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REQUEST FOR PROPOSALS

FOR

GENERAL CONTRACTOR

FOR CONSTRUCTION SERVICES

**RESPONSE DUE: MARCH 25, 2020
AT 4:00 P.M. PACIFIC TIME**

REQUEST FOR PROPOSALS
GENERAL CONTRACTOR FOR CONSTRUCTION
SERVICES
DISABILITY RIGHTS CALIFORNIA

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REQUEST FOR PROPOSAL

GENERAL CONTRACTOR FOR CONSTRUCTION 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. Visit the website at <https://www.disabilityrightsca.org> for more information regarding DRC.

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 General Contractors licensed in the State of California interested in contracting with DRC to provide construction 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;

- DRC obtained Board and City Planning Department approval to proceed with Architectural and Engineering Design Services.
- DRC contracted with Graber Rasmussen Architects who prepared the required construction drawings/blueprints for the renovation of the carport to additional offices. The Architect will assist the contractor with information regarding the blueprints in order to obtain building and minor street encroachment permits.

3. Scope of Services

DRC is interested in contracting with a qualified General Contractor with a valid State of California “B” General Building Contractors license for the renovation/construction of additional offices pursuant to the architectural construction drawings/blueprints. The blueprints have been approved by the City of Sacramento Building Department. The contractor will obtain required building and encroachment permits with the City of Sacramento to complete the renovation. The following scope of the construction services, includes but is not limited to: demolition of existing carport including above ground and underground utilities; construction of new concrete flooring and exterior stem wall, exterior wall with windows and doors and interior doors and windows, interior walls, flooring and ceiling, any ADA updates will comply with ADA Standards; materials and finishes will match existing; Mechanical, Structural, Electrical and Plumbing systems such as, HVAC unit and ductwork, electrical panels, conduits, lights, receptacles and data lines, security system relocation, fire sprinkler renovation, and any water or sewer or drain line relocation.

1. Full size drawings and/or PDF file drawings with calculations and cut sheets will be provided to interested bidders. Bidders walk through of the project site to be scheduled with DRC Operations Manager or designee.
2. The bid/proposal will include all labor, tools, transportation, travel, equipment, services, environmental surveys, incidentals, taxes and materials for a complete and working project in conformance with the signed and finalized contract document.
3. The successful bidder/contractor shall purchase and maintain in a company or companies lawfully authorized to do business in the

jurisdiction of the project, insurance to protect the contractor from claims set forth below which may arise out of or result from the contractor's operations or subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable:

- a. Claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the work to be performed;
- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of the contractor's employees;
- c. Claims for damages insured by usual personal injury liability coverage;
- d. Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- e. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- f. Claims for bodily injury or property damage arising out of completed operations; and
- g. Claims involving contractual liability insurance applicable to the contractor's obligations.

4. The contractor shall provide Commercial General Liability Insurance in the amount of not less than \$2,000,000 aggregate, \$2,000,000 products and completed operations aggregate, \$1,000,000 personal and advertising injury and \$1,000,000 each occurrence. The contractor shall provide Automobile Liability Insurance covering all operations (including the use of non-owned or hired automobiles) in the amount of not less than \$1,000,000 of primary coverage. The contractor shall provide Workers Compensation and Employer's Liability Insurance in the amount of not less than \$1,000,000 per accident, \$1,000,000 per employee for disease and \$1,000,000 in aggregate for disease. The contractor shall provide Umbrella or Excess Liability on an occurrence basis of at least \$3,000,000 per occurrence and \$3,000,000 aggregate that shall be excess over the insurance for employer's liability. Each insurance policy shall be issued in the name of the contractor and shall name DRC as an additional insured and copies of Certificates of Insurance will be given to DRC within 10 days of issuance of contract award as a

condition of being awarded the contract. The insurance will be for the term of the contract and shall not be cancelable or reduced without thirty (30) days prior written notice to DRC. Any subcontractor will also be required to provide DRC copies of Certificates of Insurance for general liability, automobile and workers compensation insurance in the same amounts as the successful bidder/contractor.

5. A pre-construction meeting and weekly job progress meetings will be required during the course of construction. Meetings will be held on the job site during regular business hours, 9:00 a.m. to 5:00 p.m. on a day to be determined by DRC staff. Attendance at the pre-construction and weekly meeting shall include the Owner of the General Contracting company or Project Manager and the Operations Manager or designee from DRC.
6. The Contractor shall provide a weekly construction progress schedule based on the submitted project timeline.
7. All loud noise producing work must be performed outside of regular office hours, which are Monday to Friday, 9:00 a.m. to 5:00 p.m. Contractor must make every effort to minimize disruption to the work environment and to protect the DRC premises and employees. Any work performed by the contractor before or after the hours of 9:00 a.m. to 5:00 p.m. must be approved and coordinated with the DRC Operations Manager or designee.
8. The contractor will oversee the work of any subcontractor who will also be required to have a valid California State Contractors License in their respective trade. All subcontractor bid amounts shall be included in the total cost of project proposal. A listing of all subcontractors including name, address, telephone number, contractor license number and description of work on the project will be included in the minimum information on the RFP proposal.
9. Contractor shall be responsible for site security through the use of safety barriers. Any use of barriers and the purpose of such will be submitted to DRC for approval including: metal fencing, plywood and/or plastic/polyurethane barriers. DRC will work closely with contractor to coordinate scheduling and staging needs.

10. The contractor will be required to provide a safe and efficient site, with controlled access to ensure a safe workplace or as may be required by OSHA or other applicable law; to remove any barricades, enclosures and overhead protection and leave the site in broom clean condition at the end of the project; and be responsible for the security of its tools, equipment and materials that are stored at the site.
11. The contractor shall provide for general safety and signage and posting for the project and see that each subcontractor prepares and submits adequate safety program and monitoring throughout the project. The contractor shall not bring, spill or release onto the site asbestos, PCB's or any other hazardous material that is not customarily used in a facility of the type and similar to the project and shall bring to DRC's attention any hazardous material identified.
12. The project is in the Sacramento Metropolitan Air Quality Management District's rule 902 – Asbestos, and will therefore require an asbestos survey. Contact DNoakes@airquality.org for survey forms and list of Certified Asbestos Consultants.
13. The contractor will be required to guarantee that all work, including any and all labor and materials, shall remain free of defect for one (1) full year after project completion. Manufacturer's warranties and other architectural warranties shall be collected and submitted to DRC for records and possible future use.
14. On the 1st of each month the contractor will submit progress billing based on the contract amount of all work performed and materials actually used in the construction of the project during the preceding calendar month. Each monthly progress billing will deduct 10% for retention until the notice of completion and the issuance of a certificate of occupancy covering the project. Also, each monthly progress billing will include a signed conditional waiver and release for lien effective on receipt of payment.

4. Proposed Project Schedule

RFP Issued -----	February 27, 2020
Walk Through (Call to Sched.) -----	March 3-4, 2020
Proposals Due to DRC -----	March 25, 2020
Review of Proposals -----	March 30-April 3, 2020
Interviews/Select Contractor -----	April 6-9, 2020
Award Bid -----	April 10, 2020
Contract Finalized/Approved -----	April 17, 2020
Building Permit Obtained -----	April 24, 2020
Construction Begins -----	April 27, 2020
Construction Completed -----	July 27, 2020

5. Submission Requirements for Proposal

To be considered responsive, a proposal must contain the following, referenced by letter and in the order below:

- a. A brief description of the history and organization of the bidder's firm, length of time in operation and of any proposed subcontractors.
- b. Copies of business licenses, professional certifications, valid California Contractors license or other credentials, together with evidence that bidder is in good standing and qualified to conduct business in California.
- c. The most recent year's annual reports, or comparable document which demonstrates contractor's financial status.
- d. A description of similar project(s) completed by the bidder within the past three (3) years.
- e. Qualifications, background and experience of the project manager and other staff proposed to work on the project.
- f. References with contact information from organizations that have used bidder's services for similar projects/installations within the last 3 years.
- g. A general description of the techniques, approaches and methods to be used in completing the project.
- h. A description of the chronology for completing the work, including a time line and deadlines for each task.
- i. A detailed construction schedule including a delineation of all work to be completed during swing shift hours 5:00 p.m. to midnight or on weekends. Any swing shift hours must meet City Ordinance.

Schedule should include all trades involved in the project and a list of all subcontractors proposed during this time frame.

- j. A detailed cost proposal, including all labor, tools, transportation, travel, equipment, services, environmental surveys, incidentals, taxes and materials for a complete and working project. As DRC may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. DRC reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

Proposals which fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered.

Proposals must be organized according to the submission requirements and proposal format above. Proposals must contain the following to be consistent with DRC's accessibility protocols: The proposal must be provided in Microsoft Word using Arial 14 font: the proposal should be straightforward, concise and provide "layperson" explanations of technical terms that are used: and exclude any marketing materials.

6. Proposal Evaluation/Selection

The responses will be reviewed and evaluation by a panel consisting of staff from DRC. Responding Contractor/bidders will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria and comparing the proposals in determining the Highest Scored Bidder. The weight to be assigned to each criterion appears following each item.

- Conciseness, responsiveness and completeness of the proposal to the submission requirements and information requested, objectives and deliverables as outlined in the RFP. (25%)
- Technical ability, capacity, flexibility of the proposal to provide highest level of quality, client references and demonstrated

success in similar construction projects and ability to complete project within prescribed time frame. (25%)

- Detailed Cost Proposal: including all labor, tools, transportation, travel, equipment, services, environmental surveys, incidentals, taxes and materials for a complete and working project. Any proposal may be rejected where it is determined to be non-competitive, or where the cost is not reasonable. (35%)
- Prior experience, Qualifications, References, Past Performance of contractor and Project Manager/Forman. (15%)
- Proposals that contain false or misleading statements may be rejected if in DRC opinion the information was intended to mislead the DRC regarding a requirement of the RFP.
- An award and contract will be made only to a firm who is licensed, bonded and insured, as required by City, County and State Regulations.

At DRC's discretion, to further assist in evaluation, some, one, or all of the responding contractors 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 Contractor(s)
- g. Solicit best and final offers from all, some, or one of the Contractor(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 Contractor, 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 Contractor(s) of the selection and the successful Contractor 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 March 11, 2020 at 4:00 pm to:

Terry Dickinson, Operations Manager
Email: Terry.Dickinson@disabilityrightsca.org

One original and four copies of your proposal signed by an authorized official must be received by DRC no later than March 25, 2020 at 4:00 pm. Submit to:

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

In addition, one electronic copy of the entire signed proposal must be emailed by March 25, 2020 at 4:00 pm to:

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

Proposals shall be marked “Proposal for Construction Services” and shall clearly identify the name of Contractor Company submitting the proposal.

A cover sheet for the RFP to include the following:

Name of Contractor _____

Address: _____

Contact: _____

Telephone: _____

Fax: _____

E-mail: _____

Please state the Total Costs for this project below:

Cost for all labor/materials of project \$ _____

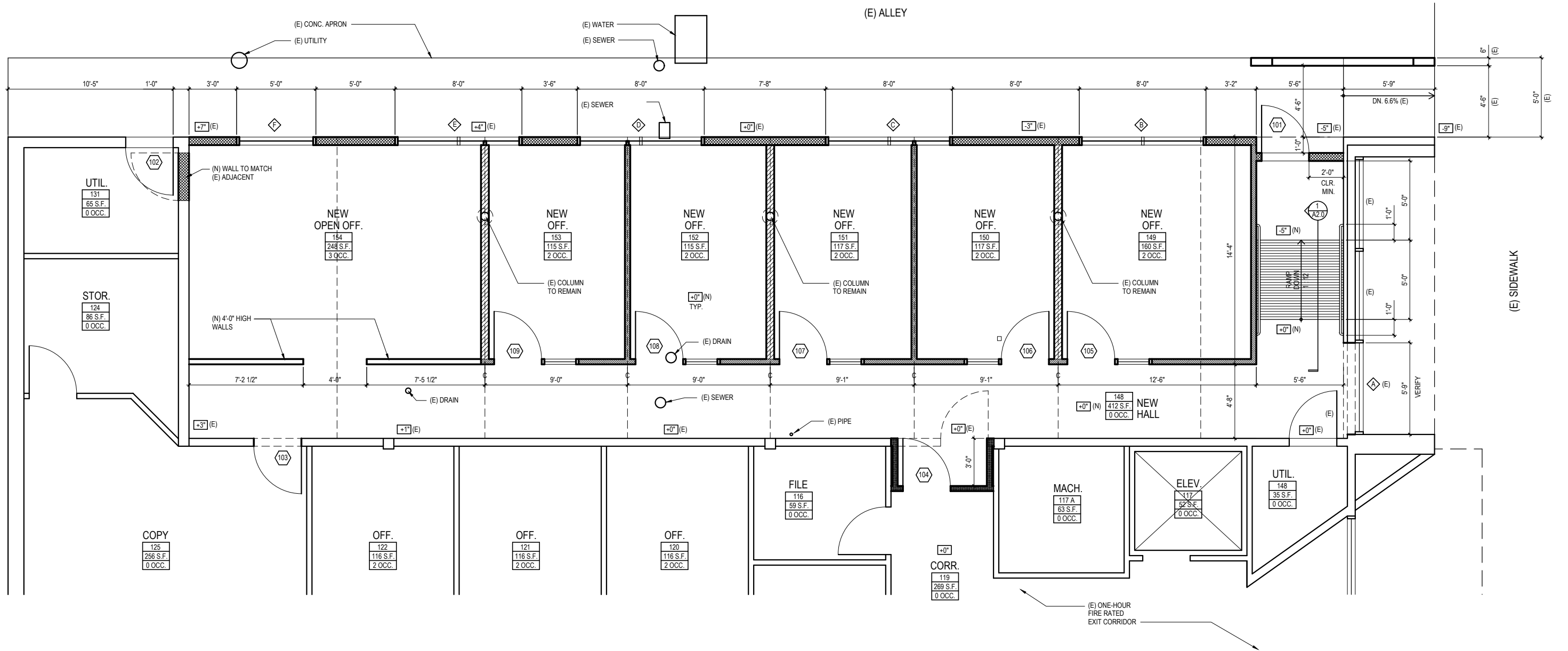
The undersigned attests that the information contained within the proposal is accurate to the best of his/her knowledge, and that the Contractor he/she represents. If selected, agrees to incorporate the requirement of this RFP in the final agreement/contract with DRC.

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.

DRC offices are scent-free environments. Employees or visitors to our offices may have sensitivity and/or reactions to fragrant products. DRC requests that employees, vendors or contractors refrain from wearing scented products including, scented perfumes, colognes or lotions in all DRC locations.



FIRST FLOOR PLAN

1/8" = 1'-0" 12,875 SF OFFICE 125 OCCUPANTS



LEGEND

	(E) WALLS TO BE REMOVED		DOOR		TACTILE EXIT SIGN MOUNTED AT + 60" PER 11B-703.1 & 11B-703.4
	(N) 3-5/8" METAL STUDS AT 24" CC		WINDOW		INTERNATIONAL SYMBOL OF ACCESSIBILITY PER 11B-703.7. VERIFY EXISTING AND RELOCATE OR REPLACE AS REQUIRED
	(N) 6" METAL STUDS AT 24" CC	(E)	EXISTING	(N)	NEW
	(E) WALL				
	(N) 3-5/8" METAL STUDS AT 24" CC				

NOTE:

1. ALL DIMENSIONS TO FACE OF STUD UNLESS OTHERWISE NOTED.
2. INSULATE ALL NEW EXTERIOR WALLS WITH R-19 FIBERGLASS BATT INSULATION, TYP.
3. CONTRACTOR TO VERIFY ALL FIELD CONDITIONS AND DIMENSIONS AND REPORT ANY DISCREPANCIES TO ARCHITECT