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# OAKLEY



# CALIFORNIA

**Request for Qualifications-Based Proposals**  
*for the*  
**DESIGN-BUILD of**  
**OAKLEY FIRE STATION #55**

**City of Oakley, California**  
**3231 Main Street**  
**Oakley, CA 94561**  
**[www.ci.oakley.ca.us](http://www.ci.oakley.ca.us)**

## SECTION I GENERAL INFORMATION

### **Introduction**

The City of Oakley invites qualified firms or individuals to submit proposals for the Design Build of Oakley Fire Station #55, as set forth in this Request for Qualifications-based Proposals document (RFQ). The project budget includes all design, engineering, geotechnical, administration, bonding, insurance, fees, permits, construction, contingency, furniture-fixtures and equipment (excluding fire-fighting vehicles/apparatus) necessary to provide a fully functional and operating facility. The design-build fee for all services **will not exceed \$3,600,000.**

Design-Build teams will be required to provide site plans, floor plans, elevations, sections, material descriptions, team qualifications, workplan, schedule and other related details as part of their submittals (see Section V – Proposal Submission Requirements). The deadline for submitting proposals is **5:00 p.m. PDST, on Tuesday, December 5, 2017.**

The design-build team will be selected based on the “best value” as determined by the City through the RFQ process. Best value is defined as "a value determined by objectives relative to design-build team qualifications and experience, price, features, function and life-cycle costs."

### **Background**

The City of Oakley, a general law city located in eastern Contra Costa County, is a community of over 41,000 residents. Fire services are provided to the City by the East Contra Costa Fire Protection District (“District”). It will be the Fire District that operates the new fire station.

The project site is on a 1-acre parcel and is located near the northeast corner of E. Cypress Road and Bethel Island Road, as shown in **Exhibits A and B**. (County Assessor Parcel Number 032-370-012). The dimensions of the parcel are approximately 201’ by 216’.

In collaboration with the Fire District, the City will be the lead agency in directing the development of the new fire station and the City has decided to utilize the design-build approach for its design and construction. California law has granted the design-build authority with various requirements as found in California Public Contract Code.

## SECTION II SCOPE OF WORK

The selected Design-Build Team, in coordination with the City and the Fire District, will guide the construction of the new fire station. The project will include a standard fire station of approximately 5,600 square feet of building area; apparatus bays, typical onsite parking, drainage, lighting and landscaping; and the street frontage improvements to Summer Lake Drive (north of E. Cypress Rd. and to the limits of the property). A *conceptual* site plan is found in **Exhibit C**.

Referring to Exhibit C, the fire station will include a three-bay apparatus area (about 3,100 sq. ft.); approximately 2,500 sq. ft. of dorms, kitchen, restrooms and office areas. Concrete driveways with accompanying asphalt paving and parking are proposed, as depicted in the conceptual site plan. Typical landscaping and a flagpole are to be included. The project site is located in FEMA Flood Zone X, protected by an existing levee against a minimum 100-year event.

The fire station is considered an “essential services facility” as defined in the California Building Code and will include on-site and above-ground fueling support, generator support for the entire building and site, plus an uninterrupted power supply for critical components of the operation.

The final product and finishes are expected to be equal to or greater to the fire station built in 2011 located at 530 O’Hara Avenue in Oakley (though that facility is somewhat larger).

The selected design-build team will be required to integrate sustainable strategies and features into the design to minimize the energy consumption of the fire station; conserve resources; minimize adverse effects to the environment; and improve occupant productivity, health, and comfort to reduce the total cost of ownership of the project using a whole building, life-cycle approach.

The selected design-build team will be required to coordinate with the City Manager and Fire Chief, or their designees, on the project and frequent update meetings will be

required throughout the project. The City and/or District may, at its expense, retain the services of a design professional or construction project manager, or both, throughout the course of the project in order to ensure compliance with agreed-upon specifications and other requirements.

An agreement between the City and the selected design-build team will be executed that will outline the full requirements and expectations of the project, including the guaranteed maximum price of **not to exceed \$3,600,000**. The design-build team will obtain sufficient bonding to cover the contract amount for non-design services and errors and omissions insurance coverage sufficient to cover all design and architectural services provided in the agreement. Builder's risk coverage will also be required.

All eventual subcontractors participating as part of the design-build team will be afforded the protections of State law, and all work is subject to applicable prevailing wage laws. This project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations. The selected design-build team shall maintain all records in accordance with legal requirements and shall cooperate with the City's labor compliance monitoring consultant to the fullest extent possible.

As outlined herein, the selected design-build team is expected to utilize all reasonable methods to hire from the local (east Contra Costa County) labor force. With regard to soliciting subcontractors, the design-build entity will: 1) Provide public notice of the availability of work to be subcontracted; and 2) Provide a fixed date and time on which the subcontracted work will be awarded.

### SECTION III

#### PRE-QUALIFICATION PROCEDURE

California Public Contract Code calls for a pre-qualification procedure as part of the request for proposal process. Please find in **Exhibit D** a questionnaire consistent with this requirement. The pre-qualification questionnaire **MUST** be submitted with your proposal. It will be reviewed as the first step of the proposal evaluation process and any firm not deemed "pre-qualified" by the City will be eliminated from further consideration. **Design-build teams are strongly encouraged to NOT submit a proposal if responses to the pre-qualification questionnaire are likely to disqualify them from further consideration.**

## SECTION IV RFQ SCHEDULE

Responses to this RFQ must be submitted to the Oakley City Hall as outlined in Section V **no later than 5:00 p.m. PDST, on Tuesday, December 5, 2017**. Responses received after this date and time will not be considered. Attendance to the pre-submission meeting and tour is highly recommended and this meeting will take place on **Wednesday November 1, 2017 at 2:00 p.m. PST** at the Oakley City Hall, located at 3231 Main Street in Oakley.

The City proposes an aggressive schedule for the review and selection process as outlined below. The schedule may be modified and extended if the need arises.

- Release of RFQ October 11, 2017
- Pre-submission Meeting November 1, 2017 (2:00 p.m. PDST)
- Proposal Due Date **December 5, 2017** (5:00 p.m. PDST)
- Review/Interviews and Scoring of Submittals December 6, 2017 – January 2, 2018
- Final review/interviews by City Council and selection of design-build team January 9, 2018 (6:30 p.m. PDST)
- Design-Build Agreement approved by City Council January 23, 2018

A review team will complete the scoring of the proposals and will rank sequentially the three highest-scoring respondents. These finalists will be presented to the City Council at a duly-noticed public meeting, most likely January 9, 2018. At that meeting presentations/interviews will be held with these finalists and a final selection made by the City Council.

The City Council will determine which design-build team will be the selected for the project. The action to award will include a listing of who are the first, second and third ranked design-build teams, in sequential order. Contract negotiations will commence following the award with the highest ranked design-build team. If negotiations are not successful in a reasonable amount of time, the City Council may direct the City Manager to commence negotiations with the second-ranked firm. It is anticipated that a formal agreement will be presented to the City Council for its consideration later in January.

**SECTION V**  
**PROPOSAL FORM AND CONTENT**

To speed and simplify evaluation and to assure that each receives the same orderly consideration, all submittals must follow the format described in this section. Respondents are encouraged to submit concise and clear responses to the RFQ. The City of Oakley reserves the right to include or exclude any part of the submittals in the final agreement with the selected design-build team.

Five (5) bound copies of the submittal *and* a complete copy of the submittal on a USB flash drive in pdf format. Each submittal shall contain no more than twenty (20) single-sided 8½" x 11" pages (not counting dividers, site plan, floor plan, elevations and any relevant appendices). All pages shall be numbered. Drawings provided with the submittal shall not exceed 11"x17" in size.

Submittals shall be placed in a clearly marked envelope and delivered or mailed to:

**RFQ for Oakley Fire Station #55**  
***Attn: City Manager***  
**OAKLEY CITY HALL**  
**3231 Main Street**  
**Oakley, CA 94561**

Submittals must include the following components in the order listed below:

<b>Part 1:</b> <i>Cover Letter/Executive Summary</i>	<b>5 points</b>
<b>Part 2:</b> <i>Prequalification Questionnaire</i>	<b>0 points</b>
<b>Part 3:</b> <i>Experience and Qualifications</i>	<b>20 points</b>
<b>Part 4:</b> <i>Commitment to Project Budget</i>	<b>10 points</b>
<b>Part 5:</b> <i>Concept Plan and Technical Design</i>	<b>10 points</b>
<b>Part 6:</b> <i>Delivery Schedule, Phasing and Timeline</i>	<b>10 points</b>
<b>Part 7:</b> <i>Sustainable Strategies and Life-Cycle Costing</i>	<b>10 points</b>
<b>Part 8:</b> <i>Skilled Labor Force Availability</i>	<b>10 points</b>
<b>Part 9:</b> <i>Safety Record</i>	<b>10 points</b>
<b>Part 10:</b> <i>Reference Review</i>	<b>15 points</b>

**TOTAL POSSIBLE: 100 points**

**Part 1: Cover Letter /Executive Summary (5 points)**

In no more than three (3) pages, the Cover Letter and Executive Summary should include:

1. The names of the key members of the design-build team.
2. The mailing address, telephone number, and the name of the main point of contact for the design-build team.
3. A summary of the design-build team's experience and qualifications and the significant advantages of selecting the design-build team.
4. The name and title of the representative(s) that attended the pre-submission meeting.
5. An acknowledgement of receiving any addendums to the RFQ document that may be sent out by the City.

**Part 2: Prequalification Questionnaire 0 points**

Include a completed Questionnaire using the format that is found in Exhibit C to this RFQ document. Failure to submit a completed Questionnaire will disqualify the design-build team from consideration. This portion of the submittal will not be scored, but any design-build team not deemed "qualified" pursuant to the responses to the Questionnaire, at the discretion of the review team, will not be considered for award.

**Part 3: Experience and Qualifications 20 points**

Provide detail relating to the experience and qualifications of the members of the design-build team including a Design-Build Team organization chart showing all key personnel who will be assigned to this project. Submit brief resumes demonstrating the training, experience and other qualifications of the key personnel who will be assigned to this project. Key personnel are defined as, but not limited to the following: Project Architects (Principal and Project Manager), Construction Project Executive, Construction Project Manager, and Construction Field Superintendent.

Design-build teams should further document expertise by including the information regarding the following:

1. Construction and architectural experience of the team, particularly on projects in the \$3-5 million range.
2. Experience in design-build projects, particularly working together as a single team on similar projects in the past.
3. Experience with designing and constructing fire stations.
4. Understanding of operations, activities and maintenance of fire stations.

5. Experience and completing previous “Essential Services” facilities.
6. Construction experience on projects in east Contra Costa County, especially in the City of Oakley.
7. Experience designing and constructing facilities using LEED and other sustainable strategies.
8. Experience with the use of Life-Cycle Cost and Value Engineering.
9. Any other information that would assist the Review Team in understanding the design-build team’s capacity to efficiently and effectively complete the project.

**Part 4: *Commitment to Project Budget* 10 points**

The project budget includes all design, engineering, geotechnical, administration, bonding, insurance, fees, permits, construction, contingency, apparatus bay ventilation, basic furniture-fixtures and equipment (excluding fire-fighting vehicles/apparatus) necessary to provide a fully functional and operating facility. The design-build fee for all services **will not exceed \$3,600,000.**

Each responding design-build team should include an acknowledgement that it can effectively complete this project within the budget indicated. Because the budget is fixed, price is *not* a major factor of consideration; however, each respondent should clearly explain in this section the methods and process it will use to insure the project is within budget and that the District and City will be getting the best value/product within the budgeted amount. Specifically discuss the process the team proposes to use to obtain the best value pricing from subcontractors and technical consultants.

The City has conducted a *preliminary* estimate of building permits, impact fees, water and sewer connections, and furniture, fixtures and equipment that must be a part of this budget.

Building Permit Fees:	\$ 10,000
Local Traffic Impact Fee:	\$ 18,000
Regional Transportation Impact Fee:	\$ 10,000
Public Facilities Impact Fee:	\$ 3,000
Oakley Unified School District:	\$ 3,000
Liberty Union School District:	\$ 2,000
Water connection and impact fees:	\$ 60,000
Sewer connection and impact fees:	\$ 20,000
FF&E Estimate:	<u>\$ 55,000</u>
<b>TOTAL</b>	<b>\$181,000</b>



## **Part 5: *Concept Plan and Technical Design* 10 points**

Each respondent should demonstrate its capacity to design a high-quality, functional and attractive facility within the budgeted funds. A detailed design is not required as part of the submittal; however, a general written explanation and graphic representation(s) that include the following information should be included in this section:

### **1. SITE PLAN AND DESIGN**

- a. **Functional Spaces:** Discuss spatial layout, functional work spaces, dorms, finishes, furnishings, lighting and other relevant architectural provisions.
- b. **Site Circulation:** Describe circulation for people, parking and emergency service vehicles.
- c. **Support Areas:** Discuss access and clearance, delivery location, and other support area functions.
- d. **Landscaping Concept:** Generally describe features and plant/vegetation selection.

### **2. BUILDING DESIGN**

- a. **Building Concept:** Discuss the proposed architectural concept; describe massing, special features, materials, overall architectural design and appearance, contextual relationship to the site.
- b. **Building Enclosure:** Describe the proposed systems and finish materials for exterior.
- c. **Interior Public Spaces:** Generally describe entry, general office, dorms and apparatus bay areas.
- d. **Unique Fire Facility Features:** Review the specific-use fire facility features for various areas on site and within the facility.

### **3. GRAPHIC REPRESENTATIONS**

Submit graphic representations that would describe the various aspects of your site and building conceptual design. Any representations on paper should be no larger than 11" x 17" and be included in your submittal. The opportunity for display of larger representations and computer-aided displays may be possible during any presentations or interviews, but is not expected as part of the RFQ submittal.

**Part 6: *Delivery Schedule, Phasing and Timeline* 10 points**

Discuss in this section the steps of the design-build process the team proposes to take. Clearly outline the delivery schedule, phasing and timeline of each component of the project. Specific dates should be used assuming an award to this RFQ in December and an agreement approved in January. **Completion of the project as soon as possible will be a factor in scoring this section.**

Indicate in your proposed phasing the various decision points that will be required of the City and District. Also, describe your ability to guarantee your proposed timeline. (Examples of phasing and timelines on similar projects may be included to demonstrate the capacity to organize the work flow and complete the project in a timely manner).

**Part 7: *Sustainable Strategies and Life-Cycle Costing* 10 points**

The successful design-build team will be asked to develop energy efficient design options and alternatives for the design of the building, site and systems and maximize energy efficiency throughout the facility by addressing building design, shading, daylighting, site design, insulation, glazing, orientation, and LEED-related components.

In a narrative format, describe the team's capacity and intention to integrate sustainable strategies and features into the design to minimize the energy consumption of the facility; conserve resources; minimize adverse effects to the environment; and improve occupant productivity, health, and comfort to reduce the total cost of ownership of the project using a whole building, life-cycle approach. Providing examples from other projects may prove helpful.

Specifically, as required by the design-build legislation found in the California Public Contract Code, each respondent must describe a preliminary life-cycle cost analysis of over 15 years or more as part of the submittal.

**Part 8: *Skilled Labor Force Availability* 10 points**

Also, specifically required by the design-build legislation is an affirmation from each respondent that it has reasonable and effective access to skilled labor for the project. Clearly explain the team's ability and experience in obtaining this skilled labor and specifically describe the agreements the team has or will have with a registered apprenticeship program, approved by the California Apprenticeship Council.

The successful design-build team will be encouraged to incorporate local hires in its effort to access skilled labor. For the purposes of this project, "local labor" is skilled labor that resides in eastern Contra Costa County (east of the City of Concord).

The successful design-build team will be required to agree to all the terms and conditions of the labor compliance provisions found in the California Labor Code.

**Part 9: *Safety Record* 10 points**

The design-build legislation requires each respondent to demonstrate an "acceptable" safety record. The safety record will be deemed "acceptable" if the prime contractor's "experience modification rate for the most recent three-year period is an average of 1.00 or less, and the average total recordable injury/illness rate and average lost work rate for the most recent three-year period does not exceed the applicable statistical standards for its business category, or if the bidder is a party to an alternative dispute resolution system, as provided for in Section 3201.5 of the Labor Code."

In summary, include for the most recent three-year period:

1. The team's experience modification rate.
2. The average total recordable injury/illness rate.
3. The average lost work rate.

In addition, briefly describe the team's Injury & Illness Protection Plan (IIPP) and indicate if the team's IIPP has been approved by OSHA.

**Part 10: *Reference Review* 15 points**

The review team will conduct a background reference review of each respondent. Please include the following information for the three projects, if applicable, that the design-build team (prime contractor and architect) has worked on together. Further, provide three references for each the prime contractor and architect members of the design-build team for projects that are similar in nature to this fire station project and/or that demonstrate a capacity to accomplish this project.

For each reference include:

1. Name of the Project
2. Type of Project (design-build or traditional design-bid)
3. Location of the Project
4. Name, title and contact information for the owner/client (phone and email)
5. Project Budget
6. Date of Completion of the Project

**Include in your submittal a completed Authority to Release information Indemnification and Waiver found in Exhibit E for BOTH the prime contractor and architect members of the team.**

## **SECTION VI GENERAL INFORMATION**

**1. Addenda Interpretations.**

If it becomes necessary to revise any part of this RFQ, a written addendum will be provided to each firm that requested and/or received a copy of this RFQ. The City of Oakley is not bound by any oral representations, clarifications, or changes made in the written specifications by the City or its agents, unless such clarification or change is provided to you in written addendum from the City Manager of the City of Oakley.

**2. Designated Contact**

For the purposes of this RFQ, the designated contact is Bryan Montgomery, Oakley's City Manager. Any questions concerning the scope of work and the selection process should be directed to the City Manager, who may be reached at [montgomery@ci.oakley.ca.us](mailto:montgomery@ci.oakley.ca.us). ALL questions and responses concerning this RFQ will only be accepted in writing, via email.

**3. Public Records.**

This RFQ document and all submittals in response thereto are public records. You are cautioned to not put any material into the proposal that is strictly proprietary in nature.

**4. Proposal Costs**

All costs associated with the preparation of RFQ submittals shall be borne by the respondent, not the City of Oakley.

**5. Equal Opportunity**

The City of Oakley requires all proposers to comply with equal opportunity policies. The City of Oakley's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

**6. Form of Contract**

An agreement will be signed by the selected design-build team and the City and which may incorporate all of the terms of the RFQ and any submittals. It is expected that the eventual contract will be made between the City and the "prime" contractor member of the design-build team; in other words, the City intends to only execute an agreement with one party, most likely being the prime contractor.

Any subcontracts executed by the contractor and/or the design-build team are subject to review by the City, but the City has no legal or financial obligation with regard to any subcontracts. Any agreements made by the City are subject to the approval of the Oakley City Council.

**7. Independent Contractor**

The selected design-build team and all other sub-consultants and subcontractors are deemed to be independent contractors for all purposes and no agency, either expressed or implied, exists.

**8. Labor Compliance Program**

A labor compliance program, containing the requirements outlined in Section 1771.5 of the Labor Code, will be enforced by agreement with the selected design-build team.

**9. Reservation of Rights**

The City reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications for the facility; to modify any part of the RFQ; or to issue a new RFQ.

**We thank you again for your interest in Oakley and this very important community project!**

**Bryan Montgomery, City Manager**  
**City of Oakley, California**  
**3231 Main Street**  
**Oakley, CA 94561**  
**[montgomery@ci.oakley.ca.us](mailto:montgomery@ci.oakley.ca.us)**

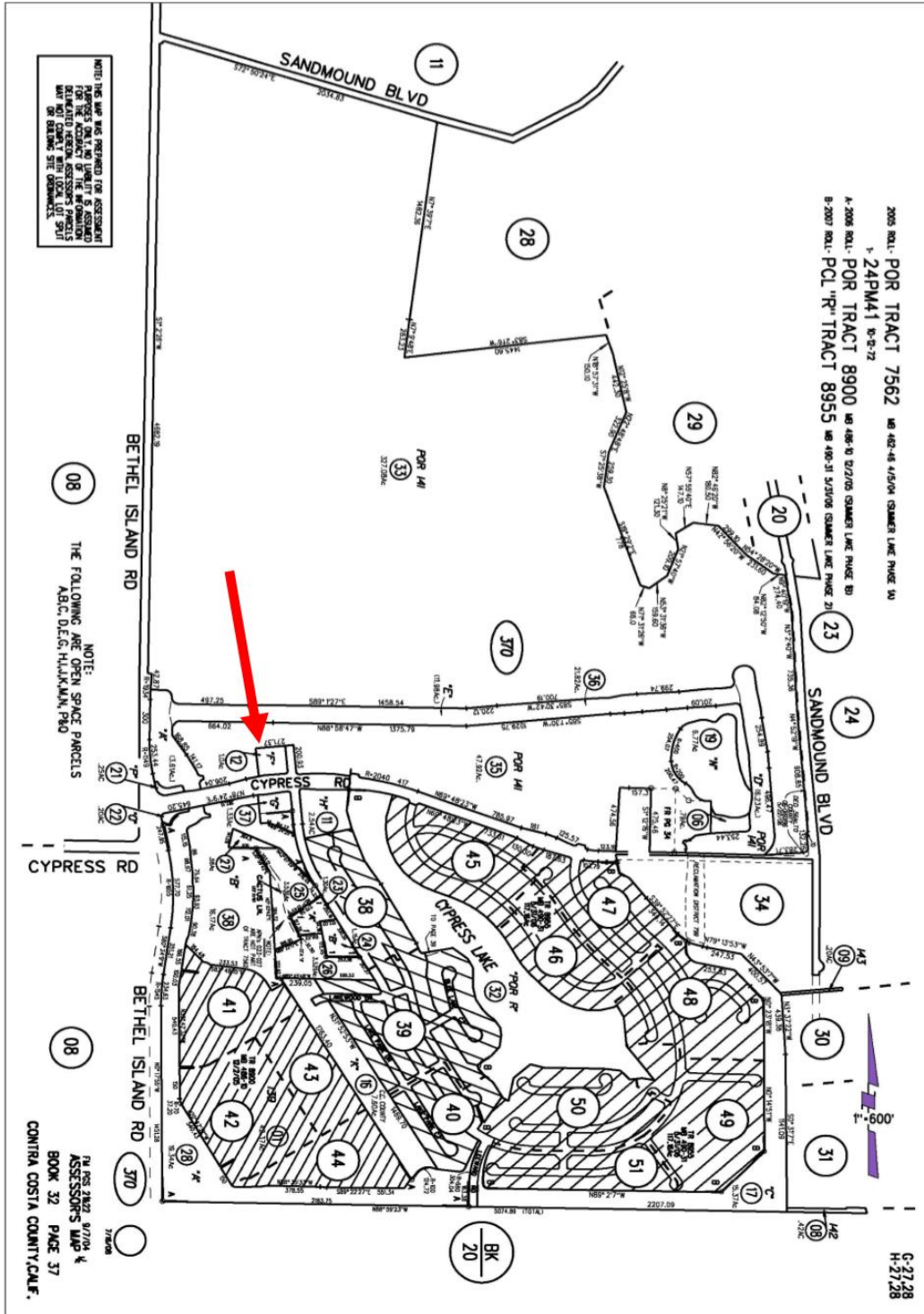
# EXHIBIT A

## Fire Station Site



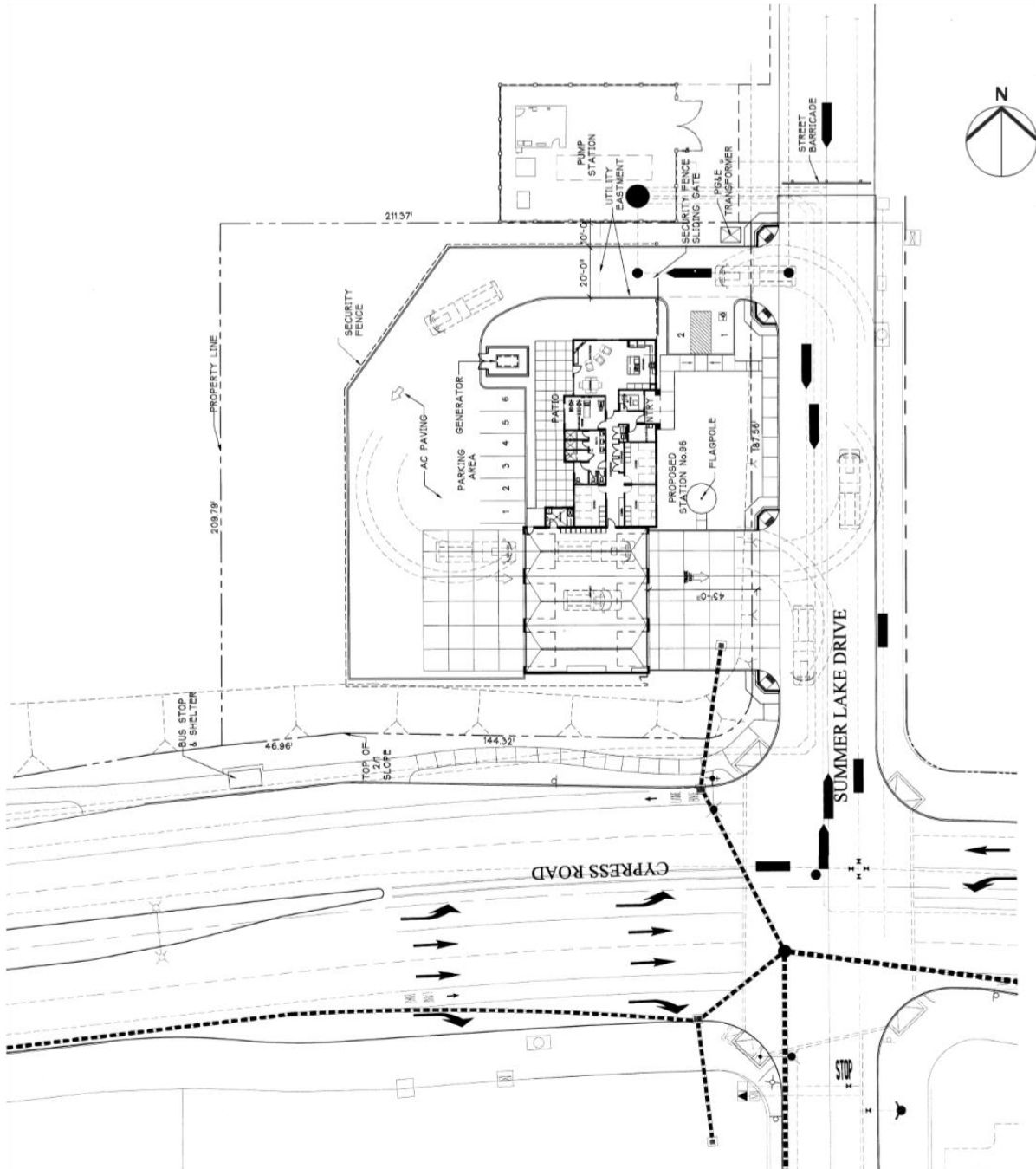
# EXHIBIT B

## Fire Station Parcel Map



# EXHIBIT C

## Conceptual Site Plan





**EXHIBIT D**  
**PREQUALIFICATION QUESTIONNAIRE**

1. Name(s) of Design-Build Entity: \_\_\_\_\_

2. Which of the following best describes this entity?

Partnership     Limited partnership     Other Association \_\_\_\_\_

3. Please list the names of all of the partners, general partners, or association members known at the time of bid submission who will participate in the design-build contract:

<u>Name</u>	<u>Title</u>	<u>Company</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. List at least three design build projects that the partners or association members have participated in that demonstrate the design-build entity has the experience, competency, capability, and capacity to complete projects of similar size, scope, or complexity.

1)

2)

3)



10. Is there any instance where the design-build entity, its owners, officers, or managing employees defaulted on a construction contract? Yes No

11. Has any member of the design-build entity violations of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code), excluding alleged violations of federal or state law including the payment of wages, benefits, apprenticeship requirements, or personal income tax withholding, or of Federal Insurance Contribution Act (FICA) withholding requirements settled against any member of the design-build entity? Yes No

12. Has any member of the design-build entity been subject to bankruptcy or receivership, including information concerning any work completed by a surety? Yes No Explain, if yes:

13. Please attach an explanation concerning any and all settled adverse claims, disputes, or lawsuits between the owner of a public works project and any member of the design-build entity during the preceding five (5) years preceding, in which the claim, settlement, or judgment exceeds fifty thousand dollars (\$50,000). Information must also be provided concerning any work completed by a surety during this period.

14. Please attach a statement specifying that all partners or association members agree to be fully liable for the performance under the design-build contract.

~~~ OATH VERIFYING INFORMATION PROVIDED HEREIN ~~~

I \_\_\_\_\_ declare under penalty of perjury and the laws of the State of California that the foregoing is true and correct. Executed this \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_, California.

Signature: \_\_\_\_\_

**EXHIBIT E**  
**AUTHORITY TO RELEASE INFORMATION**  
**INDEMNIFICATION AND WAIVER**

I, \_\_\_\_\_ (name, title and company) hereby direct and authorize you, your organization, and/or persons in your employ to release any and all information which you may have concerning me and/or my company, This information may be of confidential nature, including, but not limited to, information that is privileged in nature, or derogatory in nature, any data or materials which have been sealed or agreed to be withheld pursuant to any prior agreement or court proceeding.

I understand that I will not receive and am not entitled to know the contents of confidential verbal or written reports received, including any and all information obtained during the background review and I further understand that these reports are privileged.

I hereby release, discharge, and exonerate you, your agents, employees and representatives and any person furnishing Information from any and all liability or damages for furnishing and inspection of such documents, records and other intonation, and this release shall be binding on my legal representatives, heirs, and assigns.

This release will expire in one year after the day signed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_