



MARIN CITY
COMMUNITY SERVICES DISTRICT
(MCCSD)

REQUEST FOR PROPOSAL 2008-0001

FOR

DESIGN/CONSTRUCTION SERVICES

MARGUERITA C. JOHNSON
SENIOR CENTER REFURBISHMENT/RENOVATIONS

CLOSING DATE: TUESDAY, 25 NOVEMBER 2008

CLOSING TIME: 3:00 P.M. PACIFIC STANDARD TIME
OFFICE OF CSD MANAGER
630 DRAKE AVENUE
MARIN CITY, CA

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BACKGROUND:

THE MARIN CITY COMMUNITY SERVICES DISTRICT (CSD) IS MANDATED TO AND DOES PROVIDE GARBAGE COLLECTION, RECREATION SERVICES, AND STREET LIGHTING WITHIN THE POLITICAL BOUNDARY OF THE AREA KNOWN AS MARIN CITY. THE COMMUNITY WAS ORIGINALLY FORMED TO BE THE LIVING AREA FOR WORLD WAR II SHIP BUILDERS. SINCE THAT TIME IT HAS BECOME THE VERY VIABLE AND VIBRANT COMMUNITY THAT NOW EXIST. AS PART OF THE RECREATION SERVICES MARIN CITY CSD PROVIDES THE MARGUERITA C. JOHNSON SENIOR CENTER. IT WAS ESTABLISHED BY A GROUP OF CONCERNED CITIZENS IN CONJUNCTION WITH THE CSD TO MAKE AVAILABLE SPACE FOR SENIOR CITIZENS TO CONGREGATE AND ACCESS SERVICES TARGETED TO THEIR PARTICULAR NEEDS. THE EXISTING STRUCTURE IS OVER 30 YEARS OLD AND IN DIRE NEED OF UPGRADES AND REPAIRS. THE ***STATE OF CALIFORNIA PER CAPITA FUND*** IS THE PRIMARY SOURCE OF FUNDING AND AS SUCH WILL REQUIRE THE PROPONENTS CLOSE COORDINATION IN ORDER TO MEET ALL STATE REQUIREMENTS. IT IS TO THIS END THAT THIS REQUEST FOR PROPOSALS IS INTENDED TO ADDRESS.

PROJECT DESCRIPTION:

THE MARGUERITA C. JOHNSON SENIOR CENTER, LOCATED ON THE GROUNDS OF THE MARIN CITY COMMUNITY CSD IN THE REAR NORTH WESTERN CORNER OF THE PARCEL HAS BEEN IDENTIFIED WITH THE FOLLOWING ISSUES:

- THE ENTIRE CENTER IS IN NEED OF A COSMETIC FACE LIFT I.E.: INTERIOR/EXTERIOR PAINTING, NEW LOW-E WINDOWS AND DOORS, NEW CARPETING, RENOVATION AND POSSIBLE UPGRADE OF ELECTRONIC, ELECTRICAL AND MECHANICAL SYSTEMS.
- REMODEL THE EXISTING KITCHEN TO MEET ALL COUNTY OF MARIN AND ANY OTHER APPLICABLE CURRENT STANDARDS FOR COMMERCIAL KITCHENS.
- INSTALL AUXILIARY BACKUP ELECTRICAL GENERATION SYSTEM MEETING GREEN BUILDING SPECIFICATIONS AS REQUIRED BY THE COUNTY OF MARIN. THIS SYSTEM MUST BE CAPABLE OF OPERATING INDEPENDENTLY FOR A PERIOD OF 7 DAYS WITHOUT OUTSIDE SUPPORT.
- INSTALL WIND/SOLAR CAPABLE OF SUPPLYING 85% OF THE MAXIMUM MONTHLY ENERGY NEEDS OF THE STRUCTURE (NOT INCLUDING AC)
- ASSESS THE CURRENT CONDITION OF THE ROOF AND PROPOSE ANY MEDIATION IF NECESSARY.
- INSTALL IN MAIN ASSEMBLY ROOM, DINING ROOM AND COMPUTER LABORATORY NEW OVERHEAD PROJECTORS, INTEGRATED ELECTRICALLY OPERATED PROJECTION SCREENS, SOUND SYSTEMS AND COMPUTER SYSTEMS. (THIS SYSTEM MUST BE COMPATIBLE WITH COMCAST CABLE BOXES INCLUDING HDMI AND DVR EQUIPPED CABLE BOXES. ***(CHECK WITH COMCAST)***)
- MEET ALL CURRENT APPLICABLE TITLE 24 AND ANY OTHER MANDATED ACCESSIBILITY, FIRE, SAFETY AND HEALTH CODES IN ALL PROJECT AREAS.
- INSTALL AN AIR CONDITIONING SYSTEM.
- INSTALL NEW HARDSCAPE AND LANDSCAPE
- NEW STORAGE SPACES FOR BOTH CONFIDENTIAL AND PUBLIC RECORDS.*
- NEW (2) OFFICE SPACES/CLASSROOMS. *

***NOTE:** THESE ITEMS ARE TO BE ADDED AS ALTERNATES

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OBJECTIVE OF THIS RFP:

THE MARIN CITY COMMUNITY SERVICES DISTRICT IS SEEKING PROPOSALS FROM QUALIFIED PRIME CONSULTANT TEAMS TO PROVIDE DESIGN/ENGINEERING SERVICES, CONTRACT ADMINISTRATION AND COMMISSIONING SERVICES.

SCOPE OF WORK:

THE SELECTED CONSULTANT WILL BE REQUIRED TO CONDUCT THE FOLLOWING WORK:

- 1) PROVIDE DESIGN/ENGINEERING SERVICES, CONTRACT ADMINISTRATION AND COMMISSIONING SERVICES IN COMPLIANCE WITH THE PMDA MANUAL;
- 2) THE CONSULTANT WOULD PREPARE A MASTER PLAN FOR INTERIOR DESIGN (INCLUDING AS IT APPLIES TO FURNISHINGS AND EQUIPMENT), FURNITURE SPECIFICATIONS, ARTWORK (IN CONJUNCTIONS WITH A COMMITTEE) AND WAYFINDING;
- 3) CONDUCT A POST OCCUPANCY EVALUATION OF PROJECT 6 MONTHS AFTER OCCUPANCY;
- 4) BUILDING CODE AND LIFE SAFETY ANALYSIS; AND
- 5) PHASING AND WORK SCHEDULE STRATEGIES FOR CONSTRUCTION WITHIN EXISTING SPACE WHILE SPACE CARRIES ON WITH ITS' BUSINESS.
- 6) THE SELECTED CONSULTANT SHALL PROVIDE 8 COPIES OF THE FINAL REPORT AND DOCUMENTATION. THE REPORT SHALL INCLUDE:
 - A) A FACILITY CONDITIONS REPORT WITH AS FOUND DRAWINGS (PDF AND AUTOCAD.DWG) AS WELL AS A DESCRIPTION OF BUILDING SYSTEMS AND COMPONENTS AS RELATED TO THE MARGUERITA C. JOHNSON SENIOR CENTER;
 - B) CONCEPT DESIGN REPORT;
 - C) DESIGN DEVELOPMENT REPORT;
 - D) CONTRACT DOCUMENTS;
 - E) CONSTRUCTION ADMINISTRATION DOCUMENTS;
 - F) COMMISSIONING DOCUMENTS; AND
 - G) POST OCCUPANCY EVALUATION.

REPORT COMPLETION SCHEDULE

- 1) PROPONENTS SHOULD DESCRIBE THEIR PLANNED SCHEDULE SO THAT THE RENOVATION/CONSTRUCTION WORK, FURNISHING AND OCCUPANCY IS ***COMPLETED BY 20 NOVEMBER 2009.***

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PROPOSAL REQUIREMENTS:

INTERESTED CONSULTANTS ARE ASKED TO DESCRIBE (IN THEIR **STATEMENT OF UNDERSTANDING**) HOW THEY HAVE DESIGNED SIMILAR PROJECTS BEFORE AND HOW THEY WOULD APPROACH THE DESIGN OF THIS PROJECT. PROPONENTS ARE REQUESTED TO DESCRIBE (IN THEIR PROPOSAL) HOW THEY WILL APPROACH ARCHITECTURAL, CIVIL, MECHANICAL, ELECTRICAL, COMPUTER AND NETWORKING ELECTRONIC DESIGN TO MAKE THIS A SUCCESSFUL PROJECT FROM THE MARIN CITY COMMUNITY SERVICES DISTRICT'S - MARGUERITA C. JOHNSON SENIOR CENTER PERSPECTIVE.

DESIGN ISSUES TO BE ADDRESSED INCLUDE BUILDING FORM AND IMAGERY, INTERIOR DESIGN AND WAYFINDING. SPECIFICALLY, AN IMPORTANT COMPONENT OF THIS PROJECT WILL BE TO 1) IMPROVE THE EXPERIENCE OF THE USERS OF THE FACILITY BOTH ENVIRONMENTALLY AND VISUALLY WITHIN THE CONTEXT OF THE MARIN CITY COMMUNITY AND 2) CREATE AN ENVIRONMENT FAVORABLE TO MULTIPLE USAGES OF THE SPACE FOR BOTH RENTAL AND RECREATION PURPOSES.

THE CONSULTANTS WILL DESCRIBE HOW THE PROJECT WILL BE ACCOMPLISHED, THEIR DESIGN APPROACH AND DEMONSTRATE KNOWLEDGE OF APPROPRIATE TECHNIQUES FOR USE IN TODAY'S SENIOR CENTER AND MULTI-USE FACILITIES.

PROponents WILL PROVIDE A LIST OF THE PRIMARY PERSONNEL AND SPECIALTY CONSULTANTS TO BE INVOLVED IN EACH RESPECTIVE COMPONENT OF THE WORK AND TO DESCRIBE HOW EACH WILL CONDUCT THEIR COMPONENT OF THE WORK.

A PROPOSED PROJECT SCHEDULE MUST ALSO BE PROVIDED ALONG WITH A LIST OF CODES AND STANDARDS THAT WILL BE USED.

THE PROPOSAL WILL INCLUDE THE FOLLOWING:

- STATEMENT OF CONSULTANT'S UNDERSTANDING OF THE WORK;
- PROJECT TEAM, INCLUDING SPECIALIST CONSULTANTS AND A LIST OF KEY PERSONNEL AND ORGANIZATIONAL CHART;
- QUALIFICATIONS AND RELEVANT EXPERIENCE OF KEY PERSONNEL;
- LIST OF 3 REFERENCES FOR THE PRIME CONSULTANT AND KEY SUB-CONSULTANTS;
- PROPOSED SCHEDULE; AND FEES AND FEE STRUCTURE.

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LENGTH OF PROPOSAL

THE WRITTEN PROPOSAL (NOT INCLUDING RESUMES AND CORPORATE BROCHURES) WILL A MAXIMUM OF 10 PAGES (11 PT FONT). SHORT FORM RESUMES SHOULD BE PROVIDED FOR KEY PERSONNEL. ONE COPY OF STANDARD CORPORATE BROCHURE FOR EACH FIRM MAY BE PROVIDED SEPARATELY.

FEE

PROPOSANTS SHOULD PROVIDE A TOTAL UPSET COST TO COMPLETE THE PROJECT AND SHOW A BREAKDOWN OF COSTS INCLUDING FEES, EXPENSES, HST, ALONG WITH THE ESTIMATED HOURS AND HOURLY RATE FOR EACH TEAM MEMBER. THE MARIN CITY COMMUNITY SERVICES DISTRICT WILL REIMBURSE SUCCESSFUL VENDOR BASED ON MONTHLY PROGRESS SUBMISSIONS FROM THE CONSULTANT.

IT IS ANTICIPATED THAT THE RENOVATED SPACE FOR THE MARGUERITA C. JOHNSON SENIOR CENTER WILL BE APPROXIMATELY 5200 SF. ADDITIONALLY, IT IS ANTICIPATED THAT THE ALTERNATE ADDITION SPACES WILL BE A FURTHER 1200 SF MAKING THE TOTAL COMBINED PROJECT 6400 SF.

PROPOSANTS WILL INCLUDE THE FEE PROPOSAL IN A SEPARATE SEALED ENVELOPE.

PROPOSAL SUBMISSION DEADLINE

THERE WILL BE A REQUIRED RESPONDENTS' JOB WALK-THROUGH AT THE MARIN CITY COMMUNITY CENTER - MARGUERITA C. JOHNSON SENIOR CENTER AT ***2:00 P.M. (PST) TUESDAY, 11 NOVEMBER 2008.***

PROPOSALS (4 BOUND COPIES) MUST BE RECEIVED BEFORE ***3:00 P.M. (PST) ON TUESDAY, 25 NOVEMBER 2008 AT THE:***

**OFFICE OF CSD MANAGER
630 DRAKE AVENUE
MARIN CITY, CA
415-332-1441**

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CONTRACTUAL CONSIDERATIONS

NO WORK SHALL BE UNDERTAKEN BY A CONSULTANT PRIOR TO CONTRACT SIGNATURE BY BOTH PARTIES. THE CONTRACT WILL INCLUDE CLAUSES SPECIFYING INTENTIONS, CONSTRAINTS, AND RESPONSIBILITIES IN THE FOLLOWING MATTERS:

- A. NATURE AND SCOPE;
- B. FINANCIAL IMPLICATIONS;
- C. TIME FRAME OF CONTRACT
- D. TERMINATION OF CONTRACT;
- E. DELAYS;
- F. DEFINITIONS;
- G. OWNERSHIP OF ACQUIRED OR PREPARED MATERIALS;
- H. CONFIDENTIALITY OF INFORMATION REQUIREMENTS;
- I. RECORD KEEPING REQUIREMENTS;
- J. MARIN CITY COMMUNITY SERVICE DISTRICT, MARGUERITA C. JOHNSON SENIOR CENTER AND OR THEIR DIRECTORS, BOARD MEMBERS OR EMPLOYEES HOLD HARMLESS CLAUSES AND INDEMNIFICATION;
- K. REASSIGNMENT OF WORK;
- L. EMPLOYMENT STATUS;
- M. ADDRESS OF PARTIES
- N. SCOPE OF CONTRACT;
- O. ADHERENCE TO LEGALITIES;
- P. APPLICABLE COURTS;
- Q. NON PERFORMANCE; AND
- R. HOLDBACKS.

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