

REQUEST FOR PROPOSAL

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

1. Introduction

Disability Rights California (DRC) is a 501(c)(3) non-profit disability rights organization working since 1978 to advocate, educate, investigate and litigate to advance the rights, dignity, equal opportunities, and choices for all people with disabilities. DRC has six regional offices and 22 additional locations throughout the state. DRC's main office is located in Sacramento and at this location additional office space is needed.

Property Location: 1831 K Street, Sacramento, CA 956811
Building Use: Commercial Office Space
Occupancy Group: B-Business
Type of Construction: Type V-B, Concrete Foundation, Wood Frame, Steel Support Beams
Total Building Stories: 2
Building Area: 25,059 sq. ft.
Year Built: Constructed 1980, expansion 2004
Fire Sprinklers: Yes

2. Purpose and Objective

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified and licensed Architectural and Engineering design firms (herein referred as "A/E") interested in contracting with DRC to provide desired services as outlined in this RFP.

DRC has identified the following objectives:

- Additional office space is needed in the DRC Sacramento Office Building to provide work space for staff;
- The DRC building has an attached five space carport measuring approximately 73 ft x 18 ft that can be converted or

renovated to offices; plus an adjoining space for new entry next to elevator.

- DRC has obtained Board approval and City Planning Department approval to proceed with A/E Design Services.

3. Scope of Services

DRC is interested in contracting with a qualified A/E design firm to provide detailed construction plans and drawings that would allow DRC, through a General Contractor, to obtain required building permits with the City of Sacramento to complete the renovation. The following scope of design services, including but are not limited to, site plan, structural, mechanical, electrical, plumbing, fire engineering and security which shall be provided by the A/E for the renovation project.

Once the building plans and drawings are completed, a licensed and qualified General Building Contractor will be hired through the RFP process to complete the renovations. The A/E design firm will assist the Building Contractor in obtaining required building permits as necessary and consult with DRC and the contractor during renovation/construction.

Steps to A/E Design and Construction phases

- Pre-Design planning with DRC staff.
- Conceptual/schematic design planning with DRC staff.
- Design development/material selection with DRC staff.
- Construction documents/plans/drawings.
- Contractor bidding and construction assistance for DRC.

4. RFP Timeline

RFP Issued -----	<u>Friday, August 2, 2019</u>
Information Meeting and Tour -----	<u>Wed, August 14, 2019</u>
Proposals Due to DRC -----	<u>Sept. 13, 2019</u>
Review of Proposals -----	<u>Sept. 16-20, 2019</u>
Interviews/contract finalized -----	<u>Sept. 23-25, 2019</u>
Approval of A/E contract -----	<u>Sept. 26, 2019</u>

5. Minimum Information in RFP Proposal

- a. General qualifications: describe general qualifications of A/E firm, organizational structure, ownership, management philosophy and the length of time in operation.
- b. Special qualifications: describe any special or unique qualifications as it relates to this project.
- c. Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this project.
- d. Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services that have been provided in last 8 years.
- e. Describe how A/E will organize and perform the work described in the Scope of Services and familiarity with City, County and State Building Codes. List any names of any sub-consultants that are intended to be used on the project and specific services to be provided by the sub-consultant.
- f. Describe A/E understanding of the project and the planned approach to achieve the goals of the project.
- g. Include conceptual time schedules, projected timeline and related expectations.
- h. Provide an itemized fee proposal that includes all meetings and consulting needed to successfully complete this project through the construction process.

6. Proposal Evaluation/Selection Process

The responses will be reviewed and evaluation by a panel consisting of staff from DRC. Responding A/E(s) will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria/elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives and deliverables as outlined in the RFP.
- Fee Proposal/Cost: Overall fee schedule including 6 sets of final blueprints, meetings and consulting during construction phase.

- Prior experience, Qualifications, References, Past Performance of A/E.
- An award will be made only to a firm who is licensed, bonded and insured, as appropriate.

At DRC's discretion, to further assist in evaluation, some, one, or all of the responding A/Es and or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given Proposal and explore the approaches that may be used to satisfy all requirements for DRC.

The DRC also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent RFPs
- c. Cancel the entire RFP
- d. Remedy technical errors in the RFP process
- e. Seek the assistance of outside technical experts in evaluation
- f. Negotiate with any, all, or none of the A/E(s)
- g. Solicit best and final offers from all, some, or one of the A/E(s)
- h. Waive informalities and irregularities in RFP
- i. Award without discussion

Selection will be based upon a determination as to which proposal is in the best interest of DRC. Any decision made by DRC including the selection of A/E, shall be final and is not subject to appeal.

This RFP shall not, in any manner, be construed to be an obligation on the DRC to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Award of Standard Agreement/Contract. Upon the completion of the selection process, DRC shall notify all A/E(S) of the selection and the successful A/E shall enter into a standard agreement/contract with DRC.

7. Submittal Requirements

Any questions concerning this RFP must be submitted via e-mail on or before Thursday, August 22, 2019 at 5:00 pm to:

Karen Keene, Finance Director
Email: Karen.Keene@disabilityrightsca.org

Responses to the RFP shall be received by DRC no later than Friday, August 30, 2019, at 5:00 pm. Four copies of your proposal are requested. Submit to:

Karen Keene, Finance Director
Disability Rights California
1831 K Street
Sacramento, CA 95811

Proposals shall be marked “Proposal for A/E Design Services” and shall clearly identify the name of A/E submitting the proposal.

A cover sheet for the RFP to include the following:

Name of A/E: _____

Address: _____

Contact: _____

Telephone: _____

Fax: _____

E-mail: _____

Please state the fees for this project below:

Fee for all phases of project \$ _____

The undersigned attests that the information contained within the proposal is accurate to the best of his/her knowledge, and that the

A/E he/she represents. If selected, agrees to incorporate the requirement of this RFP in the final contract with DRC.

Signature of Person Authorized to Submit Proposal: _____

Typed Name of Signature Above: _____

Proposals received after the date and time specified will be returned unopened. All proposals will become the property of the DRC.

