



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR

Conceptual Designs, Final Designs, and Construction Drawings for the City of Fort Bragg's Pre-Approved Accessory Dwelling Unit Program

The City of Fort Bragg is seeking proposals from qualified firms and individuals interested in contracting with the City of Fort Bragg to prepare construction plans for the development of accessory dwelling units (ADU), as part of the City's Pre-Approved ADU Program. Engineering should be guaranteed for thirty (30 units) and/or a three (3) year time period, whichever comes first.

SCOPE OF WORK

This contract would consist of the following tasks:

1. Initial meeting with City staff to discuss past implementation of the City's ADU Program and potential improvements, review the scope of work described herein, identify work products to be prepared and completed and review/revise timeline.
2. Prepare conceptual accessory dwelling unit designs to complement Fort Bragg's architectural vernacular to include: site plan(s), floor plan(s), and exterior elevations. The City is proposing three (3) designs:
 - a. One-bedroom, approximately 600 SF;
 - b. Two-bedroom, approximately 800 SF; and
 - c. Three-bedroom, approximately 1,000 SF.
3. Prepare final designs based on staff feedback and direction.
4. Prepare complete construction drawings and relevant specifications for final designs of each unit.
5. Assist City staff to prepare informational packet for each design, available to interested parties.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, and one printed copy of the completed proposal with cost bid so that it is received by the City no later than **2:00 p.m. on August 4, 2020** to:

City of Fort Bragg
Attention: June Lemos, CMC, City Clerk
416 North Franklin Street
Fort Bragg, CA 95437
jlemos@fortbragg.com

2. Format: Printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under contents.
3. Contents: Proposal shall contain the following information:
 - A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant experience.
 - C. Key Personnel Qualifications
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
 - D. References
List of public agencies or clients for whom similar work has been performed, with the name, title and phone number of a contact person. The City may request a copy of a similar report prepared previously by the firm for another agency.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task.
 - F. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel.
 - G. Work Schedule
Provide a time schedule for completion of work.
 - H. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. **The cost of such insurance shall be included in the consultant's proposal.**
 - I. Consultant Agreement
The City's standard consultant services agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- Qualifications and experience of key individuals.
- Cost.
- Schedule for completion of work.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process.

Proposals will be reviewed and evaluated by the City of Fort Bragg and a recommendation for award of contract will be presented to the Fort Bragg City Council.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

RFP Release:	July 15, 2020
Deadline for Written Questions:	July 22, 2020
Proposals Due:	August 4, 2020 – 2:00 PM
Interviews:	August 7, 2020
Selection:	August 10, 2020

QUESTIONS

Questions should be directed to:

Sarah McCormick
Housing & Economic Development
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
(707) 961-2827 x113
Email: smccormick@fortbragg.com

ATTACHMENTS

Exhibit A – City’s Standard Professional Services Agreement