

**Request for Proposals PROFESSIONAL SERVICES for
Preconstruction Services with an Option for Construction Management
for the
Jefferson Park and Community Center Proposition 84 Project**

1. Introduction

Redwood Community Action Agency (RCAA) is seeking **Professional Architectural and Engineering Services** (hereafter, Consultant) for the conversion of the existing Jefferson school site to the Jefferson Park and Community Center as funded by the California State Department of Parks and Recreation Proposition 84 grant. Consultant Services to include: project management, consulting, design, permitting, and cost estimating services, with an option (to be exercised at RCAA's discretion) to provide construction administration and construction management services. The basis for consultant services includes the project description and summary (Section 3) and the referenced or attached documents.

2. Selection Process

Consultants are invited to submit proposals as described in Section 6. Proposals are due no later July 18, 2013. These proposals will be reviewed by the RCAA Selection Team and ranked using the selection criteria identified in Section 8. Consultants with the top two proposals will be invited to be interviewed by the Selection Team. The purpose of the interview is to give the Selection Team a chance to become familiar with the proposed team members and ask questions about the proposal. Selected consultants will be asked to make a presentation and respond to questions related to their proposal. Selected consultants are asked to bring to the interview the key team members who will be working on this project, if selected.

A. Selection Criteria

Proposals will be scored using a system that ranks each company based on:

- Company Profile
- Project Team
- Company Experience
- Project Approach
- Current and Projected Workload
- Contractor's Qualification Statement
- References
- Price Proposal (under separate seal)
- Interview (of top two proposals)

This Request for Proposals is not a contract or commitment of any kind by Redwood Community Action Agency and does not commit RCAA to award a contract or to pay any cost incurred in preparing the proposal. RCAA, at its sole discretion, reserves the right to accept or reject, in whole or in part, proposals received in response to this request, to negotiate with any qualified source, or to cancel in whole or in part this Request for Proposals. RCAA Agency does not discriminate in the award of contracts and selection of vendors based on race, religion, ethnicity, or sexual orientation. All submittals will become the property of RCAA. Failure to provide any of the requested information within the specified submission period will result in rejection of the proposal as non-responsive.

B. Schedule

July 3	RCAA releases the Request for Proposals for of Architectural / Engineering Preconstruction Services, with an option for Construction Project Management Services.
July 11	Mandatory Bidders conference/ tour at project site, 9:00 a.m. to 12:00 p.m.
July 18	Deadline for receipt of proposals.
July 19-22	Consultant Selection Team will review and rank proposals and choose top 2 proposals for interviews.
July 24	Consultant Selection Team will interview top 2 consultants
July 25	Selection Team selects successful consultant for contract and forwards to WCIA and RCAA Boards for ratification
July 25	WCIA and RCAA Board of Directors will ratify the selection of the successful consultant
July 26	Selected consultant will submit proof of required insurance. RCAA will award the contract to selected consultant.

3. Project Description

WCIA has been awarded prop 84 grant which will be managed by RCAA. This grant is to convert the existing Jefferson School site to the Jefferson Park and Community Center. The Project site consists of the existing Jefferson school located on approximately 2.4 acres adjacent to residential neighborhoods. (See References for Project location maps). The Jefferson Park and Community Center Project consists of:

- Renovating the North half of the existing School Building, approximately 9,500 sq. feet, for the community center. The renovation includes but is not limited to: ADA upgrades, addition of bathroom fixtures, electrical, plumbing, heating, and fire sprinkler upgrades and building amenities, as identified in the awarded grant narrative and required by California building codes, Prop 84 grant requirements, and the City of Eureka.
- Grant scope items listed in section 5 of the Grant Narrative titled “Sustainable Techniques” (See Reference Materials)
- The community center will also include a new building for a Community Resource Library and Infant Toddler Center, with bathrooms at Park grade replacing the two existing portables.
- The park project includes transforming the asphalt Schoolyard to green Public Park, (with Bocce Court) and parking areas, (one on the North end of the park and a small one at the south end at the Garden elevation) park amenities, and landscaping.
- Community gardens, including sustainable irrigation, rainwater catchment and soil moisture sensor as identified in the Prop 84 Grant Narrative.
- The project must also include all site improvements including but not limited to: walking paths, grading and drainage, utilities, ADA compliant access to all parts of new and renovated facilities and parking areas.
- Renovation of South Building Bathrooms and exterior accessibility/access improvements to accommodate users of the Garden and new patio area.
- Off site work includes, but is not limited to, sidewalk repair and parking lot entries, signage, striping, street trees as envisioned by the project and required by the City of Eureka.

A. Background

Westside Community Improvement Association, a 501(c) 3 non-profit, is in the process of transforming the formerly abandoned Jefferson School Site into a fully functional Community Center, Free Public Park and Gardens and eventually will house a public Elementary Charter School in a portion of the old school building.

On March 28, 2012, Westside Community Improvement Association received notice of award of the Proposition 84, Round Two grant to purchase the Jefferson School property and complete the elements outlined in WCIA's proposal for the creation of the Jefferson Park and Community Center.

In summer 2012, RCAA began the California Environmental Quality Act (CEQA) and Conditional Use Permit (CEQA/CUP) processes with the City of Eureka and Manhard Consulting, Ltd. In September 2012, WCIA used Prop 84 grant funds to purchase the property. The Conditional Use Permit as well as a Mitigated Negative Declaration of environmental impact under CEQA were both approved unanimously by the City of Eureka's Planning Commission in February 2013.

Presently, the South half of the building is operational as a Community Center and Family Resource Center. Upon completion of renovations of the North Building, the Community Center activities will relocate to the new and renovated portions of the facility.

B. Partnering with Community

A key element of the Construction Project includes working closely with WCIA's representative and RCAA Project Team to include neighborhood community members, volunteers, students, and community groups in volunteer and training aspects required by the Project. This will include working with WCIA's representative and lead representatives of other organizations to accomplish the following community-based components:

- Coordinate with WCIA, California Conservation Corps (CCC), Tribal Civilian Conservation Corps (TCCC), AmeriCorps, HSU and other community volunteers to – complete elements of the Black to Green park transformation and Garden Building Projects.
- Coordinate with WCIA and CCC, TCCC, College of the Redwoods or other Educational and Vocational Training Partners to address vocational training opportunities such as: Historic Preservation, energy assessment, and other opportunities for youth and under-employed adults to participate in skill strengthening components of this project. Training components will be short term and clearly targeted.
- Coordinate with WCIA for Community work days and volunteer service projects that occur regularly on site (usually 1-2 per month).

C. Past Work and Project Reference Material

The Jefferson Park and Community Center Project has been underway since 2011. Many studies and projects have already been completed. The following list of documents are most pertinent to the Proposition 84 funded Park and Community Center Project and are available at www.rcaa.org

- Grant Narrative (Proposition 84 funded Grant Proposal which is guiding this Project)
 - Project Location, Zoning and Land use
 - Existing Conditions site plan
 - Conceptual Site Plans, Floor Plans, Elevations
 - Artistic rendering (based on Project Design decisions during CUP)
 - City Staff report to Eureka City Planning Commission including final conditions of approval
- HSU Student projects available upon request.

4. Services Requested

RCAA proposes to contract with a Consultant to provide Professional Services (including consulting, design, permitting, and estimating) during Preconstruction with an option, to be exercised at RCAA's sole discretion, also to contract for Construction Management and Administration services during Construction. Professional Services will include the following:

A. Schematic Design Phase:

During this phase the consultant will work with RCAA, WCIA the State Prop 84 guidelines, the Grant Narrative and the existing CUP documentation to prepare schematic design documents and a project budget summary. An analysis of all completed investigations, reports, and locations of existing underground utilities and additional studies as required will be performed by consultant to prepare a scope of construction and an opinion of probable cost.

Schematic Design Phase to include:

Regularly scheduled team meetings with RCAA and WCIA, evaluation of available information, conduct investigations as necessary to prepare a detailed scope of construction and cost estimate for the complete project (including estimates for projected 6 month cash flow requirements). Scope of construction to include but not limited to Project's structural, mechanical, and electrical systems (types, quality and make-up of materials, types of structures, energy efficiency, and an outline of specifications).

Once the preliminary cost estimate has been prepared, the consultant is to collaborate with RCAA, WCIA and the Community to establish the order of priorities, conduct a value engineering study and adjust the project scope as necessary, ensuring that the Project can be completed within the established schedule, available budget and with minimum need for financing.

Based on the outcome of the value engineering study, consultant is to prepare schematic design documents to include, but not limited to, the following items as necessary to clearly identify the scope, schedule and budget of the proposed project:

- Existing building renovation and proposed improvement plans
- New Building Plans
- A site and utility plan
- A revised construction cost estimate
- Proposed schedule

Consultant will also establish a strategy to include working with WCIA representative to coordinate volunteer and training efforts meet grant requirements and enhance community benefit without impeding the progress of construction. Consultant will adapt the schedule and budget accordingly and submit to RCAA for review and approval.

B. Design Development Phase

Based on RCAA's approval of the schematic design documents, consultant shall prepare design development documents. Documents should consist of:

- Drawings, plans, sections, elevations, construction details, as required to convey the scope of work and obtain design review approval and building permits from the City of Eureka.
- 60% and 90% drawings should be prepared with construction cost estimates and schedules to be presented to RCAA for review and comment.
- Upon approval of 90% drawings consultant shall conduct a 3rd party constructability review and incorporate comments into final design development documents for building permit submittal.

Consultant shall coordinate all plan check corrections as required to have the building permit ready to issue.

C. Construction Documents Phase

Included in this phase: Preparation of bid ready drawings, general conditions, special provisions, and technical specifications and other requirements for the construction work. The work shall include any and all requirements of local and state government. With assistance from RCAA, consultant shall establish the bidding and procurement procedures required by the OGALS, the contract forms, and the Conditions for Construction along with a construction manual that includes the Conditions of the Contract for Construction, specifications and other requirements. Deliverables shall include all construction documents including a draft advertisement for invitation to bid. The selected Construction Manager will provide review and oversight during the preparation of the bid/construction documents.

D. Construction Services provided by Architect/Engineer team

Continued collaboration with the Construction Manager, contractors, agencies and team.

On call services to include:

- Code required construction inspections (Special Inspections)
- Handle contractor Requests for Information (RFI) directly associated with the construction documents.
- Respond to construction change order requests as support to on site construction manager.
- Shop drawings and submittal review.

E. Construction Project Management Services (optional)

If RCAA chooses to exercise its option to extend the contract to include Construction Project Management services, those services shall include the following:

1. Oversight of the construction project beginning at the end of the permitting phase and the preparation of bid documents until Project Completion is signed off by all appropriate local agencies and RCAA's Project Team and signed off for final payment by the Prop 84 funding agency. Includes implementation of a quality assurance plan that must be incorporated into the construction documents and adherence to the plan will be the responsibility of the construction manager.
2. Developing and advertising bid documents, holding bidders conferences, response to bidder inquiries, review bids and make contractor selection recommendations to RCAA Project team for approval and ratification by WCIA.
3. Developing and executing construction contract(s) with approved contractor(s) and preparing notice to proceed.
4. Ensuring construction activities move according to a predetermined schedule and troubleshooting any potential problems as they surface.
5. Effectively communicating and ensuring that the contractors responsible for completing various phases of the project are on task and within projected timelines and budget
6. Coordinating the efforts of all parties involved in the project, which include the RCAA Project Team, engineers, architects, consultants, contractors, subcontractors, laborers and the WCIA representative responsible for various community-based volunteer and training efforts.
7. Maintaining relationships with public, government agencies, private agencies, business personnel, the neighbors and partners utilizing the operational part of the facility.
8. Providing Project details to RCAA Project Team for inclusion in media and outreach related to the Project and generally being a positive ambassador for the Project, RCAA and WCIA.

9. Continuous on site monitoring of the construction activities and holding regular status meetings with RCAA's Project Team.
10. Assuring that the construction contractors are adhering to the budgetary guidelines, quality and safety standards as required in the construction documents.
11. Authorizing work to be completed, inspecting completed and in progress elements, reviewing contractor invoices for accuracy and submitting invoices to RCAA for payment in a timely manner.
12. Managing the Project using strategies designed to minimize the need for financing.
13. Estimating construction project costs for 6 month intervals in advance.
14. Project accounting functions including managing the budget and meeting weekly with RCAA Senior Planner and on a monthly basis with RCAA's Chief Financial Officer and Senior Planner to track overall expenses and minimize exposure and risk in the Project.
15. Working with RCAA and General Contractors to ensure clearance of subcontractor or supplier liens on Project.
16. Compilation of daily jobsite reports and completion of Project progress reports every 6 months and final reports as required by RCAA Project Team.
17. Quickly identify potential issues that may create disputes and claims and provide options for resolving prior to becoming issues.
18. Providing primary on-site supervision to Project including but not limited to :
 - Logistics, scheduling, and direction of contractors, work crews, volunteers, and/or subcontracted equipment and operators.
 - Conduct inspections and prepare a punch list prior to substantial completion, schedule final inspections (including State parks inspection) and assure project compliance prior to issuing certificate of completion and final payment to the contractor(s).
 - Assure high quality work standards and adherence to Project timelines.

Essential Functions of the Construction Project Manager will include:

1. Developing a cost-effective plan and schedule for completion of the project following a logical pattern for utilization of resources.
2. Developing bid packages, holding bidders conferences to cover construction details and labor compliance requirements (in coordination with the Labor Compliance Consultant).
3. Competitively procuring-and contracting with specialty subcontractors to bring about optimum utilization of resources- labor, materials and equipment, with an emphasis on local Eureka businesses and products if cost competitive and meets Project objectives.
4. Responsibility for proper administration of construction contracts and for adhering to all requirements of permits, licenses, standards, regulations.
5. Tracking and controlling construction schedule and associated costs to achieve completion of project within timeline and resources allocated.
6. Develop bid and contract documents to assure selected contractors deliver construction within specified price and schedule terms.
7. Meeting and enforcing all labor compliance requirements in coordination with the Labor Compliance Consultant.
8. Overseeing performance of all trade contractors and reviewing of architectural and engineering drawings to make sure that all specifications and regulations are being followed.
9. Coordinating work of contractors working on various phases of the project, including volunteer and training components.
10. Attending required meetings and reporting on Project progress and presenting necessary modifications of plans to Project partners (such as WCIA representative(s), RCAA Project Team, engineers, architects, consultants, contractors, subcontractors, laborers and the WCIA representative responsible for community-based Project deliverables).
11. Using effective communications and mechanisms for resolving conflicts among the various participants.

5. Minimum Insurance, Labor Compliance and Payment Information

A. Insurance Requirements

The selected contractor will be required to provide Redwood Community Action Agency with a certificate of insurance referencing the project and naming Redwood Community Action Agency and Westside Community Improvement Association as additionally insured. Parties must have the ability to procure liability insurance with a limit of at least \$2 million per occurrence and aggregate, errors and omissions insurance, and Workers' Compensation insurance.

B. Labor Compliance Requirement

This project is funded with State of California bond funds and requires compliance with California Labor Standards. Weekly certified payroll will be required of construction contractors. Labor compliance requirements will be introduced by RCAA's Labor Compliance Officer to all contractors hired and during construction at any bidders' conference. Labor compliance will be monitored by RCAA's Labor Compliance Officer in coordination with the Construction Project Manager.

C. Payment Information

Cash Flow: Funding for the project is being provided by a Proposition 84 bond-funded State of California grant. Project costs are accrued on a reimbursable basis. The Consultant will submit no more than one invoice per month. The Consultant should expect to be paid within 30 days of WCIA/RCAA receiving reimbursement from the State.

During the Construction phase ten percent (10%) of each Construction Management/ Construction Administration invoice will be withheld pending satisfactory completion of all work and receipt of the Funds held by the State pending the completion and sign-off by the State. This withholding applies to the Construction Manager and will apply to all contractors and sub contractors.

6. Proposal Requirements

Proposals should be submitted via email to Kari Love, Senior Planner II, at kari@rcaa.org by the proposal deadline, 5:00 PM on July 18, 2013.

Seven hard copies of the proposal should be hand-delivered or mailed and postmarked no later than July 18, 2013 the day of the proposal deadline. With the hard copies of your proposal please include the price proposal information requested in this document **in a sealed envelope marked "Price Proposal"**. These should be mailed or hand-delivered to:

Redwood Community Action Agency, Attn: Kari Love, 904 G Street, Eureka, CA 95501

Proposals will be ranked according to the following selection criteria to determine the best qualified for this grant-funded Project work. Special consideration will be given to entities that have worked closely with WCIA or other like organizations, to provide services or supplies at a reduced-fee or pro bono basis and/or propose to adopt such cost-saving measures in their response to this RFP. Please provide the Selection Team with information relevant to each of the categories below in distinct sections within your company's proposal.

A. Company Profile

- Give an overview of your company including the number of years in business, types of projects, and distinguishing characteristics.
- If your company is a corporation, please include the date of incorporation and the names of the officers. If your company is individually owned, please give the name of the owner(s).
- List the categories of work your company normally performs with its own forces.

B. Project Team

- Describe your project team for both preconstruction and, if applicable, construction services. Include specific roles and responsibilities of each team member. Include the project team's organizational chart.
- Include resumes of key team members giving education, experience, and employment history. If you plan on using subcontractors to perform a portion of the services, please provide similar information for proposed subcontractors. Please note if any members of your project team have experience with this Project or very similar projects.

C. Company Experience

- Please list the major and/or similar projects your company has completed in the last five years, giving the name of the project, location, owner, architect, contract amount, date of completion.
- For projects in Humboldt County, California, please estimate the percentage of the work that was performed by Humboldt County subcontractors and provide at least a summary list of those subcontractors.
- For each project, please indicate whether it included preconstruction services.
- Indicate which projects included a guaranteed maximum price.
- If applicable, indicate which projects were performed at reduced cost or no-cost, included students or volunteers, and/or included working directly with the Westside Community Improvement Association.
- What distinguishes your company from others? Tell us why RCAA should select you for this project.

D. Project Approach

Describe how you will implement the Preconstruction phase of the Project to accomplish the Project goals, include benchmarks. (Note that it is expected that all permits will be ready to issue and Bid documents prepared for advertising no later than **February 15, 2014.**)

Please also include your company's approach to:

- Working with community based organizations to achieve community engagement, vocational training and volunteer participation goals.
- Design review and commentary
- Cost estimating during the design process before design documents are complete
- Developing construction documents
- Work performed by local employees and/or sub-contractors
- Integrating volunteers and students in construction planning
- Scheduling construction activities
- Value engineering
- Energy efficient design
- Constructability review and commentary
- Working with design team to reduce construction and life cycle facility costs

If you are submitting a proposal for Construction Project Management (optional) please respond to the following section separately:

(Optional) Describe how you will implement the Construction phase of the Project to accomplish the Project goals, include benchmarks. (Note that the anticipated Construction schedule is to reach substantial completion by **January 1, 2015** with OGALS post construction site review and acceptance **by June 1, 2015.**)

Please also include your company's approach to:

- Planning and oversight of construction activities
- Work performed by local sub-contractors
- Work performed by volunteers, corpsmembers and/or students
- Bidding for Subcontractors: preparation, conferences, and awarding
- Enforcing labor compliance requirements
- Monitoring expenses, tracking costs, processing subcontractor invoices
- Preparing progress reports, presenting results and reviewing recommendations
- Utilizing local goods and services when cost effective
- Quality control during construction

E. Current and Projected Workload

- List the major projects your organization has in progress, giving the name of the project owner, architect, contract amount, percentage complete, and scheduled completion date.
- Indicate which of these projects includes or included preconstruction services.
- What has been your average volume (in dollars) of construction projects in the last two years, and what is your anticipated volume for the current year? What is your expectation for the next two years?
- Comment on your organization's ability to maintain cash flow needed for management of this Project as related to the Payment Information previously disclosed in this RFP.
- Please comment on the attached proposed project schedule. Explain how you will meet the projected Project schedule with current or new staff.

F. Consultants Qualification Statement

- Please provide your DUNS # and/or other appropriate contractor identification number(s)
- Please provide proof of your company's Insurance Coverage
- Answer the following questions. For any "yes" answer, please explain the circumstances.
 - Has your company ever failed to complete any work awarded to it? If yes, please explain.
 - Has any officer or principal of your company ever been an officer or principal of another company when it failed to complete a construction contract? If yes, please explain.
 - Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your company or its officers? If yes, please explain.
 - Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? If yes, please explain.

G. References

List the names and contact information of two architects, two owners, and two non-profits and/or government agencies that your company has performed similar work with in the last five years.

H. Price Proposal

In a **sealed envelope** marked "Price Proposal" please include the following information with the hard copies of your proposal:

- Specify your fee for all Professional services to be provided through completion of construction documents and required permitting during the Preconstruction phase; including any required A/E Consultant Services during construction.
- Define explicitly what is included in the fee and what is excluded.
- Proposed fee must be time and materials, with a not to exceed cap on cost. (RCAA reserves the right to negotiate this fee given Consultant qualifications and grant award budget after which there will be no option to add costs)
- (Optional) If you are also submitting a proposal for Construction Management during the Construction phase, please submit a **separately sealed** cost *estimate* for Construction Project Management services. Define explicitly what is included in the fee and what is excluded.
Note: With additional information gained during preparation of construction documents, and prior to amendment of contract to include Project Management services during construction, RCAA will come to agreement with Contractor for such services after which there will be no option to add costs.

The estimated maximum budget cap for combined Preconstruction and Construction Professional Services is approximately \$200,000. Please note that the award may be made for the Preconstruction Professional Services only. RCAA reserves the right to exercise the option of contracting for the Construction Management also, but does not guarantee said work.

7. Questions and Communications

Please contact, in writing, the following person should you have any questions regarding this Request for Proposals: Kari Love, RCAA Senior Planner II, Project Manager at kari@rcaa.org. The results of such inquiries will be forwarded to all bidders that attend and provide their contact information at the mandatory bidders' conference.

8. Selection Criteria Scoring

The RCAA Selection Team will review all proposals meeting the RFP criteria, score, and rank them according to the following:

CRITERIA AND FACTORS TO CONSIDER WHEN ASSIGNING POINTS	POSSIBLE POINTS
Company Profile Solid company with experience on similar projects Local company offices with local employees	5
Project Team Staff and/or proposed subcontractors have required experience, education and expertise Team members have relevant experience with Jefferson or similar project	15
Company Experience- (may combine with Profile Above) Demonstrated ability to work with local contractors Demonstrated experience on structural construction projects Demonstrated ability to work with non-profit organizations Specific professional knowledge of Jefferson Project site Experience working with WCIA, or a comparable neighborhood organization Projects were performed at reduced cost or no-cost Projects include(d) students or volunteers, and/or included working directly with the Westside Community Improvement Association, or comparable organization. Compelling description of why company should be awarded project	25

Project Approach Willingness/understanding of non-traditional/ community driven strategy of project Evidence of focus on using local goods and services when cost competitive Thoughtful use of subcontractors and/or company forces Realistic benchmarks Experience and understanding of working with volunteers and/or students as described for this Project	40
Current and Projected Workload Current projects of scope and scale to not negatively impact this Project Current or project projects align with this Project’s scope and/or similar project goals Suitable benchmarks proposed to meet project work schedule Demonstrates capacity and commitment to complete this Project	5
Contractor’s Qualification Statement Meets required standards	5
References References are outstanding References tie to Project or project with similar goals	10
Price Proposals Thorough explanation of costs and what services are included	35
Total	140

From the above ranking process two Consultants will be chosen to interview. RCAA reserves the right to negotiate during or after the interview process with the most qualified Consultants. If a price cannot be agreed upon RCAA reserves the right to negotiate with other qualified candidate(s).