



NOTICE OF REQUEST FOR QUALIFICATIONS

TO: All Prospective Respondents

SUBJECT: Request for Qualifications: Construction Management Services

DATE ISSUED: October 1, 2018

RESPONSES DUE: **October 19 2018 by 5:00 PM**

1. PROJECT SUMMARY

Pursuant to Government Code section 4529.10 *et seq.*, Sonoma Clean Power Authority (known as “SCP”) seeks qualifications for full-service construction management teams, and intends to select a team in October 2018 to negotiate a final scope and contract for construction management services on a renovation of a 14,400+/- sf office building in downtown Santa Rosa. The building will serve as SCP’s headquarters and include a showcase of zero-carbon technologies, including heat pumps, solar photovoltaic parking structure with batteries and electric vehicle charging, induction cooktops, and advanced efficiency measures such as integrated LED daylighting controls and possibly mixed-mode HVAC with operable windows. The target date for move-in is August 2020. Minority-owned, women-owned and locally-headquartered businesses are encouraged to respond.

2. ABOUT SCP

SCP is a public agency that provides electricity for and customer programs to most electricity customers in Sonoma and Mendocino Counties. The mission of the agency is to help solve the climate crisis while keeping energy affordable.

3. TENTATIVE RFQ TIMELINE

Dates below are subject to change by SCP, in its sole discretion, in accordance with the terms of this RFQ:

RFQ Issued	October 1, 2018
Deadline for Questions, Clarification from Proposing Firms	October 12, 2018
SOQs Due	October 19, 2018 at 5:00 p.m.(PST)
Finalists notified	October 25, 2018
Finalists interviewed	October 29 or 30, 2018
Selected Firm (if Any) notified	November 2, 2018
Contract Preparation	November 2 through November 21, 2018
Target Date for CEO/ Board Consideration of Agreement	December 6, 2018
Work Commences	December 6, 2018

4. PROPOSED PROJECT SCOPE

SCP provides the following information related to the existing building, scope of renovations and potential challenges and objectives to facilitate submission of a Qualification Statement. The information provided is based on SCP's initial project assessment, including the scope of renovations and are therefore intended to be representative, rather than comprehensive. SCP intends to refine and negotiate the scope of work, including potential additions and deletions, in the event SCP elects to select a construction management team.

A representative Scope of Services is attached to SCP's Sample Agreement. SCP's Sample Agreement is attached to this RFQ as Exhibit 1, and the draft Scope of Services is attached as Exhibit A to that Sample Agreement.

4.1 Existing Building

The existing property at 431 E Street at 7th in Santa Rosa, California is approximately 14,400 square feet in two stories. The original building was constructed in 1979. Its use has always been commercial office space.

4.2 Representative Scope of Renovations

Based on SCP's initial project assessment, the following provides a representative rather than comprehensive scope of work:

- (a) *Site* - New ADA compliant access pathway from the existing parking lot. Reseal and stripe both parking lots, add security lighting and check for other needed safety and security measures. All sitework to be completed consistent with an approved stormwater management plan, as required. Minimal landscape needs, as site contains mature trees that will remain throughout.

- (b) *Structural* - Inspections indicate no seismic or other structural upgrades are needed, however, it is understood structural engineering may be necessary based upon the new design.
- (c) *Building Exterior* - Repairs to existing siding and trim (some dry rot). Rework of main entry. Additional windows on north façade and possibly in a small number of other locations. Replacement of existing windows.
- (d) *Building Interior* - Move lobby to new location on south façade. New staircase/demo existing. Remove walls and possibly portions of t-bar ceiling to create +/-1,500 sf board room. Remove other walls, add interior windows and glass partitions, remove 2nd floor central t-bar ceiling to improve daylight and views. New lighting throughout. Likely significant replacement of ductwork and controls. Some new trim, flooring and painting throughout. New multi-purpose room for use as a Board meeting room, etc. New kitchen and lunch room.
- (e) *Lighting* - Redesign and replace with daylighting integration and super-efficient equipment and controls.
- (f) *HVAC* - Redesigned to eliminate use of natural gas, accommodate greater building volume and interior height from removing some t-bar ceiling.
- (g) *IT and AV* - Full data, telephone, and audio/visual design for large conference rooms and board room.

5. PUBLIC CONTRACTS CODE, PREVAILING WAGE

- 5.1 The successful Firm, if any, would be assisting SCP with a project that will be subject to the competitive bidding requirements of the California Public Contracts Code and prevailing wage requirements.
- 5.2 Pursuant to Labor Code sections 1720 and 1771, the work under the agreement is subject to the payment of prevailing wages and will be subject to compliance monitoring and enforcement by the California Department of Industrial Relations (DIR). Each firm submitting an RFQ must be a DIR-registered contractor pursuant to Labor Code section 1725.5. An RFQ from any firm that is not already a DIR-registered contractor may be rejected for non-responsiveness. Pursuant to Labor Code section 1725.5, all subcontractors identified in a firm's RFQ shall be DIR-registered contractors as well.
- 5.3 Prevailing wage requirements are further detailed in Exhibit "D" of SCP's Sample Agreement, which attached to this RFQ.

6. SAMPLE AGREEMENT

- 6.1 SCP's standard agreement is attached to this RFQ. The agreement will be subject to negotiation and finalization following selection of a

construction management team. SCP reserves the right not to contract with any firm. If SCP decides to contract, SCP will contract with the firm whose response best meets the needs of SCP.

6.2 Exceptions

As part of your Firm's Statement of Qualifications, your Firm must identify any exceptions or requested changes your firm has to SCP's project, conditions, requirements, sample contract and/or insurance requirements. If there are no exceptions noted, it is assumed the firm will accept all conditions and requirements identified in the sample contract and insurance requirements. Items not excepted will not be open to later negotiation.

7. BUDGET

The project budget for construction management services with the successful firm, if any is selected, will be established with the successful Firm, if any, before a final decision to proceed with construction documents will be made.

8. ANTICIPATED PROJECT SCHEDULE AND PHASES

The overall Project schedule is subject to change, in SCP's sole discretion, but is currently planned for:

- Design: August 2018 start, running 6 to 9 months.
- Construction & Commissioning: Approximately April 2019 start, running 12 to 15 months.

At this point in the process, the project delivery method has not been selected.

9. GENERAL QUALIFICATION STATEMENT REQUIREMENTS

Submit in the order shown below using a maximum of twenty (20) pages.

9.1 Project Experience

- (a) Provide a representative list, up to 5 of similar projects where at least 3 are in the State of California, complete with details of the scope and outcome. Emphasis should be placed on projects involving office buildings, deeply energy efficient and green buildings.
- (b) Demonstrate your firm's experience with projects that are subject to the competitive bidding requirements of the California Public Contracts Code, including specifically the drafting of construction, contract, and bid documents meeting the requirements of the Code, and experience assisting public entities in addressing bid challenges, issues arising during construction inspection and oversight, change order disputes, and contract

close-out disputes. (SCP has opted in to the provisions of the Uniform Public Construction Cost Accounting Act.)

- (c) Provide a comprehensive list of owner references on similar past projects, including at least two public agency owners.
- (d) Identify the services you expect to perform in-house, using your own staff members, and those you anticipate hiring sub-consultants to perform. Include an organization chart showing key in-house staff and subconsultants, and an estimate of the total Project hours needed.

9.2 Personnel/Team

- (a) List key personnel assigned to the Project, their experience on projects of similar size and scope and hourly rates. The project will require collaboration with SCP staff.
- (b) Demonstrate your Firm's available resources to meet the Project schedule and scope.
- (c) Provide a brief firm profile and discussion on the principals and their role.

9.3 Other

- (a) Provide the location of the office you will use for providing services on this Project.
- (b) Identify the Project Management Software and/or other tools you intend to use to manage the Project.
- (c) Disclose any instance in which your Firm has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency.
- (d) Other materials may be submitted at your discretion up to the page limit.

10. EVALUATION

- 10.1 In conformance with Government Code Section 4529.12, the services requested by this RFQ shall be procured pursuant to a fair, competitive process. SCPA is not required to award an agreement to the low bidder, but may consider costs in addition to an SOQs conformance to the requirements of the RFQ, the construction manager's experience and qualifications, the construction manager's references, and any other relevant factors, including those identified below, as determined by the SCPA acting in its sole discretion.

SOQs that do not include all of the information requested cannot be adequately evaluated, and may be considered, in SCP's sole discretion, to be non-responsive. Evaluations will be based on the criteria described below, information provided in each SOQ, possible oral interviews with finalist Firms, mail or email requests or other follow-up inquiries from SCP with finalists, information already known by SCP, and other publicly available information such as credit ratings or other information.

10.2 Evaluation will be based on:

- (a) Thoroughness of SOQ.
- (b) Professional qualifications, overall performance commitment and demonstrated ability to perform the work (See RFQ section 10).
- (c) Responsiveness to work requirements.
- (d) Exceptions to standard terms in the sample agreement (See RFQ section 7.2).
- (e) Firm's financial stability.

10.3 A 5% weighting will be provided in the total rating score for local firms. A Local Service Provider (local firm) is defined as a business or consultant who has a valid physical address located within Sonoma and Mendocino County from which the vendor or consultant operates or performs business on a day-to-day-basis, and holds a valid business license if required by a city within the jurisdiction of Sonoma or Mendocino County. A business shall affirm it qualifies as a local business in a form reasonably requested by SCP.

10.4 A proposal and presentations by the top firms may be required before a final selection is made. Final terms of the agreement and contract price may then be negotiated with the Firm selected. A final agreement may be offered to the Firm selected, if any. If a selected firm is not willing to accept the SCP's offer, other qualified firms may be contacted or SCP, may in its sole discretion, elect to re-bid the Project.

11. PUBLIC RECORDS

All SOQs and any related documents submitted in response to this Request for Qualifications shall be subject to disclosure under the California Public Records Act. In the event that your Firm desires to claim portions of its Statement of Qualifications or related documents exempt from disclosure, it is incumbent upon your Firm to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. SCP will consider your Firm's request for exemption from disclosure; however, SCP will make a decision based upon applicable laws. Assertions by a firm that the entire Statement of Qualifications and/or related documents or large portions thereof are exempt from disclosure will not be honored.

All responses to this Request for Qualifications shall become the property of SCP and will be retained or disposed of accordingly. SCP reserves the right to release such information to its agents, contractors, or members for the purpose of evaluating a response. Under no circumstances will SCP, its Board,

managers, agents, contractors or Members be liable for any damages resulting from any disclosure of Firm's claimed confidential information during or after this RFQ process.

12. WITHDRAWAL OF STATEMENT OF QUALIFICATIONS

A Firm may withdraw its Statement of Qualifications at any time before the deadline for submission by delivering a written request for withdrawal signed by, or on behalf of the Firm.

13. RIGHTS OF SCP

13.1 This Request for Qualifications does not commit SCP to enter into a contract, nor does it obligate SCP to pay for any costs incurred in the preparation and submission of a qualifications statement or in anticipation of a contract.

13.2 SCP reserves the right to:

- (a) Make the selection based on its sole discretion;
- (b) Reject any and all Statements of Qualifications;
- (c) Issue subsequent solicitations;
- (d) Postpone any of the time periods set forth in this RFQ, for its own convenience;
- (e) Remedy technical errors in the RFQ;
- (f) Approve or disapprove the use of particular subconsultants;
- (g) Negotiate with any, all, multiple or none of the Proposers that respond;
- (h) Negotiate a final project scope that includes all, just a portion or related additional items relative to the Proposed Project Scope set forth in this RFQ;
- (i) Select a different location for the project than the current space described herein and currently targeted for lease by SCP;
- (j) Waive informalities and irregularities in the Qualification Statement;
- (k) Utilize others to perform or supply work of the type contemplated by this RFQ;
- (l) Request proposals from others with or without requesting proposals from contractors for the work of the type contemplated by this RFQ; and/or
- (m) Enter into an agreement with another Firm or re-solicit the Project in the event the originally selected firm defaults or fails to execute an agreement with SCP.

13.3 SCP reserves the right not to contract with any Firm. If SCP decides to contract, SCP will contract with the Firm whose response best meets the needs of SCP, consistent with the selection process set forth below.

13.4 An agreement is not binding or valid with SCP unless and until it is executed by authorized representatives of SCP and the Firm selected.

13.5 Evaluation of a response does not constitute a commitment by SCP to acquire such services from any source. SCP is not obligated in any way to proceed with this RFQ or consider or enter into any agreement or undertake any liability to any firm in connection with this RFQ and any and all responses, whether qualified or not, may be rejected without any liability whatsoever to any firm on the part of SCP. SCP shall not be responsible for any costs incurred by a firm to prepare, submit, negotiate, contract or otherwise participate in this RFQ process.

14. QUESTIONS

Please direct any questions, need for additional information, clarification of the RFQ, or requests to tour the Project location in writing, to Cordel Stillman, Director of Programs, at programs@sonomacleanpower.org. Questions or comments must be received no later than [October 12, 2018 at 5:00 p.m.].

Information provided to firms by anyone other than the above contact may be invalid and Qualified Statements which are submitted in accordance with such information may be declared non-responsive. Responses from SCP will be communicated via email to all recipients of this RFQ. Inquiries received after the date and time stated above will not be accepted.

In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issues. Any amendment to this RFQ is valid only if it is in writing and issued by SCP. No oral interpretations or answers shall bind SCP unless confirmed by SCP in writing. All addenda shall become a part of this RFQ.

15. INTERVIEWS

Interviews with short-listed teams will be scheduled for one of the following dates: [October 29 or 30, 2018]. If none of these dates work, please provide possible dates in advance of the submittal deadline to find out if SCP can accommodate.

16. EXHIBITS, EXAMINATION OF RFQ DOCUMENTS

16.1 SCP has attached is Sample Agreement this RFQ, as follows:

- (a) *Exhibit 1 - SAMPLE CONTRACT*
 - (i) *Exhibit A - Scope of Services*
 - (ii) *Exhibit B - Fee Schedule*
 - (iii) *Exhibit C - Intentionally Omitted*
 - (iv) *Exhibit D - Prevailing Wage Requirements*

16.2 Submission of an RFQ by a proposing Firm shall be deemed a representation that the Firm:

- (a) Has carefully read and fully understands the information provided by SCP as part of this RFQ, including all Exhibits;
- (b) Represents that all information submitted is true and correct;

- (c) Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Firm in regard to the amount, terms or conditions of an SOQ; and
- (d) Acknowledges that SCP has the right to make any inquiry it deems appropriate to substantiate or supplement information as necessary.

16.3 No request for modification of a SOQ shall be considered after submission on the grounds that a Firm was not fully informed about any fact or condition.

17. QUALIFICATION STATEMENT SUBMITTAL

Statements are due to SCP on **October 19**, 2018 by [5:00] PM.

Electronic submittals are preferred as a single PDF to both:
syrenolds@sonomacleanpower.org and cstillman@sonomacleanpower.org.

Paper submittals must be fully recyclable (e.g., no plastic sheets) and shall be addressed to:

Sonoma Clean Power - CM Statement of Qualifications
50 Santa Rosa Avenue, Fifth Floor
Santa Rosa, CA 95404

SCP may in its sole discretion reject any late or incomplete SOQ.