



CITY OF SAUSALITO

April 21, 2016

REQUEST FOR PROPOSALS FOR PROJECT MANAGEMENT SERVICES CITY OF SAUSALITO MLK CAMPUS REPAIRS PROJECT SAUSALITO, CALIFORNIA

1. INTRODUCTION

The City of Sausalito (the City) is requesting proposals from qualified firms to provide Project Management and related services necessary to complete repairs and upgrades of the City-owned MLK Campus located at 100 Ebbtide Avenue in Sausalito, Marin County, California (the "Project").

The City is requesting proposals from companies with offices in the San Francisco Bay Area with experience managing comprehensive repair projects involving planning, design, bid document preparation, and construction management.

2. BACKGROUND AND OVERVIEW

MLK Campus – The MLK Campus is a City-owned facility which consists of six (6) buildings, currently leased to various tenants including artists, small cottage industries and two (2) schools. There are five (5) additional buildings on-Campus including: a gymnasium, two (2) transformer buildings, a field house and an unused boiler room building. The remainder of the Campus is dedicated to recreational facilities including tennis courts, soccer and baseball fields and a running track.

CFCA - A Comprehensive Facility Condition Assessment (CFCA) of the MLK Campus was completed on April 28, 2015 which analyzed the current condition of the facilities, identified physical or operational deficiencies, provided cost estimates and prioritized schedules of repair work. The CFCA identified a total of approximately \$3,000,000 required over the ten year study period to maintain the facilities in "good" condition as rated by Facility Condition Needs Index (FCNI) and without taking into account underground infrastructure or barriers to accessibility.

COP Funding - Following a Special Municipal Election (Measure F) held on November 3, 2015, the City Council of the City of Sausalito and the Sausalito Financing Authority authorized the execution, sale and delivery of Certificates of Participation (COPs) in the amount of \$3,000,000 for the Project.

3. PROJECT DESCRIPTION

The CFCA included an assessment of the substructure systems, shell systems, interior systems, service systems, equipment, and building site work systems for each campus building and recreational facilities. The study concluded that the overall condition of the campus, as rated by the Facility Condition Needs Index (FCNI) is "Poor". (This is defined as: "Subjected to hard or long-term wear. Nearing the end of its useful serviceable life.") The MLK Campus is a vital, revenue producing asset for the City of Sausalito. It is imperative that the repairs identified by the CFCA be

implemented in a cost effective, organized, timely manner in order to assure the long term viability of this valuable Property. The project is intended to improve and maintain the facility as a rent producing viable enterprise for the City. The qualified firm will oversee this comprehensive Project from planning, design (integrating energy efficiency measures) through construction. Throughout the planning for and implementation of repairs to the MLK Campus, it is the City's goal to maintain focus on life-cycle costs and sustainability including reducing energy costs, improving water conservation, and utilizing sustainable materials to the maximum practicable extent. The City envisions making the MLK Campus a long-term sustainable flagship property that will benefit from lower operating costs and improved efficiencies. The qualified firm must demonstrate the technical and managerial competence to design and implement projects involving multiple technologies, including:

- Lighting
- HVAC Systems
- Roofing Systems
- Photovoltaics
- Control Systems
- Telephone System Upgrades
- Energy Management Systems
- Building Envelope Improvements
- Electrical Upgrades and Transformer Systems
- Water Conservation - Plumbing Upgrades and Irrigation

4. SCOPE OF SERVICES

The qualified firm will oversee this comprehensive Project including planning, design, permitting, bidding, and construction management.

Anticipated duties include but are not limited to:

- a) Review the initial cost estimate and provide continuous cost management to assure the design, implementation and completion of the Project is performed within budget.
- b) Develop a master plan, provide constructability reviews and analysis. Offer suggestions to improve the quality, life-cycle costs and sustainability of the Project.
- c) Provide construction and repair prioritization, phasing and scheduling through completion of the Project. Key elements include roof, HVAC and electrical replacement which will require substantial lead time and coordination with the summer breaks of the two schools on campus.
- d) Develop and maintain a Project schedule that incorporates all tasks and approvals of all involved parties necessary to complete the Project within the contract durations, including City Council and Planning Commission or other decision-making bodies with jurisdiction.
- e) Incorporate LEAN¹ practices and tools into the process.
- f) Oversee planning, design, pre-construction, bidding, construction and Project acceptance.
- g) As applicable: draft RFPs, review bids, assist in architect, design and contractor selection process in accordance with Sausalito Municipal Code Section 3.30 – *Purchase of Supplies, Equipment and Services and Procedures for Public Works Projects.*

¹ <http://www.leanconstruction.org/>

- h) Warrant the completeness and constructability of the construction documents and ensure that trade bid packages include a complete scope of work and meet all provisions of the California Building and all other applicable or relevant codes.
- i) Verify validity of contractor and subcontractor licensing and bonding, quality of work and compliance with the California Labor Code with respect to prevailing wages, and the relevant CalOSHA safety orders for each trade.
- j) Manage, administer and inspect during the Project construction phase to achieve high quality construction completion within the contract time and budget.
- k) Conduct regular Project meetings and prepare meeting minutes.
- l) Maintain cost accounting and cost control records.
- m) Report and present updates to the City Council and Staff as to the management of the Project from both a timeline and budget perspective, from the design process through the implementation to completion of the Project.

5. PRE-PROPOSAL CONFERENCE

There will be Pre-Proposal Conference and Site Visit held at the MLK Campus.

The Conference will take place at 610 Coloma Street, Building 6 (the Gymnasium), Sausalito CA on April 29, 2016 from 1:00 p.m. to 2:30 p.m.

Please confirm attendance by emailing Leslie Johnson at: ljohnson@ci.sausalito.ca.us

6. PRELIMINARY SCHEDULE

The following is an outline of the anticipated schedule for the proposal review, contract award and commencement of work. Schedule is subject to change:

DATE	Milestones (subject to revision)
<u>April 21, 2016</u>	RFP Released
<u>April 29, 2016</u>	Pre-Proposal – MLK Site Walk and Conference for Prospective Proposers
<u>May 18, 2016</u>	Proposals due by 5:00 p.m.
<u>May 23, 2016</u>	Potential interviews
<u>May 25, 2016</u>	Presentations by firms selected as potential candidates for Project to City Council OMIT Committee
<u>June 14, 2016</u>	City Staff recommendation to City Council to award contract
<u>June 17, 2016</u>	Agreement executed
<u>June 20, 2016</u>	Work commences

7. SUBMITTAL REQUIREMENTS

The proposal is to consist of two parts submitted as a single package.

- a) Part I shall consist of the Proposal for Services. (Please see criteria below.)
- b) Part II shall be a Price Proposal, which will not be part of the selection criteria. This is to be contained separately in a sealed envelope within the proposal package and clearly marked: PRICE PROPOSAL – Project Management Services for the MLK Campus Repairs Project.

Proposals shall be submitted in sealed envelopes which shall be plainly marked: PROPOSAL FOR PROJECT MANAGEMENT SERVICES FOR THE MLK CAMPUS REPAIRS PROJECT.

The envelopes shall also bear the names and business addresses of the Proposer.

Proposals will be accepted at the Administrative Services counter, City Hall, 420 Litho Street, Sausalito, California or, if mailed, the proposal packages shall be addressed to: City of Sausalito, Administration Department, 420 Litho Street, Sausalito, CA 94965-1933, Attention: Leslie Johnson. If delivered by courier, please use this telephone number: 415-289-4144.

Proposals must be received by 5:00 p.m. on May 18, 2016. Any proposals received after this time will be returned unopened.

The City of Sausalito reserves the right to reject any or all proposals and to wave any and all irregularities to choose the firm which, in its opinion, best serves its interests. The City will not be liable for any costs incurred by proposers in the preparation or presentation of qualifications either in the proposal or in oral interviews.

Part I - Submittal of Proposals

Respondents for this Project shall submit a proposal in accordance with the following instructions:

- a) Proposals should be prepared in such a way as to provide a straightforward and concise discussion of the Proposer's ability to provide the services that can best satisfy the requirements herein and the needs of the City. Elaborate or unnecessarily lengthy documents are discouraged.
- b) The City's Evaluation Criteria are listed in Section 9. Proposals shall include:

Executive Summary - a synopsis, prepared for management review, covering the salient features of the proposal including the proposer's understanding of the Project, approach to accomplishing repairs, upgrades and energy components, conclusions and general recommendations in a summary format.

Scope of Work - a detailed breakdown and description of the specific steps, services and deliverables to be provided in performing the work listed in this RFP. Firms may elect to include in this section any sustainable energy strategies, innovative methods or concepts which might be beneficial to the City of Sausalito as long as the minimum requirements as set out in this RFP are still met.

Consulting Firm Profile - a brief introduction, limited to no more than four (4) pages, describing the firm's organization and services. An organization list identifying key executives and/or staff who would be assigned to this Project as well as their professional experience, qualifications, responsibilities and functions should be included. The City expects that the key personnel identified as being assigned to the Project will in fact be available to provide any and all services required by the City within the scope and budget for the management of the Project for its entire duration. A statement regarding the proposer's means and methods for ensuring that the City's expectations in this regard will be satisfactorily met is required.

Client References – a list of at least five (5) recent consulting clients, including the organization, contact person, address, telephone number, email contact and brief description of the services provided. California governmental agencies preferred.

- c) Submit one (1) original and four (4) copies of the Proposal in 8-½ x 11 inch format. Include one (1) copy as a digital file in PDF format. To conserve paper we ask that the Proposals be printed on both sides of the paper.
- d) Proposals shall be submitted in a sealed package clearly marked: Proposal for Project Management Services for the MLK Campus Repairs Project.
- e) The City of Sausalito will not be responsible for proposals delivered to a person or location other than that specified herein.
- f) The Proposal must be signed by the person authorized to negotiate a contract for proposed services with the City.

Part II - Price Proposal

The Price Proposal must be contained separately in a sealed envelope within the proposal package and clearly marked: Price Proposal –Project Management Services for the MLK Campus Repairs Project. The Price Proposal will not be used as criteria for the initial selection process.

The elements of the Price Proposal shall include the following:

- a) A current hourly rate schedule for each firm personnel (by name or title) who will be working on the Project.
- b) A preliminary time and materials budget for each phase of the Project ("Basic Services"). Services may include meetings with City Staff, oversight committees, commissions, public hearings, or City Council. For fee proposal purposes, assume that all meetings will be held in Sausalito and will last an average of two hours each.
- c) As applicable, an itemization of the expected level of services to be provided by each subconsultant, including hours of work broken down by phase and corresponding fees.
- d) A suggested allowance for Additional Services with a list of possible services not covered in Basic Services.
- e) A preliminary work schedule identifying milestones, time to complete and deliverables. Assumptions and expectations in preparing the schedule should be stated.

8. SELECTION PROCESS

A selection committee will evaluate the submittals and rank each firm according to the selection criteria listed herein. Based upon this evaluation, the City will open the Price Proposal of the top ranked firms for further consideration. The City may choose to invite two or more firms for an oral interview to clarify their proposals, approaches, experience and qualifications to manage this Project. At the conclusion of such interviews (or if a best-qualified firm is selected without the need for interviews), further presentation by potential candidate(s) may be required at the City Council's OMIT Committee, followed by City Staff recommendations to the City Council. The selection process will be completed when a contract is executed or the City determines otherwise to terminate the solicitation.

The City reserves the right to accept or reject any or all proposals. After a consultant is selected by the City, the contents of the submitted proposal will become a contractual obligation. Failure of the consultant to agree to include the proposal as part of the contractual agreement may result in cancellation of the award. The City reserves the right to negotiate a modification to or accept any part of the proposal and will not be obligated in any way to accept those parts that do not meet with the approval of the City. Other terms and conditions of the contract will be negotiated at the time of consultant selection and will be subject to approval by the City Attorney. A standard form Professional/Consulting Services Agreement is attached to this solicitation.

9. PROPOSAL EVALUATION CRITERIA

Please provide the following information in your proposal:

- 30 Points: Your firm's general qualifications and demonstrated successful experience with management or similar projects in the public sector.
- 30 Points: Provide information for at least two projects that have been completed in California within the last five years which are of similar size and scope which demonstrates the proposer's completeness of plans and specifications, quality of work, success in meeting project deadlines and budgets and controlling costs.
- 30 Points: Outline the proposed approach to the scope of services, including organizing and scheduling of tasks to be performed.
- 30 Points: Your firm's process for assuring the Project scope, schedule and cost is within the approved scope, schedule and budget.
- 30 Points: Comprehensive plan to maximize energy savings, while meeting the MLK facility requirements as outlined in the CFCA. Integrated Energy Component in overall plan. Potential for LEED Certification, measured energy savings?
- 20 Points: Experience and quality of sub consultants and subcontractors.
- 20 Points: During the past five years, was your firm required to pay penalties for failure to pay prevailing wages? If yes, please explain.

During the past five years, has your firm been assessed CAL-OSHA fines in the serious, repeat, or willful category? If yes, provide circumstances, number of instances and the amount of fine(s).

Any past litigations against the firm that should be included as disclosure?
- 10 Points: Responsive, clear and concise response to RFP.

The City of Sausalito reserves the right to award a contract to the firm that presents the proposal which, in the sole judgment of the City, best serves the community's interest.

The City of Sausalito reserves the right to reject any and all proposals, to waive minor irregularities in proposals, or to negotiate minor deviations with the successful firm.

A sample agreement is attached that includes terms regarding conflict of interest, insurance, indemnification and assignment. The consultant selected to perform the work will be required to comply with these terms.

10. ADDITIONAL INFORMATION OR QUESTIONS MUST BE SUBMITTED IN WRITING TO:

Leslie Johnson
MLK Property Manager
420 Litho Street, Sausalito, CA 94965
Email: ljohnson@ci.sausalito.ca.us
Telephone: 415.289.4144

ATTACHMENTS:

Sample Professional Services Agreement
CFCA Executive Summary
MLK Campus Map