



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR DESIGN SERVICES FOR THE C.V. STARR COMMUNITY CENTER HVAC SYSTEM, CITY PROJECT NO. PWP - 00135

The City of Fort Bragg is seeking proposals from qualified Design firms interested in providing plans and specifications for the Heating, Ventilation, and Air Conditioning (HVAC) System Replacement Project at the C.V. Starr Community Center at 300 South Lincoln Street, Fort Bragg, California.

Background

The C.V. Starr Center was graciously brought to the City of Fort Bragg, by the Vander Starr Foundation for the enjoyment of the community. This Community center began construction in 2006 and was opened to the public in 2009. The construction of the CV Starr Center brought about community access to a one-of-a-kind aquatic and fitness center, with many unique and exciting features. With the recent acquisition of the C.V. Starr Center, the City of Fort Bragg is looking to improve some features within the facility, and an upgrade to the central Heating, Ventilation, and Air Conditioning (HVAC) system is the starting point.

The current CV Starr Center HVAC system requires the replacement of two existing roof mounted Air Handler Units (AHU's) located on the East roof of the building, as well as an update of the controls for the HVAC system. Key design elements of this project include:

- The replacement of two existing AHU's with considerations for Rust inhibiting qualities.
- An upgraded intake/venting system.
- Touchscreen control switch of hallway/lounge/common area spaces.
- HVAC system shall be designed to ensure resultant air quality will meet Cal OSHA standards.

SCOPE OF WORK

This Contract will consist of the following tasks:

1. Conduct a field investigation of the facility to verify the existing conditions of the mechanical equipment and building controls. Compare existing engineered drawings and details (Exhibit B) against field conditions, and ensure the finalized construction documents align with existing conditions.
2. Attend regular meetings throughout the design process with the City of Fort Bragg and Starr Center Staff to confer on facility requirements, material preferences, and logistical/safety considerations.
3. Prepare Plans, Specifications, and Cost Estimates complete in detail and containing all necessary information consistent with standard professional practice and incorporating all design drawings for permitting and construction. The 100% submittal shall include:

- Compliance with the Current California Building Code and Title 24.
 - Considerations for proper disposal of existing equipment in accordance with the City's construction and demolition waste recycling ordinances.
 - Estimated Number of Working Days.
 - Submittal of an electronic copy of the finished Plans, Specifications, and Cost Estimate in Word documents, PDFs, and/or autoCAD as appropriate.
 - One (1) full-size plan set signed by a California Licensed Architect or Licensed Engineer.
4. Coordinate and respond to Requests for Information, review and respond to Submittals, and other design-related documents as requested during the bid process and until project completion.
 5. Provide Construction Support Services for questions and minor amendments as needed in coordination with the City's Project Manager during project construction and until project completion.

Deliverables:

- 30%, 60%, 90%, and Final Plans for the HVAC System Design
- Technical Specifications
- Construction Cost Estimate– Schedule of Bid Items
- Future testing/maintenance schedule and specifications
- Mechanical/structural engineered calculations/details

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, and three (3) printed copies of the completed proposals and cost bid so that it is received by the City no later than 2:00 p.m. on February 23, 2024 to:
 City of Fort Bragg
Attention: Diana Sanchez, City Clerk
 416 North Franklin Street
 Fort Bragg, CA 95437
 dsanchez@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 with designing HVAC Systems and preparing technical Specifications for other public agencies.
 - 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 at least three (3) 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. Please be aware that prevailing wage rates apply to preconstruction work, such as inspection and land surveying, for public works projects.

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 a 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:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- 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 of 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

January 23, 2024

Deadline for Written Questions
Proposals due
Selection

February 14, 2024
February 23, 2024
March 11, 2024

QUESTIONS

Questions should be directed to:

Carlos Hernandez
Engineering Technician
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
(707) 961-2823 ext. 130
Email: chernandez@fortbragg.com

ATTACHMENTS

- Exhibit A – City Standards Professional Services Agreement
- Exhibit B – HVAC As-Built Drawings (GLASS Architects) - *Made available upon request.*