

# REQUEST FOR PROPOSALS



## CITY OF RANCHO PALOS VERDES REQUEST FOR PROPOSAL CIVIC CENTER FACILITIES ASSESSMENT

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The City of Rancho Palos Verdes (City) invites proposals from selected architects and engineers to provide professional services to assess and evaluate three existing buildings at the Civic Center, located at 30940 Hawthorne Boulevard, and provide a report discussing the feasibility and planning level opinion of probable cost to renovate these buildings. The goal of the renovation would be to extend the life of the buildings a minimum of 20 years and to ensure facilities allow for immediate occupancy in order to provide for the continued provision of City services, by bringing the current facilities up to current building, fire/life-safety, seismic, mechanical, electrical and plumbing (MEP) requirements, accessibility, environmental hazard and energy efficiency codes and standards. As such, this effort should consider seismic hazards and structural integrity, architectural requirements, accessibility issues, fire and life safety, energy efficiency, environmental hazards and maintenance issues related to its structural, building envelope and MEP systems. It is essential that the individuals involved have the relevant professional experience with the renovation of concrete masonry buildings in regard to structural deficiencies and seismic hazard mitigation, the Americans with Disabilities Act (ADA) compliance, state health regulations, fire life and safety systems, hazardous material mitigation and economic efficiency of MEP systems that are required for the continuation and continuity of government functions.

The successful team will conduct site reconnaissance and document the condition of existing facilities, perform non-destructive investigations of building, structural, architectural, fire/life-safety, MEP, energy, environmental, and roofing systems, interview City staff, facility engineers and maintenance personnel, and review available construction documents, existing studies, and operations and maintenance records. The team will use its developed and existing information

and perform an analysis of the facilities to identify deficiencies to be addressed by the renovation. The feasibility of various alternatives will be considered and a preferred alternative identified to rehabilitate each of the deficiencies. Finally costs to implement the preferred alternative will be determined. A draft report, outlining the approach, methodologies, analysis and results of work performed will be presented to City staff for review. A final report, incorporating the City's comments will be prepared and presented to the City Council for consideration.

To be considered for this project, four (4) copies of your proposals must be received by the Public Works Department, 30940 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275, and attention: Ray Holland, Director of Public Works, **no later than 5:30 p.m., Wednesday, August 4, 2010**. Faxed or electronic submissions are not acceptable. The proposals shall be delivered by hand or by mail (**delivered, not post marked**) no later than the due date. Proposer shall be responsible for timely delivery.

### **Project Background and Description**

The City is engaged in the development of a Civic Center Master Plan to guide the future use and development of the Upper Point Vicente Park Site, where City Hall is located. As a part of that process, several alternatives to housing of the City's office and emergency communications operations are being considered. One alternative is to continue to use the existing buildings. In order to provide a complete understanding of the financial implications of this alternative, the City is seeking information on the feasibility and probable renovation costs to upgrade the existing facilities to a service and operational level equivalent to a more modern facility. While the buildings are not considered "essential facilities" they are extremely important for providing both routine and emergency scenario services. Given these considerations, the City's performance objective is for City Hall facilities to be at the "immediate occupancy" level, which is defined in the ASCE/SEI 41/06 & FEMA 356 as:

*Buildings meeting this performance level are expected to sustain minimal or no damage to their structural elements and only minor damage to their nonstructural components. While it would be safe to reoccupy a building meeting this performance level immediately following a major earthquake, nonstructural systems may not function due to either a lack of electrical power or internal damage to equipment. Therefore, although immediate re-occupancy of the building is possible, it may be necessary to perform some cleanup and repair, and await restoration of utility service, before the building could function in a normal mode. The risk to life safety at this performance level is very low.*

This assessment will help to determine and quantify any deficiencies which exist based on this performance objective.

These buildings, the Administration building, the Community Development building, and the Cable TV/Communications Center are 1950's-era military buildings that were acquired from the federal government in 1979. The buildings are of concrete masonry unit (CMU) construction and were built to support operations and house troops stationed at what was then a Nike-Hercules Missile and Radar facility. The Administration building is a two story building of approximately 17,530 square feet (sf) that houses the City Manager's office, and Departments of Finance and IT, City Clerk, Parks and Public Works. The Community Development building is a single story building of approximately 4,604 sf containing the Community Development Department. These buildings are adjacent to each other, separated by a small landscaped

area. The 1,242 sf Cable TV/ Communications Center is located on the same site, a short distance from these buildings.

The City will provide reports, studies, operational costs and maintenance information prepared previously and as part of this master planning effort. Some of this information may be in draft form. Unfortunately, the City does not have building construction documents or drawings, due to its age and change in ownership.

### **Scope of Services**

The goal of this RFP is to understand feasibility and costs related to correcting any deficiencies associated with the structures and systems of the physical plant of the identified Civic Center buildings. City Staff would also like to understand the interdependence of these costs for possible use in alternative studies. In addition to correcting deficiencies, the City wishes to analyze renovating the buildings to current building standards, fire/life-safety codes, structural, accessibility, energy, environmental, and MEP requirements in order to ensure an extended useful life of at least 20 years. The scope of deficiencies to be addressed in this report is limited to the physical integrity, maintainability and sustainability of the buildings. Deficiencies associated with space needs, long term operational costs, community service needs and compatibility with the overall master plan for the site are not included in this scope. The buildings which are being evaluated as part of the assessment are: the Administration building, Community Development building and the Cable TV/Communications Center. In summary, the successful consultant will provide a complete evaluation for the existing facilities, clear recommendations for required upgrades to the existing facilities and a detailed opinion of probable costs to implement the renovations. Specifically, the final report should include as a minimum consideration of the following:

1. Americans With Disabilities Act (ADA) & State of California Disabled Access Regulations- An internal survey of City facilities has revealed that work to achieve compliance may be required. The selected consultant would review existing information and provide in the report an evaluation of ADA & State Disabled Access compliance status and include correcting any deficiencies in the recommendations.

2. Seismic Hazard and Structural Evaluation - The City commissioned a study in 2000 which evaluated the seismic capacity of the Administration and Community Development buildings. It examined construction methods and building condition, building response and structural vulnerabilities, associated hazards and risks, and recommendations and cost estimates for retrofit. In addition to their own investigations of the building structural systems, seismic requirements for MEP systems, and suspended ceilings, the selected consultant should review and augment this report as necessary to evaluate implications of more recent building code and make new retrofit recommendations. The consultant may recommend more invasive investigations to provide a better understanding of the buildings' construction materials or characteristics, provided that the work is fully repairable and does not degrade the performance of the building in any way.

3. Energy & Mechanical Electrical Plumbing Upgrades - These systems have been maintained and upgraded in piecemeal fashion over the life of the buildings. The cost of ever-increasing maintenance demands should be compared against replacement of the systems. The cost of operations (energy, repairs, replacement, etc.) of the existing should also be compared against a new system. MEP system upgrade analysis should include:

- Elevator (including City maintenance records)
- HVAC System Analysis (including utility bills and maintenance records provided by City)
- Electrical System Analysis (including utility bills and maintenance records provided by City and reference to light bulb/fixture upgrades made by City)
- Plumbing System Analysis (including emergency repair incidents and costs, utility bills and maintenance records provided by City)
- Energy Conservation and Sustainability Component Condition and Feasibility (City to provide a certified thermography report)
- Site Utility Line Sizes (based on information from City and Utility Companies)
- Data/Communication Systems within the facilities

A rigorous evaluation of long term operational (energy consumption) costs is not in this scope, assessment of the MEP systems and an evaluation of the most cost effective way to maintain or obtain a reliable and efficient set of systems for the next 20 years should be included.

4, Fire and Life Safety Systems - The buildings were constructed long before current technology for fire safety was in place and are deficient when compared with modern office buildings. Installation of an appropriate fire/life-safety system should be included in the analysis. Any code deficiencies in the current facilities should be identified as well as required renovations & costs to bring the buildings up to current fire/life-safety standards.

5. Architectural Requirements – The building systems and interior finishes of the existing facilities should be evaluated to determine deficiencies, recommendations, and costs associated with renovations. Some of these systems include:

- Exterior Wall Evaluation (paint, weatherproofing, insulation)
- Window Evaluation (operability, energy and moisture leakage)
- Roofing Evaluation (insulation, waterproofing, gutters)
- Interior floors, walls and ceilings (including hazardous materials and seismic bracing)

A Phase I Environmental Report and Hazardous Materials Survey are currently underway and draft reports of these should be available for review for inclusion in the consultant's report and recommendations.

### **Deliverables**

The consultant should plan to provide enough resources to satisfactorily present the approach, methods, findings and recommendations to the City for ultimate approval by the City Council. The following are minimum milestones to be included.

- Project Kick-Off Meeting at City Hall
- On-site Evaluation with City Staff
- Preliminary Report Review Meeting with City Staff at City Hall
- Written Final Report

One electronic file in MS Word format and one electronic file in PDF format of the preliminary report shall be prepared for review by City Staff. After inclusion of responses to staff comments, three (3) hardcopies and one electronic file in PDF format of the Final Report shall be delivered to City Hall.

## **Schedule**

After notice to proceed has been given by the City, the selected consultant shall have six weeks to present the draft report for review. The City will take one week to review and present comments at the Preliminary Report Review Meeting. The Consultant will then have two weeks to prepare the Final Report and deliver to City Hall.

## **Consultant's Representative**

The Consultant shall assign a primary representative and an alternate to perform the services described in the scope of work. Both shall be identified in the proposal along with any sub-consultants engaged to perform portions of the work. The Consultant's representative shall remain in responsible charge of all duties from contract negotiations through the completion of the project. If the primary representative is unable to continue with the design project, then the alternate representative shall become the primary representative.

## **Additional Consultant Responsibilities**

The successful Consultant shall be required to enter into a written contract with the City of Rancho Palos Verdes and shall be responsible for completing the specified services in accordance with the City's standard "Professional Services Agreement", which shall be prepared by the City.

This Request for Proposal and any subsequent correspondence, or any part thereof, may be incorporated into and made a part of the final contract; however, the City reserves the right to further negotiate the terms and conditions of the agreement with the successful consultant. At a minimum, the agreement shall include a maximum "not to exceed" cost to the City of Rancho Palos Verdes. The primary components and provisions of the agreement shall include Errors and Omissions insurance coverage in the minimum amount of one million dollars (\$1,000,000). The agreement shall include that the consultant carry, maintain, and keep in full force and effect a policy or policies of Commercial General Liability Insurance, with minimum limits of one million dollars (\$1,000,000) for each occurrence and in the aggregate, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by the consultant. The agreement shall include that the consultant agree to maintain in force at all times during the performance of work under the agreement worker's compensation insurance as required by the law. The consultant shall require any subcontractor similarly to provide such compensation insurance for their respective employees.

## **City Responsibilities**

The City shall provide the following to assist the Consultant with the project and its completion:

- Any existing site plans and building plans
- ADA/Access Internal Surveys
- Seismic Hazard Study
- Certified Thermography Report
- DRAFT Hazardous Material Survey
- DRAFT Phase I Environmental Study
- Available maintenance and emergency repair records

- Available Utility use and invoice records
- Building & Safety Inspection Records

### **Submission of Proposals**

The proposals shall be presented in any suitable format, and include at a minimum the following information:

- Introduction and understanding of the project and scope of work. This is viewed as an important component of the proposal
- Consultants experience with at least three recent projects of similar scope, including references with contact person and telephone number.
- Identification of sub-consultants and relevant experience.
- Identification of the project team, including organizational chart and resumes of each team member. The Consultant's primary representative shall be available on all occasions for discussion with City staff. Specific responsibilities of each team member shall be detailed along with anticipated total effort, expressed in percentages of work hours, to be provided by each member of the team.
- Project schedule, including task start and completion dates. The expectation is that the Final Report should be completed within 10 weeks following the City's notice to proceed.
- A not-to-exceed amount for the services to be provided and current fee schedule for each job classification submitted in a separate, sealed envelope. The fee shall be broken down by section or task. The fee shall include all miscellaneous and overhead costs such as travel, duplication, etc. as the City will not entertain paying for these items separately. The City reserves the right to eliminate any sections or tasks from the scope of work, and reduce the not-to-exceed amount by the cost of the sections or tasks eliminated.

### **Selection Procedure**

A review committee comprised of City staff will review the technical proposals. Proposals will be evaluated based on the following criteria:

- Experience of the firm in providing similar services.
- Relevant experience, qualifications and licensing of individual team members assigned to the project.
- Your understanding of the project and the issues that need to be addressed.
- References from clients for whom similar services were provided.
- Appropriateness of project schedule.

Any questions regarding this proposal shall be submitted in writing to the Public Works Department, 30940 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275, attention: Andy Winje. Questions may be submitted via e-mail to [andyw@rpv.com](mailto:andyw@rpv.com). The e-mail shall be clearly identified in the subject line as: "CIVIC CENTER FACILITIES ASSESSMENT: Request for Information." All questions must be received no later than 5:00 p.m., July 26, 2010. Responses to all questions received will be e-mailed to all prospective proposers on or before 5:00 p.m., July 30, 2010.

### **General Information**

- This Request for Proposal does not commit the City of Rancho Palos Verdes to pay costs incurred in the preparation of a response to this request. No work may begin until a "Professional Services Agreement" is executed and the City issues a Notice to Proceed.
- Notwithstanding any other provisions of this Request for Proposal, the City of Rancho Palos Verdes reserves the right to reject any and all proposals and to waive any informality in a proposal.
- Submission of a proposal shall constitute acknowledgement of all terms and conditions set forth in the Request for Proposal unless otherwise expressly stated in the proposal.
- All data, documents, and other products used or developed for this project shall remain in the public domain upon completion of the project. Similarly, all responses to this Request for Proposal shall become the property of the City of Rancho Palos Verdes.
- The method of payment upon negotiation of a contract shall be monthly payments based upon satisfactory progress and the submission of invoices for payment.
- All correspondence during the reply period shall be by e-mail.
- The City reserves the right to conduct personal interviews of any or all consultants
- The City reserves the right to request clarification of information submitted and to request additional information that it may reasonably require, which shall be furnished by the Consultant.
- Statements may not be modified or withdrawn prior to the selection of consultants
- The City will require the selected consultant to enter into a standard professional services agreement prepared by the City.
- The consultant who is awarded this work will not necessarily be excluded from future work on this project, especially implementation of its recommendations. However, a peer review may be required, if deemed necessary by the City, prior to acceptance of any proposals for future work.