

REQUEST FOR PROPOSALS
607 West Cook Street Triplex Remodel Project

CITY OF SANTA MARIA
REQUEST FOR PROPOSALS

607 WEST COOK STREET TRIPLEX REMODEL PROJECT

<u>SUBMITTAL:</u>	One (1) original and four (4) copies must be received on or before 5:00 p.m., October 21, 2016
<u>Addressed to:</u>	Rodger Olds, P.E., MBA
<u>Address:</u>	110 S. Pine Street, Suite 101 Santa Maria, CA 93458
<u>Mark envelopes:</u>	607 West Cook Street Triplex Remodel

PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE DEEMED UNRESPONSIVE AND RETURNED UNOPENED TO THE PROPOSER.

INQUIRIES:

Direct questions for clarification of this Request for Proposals document to:

Rodger Olds P.E., MBA
City of Santa Maria
110 South Pine Street, Suite 101
Santa Maria, CA 93458
Telephone (805) 925-0951 ext. 2225
Fax (805) 928-4995

*REQUEST FOR PROPOSALS
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CITY OF SANTA MARIA
STATE OF CALIFORNIA

REQUEST FOR PROPOSAL

SEALED PROPOSALS will be received by Rodger Olds, Principal Civil Engineer, City of Santa Maria, 110 S. Pine Street, Suite 101 (if by mail), or Suite 221 (if hand delivered), Santa Maria, CA 93458, until 5:00 P.M., on October 21, 2016 for providing construction services for the remodel of the City owned triplex located at 607 West Cook Street.

Contract documents may be inspected and obtained in the City of Santa Maria Public Works/Engineering office located at 110 S. Pine Street, Suite 221, Santa Maria, CA 93458. **Attachments listed on page 11 are available electronically at www.cityofsantamaria.org under the Public Works Services / Bids and Proposals / Requests for Proposals section.**

No proposer shall discriminate in employment practices on the basis of race, color, national origin, ancestry, disability, gender, or religion.

No qualified handicapped person shall, on the basis of handicap, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any matter leading to the award of contract.

The right is reserved by the City of Santa Maria to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted, and to award the contract according to the proposal which best serves the interests of the City.

Dated this 22nd day of September 2016 at Santa Maria, California.

By:  _____

RODGER OLDS P.E., MBA
Principal Civil Engineer
City of Santa Maria, California

Publication Date: September 22, 2016

REQUEST FOR PROPOSALS
607 West Cook Street Triplex Remodel Project

PROJECT DESCRIPTION

The City of Santa Maria is seeking proposals from qualified and experienced contractors to remodel the City-owned triplex located at 607 West Cook Street.

One (1) original and four (4) copies of the proposal are to be submitted to the Department of Public Works, City of Santa Maria, 101 S. Pine Street, Suite 101, Santa Maria, CA 93458, on or before 5:00 p.m., September 30, 2016.

INFORMATION

The City of Santa Maria Engineering Division is issuing this Request for Proposals. Unless otherwise directed, all communications regarding this Request for Proposals should be directed to Rodger Olds, Principal Civil Engineer, at (805) 925-0951 ext. 2225.

Any revisions to the Request for Proposals will be issued and distributed as Addenda. Bidders are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this Request for Proposals. Failure to adhere to this policy may be grounds for rejection of proposal.

IMPORTANT NOTICE

The City of Santa Maria will not be responsible for oral interpretations given by any City employee, representative, or others. Bidders are cautioned that any statements made that materially change any portion of the proposal documents shall not be relied upon unless subsequently ratified by a formal written amendment to the proposal document. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Request for Proposals, the City will attempt to notify all prospective bidders who have secured same. However, it will be the responsibility of each prospective bidder, prior to submitting its proposal, to contact Rodger Olds, Principal Civil Engineer, City of Santa Maria, 110 S. Pine Street, Suite 101 (if by mail), or Suite 221 (if hand delivered), Santa Maria, CA 93458, (805) 925-0951 ext. 2225, to determine if addenda were issued, and to make such addenda a part of their proposal.

DEFINITIONS

1. "Agency" refers to the City of Santa Maria, an Agency established under the laws of the State of California.
2. "Days" refers to working days of the City of Santa Maria when used in context with Agency's bid protest procedures.
3. The terms "file" or "submit" refer to the date of receipt by Agency.

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4. "Interested party" includes all bidders on the contract or procurement. The term may also include a subcontractor or supplier at any tier who shows that it has a substantial economic interest in a provision of the Invitation for Bid (IFB) or the Request for Proposals (RFP) or of the interpretation of such a provision.
5. "Local" as used herein refers to the Counties of Santa Barbara and San Luis Obispo in the State of California.
6. "RFP" as used herein, also includes the term "offer" or "RFP" as used in the context of negotiated procurements.
7. "Administrator" or "Manager" as used herein refers to the Rodger Olds, Principal Civil Engineer, of the City of Santa Maria.

CONTRACTING AGENCY

The Good Samaritan Shelter will issue and administer the contract resulting from this Request for Proposals and provide general construction oversight. The City of Santa Maria will coordinate funding and provide building permitting and building inspections.

LEGAL RESPONSIBILITIES

All proposals must be submitted, filed, made, and executed in accordance with State of California and Federal laws relating to proposals for contracts of this nature, whether the same or expressly referred to herein or not.

JOINT OFFERS

Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The Agency intends to contract with a single firm and not with multiple firms doing business as a joint venture.

BUSINESS TAX CERTIFICATE

Possession of a City of Santa Maria Business Tax Certificate is not required to submit a proposal in response to this invitation. However, Contractor shall be required to possess, at its own expense, a valid and current City of Santa Maria Business Tax Certificate prior to commencing work. Fee is based on gross receipts for all business transactions in the City of Santa Maria. For additional information, contact the City of Santa Maria at (805) 925-0951 ext. 2422.

WITHDRAWAL OF PROPOSALS

Any proposal may be withdrawn at any time prior to the time fixed in the public notice for the receipt of proposals only by written request filed with Rodger Olds, Principal Civil Engineer. The request shall be executed by the offeror or his duly authorized

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representative. The withdrawal of a proposal does not prejudice the right of the offeror to file a new proposal. No proposal may be withdrawn after the time fixed in the public notice for the receipt of proposals.

REJECTION OF PROPOSALS

Failure to meet the requirements of the Request for Proposals (RFP) will be cause for rejection of the proposal. The City may reject the proposal if it is incomplete, contains irregularities of any kind, or is offered conditionally. The City reserves the right to reject any and all proposals without cause.

The proposal is to be prepared in such a way as to provide a straightforward, concise delineation of the information requested. Proposals which contain false or misleading statements, or which do not support an attribute or condition claimed by the proposer, may be cause for rejection of the proposal. If, in the sole opinion of the City, such information was intended to mislead the City in its evaluation of the proposal, it will be cause for rejection of the proposal.

EVALUATION/AWARD OF CONTRACT

Evaluation and selection of proposals will be based on the qualifications and evaluation criteria outlined in the RFP. Brochures or other promotional presentations beyond that which is deemed sufficient to submit a complete and effective proposal are not desired. Elaborate artwork, expensive paper or binders, and expensive visuals are not necessary and will not affect the evaluation process.

The City of Santa Maria reserves the right to make the selection of a proposer based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the proposer to perform the services set forth herein.

The City of Santa Maria reserves the right to reject any or all proposals, to waive any requirements, both the City's and those proposed by the proposer; to waive any irregularities or informalities in any proposal or the RFP process when it is in the best interest of the City to do so; to negotiate for the modification of any proposal with mutual consent of the proposer; to re-advertise for proposals, if desired; to sit and act as sole judge of the merit and qualifications of the service offered; and to evaluate in its absolute discretion, the proposal of each proposer, so as to select the proposer which best serves the requirements of the City, thus providing that the best interest of the City will be served. Proposer's past performance, and the City's assurance that each proposer will provide service as bid, will be taken into consideration when proposals are being evaluated.

The City may make such investigation as it deems necessary to determine the ability of a proposer to furnish the required services, and the proposer will furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such

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proposer fails to satisfy the City that such proposer is properly qualified to carry out the obligations of a contract and to deliver the services contemplated herein or the bid of any bidder who has previously failed to perform properly, or complete on time, contracts of a similar nature. Any material misrepresentation or material falsification of information provided to the City in the proposer's bid submission, or at any point in the bid evaluation process, including any interview conducted, is grounds for rejection of the bid. In the event that the misrepresentation or falsification is not discovered until after any agreement is awarded, the agreement may be terminated at that time. A determination as to whether a misrepresentation or falsification of the bid submission is material shall be made solely in the exercise of the City's sole discretion. The City expressly reserves the right to reject the bid of any bidder who is in default on the payment of taxes, licenses, or other monies due the City of Santa Maria.

The City reserves the right to conduct a background inquiry of each proposer which may include the collection of appropriate criminal history information, contractual and business associations and practices, employment histories, and reputation in the business community. By submitting a proposal to the City, the proposer consents to such an inquiry and agrees to make available to the City such books and records as the City deems necessary to conduct the inquiry.

PROPOSAL PRICING GUIDELINES

Contractor shall complete the provided bid sheet as a part of this Request for Proposals. Bid sheets submitted in response to this Request for Proposals shall be complete, but are not binding, and will be used as a basis of negotiation with the successful contractor.

PROPRIETARY INFORMATION

The proposals received shall become the property of the City of Santa Maria and are subject to public disclosure. Proposers are to indicate any restrictions on the use of data contained in their responses. Those parts of a proposal which are defined by the bidder as business or trade secrets, as that term is defined in California Government Code, Section 6254.7, and are reasonably marked as "Trade Secrets", "Confidential" or "Proprietary" shall only be disclosed to the public if such disclosure is required or permitted under the California Public Records Act or otherwise by law. Proposers who indiscriminately and without justification identify most or all, of their proposal as exempt from disclosure may be deemed non-responsive.

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Tentative Selection Schedule

Issuance of RFP	September 23, 2016
Pre-Submission Site Walk Through	2:00 p.m., October 5, 2016
Submission deadline	5:00 p.m., October 21, 2016
Award of contract	October 31, 2016
Initiation of contract	October 31, 2016

1.0 PROJECT OVERVIEW

1.1 Introduction

The City of Santa Maria is seeking proposals from qualified and experienced contractors to remodel the City owned triplex located at 607 W. Cook Street. This includes all phases of work to provide a completed move-in ready project.

Upon contractor selection, the property will be conveyed to the Good Samaritan Shelter of Santa Maria. The winning contractor will be expected to enter into a contract with the Good Samaritan Shelter to complete the project. The general requirements of the Contract are described on Attachment No. 5.

1.2 Information Available to Proposers

- Scope of Work
- Project Specifications
- Termite Inspection Report
- Lead Paint Report
- Asbestos Report
- Bid Sheet

1.3 Term of Contract

The successful bidder will be expected to be capable of commencing work on October 31, 2016.

1.4 Scope of Work

The scope of work for this project is described in detail with Attachment 1 "Scope of Work". In general, the scope of work includes the following:

- General/Structural/Interior
- Electrical
- Plumbing
- HVAC
- Thermal/Moisture
- Specialties – Cabinetry, Finishes, Abatement, etc...
- Other Items – Misc. Finishes and site work.

2.0 GENERAL INSTRUCTIONS

2.1 Submittal Requirements

2.1.1 Cover Letter

Provide name and address of the firm and project contact person with address, telephone number and email address. Acknowledge receipt of any addenda if applicable. Summarize your understanding of the project. Provide a statement indicating your ability to provide timely services and meet the requirements of the proposed schedule. Indicate your acceptance of the requirement of this RFP. In addition to the cover letter, provide a one-page summary of the benefits you believe the City and Good Samaritan Shelter would receive from selecting your firm.

The cover letter must be signed by a duly authorized official of the firm.

2.1.2 Firm Experience/History

Describe your company's successful experience with residential remodel projects. Include your experience with successful projects completed for non-profit organizations and/or public agencies.

2.1.3 Project approach

Describe your understanding of the project and your approach to this specific project.

2.1.4 Preliminary Schedule

Provide an achievable preliminary schedule for the project. Include reasonable lead times for all items of work to render the project complete.

2.1.5 Cost Proposal

Provide a completed bid sheet. All costs on the bid sheet should be considered "All Inclusive", meaning that all costs provided include all labor, material, overhead, profit, taxes and fees for each work item listed on the bid sheet.

It is the intent of the bid sheet to include all costs necessary for the contractor to provide a 100% completed move-in ready project. Any items not specifically called out on the bid sheet, but necessary to complete the project, should be included in the costs provided on the bid sheet. The cost proposal will be included as one of the evaluation factors for selection, but will not be the only factor considered.

2.2 Competitive Selection

The successful proposer shall be selected by the City of Santa Maria on a rational basis.

Evaluation factors outlined in Paragraph 2.2.1 below shall be applied to all eligible responsible and responsive proposers in comparing proposals and selecting the successful proposal.

A proposer may be selected without discussion after proposals are received. Therefore, proposals should be submitted on the most favorable terms.

Please review Section 2.1 for a description of the proposal format.

2.2.1 Selection and Evaluation Factors

Each proposal will be evaluated and ranked by City of Santa Maria. Evaluation factors to be considered, and the corresponding weight for each, shall be as follows:

EVALUATION FACTOR	***PERCENT***
Project team experience and qualifications	25%
Project approach and understanding of project	15%
Project Schedule	10%
Attendance at pre-submission site walk-through	5%
Cost Proposal	45%

2.2.2 Pre-submission Site Walk-through

There will be a walk-through of the project site on October 3, 2016 at 2:00 p.m. The site is located at 607 W. Cook Street. Attendance is not mandatory, but is highly encouraged.

ATTACHMENTS

- Attachment 1 - Bid Sheet
- Attachment 2 - Site/Floor Plan
- Attachment 3 - Scope of Work
- Attachment 4 – Specifications of Materials
- Attachment 5 - General Contractor Requirements
- Attachment 6 - Termite Inspection Report
- Attachment 7 - Lead Paint Report
- Attachment 8 - Asbestos Report

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