REQUEST FOR PROPOSALS

Architectural and Engineering Services for Building Remodel

Issued March 24, 2015
Submittals are due by 3:00 PM on April 6, 2015

Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
(530) 262-6190

2015 SRTA Board Members and Agency Partners

Board Members

Susie Baugh	City of Anderson
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Introduction

The Shasta Regional Transportation Agency (SRTA) is seeking qualified providers of architectural and engineering services to develop specifications, provide final design, bid services, and construction support/administration for interior and exterior improvements at 1255 East Street, Redding, CA, 96001. This will be a '*Time-and-Materials'* contract, with a not-to-exceed amount (please see Contract Amount and Award for more information).

Background

SRTA currently occupies 1255 East Street, Suite 202 in Redding, California. The balance of the building is either vacant (Suite 201) or under a multi-year lease agreement (Suite 101). SRTA will complete purchase of the building and property by April 17, 2015.

SRTA issued a Request for Quotes to acquire architectural services to develop conceptual plans for the building remodel. Conceptual plans have been completed. The scope of work will include an interior demolition and remodel of approximately 3,300 square feet of office space and some exterior site improvements. Improvements will address Americans with Disabilities Act (ADA) accessibility; plumbing, electrical, HVAC, flooring and ceiling improvements; and signage. Detailed narratives of improvements and items that need further investigation identified during preliminary design, including related plans, are available in Attachment A.

Project Scope of Work

SRTA seeks a "turn-key" approach, whereby the architecture firm will provide assistance from final design through construction completion, including but not limited to the following:

Task 1: Design Development Phase

This phase shall include, but not be limited to, the following:

- Review and discussion of preliminary design narratives, demolition plan and improvement plan with SRTA.
- Investigation into items identified during preliminary design needing further review.
- Completion of detailed preliminary design of site plans, demolition plan, improvement plan and any other necessary plans.
- Prepare an updated cost estimate which shall include electrical, mechanical, plumbing, and other systems as necessary to develop a complete design.

Task 2: Construction Document Phase

This phase shall include, but not be limited to, the following:

- Development of plans and specifications for bidding/construction purposes. This shall include all necessary plans, including but not limited to: site, floor, structural, demolition, electrical, mechanical, plumbing, signage, and parking lot plans.
- Provide review plan sets to the city of Redding Permit Center sufficient for issuance of necessary building permits and complete all necessary forms.

- Review, provide clarifications and redesign as required by the City of Redding.
- Preparation of contract documents that comply with all applicable laws and regulations, including applicable provisions of the California Public Contract Code.
- Completion of final cost estimates.

Task 3: Bidding Phase

This phase shall include, but not be limited to, the following:

- Preparation and assistance with distribution of necessary bid documents, including making plan available for bidders.
- Conduct a pre-bid meeting and on-site walk with potential general and sub-contractors.
- Answer questions related to the design documents.
- Prepare any necessary addenda documents.
- Assist in review of the bids received, assist SRTA in awarding the contract, and help prepare contract documents with chosen bidder.

Task 4: Construction Phase

This phase shall include, but not be limited to, the following:

- Conduct and maintain regular communication with SRTA project manager on status of construction work, issues that arise and need to be resolved, and any other items that need SRTA approval.
- Provide all necessary architecture and engineering services to carry out the project, ensuring compliance with all necessary federal, state and local laws and regulations.
- Design and develop a schedule for access and reception during the construction period. This should include ensuring access to the building for all tenants during normal work hours.
- Conduct regular site observations of the contractor and subcontractors during the construction phase to ensure construction, workmanship and level of finish is consistent with the contract documents including, but not limited to, the plans and specifications.
- Respond to contractor Requests for Information (RFI).
- Review technical and all other necessary submittals to ensure conformance with the plans and specifications. Make determination when work is complete and assist in review of submitted invoices to assure scheduled payments are made, with any appropriate holdbacks.
- Assist with disputes or claims resolution with regard to work completed, materials, specifications, etc.
- Conduct a final review of work and final assurances to SRTA that the project is completed as originally designed.

The above project scope of work is meant to be illustrative and not an exhaustive list of the tasks necessary to complete each phase. Consultant proposals must address each phase in detail in their proposal on their project management approach, identify any necessary tasks not described above and provide a proposed schedule timeline by task.

Consultants should be prepared to assist and advise SRTA through all phases of the project as a project manager. However, SRTA will retain final decision-making authority, especially where decisions have a financial impact. Consultants should describe how they typically work with clients in this fashion and how they would maintain constant communication throughout the project.

The final scope of work is negotiable and will be made part of the agreement between SRTA and the selected consultant.

Project Timeline

SRTA anticipates contracting with the selected consultant starting May 4, 2015, pending approval by the Executive Director or SRTA Board of Directors on April 28, 2015. The consultant contract would last through completion of the construction phase. SRTA anticipates all construction activities to be completed by December 31, 2015, or sooner if possible. Consultants should indicate in their proposal if the proposed timeline is reasonable or what a more appropriate timeline would be, taking into consideration each phase, experiences with permit review and oversight of similar construction projects.

Site Visits

A site visit for those persons or entities interested in submitting a proposal is scheduled for 1:30 to 2:30 P.M. on Thursday, March 26, 2015. All interested persons or entities are encouraged to attend the site visit. Please contact Sean Tiedgen at (530) 262-6185 to RSVP.

Proposal Contents

Consultants interested in providing the services specified in this Request for Proposal (RFP) must submit a written proposal and include any necessary attachments. At a minimum, the following information should be included and clearly labeled:

1. **Transmittal letter** signed by an officer who may contractually bind the business, including a description of the firm.
2. **Technical Approach:** Statement of understanding of the scope of work and project management approach for all phases of the project, including an anticipated schedule to complete all phases of the project.
3. **Project Team:** List of the personnel on the project team, including a summary of their qualifications and work experience (resumes may be included as an attachment) and their project-related hours. This includes sub-consultants proposed for use.
4. **Representative list of similar projects**, but not more than five, completed within the last five years, including: project description and services provided, budget and schedule performance, and contact information for the client reference.
5. **A fee proposal and schedule** of hourly rates based on personnel or position title and materials basis. The fee schedule shall be fully inclusive of all services, overhead, and

direct expenses. This should include costs related to travel, printing, etc. The fee proposal should break down project fees and costs by phase and task. The contract shall provide payment for work up to a not-to-exceed amount.

6. Exhibit 10-O2 Consultant Contract DBE Information (Attachment C).

RFP Questions, RFP and Project Schedule and Contact Person

SRTA will develop a mailing list of all interested applicants. Questions concerning this RFP may be directed as noted below where they will be collected and responded to collectively, and made available for all interested applicants via the SRTA website. All questions must be submitted by email or letter no later than 5:00 pm on March 30, 2015. **No oral questions will be taken or responded to**. Responses to questions will be posted on SRTA's website on April 1, 2015. All interested applicants are encouraged to register for the mailing list so that they are notified appropriately should any changes occur to the RFP.

Contact Person:
Sean Tiedgen, AICP
Senior Transportation Planner
stiedgen@srta.ca.ogv
530-262-6185

The following RFP schedule is anticipated:

Tasks	Deadline
Release RFP	March 24, 2015
Site visit	**1:30-2:30 P.M. on Thursday, March 26, 2015**
Interested Vendor Questions Due	March 30, 2015
SRTA Response to Vendor Questions	By 5:00 P.M. April 1, 2015
Vendor Proposals Due	**By 3:00 P.M. on April 6, 2015**
Evaluation and Ranking of Proposals	April 7-14, 2015
Interviews (if necessary)	April 14-15, 2015
Negotiate Contract with Most Qualified Vendor	April 16-27, 2015
Contract Approval	**April 28, 2015**
Contract Start	**May 4, 2015**
Contract End	**December 31, 2015**

Proposal Evaluation and Selection

The proposals received shall be reviewed by a consultant evaluation panel according to the criteria/weighting per Figure 2 below. The consultant evaluation panel will be composed of SRTA staff. SRTA is not required to award a contract to the consultant with the lowest price.

Consultants may be invited to interview at the discretion of the consultant evaluation panel, if it is determined that interviews will help the panel in making a selection. SRTA is not obligated to interview or receive presentations from a certain number of, or all, consultants. Should interviews be requested, SRTA will provide a list of questions including how they will be scored before the interviews. Presentations may be allowed, with a specified time limit. After interviews are completed, SRTA will again rank all proposals according to the evaluation criteria specified in Figure 2 below.

After evaluating the proposals, the evaluation panel may also evaluate the fees proposed. If a consultant submits a project fee that exceeds the amount SRTA anticipates for this project, SRTA may negotiate with that consultant or move on and negotiate with another consultant.

SRTA currently has a Disadvantaged Business Enterprise (DBE) goal of zero (0%) percent for this contract (Attachment B - Exhibit 10-I). However, participation of qualified DBE firms is strongly encouraged. Consultants must fill out Exhibit 10-O2 Consultant Contract DBE Information, from the Caltrans Local Assistance Procedures Manual, attached at the end of this RFP. Failure to submit Exhibit 10-O2 will result in a proposal being considered non-responsive.

Figure 2 – Scoring Criteria

Criteria	**Scoring Weight/ Maximum Points**
Understanding of project requirements, scope of work, issues, and challenges	30
Approach to be followed and tasks performed, including detailed steps, resources required, and proposed project schedule	15
Experience and technical competence of personnel assigned to the project, including experience in work for all phases of the project, demonstrated understanding of government contracting processes and knowledge of applicable laws and regulations	25
Qualifications, experience and credentials of the consulting firm, project leader and project team	20
Reasonableness of fee schedule and value provided for proposed fee	10
Total maximum score:	**100**

Contract Amount and Award

The contract amount will be determined based on proposed fees and funding availability. The

contract will be awarded to the highest ranking proposal, including value provided for proposed fee.

The proposal shall be signed by an individual authorized to bind the offer of said proposal. The proposal shall be a firm offer for a minimum of 90 days, and contain a statement to that effect.

The contract is not in force until approved by the Executive Director or SRTA Board of Directors and written authorization to proceed is provided.

Standard Consulting Agreement

SRTA's standard Technical Services Agreement (TSA) will be used for the agreement between SRTA and the selected consultant. A copy of SRTA's TSA is included for reference (Attachment D).

Protest Procedure

All protests must be in writing within five (5) business days from the results notification and at least ten (10) days prior to a SRTA Board of Directors meeting in order for the protest to be considered at that meeting. Send protests signed by the protesting party or an authorized agent to the SRTA executive director. Include a description of the relief or corrective action in the protest. The protest should stipulate an issue of fact concerning the following points:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator(s);
- Errors in computing the score; and/or
- Non-compliance with procedures described in this RFP or SRTA's established policies.

SRTA will only consider protests based on the above matters. SRTA will reject protests without merit if they address issues such as: 1) an evaluator's professional judgment on the objective quality of a proposal; or 2) SRTA's assessment of its own and/or other agencies needs or requirements. SRTA will review and respond to protests in a timely manner.

Proposal Submittal

Please submit one original proposal, signed by an officer of the firm authorized to bind the firm contractually, and three (3) copies (total of 4) to:

Shasta Regional Transportation Agency
Attn: Sean Tiedgen, AICP, Senior Transportation Planner
1255 East Street, Suite 202
Redding, CA 96001

Submittals must be received before **3:00 PM on Monday, April 6, 2015.** No proposals will be accepted after this time.

The cost of preparing and submitting a proposal, pre-contract meetings, and participating in an interview—if held—are at the sole expense of the consultant. SRTA reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal at SRTA's discretion. Solicitation of proposals in no way obligates SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of SRTA.

Additional Information

Public Records Act: All proposals submitted in response to the RFP will become the exclusive property of SRTA. At such time the SRTA executive director recommends a proposal to the board of directors and such recommendation appears on the board agenda, all proposals submitted in response to the RFP shall become a matter of public record and shall be regarded as public records. **If there are any trade or proprietary secrets included by the consultant, the consultant may provide a different copy of the proposal that would be acceptable to release to the public. If an alternate document is not made available to SRTA by the consultant, then the original proposal, as submitted, will be released as requested.** Proprietary information can include secret formulas, processes, and methods used in production. It can also include a company's business and marketing plans, salary structure, customer lists, contracts, and details of its computer systems. In some cases, the special knowledge and skills that an employee has learned on the job are considered to be a company's proprietary information.

Modification or Withdrawal of Proposal: Any proposal received prior to the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the consultant. To be considered, the modification must be received in writing, with the same number of copies as the original proposal, prior to the deadline. Negligence on the part of a consultant in preparing the proposal confers no right of withdrawal of the proposal after the proposal has been opened. No proposal may be withdrawn for a period of 60 days following the proposal deadline.

RFP Addendum (a): Any changes to the RFP will be made by written addendum (a) issued by SRTA, and shall be considered part of the RFP. The RFP deadline may be extended dependent upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation and be forwarded to prospective consultants and posted on-line. It will be the consultant's responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal. In no event will SRTA modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

Verbal Agreement or Conversation: No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of SRTA shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations: Any contract resulting from this RFP will be financed with funds available to SRTA. The contract for this service is contingent upon the provision of these funds to SRTA. In the event these funds are reduced or eliminated, SRTA reserves the right to terminate or revise any contract.

Alternatives: Consultants may not alter any requirement of the RFP in the response to the RFP. If the consultant brings to SRTA's attention, at least fifteen (15) days before the RFP deadline, a more efficient and/or alternative way to reach the end product than the scope delineates, SRTA reserves the right to cancel the RFP and re-bid the project. Since SRTA desires to enter into one contract to provide all of the intended services, only those proposals to provide all services will be considered.

Buy America: Buy America regulations apply to federally assisted procurements, typically development and/or construction activities subject to a NEPA determination, exceeding certain amounts. Buy America Regulations require the consultant to provide goods produced or manufactured in the US, unless the federal government has granted a waiver authorized by those regulations.

Equal Employment Opportunity/Affirmative Action: In awarding a contract to a consultant, SRTA includes language within the contract which requires the consultant to certify their compliance with federal regulations.

Audit and Indirect Costs: As required by 49 U.S.C. Section 5325(b)(3), all federally assisted contracts and subcontracts including program management, architectural engineering, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping or related services must be performed (i.e. a consultant cannot incur and invoice the agency any unallowable, unallocable, or unreasonable costs prohibited by the Federal Acquisition Regulations (FAR) and/or the contract terms and conditions) and audited in accordance with FAR Part 31 cost principles. The consultant, its sub-consultants, and sub-recipients must accept FAR indirect cost rates for one-year applicable accounting periods established by a cognizant federal or state government agency, if those rates are not currently under dispute, and these established rates will apply for purposes of contract estimation, negotiation, administration, reporting, change order, options, and payments, not limited by administrative or de facto ceilings.

Attachments

- Attachment A – Preliminary design narratives, existing site plan, demolition plan, and improvement Plan
- Attachment B – Exhibit 10-I Notice to Proposers DBE Information
- Attachment C – Exhibit 10-O2 Consultant Contract DBE Information
- Attachment D – Copy of SRTA's standard Technical Services Agreement (TSA)