



City of Carmel-by-the-Sea

REQUEST FOR PROPOSAL (RFP) 22-23-008

THE CITY OF CARMEL-BY-THE-SEA IS INVITING CONSULTANTS TO SUBMIT PROPOSALS FOR A FACILITY CONDITION EVALUATION, AND ARCHITECTURAL AND ENGINEERING SERVICES FOR THE POLICE DEPARTMENT/PUBLIC WORKS BUILDING PROJECT

RFP Release Date:

Tuesday, February 21, 2023

Mandatory Pre-Proposal Meeting and Job Site Tour:

Tuesday, Feb 28, 2023, at 2:00 PM

Police Station Lobby, at Junipero Street and Fourth Avenue, Carmel-By-The-Sea

Questions Due by:

Friday, March 3, 2023, at 5:00 PM

Responses to Questions to be Posted on City Website by:

Wednesday, March 8, 2023, at 5:00 PM

Proposals Submittal Due by:

Tuesday, March 14, 2023, at 4:00 PM

Please deliver or mail four (4) hard copies, plus one (1) CD electronic copy, of your Proposal in a Sealed Envelope clearly marked “**RFP 22-23-008, ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CARMEL POLICE DEPARTMENT/PUBLIC WORKS BUILDING PROJECT.**” Also submit two (2) hard copies of your fee estimate for Phase I Services, in a separate, similarly-marked sealed envelope. Transmittal memos are not required):

US Mail:	City of Carmel-by-the-Sea City Clerk P.O. Box CC Carmel-by-the-Sea, CA 93921
FedEx / UPS / Hand Delivery:	City of Carmel-by-the-Sea City Clerk East side of Monte Verde Street between Ocean and Seventh Avenues Carmel-by-the-Sea, CA 93921

I. Introduction

The City of Carmel-by-the-Sea (City) is requesting Proposals from qualified architectural/engineering consulting firms with strong experience in police facility renovations and design. The firm will provide professional architectural and engineering services for a detailed facility condition evaluation, followed by design of required/desired maintenance and renovation needs, and potential expansion of the Carmel Police Department facility and shared spaces/infrastructure of the Public Works section of the facility.

The successful respondent will enter into a Professional Services Agreement (PSA), attached to this RFP as Exhibit "A," to perform a facility condition assessment, and assist the City in the development of feasibility studies, conceptual designs, and budget level cost estimates necessary to assist the City in determining the most operationally efficient and cost-effective options to address the existing maintenance and operational deficiencies of the current building. These services are described below as Phase I Services. Following these Phase I services, it is anticipated that the selected firm will also be engaged, after successful, subsequent negotiations, to design and develop construction documents, for the Council-selected operational improvements and required maintenance of the existing building.

II. Synopsis of Scope of Services

The Carmel Police Department/Public Works Building was constructed in 1968. Now, at 55 years old, this facility requires substantial maintenance, repairs, code updates, and specific operational improvements to enhance the work environment and its functionality, particularly as a police building. The selected Consultant team will assist the City in identifying the scope of improvements needed to meet the current standards of practice and work environment for a police facility in a community with the activity level and size of Carmel by the Sea. Renovations are anticipated to be needed to meet required officer safety and security and allow for up-to-date technology and computer hardware to better function in improved, ergonomic workspaces.

For example, the electrical system needs to be designed to meet current and anticipated demands for adequacy, security, and resiliency. The air handling system, plumbing, security features, and associated hazard abatement may all need to be addressed during the renovation of the facility with regard to employee health, law enforcement needs, and the upgrading of all systems to current standards and codes.

While the focus is on the Police operations as the priority, the Police Department is in a building shared with the Public Works Department. Many of the shared building systems and components are deteriorated due to age, maintenance backlog and use. It will require a major investment to repair and upgrade the building. Essential building components (roof, power distribution, backup power, HVAC, plumbing, boiler, roll-down doors, etc.) are anticipated to need repairs or replacement. Improvements for Police operations may dictate similar repairs and upgrades in the Public Works areas as well.

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This RFP focuses on the first Phase (Phase I) of a multi-phased project. The specific issues that will be addressed in the first phase are generally as follows:

1. Identify immediate safety and maintenance deficiencies and associated implementation costs required for long term occupancy of the building.
2. Identify essential operational improvements and implementation costs required for the Police Department to meet critical POST/IAPC standards.
3. Identify and prioritize improvements and implementation costs to meet best practices of POST/IAPC standards.
4. Identify required Building Code upgrades and their estimated costs.
5. Identify a preliminary plan, scope, and cost of “swing space” to maintain essential Police operations during construction of the renovations.
6. Estimate the useful life of the building if the above maintenance, code, and operational improvements are made.
7. Develop scope and budget cost estimate for upgrading the entire building to meet “like new” current Police standards.
8. Develop scope and budget cost estimate for required and recommended improvements in the Public Works portions of the building.
9. Develop a preliminary scope and budget cost estimate for a completely new Police/Public Works Complex without any site acquisition or site improvement costs.
10. Identify potential State and Federal Grants that may be available for this Project.
11. Develop preliminary schedule or task durations for design and construction of the various repairs and improvements listed above.
12. Consultant will compile all above tasks into a draft Preliminary Report for City Council consideration and decision making. Following Council direction and comments from the Project Team, prepare and submit a Final Report.
13. Consultant will assist staff in presenting findings of the Preliminary Report to City Council. Additional presentations to Council, Planning Commission, Historic Preservation Board, and/or community groups are anticipated. Assume a total of four presentations will be required during Phase I.
14. Consultant to prepare meeting agendas, action item minutes, and schedule a kickoff meeting and bi-weekly Project Team meetings during Phase I.

15. Consultant is strongly encouraged to recommend any suggested modifications to the scope of services identified above, based on the pre-proposal meeting, site tour observations, expertise, and similar experience.

At this time, the City anticipates the following:

1. The City will prepare CEQA documentation and determination. The selected Consultant will be expected to provide a project description and technical information to support the CEQA findings.
2. The building was previously determined to not be a historic resource and is not listed on the historic register. However, that determination will expire during this project. It is assumed that the re-determination by the City will again result in the building not being listed as historic.
3. Geotechnical engineering services will not be required.
4. Hazardous material reports do exist for portions of the Police areas in the building and will be furnished to the Consultant. Additional hazardous materials testing may be required by the Consultant, depending on the scope of renovations to be selected in subsequent phases.
5. The City currently has budgeted over \$3 million in local funds for the Police repair and upgrade portion of this project. No federal funding nor state funding is anticipated during Phase I. These funds are currently being used to pay for a project management consultant, urgent safety repairs, the selected Consultant, and for the anticipated required repairs and renovations. Depending on the Council selected repairs and upgrades, additional funds may be required to complete the construction of the project.

Phase II Services:

. After receipt of City Council guidance as to their desired scope, an Amendment to the Professional Services Agreement will be prepared. The PSA amendment will provide a detailed scope of services, fees, and schedules will be developed for Phase II Services following completion of Phase I. The scope of the anticipated services follows:

1. Pre-Design Services, including planning, phasing, estimating
2. Schematic Design Services, including renderings and presentations
3. Design Development
4. Preparation of Construction Documents
5. Bid Administration or bid support services
6. Construction Administration or support services

Proposal Contents and Order of Submittal: The Proposals shall not exceed 30 single-sided pages. Page count does not include covers, tabs or dividers.

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1. **Cover letter of interest:** Identify the location(s) of the key individuals who will be assigned to work on this Project and include your California Architect and Engineering License numbers. Briefly introduce your subconsultant team. An authorized representative of the Proposer shall sign the Cover Letter which shall identify the legal name of the Proposer, along with name of the contact person, address, phone number, and email address.
2. **Background:** Provide a brief description of your firm's history, capabilities, and experience with Police/Public Safety facilities and experience with POST/IAPC standards. Also include your firm's expertise with facility condition assessments on older, public facilities.
3. **Organizational Chart:** Provide a detailed organizational chart of the entire project team and describe relevant experience and qualifications of your proposed key personnel and subconsultants. Include brief resumes of only key project team members who will be directly involved on this project.
4. **Experience:** Describe at least 3 similar Public Safety building/renovation projects that your key personnel have worked on and demonstrate successful completion of those projects (including information on project estimates versus final cost and data on change orders with associated costs). Also identify projects involving renovation or Public Works operational facilities. If your firm has completed similar projects without the involvement of the proposed key personnel, please note this in your proposal. Also, identify any successful grant applications for similar projects supported by your team in the past.
5. **Subconsultants:** Identify subconsultants to be used, their role/expertise, and prior teaming projects (i.e. electrical, mechanical, and structural engineers, cost estimator, hazardous materials specialists).
6. **Schedule:** Prepare a detailed schedule showing the tasks included in Phase I.
7. **References:** Include at least 3 references with contact information, and project name, scope of services, and fees associated with those projects (if other than the three projects listed under Experience).
8. **Requests for Changes in the Agreement:** Identify any critical changes your firm would require to enter into the City's standard PSA template.

III. Inquiries:

Requests for Clarification of this RFP. If any Proposer has any questions regarding the meaning of any part of this RFP, or finds discrepancies in or omissions from this RFP, the Proposer shall submit via electronic mail a written request for clarification to the following individual:

All Questions to

Name: Fred Meurer,

Email address: **fmeurer@4leafinc.com**

IV. Consultants Selection Process:

Consultant selection shall be made by an Evaluation Committee comprised of the City project team who will review and evaluate Proposals based on the following criteria:

1. Understanding of the City's Goals: Does the respondent demonstrate an understanding of project complexity, need for feasible options, concept designs and the functional requirements for essential Police services.
 2. Key Staff: Do the key personnel to be assigned to this project have the requisite education, qualifications, and public safety building experience?
 3. Experience: Has the firm demonstrated the ability to successfully provide services for projects of similar complexity and nature? What is the firm's experience with designing police building renovation projects?
 4. Services Offered: Does the firm and subconsultants offer the breadth and qualifications for all services required for the project?
 5. Reputation: Are the firm's references from past clients and associates favorable?
 6. Familiarity with Locality: Does the firm or subconsultants have familiarity and experience working on projects on the Monterey Peninsula?
 7. Professional Services Agreement (PSA): Does the firm require substantial changes to the City's standard PSA template?
 8. Fee Proposal: The fee proposal will not be opened until proposal evaluation and firm ranking is completed. If fees cannot be successfully negotiated with highest ranked firm, staff will initiate negotiations with the next ranked firm.
- The City reserves the right to make the consultant selection based on any factors, whether quantitatively and/or qualitatively identifiable or not.

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- The City reserves the right to choose the Scope of Services which may be assigned to the Consultant.
- The City reserves the right to define and/or redefine the Scope of Services through amendments to an Agreement.
- This solicitation for RFPs does not commit the City to enter into a contract.
- This solicitation for RFPs does not commit the City to pay any costs incurred by a consultant for preparation of their proposals.
- The City reserves the right to accept or reject any proposals, or to cancel in part, or in its entirety, this solicitation.
- The City reserves the right to re-advertise for all consulting services at any time.
- **Proposals Are Public Records. If a proposal includes proprietary information, it should be appropriately marked for protection.** Each Proposer is hereby informed that, upon delivery of its proposal to the City, the proposal becomes the property of the City.

V. Award of Agreement. Award of an Agreement

- A City of Carmel-by-the-Sea "Professional Services Agreement" (PSA) will be developed and administered for the base Agreement. Refer to the example PSA in the Exhibit "A" attachment.
- A base Agreement will typically be executed once negotiations have been successful and a consultant is approved for award of the Agreement.
- The current goal is to award this contract at the Carmel City Council meeting scheduled for April 4th, 2023.