

REQUEST FOR PROPOSALS

(RFP)

DESIGN ARCHITECTURAL SERVICES
FOR
GENERAL ON-CALL SERVICES
CITY OF OXNARD, CALIFORNIA 93030

DUE DATE: MONDAY, OCTOBER 17, 2011, 2:00 PM



General Services Department
Procurement & Project Management
1060 Pacific Avenue, Bldg. 3
Oxnard, CA 93030

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REQUEST FOR PROPOSALS

Architectural Design Services for General On-Call Services

I. PROJECT DESCRIPTION

The City of Oxnard ("City") intends to secure an agreement with an Architectural Design firm to provide General On-Call Architectural Services to the City of Oxnard, California. These services will consist of being available to perform smaller design improvements and upgrades to various City owned buildings and facility sites as required. These City facilities are at various locations around the City and may be used for offices, maintenance shops, storage, equipment repairs and other uses. These various facilities are in a variety of building types, sizes and materials. These type of projects typically have very limited budgets and such design task must be done in the most cost effective manner and with concise planning and thought to such budget constraints. This would include development of conceptual plans, design schemes, project budget and estimates, construction drawings and plan submission for the permit process and technical specifications to allow for bidding such projects or for work to be performed by City forces. This would also include any subconsultant design work in the areas of civil, structural, survey, soil testing, electrical, plumbing and mechanical work as required. This work will not be for major bodies of work that would be of a cost range that would require a separate RFP, but smaller in-house type of items that still require City permits from Building & Safety in order to perform this work meeting the City's guidelines and requirements. The permit process is a critical component of each task assigned and the familiarity with the City's requirements under Building and Safety in order to accomplish the securing of the necessary permits is a prime factor in the successful completion of each task assignment.

GENERAL ON-CALL ARCHITECTURAL DESIGN SERVICES

II. CONSULTANT SERVICES

The City's standard Agreement for Consulting Services is attached (Attachment 1). Please note the indemnity and insurance requirements for this project (Sections 21 and 22). A proposal is not desired from the consultant unless the consultant is willing to meet those requirements. The consultant must comply with applicable local, State, and Federal laws including prevailing wage rates and their payment in accordance with California Labor Code, Section 1775.

A. Outline for Content of Consultant's Technical Qualifications Proposal

The proposal should be organized as follows so an evaluation can be made of all consultant submittals on a similar basis:

1. Cover/Transmittal Letter

The Technical Qualification Proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the technical qualification proposal shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant, under penalty of perjury, that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.

2. Introduction

Introduction of the proposal, including a statement of understanding for the type of projects: discussion on understanding of the scope of work and how this would be accomplished; the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed subconsultants shall be identified and included in the proposal (all subconsultants must be approved by City prior to signing the agreement with City).

3. Scope of Work

Describe your basic approach and methodology that would be used to provide architectural design services with any related structural and civil engineering, land survey, soil testing, electrical engineering and mechanical and plumbing subconsultant services. Identify any supplemental tasks that you may see as necessary or alternatives, which may enhance a project, reduce the cost, or speed delivery and approvals. Identify supplemental studies and reports, data collection requirements, and other documents that may be required to complete a task(s) based on experience. Identify specific data and methodologies recommended, and any special or innovative considerations that should be part of a project, as each project requirements are determined based on experience.

4. Qualifications

- a. A description of the firm's and subconsultants' qualifications and experience, mentioning specific, similar, or related work pertinent to various types of projects of the nature that would be expected when working on a public agency's building infrastructure and such related items, and list of references.
- b. Identification of staff who would be assigned to the work these tasks: the proposed responsibilities and brief résumés; which highlight special qualifications relevant to what could be included in the various required tasks for a range of facilities.
- c. A description of the staff's present activities and his/her availability to accomplish these required services.
- d. Identification of all staff that will be directly/indirectly or periodically involved in any task, citing their responsibilities. This section should identify key personnel assigned to the City's projects.
- e. Identification of any subconsultants, résumés of the key/participating staff proposed for these various project tasks, and how the tasks could be carried out.

5. Labor Hours

Provide a preliminary sample scope of services and estimate of labor hours separated by key personnel in your firm. The labor hours shall be based upon standard task of work for similar type of activities based on experience with working for a public agency on facility infrastructure repairs and upgrades. **No cost estimate is required** with the submission of the proposal.

6. Schedule

Provide a sample preliminary schedule and timeline showing activity and duration for various task; show approximate timing for reaching milestones.

7. Conflict of Interest

The consultant shall disclose any financial, business, or other relationships with City that may have an impact on the outcome of this contract or any resulting construction project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

B. General Proposal Terms and Conditions

1. Communications Regarding RFP

If a consultant is in doubt as to the true meaning or intent of any part of the Request for Proposals ("RFP"), he/she may submit to the City designee a written request for an interpretation or a correction thereof. Interpretation or correction of the RFP shall be made only by the Project Manager or his designee. All timely requests for information submitted in writing will receive a written response from City. Telephone communications with City staff are not encouraged but will be permitted. However, any such oral communication shall not be binding on City.

Questions about this RFP may be directed to:

Patricia Friend
Construction Project Coordinator
General Services
1060 Pacific Avenue, Building #3
Oxnard, CA 93030
Phone 805/385-7821
Fax (805) 385-8360
Patricia.Friend@ci.oxnard.ca.us

All questions, clarifications, and inquiries shall be submitted in writing no later than five days prior to the due date.

2. Confidentiality

Prior to award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as noneffective and will be disregarded.

3. Amendments to Request for Proposals

City reserves the right to amend the Request for Proposals by addendum prior to the final proposal submittal date.

4. Non-Commitment of City

This Request for Proposals does not commit City to award a contract, to pay any costs incurred in the preparation of a Proposal for this request, or to procure or contract for services. City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Proposals if it is in the best interest of City to do so.

C. Submission of Proposal

The Technical Qualification Proposal must be submitted in an envelope clearly identified and shall be marked "Request for Proposal, General On-Call -Architectural Services."

All proposals must be sealed and submitted no later than **2:00 p.m., Monday, October 17, 2011**. Late proposals will not be accepted.

Should your firm be interested in submitting a proposal for this project, please submit **six (6) copies** of the Technical Qualifications Proposal to the following address:

Patricia Friend
Construction Project Manager
General Services Department
1060 Pacific Avenue, Building #3
Oxnard, CA 93030
Phone 805-385-7821

All responses will constitute firm interest and may not be withdrawn for a period of 90 days following the final day for submittal of proposals. Once submitted, proposals, including the composition of the consulting staff, cannot be altered without the prior written consent of City.

III. PROPOSAL EVALUATION AND SELECTION

City staff will use the following criteria to evaluate the Technical Qualification Proposals:

- Understanding of the scope of typical types of task that may be required.
- Demonstrated professional skill and credentials
- Related experience and references
- Quality of proposal
- Approach of performing these type of typical services
- Familiarity with City, County, and State Procedures

The Technical Qualification Proposal will determine the ranking according to the qualification selection procedures. City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. The selection will be conducted according to the City's adopted procedures.

The firm rated as most qualified to provide the requested services and agrees to the City of Oxnard's Agreement for Consulting Services (Attachment 1) including the indemnification clause (Section 21 of Attachment 1) and insurance requirements (Attachment 2) will be invited to negotiate a final contract. If an agreement is not reached, negotiations will be terminated and commenced with the next most qualified firm.

The award of the contract will be based on a combination of all of the above factors. City reserves the right to reject any and all proposals.

IV. SELECTION AND AWARD OF CONSULTANT CONTRACT

Consultant selection for this project will be based on City's current selection procedure. The award of a contract to the selected consultant will be subject to a mutually acceptable lump sum fee for the services for types of work to be assigned under this agreement. This agreement with the City would be for an annual term with options to renew for a multi-year period to be determined and upon mutual agreement of the City and the selected firm. City will evaluate the top ranked consultants and rank them based on experience and the other listed criteria. City reserves the right to reject all proposals. City is not required to award a contract as a result of this Request for Proposals.

All responses become the property of City. The proposals are confidential until award of a contract to the selected consultant, at which time all proposals are available for public inspection. City will not be responsible for materials obtained by other parties.

The selected consultant will be required to sign the attached Agreement for Consulting Services (Attachment 1) and provide the necessary insurance coverage.

V. PROJECT COORDINATION

The City Project Manager will coordinate the project(s) for the City. The Architectural firm will be responsible for all the activities and meetings associated with the project design including meeting minutes and record keeping.

VI. CITY'S RESPONSIBILITY

City will provide to the consultant for their use access to any existing reference materials or survey data currently available within City files that are necessary to accomplish the project. City will provide a boilerplate for the contract bid documents.

Exhibit A

SCOPE OF WORK

This proposal is not for a specific body of work but for as yet undetermined and unknown repairs and upgrades to various City facilities. These City facilities are at various locations around the City and may be used for offices, maintenance shops, storage, equipment repairs and other uses. These various facilities are in a variety of building types, sizes and materials. The proposal should provide a concise description of typical task scopes of work based on experience and how the consultant completes such typical work task. It is up to the consultant to determine the best and most cost-effective method to complete any assigned task work so that the various projects can be constructed to the satisfaction of the City of Oxnard. Consideration for the small budgets typical to these types of task assignments are critical to the City and must be foremost in any design work done, second only to safety issues and the requirements to get proper permits. The consultant agreement will be negotiated as a lump sum annual amount and under that agreement each project/task will be negotiated, which will include but not limited to the following services:

- a. Prepare and distribute meeting minutes during design.
- b. Obtain approval of all required permits, City, County, and State. The permit process is a critical component of each task assigned and the familiarity with the City's requirements under Building and Safety in order to accomplish the securing of the necessary permits is a prime factor in the successful completion of each task assignment.
- c. Design services for all individual projects as assigned, including construction and post construction design services. Assist the City in obtaining all required permits.
- d. Provide quality control.
- e. Perform cost estimates for assigned task.
- f. Perform a constructability analysis.
- g. Construction Services - Review RFI (request for information), submittal, and shop drawings.
- h. Maintain good record keeping.
- i. Provide a schedule of each task that includes overall design schedule and construction.
- j. Schedule owner meetings as necessary during design.
- k. Provide value engineering recommendations to City staff members.
- l. Keep communication as required with City staff and other consultants.
- m. Other duties as required by City staff.

The selected consultant will be required to sign the attached Agreement for Consulting Services (Attachment 1) and provide the necessary insurance coverage (Attachment 2).