



RICHMOND COMMUNITY REDEVELOPMENT AGENCY

REQUEST FOR PROPOSALS FOR PROFESSIONAL ELECTRICAL DESIGN SERVICES

April 1, 2010

I. INVITATION

The Richmond Community Redevelopment Agency (Agency) is requesting proposals from professional electrical engineering consultants (Consultant) to provide electrical power and lighting design services for the Marina Park and Green Renovation project.

The selected Consultant together with the landscape architect (Vallier Design), civil engineer (Nichols Engineering) and construction manager (Ghirardelli Associates) will form the project team. Vallier Design will take the lead role in the overall design of the project. Nichols Engineering will be responsible for elements as the pavement design of the parking lot and the foundation for the pole lights. Ghirardelli Associates will assist the Agency in coordinating the completion of the construction bid package and managing the construction project.

This RFP and its two attachments are available through the City of Richmond's Bids Online Purchasing System that can be found on the City's website at www.ci.richmond.ca.us and navigate to the Projects & Bids button in top right corner of the home page. RFP questions can be directed to Mr. Craig K. Murray at (510) 307-8188 or Mr. Paul Chui at (415) 286-3554.

II. SCOPE OF SERVICES

II A Scope of Work

The design scope of this Contract is divided into two tasks:

- A) Prepare the necessary electrical and lighting plans and design details based on the schematic lighting plan included herein as ATTACHMENT 1.
- B) Coordinate and meet with the Agency and other consultants as required to achieve a well integrated design package.

The successful Consultant will produce the construction documents and specifications for the bidding of the electrical work on the Marina Park and Green project. Construction documents will be based upon the results of the meetings and input of the Agency staff with the design team and will consist of drawings and specifications. Consultant will also assist the Agency in reviewing the installation during construction. The final drawings will show enough details that competitive bids could be provided for construction work. Similar requirements apply to the specifications. Consultant will provide progress bid documents for review and comments. At least one 50% set and a 95% set of documents shall be submitted for review during the design process prior to the preparation of the final construction documents.

Time is of the essence on this contract as construction is anticipated to start this coming summer with the work completed before end of 2010. Consultant is to ensure that there are no slips during the design process and to report and justify any delays that would impact the construction schedule.

Other Requirements:

- Consultant shall provide the Agency with assurance that a continuity of personnel shall be maintained.
- The selected firm must secure a City of Richmond Business License prior to starting work.

II B Compensation

Consultant shall advise the Agency in writing of the scope of work to be provided, the cost and estimated time to perform services. Consultant shall not proceed to perform any such services until the Agency and Consultant have established a project cost, a completion schedule, and a period of performance, and the Agency has given its written authorization to perform.

The cost shall be formatted in a not to exceed at cost estimate (number of persons hours multiplied by the current billing rates of the Consultant) for each scope of work item to be performed. Other direct charges shall also be estimated.

II C Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, computer software (if purchased on the Agency's behalf), video and audio recordings, software output, and any other materials with respect to work performed shall be provided to the Agency upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the Agency and shall not be released to others without prior written consent from the Agency.

III. FORMAT OF PROPOSAL

The proposal submission may not exceed fifteen (15) single-sided standard sized (8½" x 11") pages. Minimum font size of 12 required. The page limit does not apply to resumes (appendix), schedule of costs and fees (appendix), project schedule (appendix), one-page table of contents, any folder, or cover. Each page must be numbered. Costs for preparing and submitting a response to this RFP are entirely the responsibility of the Consultant.

The proposal content shall include a cover letter, a conflict of interest disclosure, and a summary of qualifications and experience as well as a design schedule and costs proposal as described below.

III A Cover Letter

Summary – Provide a brief summary of the firm’s proposal contents, emphasizing qualifications and capabilities of the Consultant and any subconsultants, if appropriate. The summary should indicate an understanding of design services required for performance.

City Ordinances Compliance – Include a statement on how firm complies or has provided good faith effort to comply with Local Business Ordinance, Local Employment Program, and Living Wage Ordinance. Indicate where the work is to be performed. Provide a breakdown on percentage of costs per consultant and subconsultants that complies with the above categories. If the work is to be shared among firms or different offices, then identify the locations and the work to be performed in each office. Identify key personnel assigned to work on the project who live in the City of Richmond.

Signature and Contact Information – The cover letter shall be signed by the Consultant’s Project Manager who is authorized to negotiate and contractually bind the firm with the Agency regarding the requested services. The Project Manager shall be the main contact with the Agency for technical and contractual issues, and shall be responsible for the direction of day-to-day progress. Please provide the telephone number, e-mail address, and office location of the Project Manager.

III B Conflict of Interest

The Consultant shall disclose and list any financial, business, or other relationships with the Agency that may have an impact on the outcome of project required for performance. A potential conflict of interest includes, but is not limited to, work related to contracts with other City departments, other municipalities, local land developers, current clients, and other parties who may have a financial interest in the outcome of the project. At the Agency’s discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

III C Qualifications and Experience

Summarize the qualifications and relevant experience for the consultant firm and any subconsultants. The following items will be included:

Summary – Provide a summary of the firm’s overall capabilities, history, recent and related experience, and expertise. The proposed relationships among all key personnel and support staff that are expected to provide engineering services should be identified. Provide information on the firm’s experience related to the contract’s scope of work. Provide information on the firm’s current work load, facilities, resources, and experience that clearly demonstrate its ability to successfully complete the project.

Reference Projects – Provide a list of similar reference projects that the proposed key personnel have completed in the last three years. The projects listed should be similar or the same as the project’s scope of work. The references should include 1) Project description and location, 2) Description of services provided, 3) Budget and schedule performance, 4) Key personnel involved and subconsultants employed, and 5) Client name, contact person, and current phone number and e-mail address. Should the Agency not reach a contact person with the contact information provided, then the reference will not be considered in the proposal evaluation.

Primary Reference Project – In addition to the information requested of a reference project as described above, provide a description in more technical detail of at least one primary reference project. The primary reference project should demonstrate working knowledge and experience regarding the preparation of similar project. Describe the approach and methodology used, including any equipment or special software. Describe any supplemental tasks that are deemed necessary or recommended, which enhanced outcome, reduced cost, or expedited delivery. Identify how quality control was performed and provide a percentage of time that was devoted to this function related to work effort and products.

Resumes – Provide a resume in the appendix for each of the proposed key personnel focusing on relevant experience and the assigned function of each key person. Provide information related to the contract’s scope of work. Similar information is required for each subconsultant utilized, if any, and the approximate percentage of their contribution. The proposal should include a statement describing the firm’s the individuals proposed to perform the requested services.

III D Schedule of Costs and Fees

Provide a cost matrix broken down by project task and the number of person-hours per task including staff title and hourly rate. The schedule of costs and fees shall include current fee schedules, personnel wage rate sheets and other costs. The firm shall provide specific hourly rates for each class of employee, specialist, and/or subconsultant. Such specific rates of compensation are to include an hourly breakdown, direct salary costs, salary additives, indirect costs, and fixed-fee or profit. Other direct costs should be set forth as independent cost items. The schedule of costs and fees shall include a separate itemization of any additional costs, such as mileage, printing, postage, and other reimbursable expenses.

Sample Cost Matrix	Staff 1 Hours	\$XX/hour	Staff 2 Hours	\$YY/hour	Staff 3 Hours	\$ZZ/hour	Cost Per Task
Project Task 1	20	\$X	30	\$Y	20	\$Z	\$XYZ
Project Task 2	40	\$X	20	\$Y	25	\$Z	\$XYZ
Project Task 3	10	\$X	20	\$Y	80	\$Z	\$XYZ
Project Task 4	40	\$X	80	\$Y	90	\$Z	\$XYZ
Consultant Subtotal							\$XYZ
Subconsultant 1	Description 1						\$XYZ
Subconsultant 2	Description 2						\$XYZ
Subconsultant 3	Description 3						\$XYZ
Subconsultant Subtotal							\$XYZ

Additional Cost 1	Description 1	\$XYZ
Additional Cost 2	Description 2	\$XYZ
Additional Cost Subtotal		\$XYZ
GRAND TOTAL		\$XYZ

III E Project Schedule

Provide a project schedule based on project tasks associated with the schedule of costs and fees. Include milestone deliverables and meetings.

All proposals will be reviewed by a Selection Committee using the attached rating matrix to determine which firms will be selected for further consideration. Depending on the qualifications of the Consultants, in the sole opinion of the Selection Committee, the Agency may elect to conduct a final interview of the top ranking firms before final selection is made.

Firms interested in submitting proposals for this Contract must provide a signed original and five copies of their proposal addressed to:

Craig K. Murray, SR/WA
Richmond Community Redevelopment Agency
440 Civic Center Plaza, Second Floor
Richmond, CA 94804

Proposals are due at the Redevelopment Agency front desk by

4:00 PM Thursday, April 22, 2010.

III F Proposal Information

- The Agency reserves the right to reject any and all proposals submitted.
- All responses to the RFP become the property of the Agency.
- The RFP does not commit the Agency to award a contract or to pay any cost incurred in the preparation of the proposal.
- The Agency reserves the sole right to evaluate each proposal and to accept or reject any or all proposals received as a result of the RFP process.
- The Agency reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to obtain further information from any and all consultant teams and to waive any defects as to form or content of the RFP or any responses by any consultant teams.

- Once a final award is made, all RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the Agency as public records. The Agency shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.
- Award of a contract does not guarantee that a Consultant or its sub-consultants will actually receive any work.

IV. SELECTION CRITERIA

IV A General

The Agency's overall objective is the selection of a highly qualified Consultant to perform Work at a reasonable cost. Within this overall objective, it is also the Agency's intent that:

- The selection process be fair and open;
- The selection of the Consultant be based on clearly stated objective criteria;
- Contracting firms' proposals to be evaluated by a qualified evaluation committee.

IV B Selection Process and Evaluation Criteria

The Consultant selection process is divided into three broad phases:

- The selection process starts with the receipt of proposals from interested firms.
- The proposals are reviewed by an evaluation committee using the "Proposal Rating Matrix" to determine the most responsible responsive bidders and to make a recommendation regarding award of the Contract.
- The evaluation committee's recommendation is forwarded to the Agency Board for approval to proceed with the Contract.

IV C The Agency reserves the right to reject any and all proposals and to terminate the selection process at any time for any reason without liability to the Agency. This Request for Proposals is not to be construed as a contract or commitment of any kind.

IV D Local Business, Local Resident Hiring and Living Wage Requirements

As part of this RFQ process, and as referenced in III A Cover Letter section above, the selected Consultant will be required as necessary to comply with the City of Richmond's Business Opportunity Ordinance (Chapter 2.50), Local Employment Ordinance (Chapter 2.56) and Living Wage Ordinance (Chapter 2.60). The Consultant will be required to execute a First Source Agreement with the City.

Please contact Craig K. Murray at (510) 307-8188 for additional information regarding the above requirements. The selection panel may disqualify any qualification package that does not satisfy these requirements.

V STANDARD CONTRACT

The Agency Standard agreement for professional consulting services is included herein as ATTACHMENT 2.

VII CONSULTANT RATING MATRIX

The following Proposal Rating Matrix will be used by an evaluation committee to rate the proposals.

PROPOSAL RATING MATRIX

Firm: _____ Date: _____

CRITERIA	POINTS	SCORE (0 – 10)		COMMENTS
1. Proposal Format	5			
2. Experience, Technical Capability of Consultant	20			
3. Management Approach to Project	15			
4. Experience of Project Personnel on Similar Projects	20			
5. Special Resources of Consultant	5			
6. Cost	20			
7. Ability to meet schedule	10			
8. Adequacy of Local Employment, Bus. Opportunity Measures	5			

TOTAL: _____

RATED BY _____

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