimize site use, and to minimize construction costs and impacts to the environment.

Phase 2 would add 1,152 square feet of training facilities on the project site. These facilities would include a paved road driving course and the construction of two-story structure that would have movable walls, a false roof, and smoke machine.

Phase 3 is a long range goal project (15-20 years) and contingent on future funding sources for permanent full-time fire fighting staff, would add living facilities to the project site in the form of a 1,200 square foot barrack style housing. The proposed project will include a landscape plan that will provide screen trees adjacent to all neighboring parcels. All driveways, parking facilities, and the driving course will be paved.

The site has elevations ranging from approximately 600 to 630 feet. Gently rolling terrain exists on the project site, which is typical for the lower foothill area of Yuba County. The project site contains no oak woodlands and is mostly barren and covered with grasses. A seasonal drainage ditch comprises the eastern boundary of the project site and runs adjacent to Marysville Road.

ANTICIPATED SERVICES, SCHEDULE AND BUDGET

Anticipated Services

The proposed Service Agreement (or Agreements) anticipated by this RFP comprehensively covers the architectural services needed to design and possibly develop the new Fire Station, including but not limited to the following:

1. Develop concept plans and schematic designs with cost estimates.
2. Develop design development drawings reflecting numerous design considerations, including the operational needs of the District.
3. Provide scale study model(s) or renderings of the buildings suitable to portray their context with the surrounding land uses.
4. Design to the Essential Services Act and to the essential services design standards in the California Uniform Building Code as locally amended.
5. Develop cost estimates and adjust designs accordingly to attempt to keep the construction contract below the construction budget established for the projects.
6. Prepare construction document plans and specifications to submit to the County's Building Department.
7. Incorporate and respond to Building Department comments as appropriate and facilitate the permitting process.
8. Prepare final construction documentation and provide technical assistance for the public bidding process.

Additional services may include:

1. Maintain project schedules and manage the project(s) to ensure that timeframes for deliverables and processes prior to construction are met.
2. Coordinate with a construction manager and/or construction firm, attempting to minimize change orders, and provide technical assistance during construction.
3. Provide consultation on interior design and furnishings.

As discussed in the introduction, the District intends to engage the selected consultant(s) on discrete tasks related to providing the above services to develop Phase 1 of the project, and it will seek to negotiate a reasonable fee for the scope of work prior to each task.

Anticipated Schedule

Construction of the new Fire Station is a critical District project. Funding is in place for Phase 1 and community expectations for timely execution of the projects have been set. The District will seek to engage consultant(s) with the capability of aggressively pursuing the design and development of the project. The District has a preliminary phasing schedule of the new construction, which it believes will best serve its needs. Once the District provides the authorization to begin design development of Fire Station #63, the District would expect that the facility would be constructed and operational within 2 years at the latest.

Anticipated Budget

The construction budget will be developed when the development program is defined in more detail. As indicated above, the District intends to construct only those facilities pertaining to Phase 1 of the project. The District would like a station designed that utilizes cost effective materials.

QUALIFICATIONS STATEMENT

The Statement of Qualification (“SOQ”) package shall include the following:

- A. A statement of interest that pertains to this particular project.
- B. A brief history of the consultant(s) and all key sub-consultant(s). The team description should convey the size, stability, and capacity of consultant(s) and key sub-consultant(s), including, at a minimum, an identification of the consultant(s):
 - 1. total number of years in operation
 - 2. total current number of employees,
 - 3. number of office locations (including the location of each office),
 - 4. number of employees in the office location which is intended to provide the services.
- C. Biographical data on professional experience of principals and key professional members of the consultant(s) and sub-consultant(s) who shall have direct involvement in this project.
- D. A description of the experience of the proposed project manager. A project manager must be designated and must be the principal contact for the District. Information concerning the experience of the project manager (especially on similar projects) and at least four references for the project manager and principal-in-charge (should that individual be different) are required.
- E. A brief statement or explanation of how the consultant(s) and key sub-consultant(s) would approach these projects including the organization of team, working with the community, working with District staff and consultants, and methods to build consensus around the anticipated final work products.
- F. A list of at least two and no more than five recent projects and references with contact information for the references and a description of project scope, project costs (including construction budget, construction contract, and change orders), and schedule performance for each project. References should be provided for key sub-consultant(s) if they differ from those of the lead consultant(s).
- G. A list of any current litigation to which the consultants(s) and / or key sub-consultant(s) are parties by virtue of their professional service, in addition to a list of any such litigation from the last ten years.
- H. Disclosure of any past, ongoing, or potential conflicts of interest which the consultant(s) may have as a result of performing the work for this Project.
- I. Provide amounts and carriers of both general and professional liability insurance.
- J. Acknowledgment of applicable California Public Contract Codes.
- K. Standard Hourly Billing Rates for consultant(s) and key subconsultant(s)
- L. Acknowledgement of consultant’s ability to design a station that can be constructed within the District’s budget.

EVALUATION CRITERIA

The award of the architectural services contract will be based on criteria and guidelines established by the District. The award will be made after a careful evaluation by the Selection Panel and will be based on demonstrated competence as well as what is in the best interests of the District as determined by the Committee. The District may choose to interview the firms that rank the highest by the Selection Panel.

The successful provider firm must demonstrate and document successful experience prior to the date of this RFP for similar types of projects.

The successful provider must show a demonstrated ability to predict, estimate, and control project costs during the design phases of the project.

The successful provider must show a demonstrated ability to estimate and control project costs during the design phases of the project, and meet established project design milestones dates.

Additional selection criteria:

1. Must be licensed in the State of California.
2. Demonstrated experience and qualifications (including education, training, licenses, experience, and past performance) in the planning, designing, and cost estimating of comparable projects to the new Fire Station.
3. Demonstrated experience working with public agency commissions (including Planning Commission) and staffs effectively.
4. Demonstrated organizational capability to manage and meet client budget, project requirements and schedules.
5. Demonstrated financial capability.
6. Ability to design a station that can be constructed with materials sufficient to meet the District's budget.

SUBMITTAL DEADLINE

Please submit seven (7) copies of the Statement of Qualification package, by mail, no later than 5:00 p.m. on Friday, August 14, 2009, to:

*Alvarado Consulting
Attn: Richard Alvarado
515 Allaire Circle
Sacramento, CA 95835*

For questions concerning this Request for Proposal, please contact Richard Alvarado by telephone at (916) 709-8854 or by email at ralvarado@alvaradoconsulting.com.

SELECTION PROCESS

The District is seeking to engage the most qualified consultant(s) based on evaluation criteria described above. Based upon the submitted Statements of Qualification, the District, with the assistance of a Selection Panel that includes District staff and/or Board members, will select a short list of the most qualified consultants to interview. The final candidates will discuss their qualifications and their proposal for initial design tasks at the interviews tentatively scheduled for September 1, 2009.

On the basis of the Statements of Qualification, references, interviews, and proposals for initial design services, and using the criteria described above, the Selection Panel will make a recommendation to the Board to negotiate an agreement with one or more of the consultants for initial design services.

1. All responses to this RFP will be screened for eligibility. As time permits, a selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, the District reserves the right to request additional information, and to interview firms to discuss their SOQs.
2. This solicitation does not obligate the District to award contract to any respondent nor does it constitute an offer of employment or a contract for services. The District, at its option reserves the right to waive as informality any irregularities in SOQs and/or to reject any or all Submittals.
3. If the District awards a firm the contract to provide architectural services, the successful firm shall be issued in writing a Notice of Award. The successful firm shall execute an agreement acceptable to the District within 60-days from the date of Notice of Award. Failure by the successful firm to execute an agreement within the stipulated 60-day period shall constitute non-conformance with the RFP, allowing the District to unilaterally withdraw and terminate such award.
4. All costs of preparation related to the RFP will be borne by the proposer.
5. The District reserves the option to retain all proposals, whether selected or rejected; or costs for returning proposals will be the responsibility of the architectural firm.
6. The District reserves the right to award the contract to the firm which presents the proposal which, in the judgment of the District, best accomplishes the desired results.
7. The method of selecting a consultant shall include procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price to the District.
8. If the District decides to interview applicants, a tour of other fire stations in the District may be arranged for those selected to be interviewed.
9. The proceedings of the Selection Panel are confidential. Members of the Selection Panel are not to be contacted by the proposers. All communication between proposer and the District shall be through the individuals identified in the RFP.

SELECTION SCHEDULE

Consultants submitting a Statement of Qualification should take note of interview date noted below and reserve that date.

July 27, 2009

Request for Proposal distributed

August 14, 2009

Statement of Qualifications due by 5:00 p.m.

August 17, 2009

Notification of finalists and scheduling of interviews to finalists

September 1, 2009

Interviews with finalists

September 4, 2009

Target date for notification of preferred consultant(s)

September 7-11, 2009

Negotiation of consulting agreement

TBD

Board consideration of consultant selection and contract authorization

INDEMNIFICATION

Except as otherwise provided below, the consultant shall defend, indemnify and save harmless the District, its officers and employees, from any and all claims, demands, damages, costs, expenses, judgments, attorney fees or any liability arising out of this contract or attempted performance of the provisions hereof predicated upon theories set forth below:

The theories referred to above are theories based on any of the following committed by the consultant, or its agents, employees, or other independent consultants directly responsible to the consultant:

1. Violation of statute, ordinance, or regulation.
2. Professional malpractice.
3. Willful, intentional or other wrongful acts, or failures to act.
4. Negligence or recklessness.
5. Specifying defective or dangerous products.
6. Completed operations.
7. Premises liability.
8. Violation of civil rights.
9. Violation of any federal or state statute, regulation or ruling resulting in a determination by the internal Revenue Service, California Franchise Tax Board, or

any other California public entity responsible for collecting payroll taxes, that the Consultant is not an independent contractor.

Nothing contained in the foregoing indemnity provision shall be construed to require indemnification for claims resulting from the sole or active negligence or willful misconduct of the District, provided however, these exceptions shall not apply to claims, demands, damages, costs, expenses, judgments, or attorney fees arising from any design defects.

Nothing contained in the foregoing indemnity provisions shall be construed to require consultant to indemnify District, against any responsibility or liability in contravention of Civil Code.

INSURANCE

The selected consultant will be required to provide proof of general commercial liability insurance coverage in the amount of \$1,000,000 and professional liability insurance in the amount of \$2,000,000.

FEE DETERMINATION

Each firm invited to participate in the interview process is required to submit a sealed estimated fee proposal at their presentation. The fee will be based on the scope of work as defined in this RFP and subsequent documents. Only after rankings are established following the Extended Interview process will the fee be unsealed for the top-ranked firm, and contract negotiations will commence. If agreement on the fee cannot be reached, the second-ranked firm will be approached under the same consideration. The final scope of work and professional fee will be contained within the Contract for the Board of Supervisors consideration and approval.

ATTACHMENTS

The attachments referenced below provide useful background information and are incorporated into this RFP. The attachments pertain to Fire Station #63

Attachment A: Fire Station 63 Plot Plan

Attachment B: Assessor and GIS maps showing proposed project site (APN # 044-240-204)

[illegible][illegible]

ATTACHMENT B: ASSESSOR AND GIS MAPS

