



**REQUEST FOR PROPOSALS**  
SCP 421 E Street Office Design

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**TO:** All Prospective Proposers  
**SUBJECT:** Request for Proposals: 421 E Street Office Design  
**DATE ISSUED:** October 1, 2024  
**RESPONSES DUE:** October 22, 2024

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I. ABOUT SONOMA CLEAN POWER

SCP is a public, locally-run “community choice aggregation” power provider serving residential and commercial customers in Sonoma and Mendocino Counties (except Healdsburg and Ukiah). SCP’s mission is to help solve the climate crisis while keeping energy affordable. For more information about SCP go to: [www.sonomacleanpower.org](http://www.sonomacleanpower.org).

II. PROJECT SUMMARY

Sonoma Clean Power Authority (“SCP”) issues this Request for Proposals (RFP) to solicit proposals from qualified entities (“Proposers”) to provide architectural and engineering design services for a renovation of approximately 4,250+/- sq. ft. of office space in downtown Santa Rosa at 421 E Street. The one-story building will include private office space, open office space, open lounge area, meeting rooms, storage space, bike parking, IT room, kitchen, and restrooms. The work will include minimal environmental remediation, roofing, rooftop solar, replacement of HVAC with all-electric heat pumps, replacement of gas water heating with all-electric heat pump water heater, providing daylighting through new windows or skylights, lighting replacement with controls, and removing non-load bearing interior walls. SCP’s target date for move-in is September 2025.

Businesses that are locally headquartered and/or owned by women, minorities, LGBT, and/or disabled veterans are encouraged to respond to this RFP. Please visit the [www.thesupplierclearinghouse.com](http://www.thesupplierclearinghouse.com) to learn more about the Supplier Diversity Program of the California Public Utilities Commission (CPUC).

III. RFP TIMELINE

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

<b>EVENT</b>	<b>DEADLINE</b>
RFP Published	October 1, 2024
Optional Site Walk at 421 E Street, Santa Rosa	October 8, 2024 9:00am -10:00 am (PST)

Deadline for questions to be submitted	October 9, 2024
Responses to questions to be posted on SCP website	October 11, 2024
Proposal packages due	October 22, 2024 at 5:00 (PST)
RFP Submission review complete	October 25, 2024
Target Date for interviews	October 29 through November 1, 2024

#### IV. PROJECT BACKGROUND & SCOPE

##### 1. PROJECT BACKGROUND

The existing property is a one-story office building located at 421 E Street in Santa Rosa, California and is approximately 4,250 square feet. The original building's immediate prior use was office space. SCP intends to do minimal renovations to the building to be used for SCP office space, meeting space, and storage. The building is located next to SCP's main business office. Interior furnishings, paint, flooring, and IT/AV systems for the renovation of 421 E Street shall be consistent with SCP's main business office. Drawings and photos of the existing building are included in Attachment A. SCP anticipates a move-in date of September 2025.

##### 2. PROJECT SCOPE

SCP provides the following scope of renovations to facilitate submission of a Proposal by interested Proposers. The information provided is based on SCP's initial project assessment. SCP intends to refine and negotiate the scope of work for the project, including potential additions and deletions, in the event SCP elects to select a proposal through this RFP.

##### 1. Scope of Renovations

Based on SCP's initial Project assessment, the following provides a representative scope of work. The scope of renovation drawing markups are included in Attachment B. All work is to be completed consistent with CA Title 24 provisions. The final scope of work will be refined in the event SCP selects a Firm through this RFP:

- (a) *Site* - Verify exterior lighting and security measures are sufficient.
- (b) *Building Exterior* - Demolish existing roofing and provide new roofing. Ensure adequate insulation is provided and any existing insulation affected by moisture is removed. Provide exterior windows on north, east, and west elevations of the building. A structural engineering assessment will be required to determine placement feasibility of exterior windows.
- (c) *Building Interior* - Demolish interior non-load bearing walls. New flooring and painting throughout. Replacement of ceiling tiles where moisture has intruded. New interior bike parking.
- (d) *Interior Style Objective* - Contemporary, relatively open, light. Up to 5 private offices (existing), a large conference room (existing),

storage areas, simple kitchen, and collaborative open workspaces and lounge. The desired aesthetic is professional and cohesive with SCP's main Business Office.

- (e) *Restrooms* - Verify ADA compliance for existing restrooms. Design work may include the addition of storage, new lighting, and a janitor's sink.
- (f) *Kitchen*- Existing layout and cabinetry can remain, new dishwasher and refrigerator to be installed.
- (g) *Lighting* - Lighting layout may remain, however fixtures shall be replaced and integrated with daylighting and efficient equipment and controls.
- (h) *Electrical* - Review and potentially upgrade electrical service to provide for the installation rooftop solar, all-electric heat pump HVAC, and all-electric heat pump water heating. Relocate electrical outlets throughout open office area.
- (i) *Plumbing* - Removal of existing gas storage water heater and installation of a heat pump water heater that will be capable of serving the kitchen area and restroom spaces. Review existing plumbing for dishwasher in kitchen. Provide janitor's sink in one of the restrooms.
- (j) *HVAC* - Remove existing rooftop unit and replace with all-electric heat pumps system that can be zoned to provide service to private offices, open offices, conference room, kitchen, and storage areas. Existing HVAC system ductwork shall be evaluated for further zoning or controls.
- (k) *IT and AV* -Use of existing data, telephone, and audio/visual and upgrade where applicable. New copy area.
- (l) *Furniture* - Layout design with furniture consistent with SCP's main Business Office.

### 3. ADDITIONAL PROJECT REQUIREMENTS

SCP anticipates the Project will be split into five phases, as follows, but the final scope will be negotiated with the selected Proposer, if any.

*Phase 1: Programming & Schematic Design* - Initial space needs assessment is already largely completed. Phase 1 work will validate the existing assessment and will include schematic design sufficient for completing a detailed cost estimate. Authorization to proceed to Phase 2 will not be given until SCP decides to proceed.

*Phase 2: Design Development* - Design development documents in two stages of completion (50% and 100%). A cost estimate validation will be performed at 50% DD. All programming decisions will be made before work on the 100% DD set begins, and the project budget should be reasonably certain by this point. Authorization to proceed with Phase 3 will not be given until SCP decides to proceed.

*Phase 3: Construction Documents / Permitting and Bid Set* - Proposer shall lead the permitting process. The construction documents and permitting and bid set are planned as a single set of documents with no distinction between them, to be completed in two stages (50% and 100%). Initial Division 0 & 1 language to be provided by SCP for review by the selected Proposer, if any. Authorization to proceed with Phase 4 will not be given until SCP decides to proceed.

*Phase 4: Construction Administration Services* - The scope of CA services are anticipated to include bidding support, progress meetings and site visits to review work, coordination of finishes, furnishings and equipment, contractor submittal review and processing, responding to contractor RFIs, initial processing of contractor pay applications (with payment issued directly by SCP), and project close-out including punch list, warranty review and a marked drawing set showing any substantial deviations from the permit set.

*Phase 5: Commissioning* - Participation in development of building commissioning documents and procedures; and participation in commissioning program. (Specialized Commissioning agent services are not part of this RFP).

SCP reserves the right to negotiate an agreement that covers all, or just a portion of the phases identified above. Should SCP elect to re-bid any portion of the scope, Proposers acknowledge and understand that conflict of interest laws may limit a previously selected Proposer's ability to re-bid on any subsequent phase.

## V. SELECTION PROCESS

### A. Responses will be scored based on:

1. Thoroughness and completeness of proposal.
2. Professional qualifications and demonstrated ability of Proposer and Proposer's team to perform the work.
3. Ability and history of successfully completing projects of a similar type, meeting delivery deadlines and experience with similar work.
4. Exceptions to SCP's Standard Agreement (Attachment C).
5. Quality of references.
6. Satisfaction of minimum and desired Proposer requirements, as described in this RFP.
7. Proposer's schedule/timeline
8. Proposer's budget
9. A 10% weighting will be provided in the total rating score for local firms. A local firm is defined as a business or consultant who has a valid physical address located within Sonoma 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 County. A business shall affirm it qualifies as a local business in a form reasonably requested by SCP.
10. Any other factors SCP deems relevant.

- B. Depending on the responses to this RFP and interviews, SCP may choose to contract with more than one firm or individual, regardless of whether such individual and/or firm responded to this RFP. Any selected Proposer(s) will be contacted by SCP staff to finalize a contract. SCP staff will evaluate the responses to this RFP, may, in its discretion, interview selected firms and individuals that staff determine are most qualified based on the factors outlined above.
- C. Issuance of this RFP is not a guarantee that SCP will enter into any contract with any respondent. SCP reserves the right, at its sole discretion, to waive irregularities in proposals, proposal requirements (including minimum/desired Proposer and Product requirements), to request modifications of any proposal, to accept or reject any or all proposals received, and to cancel all or part of this RFP at any time prior to awards.
- D. Responses that do not satisfy RFP and Proposal Requirements cannot be adequately evaluated.

## VI. DIVERSITY IN NON-POWER PROCUREMENT SOLICITATIONS

SCP issues this solicitation for 421 E Street Office Design. All qualified organizations are encouraged to respond, including minority-owned and women-owned business entities.

While California law prevents public agencies like SCP from giving preference to an organization on the basis of the owner's race, sex, color, ethnicity, or national origin, SCP nevertheless encourages responses from organizations owned by women, minorities, disabled veterans, persons with disabilities and LGBT persons. SCP also encourages eligible organizations to register with the CPUC Supplier Diversity Program by visiting the [CPUC'S Supplier Clearinghouse](#). Alternatively, businesses can certify as a small business or a disabled veteran-owned business through the [Department of General Services Certification program](#), as appropriate. Certified vendors are listed in directories which make it easier for SCP and other organizations to communicate contracting opportunities.

## VII. QUESTIONS REGARDING THE RFP; ADDENDA

For questions regarding this RFP, please contact: [Projects@sonomacleanpower.org](mailto:Projects@sonomacleanpower.org) with the subject line clearly marked "421 E Street Office Design- RFP." Questions must be received no later than the deadline set forth in section III of this RFP. SCP will not guarantee providing answers to questions submitted after the question deadline but will make reasonable efforts to do so. SCP will post and share responses to all questions submitted by the deadline established in this RFP publicly.

In the event it becomes necessary to revise any part of this RFP, SCP will issue written addenda. Any amendment to this RFP is only valid if it is in writing and issued by SCP. No oral interpretations or answers will bind SCP. All addenda issued by SCP will become part of this RFP.

## VIII. RFP SUBMITTAL PROCESS

- A. **Submittal Deadline.** The deadline for submittal of proposals is 5:00 p.m. on October 22, 2024. No proposals will be accepted after that time.
- B. **Place and Form of Submittal.**

1. Email submittals should be sent to [Projects@sonomacleanpower.org](mailto:Projects@sonomacleanpower.org) with the subject line clearly marked "421 E Street Office Design - RFP". Upon submittal, you will receive a confirmation of receipt.
- C.** Submission of a Proposal shall be deemed a representation that the Proposer:
1. Has carefully read and fully understands the information provided by SCP as part of this RFP, including all Attachments and Exhibits;
  2. Represents that all information submitted is true and correct;
  3. 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 its Proposal; and
  4. Acknowledges that SCP has the right to make any inquiry it deems appropriate to substantiate or supplement information as necessary.
- D.** No request for modification of a Proposal shall be considered after submission on the grounds that a Firm was not fully informed about any fact or condition.

## IX. PROPOSAL REQUIREMENTS

- A.** Proposers should provide only complete and accurate information.
- B.** Each proposal must be signed by an individual who has the legal authority to bind the proposer on whose behalf that person is signing.
- C.** The proposal shall contain the following sections (1-6)
1. **Cover Sheet (1 page maximum).** Cover sheet signed by individual with authority to bind firm.
  2. **Company information (2 pages maximum).** Submit a brief history and description of your company's operations. Include the following:
    - (a) The scope and nature of your company
    - (b) Years of operation
    - (c) Number of full-time employees
    - (d) Identify your company's standard hours of operation
    - (e) Link to your company's website
    - (f) Identify any litigation pending or threatened against your company
    - (g) Identify any instances in which your company was disbarred
  3. **Experience (6 pages maximum).** Discuss similar projects your company has worked on or participated in.
    - (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.
    - (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 if available.
- (d) Identify the services you expect to perform in-house, using your own staff members, and those you anticipate hiring sub-consultants to perform.

#### **4. Personnel/Team**

- (a) List of key personnel assigned to the Project, their role, experience on projects of similar size and scope, and experience on public projects.
- (b) Provide resumes of key personnel.
- (c) Demonstrate your Firm's available resources to meet the Project schedule and scope

**5. Project Schedule (2 pages maximum).** Provide a timeline and schedule for each of the phases identified in Section 3. SCP anticipates a 2 to 4 month timeline.

**6. Project Budget (2 pages maximum)-** Provide a budget for each of the phases identified in Section 3 broken up by discipline.

**7. Standard Agreement Exceptions.** Identify exceptions to SCP's Standard Agreement (Attachment C).

## **X. GENERAL TERMS AND CONDITIONS**

### **A. SCP Standard Agreement.**

1. Contracts for services will be between the Proposer and SCP. A sample of SCP's Standard Agreement is included as Attachment C. Proposers must be willing to provide the required insurance and accept the terms of SCP's Standard Agreement. A Proposer taking exception to any part of the Standard Agreement must also provide alternative language for those provisions considered objectionable. Please note that any exceptions or changes requested to the Standard Agreement may constitute grounds to reject the Proposal.
2. Failure to address exceptions to the Standard Agreement in your statement will be construed as acceptance of all terms and conditions contained therein. No negotiation over Standard Agreement provisions will be permitted unless the provisions were objected to when the Proposal was submitted.
3. SCP reserves the right to further negotiate existing or additional elements of its Standard Agreement with successful proposers.

- B. **California Public Records Act.** All proposals submitted in response to this request shall be subject to disclosure under the California Public Records Act. In the event that a Proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the Proposer to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. SCP will consider a Proposer's request for exemption from disclosure; however, SCP will make a decision based upon applicable laws. Assertions by a Proposer that the entire proposal or large portions are exempt from disclosure will not be honored. All responses to this Request for Proposals shall become the property of SCP and will be retained or disposed of accordingly.
- C. SCP also reserves the right to negotiate any price or provisions and accept any part, or all parts of any or all submittals, whichever is in the best interest of SCP.
- D. All proposals received by the specified deadline will be reviewed by SCP for content, including but not limited to amount of discount offered, experience and qualifications of the bidding Proposers.
- E. During the evaluation process SCP may request from any Proposer additional information which SCP deems necessary to determine the Proposer's ability to perform the required services.
- F. Respondents bear all costs associated with responding to this RFP, and SCP will provide no compensation for these costs.

#### XI. RIGHTS OF SONOMA CLEAN POWER

- A. This RFP 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.
- B. SCP reserves the right to:
  - 1. Make the selection based on its sole discretion;
  - 2. Reject any and all Statements of Proposals;
  - 3. Issue subsequent solicitations;
  - 4. Postpone any of the time periods set forth in this RFP, for its own convenience;
  - 5. Remedy technical errors in the RFP;
  - 6. Approve or disapprove the use of particular subconsultants;
  - 7. Negotiate with any, all, multiple or none of the Proposers that respond;
  - 8. Alter SCP's Standard Agreement to be inclusive of any unique, unanticipated legal concerns.
  - 9. 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 RFP;
  - 10. Waive informalities and irregularities in the Proposal Statement;
  - 11. Utilize others to perform or supply work of the type contemplated by this RFP;



12. Request proposals from others with or without requesting proposals from contractors for the work of the type contemplated by this RFP; and/or
  13. 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.
- C. SCP reserves the right not to contract with any Proposer. If SCP decides to contract, SCP will contract with the Proposers whose responses best meets the needs of SCP, consistent with the selection process set forth above.
  - D. An agreement is not binding or valid with SCP unless and until it is executed by authorized representatives of SCP and the Proposer selected.
  - E. 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 RFP 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 RFP process.