



**REQUEST FOR PROPOSALS
For
ARCHITECTURAL AND ENGINEERING SERVICES**

**The County of Marin
Tomales Fire Station
599 Dillon Beach Road
Tomales, CA 94971**

Issued February 22, 2016

Proposals Due:

**Thursday, April 14, 2016
Prior to 5:00 PM**

Contact:

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SECTION I. INTRODUCTION/SCOPE OF WORK

In October 2010, the County of Marin worked with Beverly Prior Architects to develop a “Fire Facilities Vision Plan” to provide policy makers with the Fire Department’s long-term vision for their facilities. This report can be accessed at:

<http://www.marincounty.org/depts/ad/divisions/facility-planning-and-development>
tab at bottom of webpage: “County of Marin Fire Facilities Vision Plan.”

The report is **for reference and planning only**. Changes have occurred in the last 6 years that may not be reflected in the document and vision for this specific project. **The Architectural/Engineering (A/E) consultant team will be required to verify the project program.** The “County of Marin Fire Facilities Vision Plan” **should NOT be considered a project requirement.** The County is very interested in creative concepts and ideas to be proposed by A/E consultant team.

The County of Marin now seeks qualification statements and proposals from qualified firms to provide complete A/E services for the design and construction of a reconstructed public Tomales Fire Station facility.

The specific nature of the scope of work for the project is outlined in this Request for Proposals (RFP). A schedule for Proposer selection is outlined in section IIA: “Conditions Governing the Procurement -Sequence of Events.”

The A/E firm must consider current Federal and State codes for accessibility and comply with all aspects of the American with Disabilities Act (ADA), Uniform Building Code (UBC), Title 24 of the California Code of Regulations, NFPA (if budget allows), Local Coastal Plan (LCP), Tomales Design Review Board (TDRB), California Wildland-Urban Interface (WUI) provisions, and essential building standards.

A. BACKGROUND INFORMATION

The existing Tomales Fire Station (TFS) is located at 599 Dillon Beach Road, Tomales, California, on a 1.6 acre site and consists of a single story, 2,400 square foot wood framed shear wall building with apparatus bay, a facility kitchen, and living space. The apparatus bay is configured with three individual door openings. The facility also includes an outbuilding which stores additional equipment and a fitness room. The outbuilding is a single story, 600 square foot wood framed shear wall building, constructed at an unknown date. To accommodate additional equipment and storage needs, there are two metal storage containers, carport structure spanning the two containers, and a separate building serving as apparatus bay and workshop.

TFS was constructed in 1971 and was originally designed to provide living quarters for a single, two-person engine company. Currently, TFS houses four pieces of apparatus, equipment for water search/rescue, and during fire season, a six-person fire crew. TFS serves Tomales, Dillon Beach, Marshal, and Chileno Valley. TFS provides mutual aid to the communities of Bodega Bay, Two Rock, Valley Ford, and the US Coast Guard based in Two Rock. TFS covers the largest service area of any Marin County Fire Department Station.

TFS is the only station in the department which supports a local volunteer fire company. Most importantly, the Tomales Volunteer Fire Company's water tender 1590 serves as a crucial water source for fire suppression in remote areas such as the Point Reyes Peninsula and other rural areas. The TFS Volunteer Fire Company trains weekly at this location and is provided a storage space for company records and supplies.

TFS does not meet the program requirements of a modern fire service facility.

B. PURPOSE/GOALS OF THIS REQUEST FOR PROPOSALS

TFS is the face of Marin County Government in a community that is remote in distance from the Marin County Civic Center and other county facilities. TFS is therefore an important and integral part of the community. The project will be required to facilitate public and community interactions in its design. The facility should be designed with water related search and rescues missions in mind due to TFS proximity to the coast and bay water bodies and subsequent use of these water bodies for recreation by the public. In 2015, TFS personnel were involved in 77 water rescues.

This fire station facility should be provided with industry standard space needs to accommodate eight apparatus, 1 Type I, 2 Type III, 1 Type VI engine, 1 water tender, 2 utility vehicles and 2 trailers., and supply and storage for Personal Protective Equipment (PPE), disaster supplies, medical and fire suppression supplies, janitorial, shop/workspace and mechanical systems. The living space would have accommodations for contemporary fire service needs that include kitchen, dining, living, and fitness facilities. As a fire station with a volunteer firefighter program, adequate training and storage specific to volunteer needs should be accommodated. As the community is an integral part of this facility, meeting and gathering space for community use separate from the private firefighter living space is desired. A designated medical room for treating patients adjacent to a public entry area is ideal. On-site water storage will be required since the site does not have access to public water. An irrigation sprinkler system using on-site water storage should be considered in the design.

Essential Services upgrades are required. The structural system is anticipated to perform "below average" compared to standard construction for similar building types during a major seismic event and was not designed as an essential structure to provide an "immediate occupancy" performance. Extent of essential services upgrades will be determined and recommendations provided by A/E team.

The County's requirement is that the building be constructed to meet a minimum Leadership in Energy and Environmental Design (LEED) Silver certification level with the goal of obtaining Gold certification, if the budget allows.

C. BUDGET ASSUMPTIONS

There are funds of \$6 million set aside for fire station projects. The goal is to review options to find solutions that this station can be reconstructed to modern standards at a cost

of \$2 to \$4 million dollars, possibly through a combination of a pre-manufactured living area and construction of essential services equipment facility.

D. SCOPE OF SERVICES

The reconstructed fire station shall accommodate eight apparatus in the bay(s) and a minimum of three dorm rooms. Consideration should be given to pre-engineered/pre-fabricated structures(s) using a series of structures to maximize space, while reducing square footage, cost, and minimizing out of service time during construction. The ideal facility will specifically include:

Proposed Building Specifications:

1. Four (4) apparatus bays, 2 vehicles deep, 8 spaces
2. Three (3) dorm rooms, 3 beds each, storage
3. Three (3) bathrooms, each with shower
4. Public restroom
5. Office, kitchen, dining, exercise rooms
6. Laundry room (washer/dryer/extractor)
7. Decontamination area
8. Public entry area, classroom, community room
9. Medical room and medical supply storage
10. Radio/Watch room and communications equipment area

E. DESIGN CONFIRMATION AND PRELIMINARY DESIGN PHASE

1. Consultant shall conduct a series of surveys, data collection, and community and internal meetings to determine the conceptual needs, followed by the development of a written program. The projected construction costs will be developed for all options identified in the written program (See Report Requirements outlined in item "M").
2. With consideration of the Fire Department's current needs and requirements and budget constraints, we anticipate that the A/E team will work with the County to discuss potential future needs for the facility. These needs, projected at 30-50 years, should be considered when conceptual options are being created and presented.
3. A/E firms should anticipate that the planning/conceptual phase of the project will be highly interactive, involving the community, Fire Department, elected officials, County staff, and other stakeholders. All firms proposing on this project will be required to demonstrate a commitment to this community-stakeholder design approach.
4. Designate an individual to lead commissioning process. Commissioning lead must be independent of the project design and construction management team, but can be a qualified employee of the design firm and selected contractor. Intent: verify building's energy related systems are installed,

- calibrated, and perform according to county requirements, the design, and construction bidding documents.
5. The Consultant shall conduct a geotechnical investigation for the fire station, parking lot, and other structures as necessary. The consultant will be responsible for hiring and paying for geotechnical services. The Owner will be responsible for paying required permit fees; however, the geotechnical service representative will be required to obtain permit(s) from the permitting agency. The geotechnical report shall contain information necessary to construct the fire station, parking lot, and other structures as required. Information shall contain, but not be limited to, septic system feasibility, soil characteristic and engineering properties, soil classification, and, foundation recommendations and pavement sections.
 6. The Consultant shall meet with the Owner, as necessary, during the preliminary design. The purposes of the meetings are to discuss the status of the project, review and revise budgets, and to review and approve design concepts on the construction drawings and specifications.
 7. Coordinate and obtain pre-approval of building upgrades with all permitting agencies and review boards.

F. DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

1. Based on the approved written program, the Consultant shall prepare a schematic design, incorporating the total building elements of the site, structure, and mechanical/electrical systems. Prepare and provide 50%, 90% and 100% construction drawings, specifications, and associated cost estimates. The final version of the schematic design shall include color rendered copies of the site plan, floor plans, and exterior elevations.
2. The Consultant shall develop and provide detailed construction drawings covering topographic surveys, site removal and layout plan, site grading plan, floor plan and section details, structural details, and other details covering room finish schedules. The drawings shall also include building elevations, foundation and floor framing plans, roof framing and detail plans, schematic drawings, and detail sheets associated with mechanical systems and utilities. Plans shall also consider options for a prefabricated fire training structure and other drawings as necessary to provide complete construction documents. The Consultant shall ensure that the plans are compliant with fire industry standards.
3. The Consultant shall prepare a set of contract documents in order to publicly advertise and let bids for construction of the Project. Contract documents shall consist of bidding specifications, technical specifications, construction drawings, and all testing requirements.
4. Consultant shall provide the Owner four (4) copies of the preliminary construction drawings and project manuals for review.

5. The Consultant shall coordinate all AutoCAD requirements to ensure 100% compatibility with the Owner's CAD system.
6. The Consultant shall prepare a project cost estimate when construction documents are at approximately fifty percent (50%), ninety percent (90%), and one hundred percent (100%) prior to public advertisement.
7. The Consultant shall meet with representatives of the Owner when construction drawings and technical specifications are approximately fifty percent complete and two weeks prior to public advertisement to review and approve design concepts.

G. PROJECT MANUAL

1. The Consultant shall prepare Technical Specifications covering the required work for the new building and site plan improvements.
2. The Consultant shall prepare a bid schedule to accompany the Owner's Bid Proposal Form.
3. The Owner will take the lead preparing "front end" documents; however, the Consultant shall assist in proofing and editing "front-end" documents of the project manual supplied by the County. Documents supplied will consist of the General Conditions and Contract documents, Advertisement for Bids, Instructions to Bidders, Bid Form, Performance and Payment Bond forms, Bid Bond Form, Agreement between Owner and Contractor, and Supplementary Conditions. The Consultant shall review these documents, insert modifications where appropriate, and return them for final review. The County will provide the final approved "front end" documents that will accompany the Consultant prepared Technical Specification for a complete Project Manual for bidding.

H. SUB-CONSULTANTS

1. The Consultant shall be responsible to procure any necessary sub-consultants to complete the work, including but not limited to biologist (Baker's Larkspur endangered species), structural, mechanical, electrical, heating, ventilation, and air conditioning, and civil.
2. The Owner and Consultant shall mutually approve, in writing, the use of any sub-consultants that the Consultant desires to use.
3. The Consultant shall be responsible for the administration, management, procurement, and payment of services provided by sub-consultant(s).

I. BIDDING/CONSTRUCTION SUPPORT SERVICES

1. The Consultant shall provide the County four (4) sets of Bidding Documents at the completion of the design, one of which shall be in a digital format that will allow reproduction, as required.
2. The Consultant shall affix registration stamp, date, and signature to the Bidding Documents in accordance with California State Registration Statutes.

3. The Consultant shall assist the County Project Manager in conducting a pre-bid meeting, taking meeting minutes, submitting meeting minutes to the County for review and approval, and distributing as needed.
4. The Consultant shall assist the County in addressing requests for information (RFIs) during bidding.
5. The Consultant shall assist in the preparation of addenda(s) to the bid documents, as required.
6. The Consultant shall assist in the evaluation of bids and award of the contract to the successful bidder.
7. The Consultant shall communicate, coordinate, and collaborate with Owner regarding temporary relocation of Tomales Fire Station operations to an off-site interim facility. Identification of and procurement of the off-site temporary accommodation for the Tomales Fire Station operation will be handled by County Fire staff.

J. CONTRACT ADMINISTRATION AND OBSERVATIONS

1. The Consultant shall assist in conducting a pre-construction meeting with the Contractor at the jobsite to review each work item, construction quality control, and phasing of the work. Consultant shall take meeting minutes, submit meeting minutes to the County for review and approval, and distribute as needed.
2. The Consultant shall review shop drawings and material sample submittals for conformance with the intent of the design documents. Consultant shall distribute all approved shop drawings to the contractor and owner.
3. The Consultant shall make visits to the job-site at intervals appropriate to the various stages of construction to observe the progress and quality of the contractor's work.
4. Consultant shall create a field observation report for every site visit and submit to owner no less than once a month.
5. Consultant shall provide for, and retain, a sub-consultant for material testing as specified in the Contract documents.
6. The Consultant shall attend progress meetings.
7. The Consultant shall issue necessary interpretations and clarifications of the contract documents and assist in the resolution of problems or conflicts due to unforeseen latent conditions.
8. The Consultant shall review contractor pay requests and advise Owner accordingly with a recommendation to pay.
9. The Consultant shall prepare a punch list near project completion and conduct a final project review of punch list items addressed by the contractor.
10. The Consultant will direct commissioning activities which shall include, but not be limited to, verify installation and performance of systems, providing systems manuals, and a document with a summary commissioning report.

11. The Consultant shall maintain a regularly updated set of "as-built" record documents. Consultant shall submit CAD and PDF record documents to Owner within thirty (30) days after Substantial Completion including "Record Drawings" and dated submittals.

K. METHODS OF ANALYSIS

The Consultant Team, in coordination with County staff, will use industry space standards, building codes, and industry standards to produce recommendations, which should be based on a facility lifespan assumption of 40 years. In addition, assessment, evaluations, and recommendations should consider the following criteria:

- Removes and reduces threats to health and safety
- Meets County legal mandates
- Maintains operations and functions
- Prevents major repair or replacement costs
- Environmentally/energy efficient
- Meets County goals and conforms to the County's Strategic Plan
- Large aesthetic benefit that enhances the work environment for users
- Large functional benefit that increases operational efficiency for users
- Meets Leadership in Energy and Environmental Design (LEED) Silver certification level with the goal of obtaining Gold certification if the budget allows
- Includes review of long-term, future facility needs and/or trends in rural fire protection and community health

L. COLLABORATION WITH COUNTY STAFF

Consultant Team will meet and work with the Department of Public Works (DPW) and Fire Department during the course of this work. Consultation with other County departments may also be requested. Site visits will be scheduled as needed through the County's project manager.

The primary governing agency for permitting is the County's Community Development Agency. Other agencies may include, but are not limited to, the County Fire Department, CDA Local Coastal Program, Coastal Commission, Tomales Design Review Board, and other local community groups.

M. REPORT REQUIREMENTS

The Consultant Team will present the results, findings, and recommendations in a concise, illustrated report, suitable for inclusion in a County staff report submitted to the Board of Supervisors for analysis and consideration.

The report outline will consist of the following:

- Executive Summary
- Background Narrative of Process of Analysis
- Description of various options

- Illustrations/Drawings
- Cost Estimates for options
- Timeline for Implementation of Work
- Recommendations

Draft Final Report(s) will be submitted to the County for review and comment before acceptance of a Final Report. Anticipate two rounds of comments.

All work is to be accomplished by, and is the direct design responsibility of, the consultant selected from this RFP. All phases are contingent upon budget availability.

The County requires a California-licensed Architect to provide complete design services.

The County shall rely on the Architect and the Architect's sub-consultants to ensure the design and construction options meet the budget. The budget, the cost of the proposed facility, must be reconfirmed before the next phase can begin. All revisions and modifications to the documents necessary to maintain the project budget shall be included in the basic service of the project. The A/E team will be required to participate in all Value Engineering activities and any re-design work required to stay within the established budget and will be at the cost of the Consultant and not the County.

N. DESIRED QUALIFICATIONS

Experience with performing architectural and engineering design services of at least three previous projects of this building type and use and having construction costs in the \$3 to \$5 million range or greater. Previous experience with County or municipal entities is required. Excellent references and a history of projects completed on time and within budget are required.

O. PROJECT CONTACT

Dorren Hill is the County's designated Project Manager and is responsible for the conduct of this solicitation. All contact regarding this RFP shall be documented in writing and addressed only to the following:

Marin County Department of Public Works
Dorren Hill, Project Manager
3501 Civic Center Drive, Room 404
San Rafael, CA 94903
dphill@marincounty.org
(415) 473-6526

SECTION II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the anticipated schedule for and describes the major events and conditions governing this procurement.

A. SEQUENCE OF EVENTS

Project Team will make every effort to adhere to the following anticipated schedule; however, this calendar is subject to change:

No.	EVENT	DATE
1.	RFP Issued	Monday, February 22, 2016
2.	Job Walk Meet at 599 Dillon Beach Road, Tomales CA 94971	Friday, March 11, 2016, at 10AM-12:00PM, PST
3.	Deadline to submit written questions	Monday, March 21, 2016, at 5:00 PM, PST
4.	Final addendum/Response to written questions	Friday , March 25 ,2016, at 5:00 PM, PST
5.	Submission of Proposals	Thursday , April 14, 2016, at 5:00 PM, PST
6.	Evaluation of Proposals(s)	Wednesday, April 20, 2016
7.	Finalist Interviews (will be notified on Thursday, April 21, , 2016)	Thursday, April 28, 2016
8.	Agreement Awarded	Tuesday, May 17, 2016
9.	Commence project	Wednesday, May 18, 2016

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events schedule shown in section an above.

1. Issue RFP
This RFP is being issued and managed by Dorren Hill. You may contact him by phone at 415 473-6526, or via e-mail, dphill@marincounty.org.
2. Job Walk
Tomales Fire Station, 599 Dillon Beach Road, Tomales, CA 94971.
Firms that plan to submit proposals should participate or send a representative to participate in the job walk stated in Section A.

3. Deadline to Submit Written Questions

Vendors are strongly encouraged to review all proposal documents and should conflicts or ambiguity in the RFP be found, submit written questions to request clarification before the deadline noted in Section A above. All questions must be in writing via e-mail and forwarded to Dorren Hill at dphill@marincounty.org, as indicated above.

4. Final Addendum/ Response to Written Questions

All questions will be posted and answered by the timeframes indicated in this RFP and issued as an addendum and forwarded to all firms before the deadline noted in Section A above. Firms shall not rely on any oral or written interpretations from any other person. Oral statements shall have no legal or contractual effect and shall not be binding.

5. Submission of Proposals

Sealed proposals must be received at the following address:

County of Marin
Department of Public Works
Attention: Dorren Hill, Project Manager
3501 Civic Center Drive, Room 404
San Rafael, CA 94903

Proposals must be received no later than 5:00 P.M. (PST) on the date noted in Section A above.

All proposals received must be sealed and shall provide firm's name and e-mail address. Firms shall provide two (2) hardbound copies, along with one electronic file for reproduction purposes. The proposal shall be signed by a representative of the firm with the authorization to contractually commit the firm to enter into an agreement with the County.

6. Evaluation of Proposals

An evaluation committee will perform the evaluation of proposals. The project manager may, at their option, initiate discussion with firms who submit proposals for the purpose of clarifying aspects of the proposals. The project manager shall determine the appropriate means of clarification, telephonic, e-mail, letter, or oral interviews. All contacts from your organization related to this RFP or your proposal must be directed in writing exclusively to the Project Manager.

The selection committee will rank each firm and select finalists (See Section V for evaluation factors.). The County will select the highest ranked consultant firm and negotiate a contract and price. If the County is unable to reach an agreement with the selected consultant, the County will proceed to negotiate with next ranked consultant.

7. Finalist Interviews

At the discretion of the evaluation committee, a maximum of three (3) finalists may be invited for an interview. If required, finalists will be invited to make an oral presentation before the committee on the date as shown in Section A above. Each key project team member will be required to attend the oral presentation, including the project team manager and any sub-consultant managers. The consultant's presentation should relate primarily to the specific work under the proposal rather than to general qualifications.

The County Project Manager, with consultation with the evaluation committee, will evaluate the consultant's interview, if required, and incorporate that evaluation as part of its selection procedure.

8. Commence Project

Proof of required insurance must be provided prior to project start.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the County's procurement policy and procedures.

1. Acceptance of Conditions Governing the Procurement.

Firm must indicate their acceptance of these general requirements and conditions governing the procurement.

2. Incurring Cost.

Firm agrees to incur all costs associated with the submission of the proposal, or in making necessary studies or designs for the preparation thereof. Further, no reimbursable cost may be incurred in anticipation of an award.

3. Guarantee of Proposal.

Responses to this RFP, including proposal prices, will be considered firm and irrevocable for ninety (90) days after the due date for receipt of proposals or ninety (90) days after receipt of a best and final offer, if one is submitted.

4. Form of Proposals.

No oral, telephone, or facsimile proposals will be accepted.

5. Late Responses.

All proposals submitted in response to this RFP later than the due date and time will be rejected and sent back to the vendor unopened.

6. County/Architect Form of Agreement.

The form of agreement for this project will be the County of Marin standard Professional Services Agreement (attached). Please note that the Architect will be asked to respond in writing prior to the submission of their proposal that they accept this agreement. The County will not negotiate changes to this agreement.

7. California Public Records Act (CPRA).

All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act (PRA, California Government Code §6250 and following).

8. Confidentiality.

Each proposal, including all documentation submitted in response to this RFP, will be kept confidential until execution of a final agreement, whereas such time all documents become public records under state and local law. The County will not return the original or copies of the RFP response, including any proposals.

9. Electronic Mail Address.

Most of the communication regarding this procurement will be conducted by electronic mail (e-mail). Potential firms agree to provide the County with a valid e-mail address to receive this correspondence.

10. Use of Electronic Versions of the RFP.

This RFP is being made available by electronic means. By accepting by such means, the proposing firm acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Vendor's possession and the version maintained by the County Project Manager, the version maintained by the County must govern.

11. Reservations.

The County reserves the right to take the following action(s) at any time, for its own convenience, and at its sole discretion:

Reject any and all proposals.

Cancel the RFP 72 hours prior to award and issue a new RFP any time thereafter.

Extend any or all deadlines specified in the RFP, including deadlines for accepting responses.

Waive any minor informality, minor irregularity, immaterial defect or technicality in proposals received when deemed to be in the best interest of the County.

Disqualify any vendor because of any real or apparent conflict of interest or evidence of collusion that is disclosed by the proposal or other data available to the County.

Reject the proposal of any vendor that is in breach of or in default under any other Agreement with the County.

Reject any proposal deemed by the County to be non-responsive, or submitted by a vendor deemed to be unreliable, unqualified, or not responsible.

Accept all or only a portion of the proposal as provided by the firm.

12. Disclaimer.

This document will not be construed as a request or authorization to perform work or supply product at the County's expense. This RFP does not represent a commitment to contract for services. The information in this RFP is accurate to the best of the County's knowledge, but is not guaranteed to be correct or complete.

SECTION III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Firms shall submit only one proposal. An amended proposal may be submitted before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such at the time of delivery.

B. NUMBER OF COPIES

Firms must provide a sealed box or folder with two (2) original identical copies of their proposal to the address as indicated in Section II of this RFP on or before the closing date and time for receipt of proposals.

Firms must also provide one (1) electronic copy of their proposal in CD-ROM or memory stick format prepared using Microsoft Office 2003 or newer, Word, Excel, or Project. The electronic file shall be included with the original binder.

C. FORMATING

All proposals shall be typewritten on standard 8 ½ x 11" paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section. Recommended font size is 12 for ease of reading. Hard copies should utilize both sides of the paper where practical. See the page limit requirements provided in Section IV.

D. ORGANIZATION

The proposal must be organized and indexed and in the format outlined in Section IV and must contain, at a minimum, all listed items in the sequence (Section IV as noted). Within each section of the proposal, address the requirements in the order in which they appear. All forms provided in the RFP shall be thoroughly completed and included in the appropriate section of the proposal.

SECTION IV. REQUIREMENTS AND SUBMITTALS

This section covers the general and background information each firm is to provide when submitting their proposal. Firms that do not include this information will be deemed non-responsive which may result in disqualification of the proposal. All information contained in the proposal should be concise and responsive to the content of this request.

A. LETTER OF SUBMITTAL (one page)

Each proposal received must include a letter of submittal including the following:

1. Identify the submitting organization.
2. Identify the name, title, telephone numbers, and e-mail address of the person or persons authorized by the organization to contractually obligate the organization to be contacted for clarification of the proposal response.
3. Be signed by the person authorized to contractually obligate the organization.
4. Acknowledge receipt of any and all addenda to this RFP.

B. CORPORATE INFORMATION (four pages)

The following is intended to provide the evaluation committee with information that will assist in formulating an opinion about the stability and strength of the firm and their sub-consultants, if any.

1. The company name and business address, including headquarters and all local offices, and telephone numbers.
2. A description of the organization, including names of principals, number of employees in the US and locally, client base, and areas of specialization and expertise.
3. Provide the name of the jurisdiction in which the vendor is organized and the date of such organization.
4. A list of any lawsuits the firm, its subsidiaries, parent, other corporate affiliates, or subcontractors have been involved in the past five years and the outcome of those lawsuits. Identify the parties involved and circumstances. Also, describe any civil or criminal litigation or investigation pending.
5. Provide a complete disclosure if firm, its subsidiaries, parent, other corporate affiliates, or subcontractors have received any regulatory citations during the past five years. If so, identify the citation details, parties involved, and the current circumstances of resolving the issue.
6. Provide a list of current clients and projects, detailing expected completion dates. Explain if other projects will have any impact on the efficiency or lead-time of the County's intended project.
7. Provide licensing information, certifications, and other qualifications related to this project.
8. Describe ability to work with multiple government agencies, County or City staff, and translate agency requirements into a successful project.

C. REFERENCES AND EXPERIENCE (six pages)

Each firm shall include a statement of relevant experience with like-sized projects. It should thoroughly describe, in the form of a narrative, its experience and success as well as the experience and success of sub-consultants, if applicable, in providing and/or supporting the proposed solution.

1. Describe experience with a minimum of three (3) similar projects of the size and scope similar to this project, which had a construction cost of \$3-5 million or greater. For each project description provide the following information:
 - a. Project name and location.
 - b. Brief description of project scope and construction cost.
 - c. Month and year services began and ended.
 - d. Firm's project architect/manager.
 - e. Client name, address, contact person, and telephone. Please verify in advance that the contacts provided are still currently employed and they are willing to serve as a reference.
 - f. Delivery Model (GMP, Hard Bid, Etc.)

D. PROJECT OVERVIEW (seven pages)

Each firm will be responsible for supplying professional expertise and leadership for the project plan through a single project manager. The completion of the project must be cooperatively managed by the firm's project architect and designated project manager and staff. Include a narrative of the proposed method of conducting the successful GSA Facility Conditions Assessment. Include the following information:

1. Statement of Understanding (one page).

Provide a brief statement indicating an overall understanding of the project.
2. Project Approach (one page).

Provide an understanding of the project's issues. Include a short discussion of the intended approach and organization of the project that demonstrates that the proposer understands the issues and the proposer's ability to address them. Identify key elements of the project and what special approach your firm will use to control these elements.
3. Project Team (three pages).

List each member of the project team, including any sub-consultant managers to be utilized on the project, and their qualifications and past experience for relevant reconstruction projects. Include other key project team member's relevant information as needed. Include a list of all proposed sub-consultants expected to be engaged in any work, including their qualifications and experience.
4. Detailed Work Plan and Organization Chart (two pages)

The proposal shall include the Architect's detailed work plan and an organization chart identifying the principal in charge of the project and each staff member and their role for completing the project in accordance with the project schedule. Also, it is requested that the proposal specify the percent of time that each person on the project team will devote to this project at the major phases of design. It is required that the key team players will be available for the entire duration of the project.

5. Project Implementation Timeframe (two pages).

For the purpose of preparing proposals, assume that a Professional Services Agreement will be finalized prior to May 17, 2016, or thereabout. The County would like to have the Tomales Fire Station Renovation completed by June 2018.

Provide a preliminary timeline of this project or provide a sample of a previous project with similar scope and size.

E. COMPENSATION (four pages, placed in a sealed envelope)

Provide your proposed cost for design services to complete all of the County's requirements and deliverables outlined in this RFP. Your proposal shall be provided in a sealed envelope for opening and review after a review and scoring of the firm's qualifications. Costs should be outlined by deliverable components identified in a statement of work and summed for presentation of a total quote for consultation services performed. The total proposed cost of services should include any reimbursements and other charges. Provide hourly rates for each team member extending through the duration of the project. Proposal shall include a matrix of deliverables (program document, preliminary design, concept drawings, reports, and studies) summarized by each phase of the project. Include a matrix showing proposed total hours and tasks for each phase of design.

Please include in your response your proposed mark-up on reimbursable expenses. Reimbursable expenses are considered: third party renderings and models, blueprinting, photocopies, photography costs (if requested), long distance communications, and travel expense outside the Bay Area (**travel between your office and the Project site is to be included in your Basic Services fee**). All other items shall be included in the fee. Expenses that are not allowable include travel within 50 miles of the Project site: drafting materials, media and supplies; land-line and cell phone charges, etc.; computer time of any type including CADD time and plotting time for CADD documents; fax transmissions; all in-house copying; in-house runners/deliveries.

The proposal shall include a list of hourly rates that will apply to any additional services (including any services performed in 2016-2018). Hourly billing for additional services shall be on the basis of effort expended and service provided by professional staff working directly on this project. If it is your practice to bill management, administrative, accounting, and clerical or support employees, in addition to professional staff, for hourly additional

services, describe your practices in this regard clearly. The County expects that non-project and non-professional staff be covered by overhead and profit multipliers.

Please feel free to describe any services not specifically requested herein which you recommend be included in the basic services.

The proposal shall include insurance coverage maintained by the Architect and all of its consultants consistent with the insurance requirements detailed below.

F. OTHER SUBMITTALS (four pages)

Complete and include the following documents/forms in this section of your proposal.

1. Insurance Requirements

Consultant shall provide a certificate(s) of insurance or a copy of their insurance declaration page(s) with their proposals as written evidence of their ability to meet the insurance certificate and other applicable County insurance requirements in accordance with the provisions listed in the sample Professional Services Contract, in Section VI Exhibits of this RFP. In addition, Consultant shall provide a letter from an insurance agent or other appropriate insuring authority documenting their willingness and ability to endorse their insurance policies naming the County of Marin additional insured.

SECTION V. EVALUATION FACTORS

The evaluation criteria listed below will be utilized in the evaluation of the written proposals. Only firms deemed responsible and responsive with proposals in the competitive range may be considered for award. The proposal should give clear, concise information in sufficient detail to allow an evaluation based on the criteria below.

The proposal response shall enable the County to evaluate the responsiveness and quality of the proposal to each of the RFP requirements. Factors determining the best value include, but are not limited to, the following:

- A. DESIGN, CREATIVITY, AND INNOVATION.**
- B. ABILITY TO MEET THE MANDATORY TECHNICAL AND FUNCTIONAL REQUIREMENTS OF THE FACILITY BASED ON PAST EXPERIENCES.**
- C. ABILITY TO MEET SERVICE LEVEL AND PROJECT MANAGEMENT REQUIREMENTS.**
- D. REFERENCES.**
- E. QUALITY AND DEPTH OF FIRM'S DEMONSTRATED SUCCESSFUL DESIGN EXPERIENCE AND EXPERIENCE WITH GOVERNMENTAL AGENCIES AND EXPERIENCE DELIVERING PROJECTS OF SIMILAR SCOPE AND SCALE IN REFERENCE TO THE PROJECT.**
- F. UNIQUE QUALIFICATIONS/COMPETITIVE EDGE. PLEASE DESCRIBE WHY YOU BELIEVE THAT YOUR FIRM IS UNIQUELY QUALIFIED FOR THIS PROJECT AND WHAT DISTINGUISHES YOUR FIRM FROM YOUR COMPETITORS.**
- G. COMPATIBILITY OF THE FIRM WITH OTHER TEAM MEMBERS. DESIGN PHILOSOPHY AND WAY OF CONDUCTING BUSINESS WITHIN A MIXED USE ORGANIZATION.**
- H. PERFORMANCE ON PAST PROJECTS ASSURING THAT DESIGN MEETS BUDGET AND SCHEDULE REQUIREMENTS. EXPERIENCE IN VALUE ENGINEERING TO ASSIST IN MAXIMIZING THE BUDGET.**
- I. POSSESSING THE WILLINGNESS TO LISTEN TO THE CLIENT AND TO DESIGN TO THE CLIENT'S OBJECTIVES.**
- J. EXPERIENCE WITH THE LATEST BUILDING TECHNOLOGIES.**
- K. LOCAL EXPERIENCE AND RELATIONSHIPS WITH REGULATORY AGENCIES HAVING JURISDICTION OVER THE PROJECT.**

The overall total cost provided by your firm for services to the County will be considered in the evaluation. Although cost may be of lesser importance as an evaluation factor, it should not be ignored.

Both the design fee estimate and the hourly rates shall be provided in a sealed envelope for opening and review after a review and scoring of the firm’s qualifications.

The following selection procedures shall apply:

1. Marin County shall negotiate a contract with the best qualified firm for Architectural services at a compensation level which Marin County determines fair and reasonable.
2. Should Marin County be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price that Marin County determines to be fair and reasonable, negotiations with that firm shall be formally terminated. Marin County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, Marin County shall terminate negotiations. Marin County shall then undertake negotiations with the third most qualified firm. Marin County also reserves the right to reject all proposals or to cut short the process of successively negotiating with the next most qualified firm when negotiation with the next most qualified firm is unsuccessful.

The selection committee will rank each firm. The County will select the highest ranked consultant firm and negotiate a contract and price. If the County is unable to reach an agreement with the selected consultant, the County will proceed to negotiate with next ranking consultant.

The Selection Committee will rate firms based on the following criteria and scoring sheet.

Criteria	Available Points	Points Awarded
1. Understanding of project needs.	10	
2. Similar project experience.	50	
3. Capacity to perform the work (including subcontractors).	10	
4. Proposed services and methods to meet the County’s needs.	10	
5. Proposed schedule and ability to work within the desired timeline.	10	
6. References.	10	
TOTAL POINTS	100	

SECTION VI. EXHIBITS

SAMPLE PROFESSIONAL SERVICES CONTRACT