

**REQUEST FOR PROPOSAL (RFP)
LOS OSOS COMMUNITY SERVICES DISTRICT'S
STATION 15 ASSESSMENT**

The Los Osos Community Services District (hereafter referred to as "District") seeks proposals from a California licensed Architect, Structural Engineer, Mechanical Engineer, or Electrical Engineer (hereafter referred to as "Consultants") to provide a building condition assessment report (hereafter referred to "Assessment") for the District's Fire Station 15 (Station) to determine the functional adequacy of the primary facilities in the short- and long-term future. Qualified consultants are being requested to provide a proposal addressing the scope (Attachment A) and needs of this Project described herein.

The assessment must provide a consistent and comprehensive survey of the Station that identifies the current status of the building and components, provides information on the lifecycle and useful remaining life of the buildings, building elements and systems, identifies and prioritizes major maintenance deficiencies, and provides cost estimates to repair or replace deficiencies.

The objectives of the assessment are to:

- A. Identify any major defects or deficiencies in the Station.
- B. Provide a basis for forecasting funding requirements for capital improvement planning over the next 10 years.
- C. Provide a baseline for setting priorities for the maintenance, repair, enhancement or replacement of the Station and its component systems.
- D. Provide a facility condition index score of the building to inform decisions related to replacing or repairing the building or component systems.

PROPOSAL REQUIREMENTS

Proposal Due Date: [Date, 2022]. Any proposals received after this date/time will be returned to the proposer un-opened. It shall be the proposers' responsibility to verify and confirm receipt of the proposals by the specified due date and time.

Pre-Proposal Meeting: A non-mandatory pre-proposal meeting is scheduled for [Date, 2022, at 10 am] at the Station 15 located at 2315 Bayview Heights Drive, Los Osos, California. Proposers may contact Steve Tanaka, Wallace Group, at 805-441-2293, stevent@wallacegroup.us, for additional information.

Proposal Delivery Location: Los Osos Community Services District, address, Los Osos, CA Zip. All proposals shall be in sealed envelopes, with a label containing 2122 9th Street, Suite 102, Los Osos, CA 93402. Proposal shall include Proposal Title, name of firm proposing, and proposal due date and time. **SUBMIT PROPOSED FEES IN A SEPARATE SEALED ENVELOPE WITHIN THE MAIN SEALED PROPOSAL ENVELOPE.**

**REQUEST FOR PROPOSAL (RFP)
LOS OSOS COMMUNITY SERVICES DISTRICT
STATION 15 ASSESSMENT**

Number of Copies of Proposal to be Provided: 2 hard copies, one PDF (on thumb drive or CD, exclude fees from the electronic copy).

Proposal Rejection or Withdrawal. Late proposals (submitted after the specified due date/time) shall be rejected by the District, and returned un-opened to the Proposer. The District reserves the right to accept or reject any or all proposals.

Agreement. Consultant shall review the Agreement for Services included as Attachment B, and list any exceptions desired for consideration during the negotiation of services and fees for the Project. The District will consider all requests; however, reserves the right to reject any or all of Consultant's contract exceptions.

**Contact: District Engineer, Steven Tanaka, Wallace Group, 805-441-2293 for details and information regarding this proposal and associated requirements.
INFORMATION AVAILABLE**

Consultants are encouraged to review current available project-related information, posted on the District's website.

INQUIRIES DURING PROPOSAL PERIOD

Consultants must direct all inquiries to the District in writing, via email, Attention: Steven Tanaka, Wallace Group, at stevent@wallacegroup.us. All inquiries will be responded to in writing, and questions and responses will be disseminated to all consultant teams for their consideration. The origination of the questions will not be disclosed. **All inquiries must be received no later than [date,] 2022 (close of business) in order to receive responses from the District.** Inquiries received after this deadline will not be considered or responded to.

ADDENDA TO RFP

Through the course of the proposal development, consultants may raise questions concerning the RFP, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFP. The District reserves the right to issue addenda up to 5 business days prior to the due date of the RFP, without time extension of the RFP due date. At the time each addendum is issued, consultants shall acknowledge receipt by immediately faxing the acknowledgment form (included with the addendum) to the District.

PROPOSAL FORMAT

General. Proposals shall be prepared in accordance with the following general format specified in this section.

- **Letter of Transmittal.** Provide a brief transmittal letter (2 pages maximum) transmitting the Proposal to the District.

- **Table of Contents.**

**REQUEST FOR PROPOSAL (RFP)
LOS OSOS COMMUNITY SERVICES DISTRICT
STATION 15 ASSESSMENT**

- **Section 1. Project Understanding and Approach.** Provide your team's understanding and approach to the overall project. Discuss issues and concerns, and express your ideas and methodology on how best to approach and execute the project.
- **Section 2. Project Team/Qualifications.** Provide organization chart showing the proposed team, team organization/lines of communication, and team member qualifications germane to this project. Clearly state your proposed project manager and corresponding qualifications. Include all subconsultants as part of the proposed team, describe their corresponding qualifications germane to the Project, and your past working relationships with each subconsultant. Full resumes shall be placed in Appendix A.
- **Section 3. Relevant Project Experience.** Provide your team's relevant project experience as it relates to the nature of this project, including the experience of proposed subconsultants. Include projects of similar nature, magnitude and complexity to this project. Provide the year(s) the Work was performed, and identify key team members and their roles on the project. Projects listed should be specifically relevant to key aspects of the District's Project. Provide three references for projects/project experience described in this Section. At least one of these references must be for a project managed by the proposed Project Manager.
- **Section 4. Scope of Services/Contract Exceptions.** Provide a detailed scope of services for the project, embellishing upon the Project Scope outlined in Attachment A. Provide a subsection for any proposed exceptions to the District's Agreement for Services included in Attachment B.
- **Section 5. Project Schedule.** Provide a detailed project schedule, in graphic format, along with written explanation of assumptions, or specific details, issues or concerns regarding the proposed schedule. Show graphically and clearly indicate all schedule components, those schedule items for District and agency review, and other items as deemed necessary. Include in the schedule all anticipated time allotments for agency reviews, public participation, and other schedule provisions. Clearly state all assumptions and basis for the proposed schedule.
- **Section 6. (Optional) Local Presence** Any bidder claiming to have a local presence (within San Luis Obispo County) shall provide a signed declaration stating their business presence within the County. The District shall not be required to verify the accuracy and shall have sole discretion to determine if a bidder meets the definition of "Local Presence". The District defines a local presence as a business or consultant who has a valid physical address located within San Luis Obispo County from which the supplier or consultant operates or performs business on a day-to-day-basis, and holds a valid business license if required by a city within the jurisdiction of San Luis Obispo County.

**REQUEST FOR PROPOSAL (RFP)
LOS OSOS COMMUNITY SERVICES DISTRICT
STATION 15 ASSESSMENT**

SEALED ENVELOPE - FEES. Provide one sealed envelope containing Consultant's proposed fees, and proposed rate schedule. The project award schedule is as follows:

Item	Date
Proposal Due	
District Review of Proposals	
District Recommendation of Selected Firm	
Board Meeting to Award Contract	
Consultant Notice of Contract Award	
Contract Negotiation/Notice to Proceed	

PROPOSAL RANKING CRITERIA AND AWARD

Proposals will be ranked by the District based on established ranking criteria. The value of each criterion is stated immediately following each criterion. Criteria and relative “point” values are as follows:

- Project Understanding and Approach, 30 points
- Team qualifications, 25 points
- Project Schedule, 20 points
- Responsiveness to RFQ, 15 points
- Local Presence, 10 points

All proposals will be ranked on these criteria, and the most qualified firm will be chosen. The District may choose to conduct interviews for this process, and will notify consultants to schedule such interviews should they be conducted. Upon selection of recommended Consultant, the District will open sealed envelopes with fees and begin the negotiation process with selected Consultant. Upon successful negotiation of fees with Staff, the Agreement and fees will require Board approval prior to issuance of notice of contract award. Should the District and Consultant not successfully negotiate contract fees, the District reserves the right to continue negotiations with the next most qualified consultant team.

**REQUEST FOR PROPOSAL (RFP)
LOS OSOS COMMUNITY SERVICES DISTRICT
STATION 15 ASSESSMENT**

**Attachment A
Project Description and Scope of Services**

This Attachment A includes project description/statement of work, outline scope of services. Selected Consultant team must have demonstrated experience with structural, mechanical, plumbing and electrical evaluation of buildings of the comparable size, construction type and function. Provide evidence of experience with the following:

Key Factors in Building Assessment/Evaluation:

- Building physical/structural evaluation, compliance with current building code(s), need for repairs, retrofit to maintain building in safe condition for occupancy and meeting current building/seismic code.
- Mechanical/HVAC systems evaluation, physical condition, energy efficiency of equipment and building insulation/materials, and need for replacement, update, repairs.
- Electrical system assessment/evaluation, compliance with current electrical code(s), energy efficiency, need for repairs, retrofit and modernization to maintain building safe for occupancy.
- Plumbing system assessment/evaluation, compliance with current plumbing code(s).

Project Background

The District has been contracting with CAL FIRE/San Luis Obispo County Fire Department for emergency services since October 2004, and owns the building that CAL FIRE/San Luis Obispo County occupies. The Station 15-South Bay building is located at 2315 Bayview Heights Drive in Los Osos. The building was originally constructed in the 1960's and added onto in the 1970's. There have been some remodel and maintenance work performed on the building over the years but an assessment as described in this RFP has never been performed. The District plans on including the assessment in an Emergency Services Strategic Plan which will help identify future capital projects and associated costs.

SCOPE OF SERVICES

The Consultant will complete field data collection and condition assessment of all major building systems, including HVAC, roofing, electrical, plumbing, building envelope and structural systems.

Specifically, the assessment will focus on the following components:

- 1) **Heating and Ventilation Systems**; identify the heating and ventilation systems and assess overall condition.
- 2) **Roofing System**; identify the material roof systems, including roof type, reported age, slope, drainage, or any unusual roofing conditions. Observe for evidence of material repairs, significant ponding, or evidence of material roof leaks.
- 3) **Electrical System**; identify the electrical service provided, the distribution system at

**REQUEST FOR PROPOSAL (RFP)
LOS OSOS COMMUNITY SERVICES DISTRICT
STATION 15 ASSESSMENT**

the subject property and internal condition of the electrical system.

- 4) **Plumbing**; identify the material plumbing systems at the subject property, including domestic water supply, domestic hot water production, sanitary sewer, primary backflow preventer or any special or unusual plumbing systems (such as fuel systems, gas systems).
- 5) **Building Envelope**; identify the material elements of the building exterior, to include walls, doors, windows, and fire exits. This will also include the façade, curtain-wall systems, glazing and exterior sealant.
- 6) **Structural Components**; evaluate the footings, foundations, slabs, columns, floor framing system, and roof framing system as part of the structural inspection for soundness. Observations will be subject to grade and visibility of components. This is to be a visual inspection only and no structural testing of components or materials will be undertaken.

The Consultant team shall be led by a Project Manager that is a California licensed Architect, Structural Engineer, Mechanical Engineer, or Electrical Engineer. The entire team shall have same licensed individuals to address each discipline area described.

The scope shall also include, but not be limited to, identifying all required permits and approvals from governing agencies. Perform the necessary assessments/evaluations, prepare a technical report for review and approval by the District and Cal-Fire, estimate the replacement cost of the building and component systems, prepare key metrics such as facility condition index (FCI) and prepare budgetary estimates of hard and soft costs for the recommended improvements contained in the technical report.

Consultant shall budget for one in-person kickoff meeting with District/Cal-Fire, field review of the building, two follow up virtual or in-person meetings with District/Cal-Fire, one virtual meeting with Cal Fire/District staff.

Deliverables:

PDF copies of emails, correspondence and meeting minutes/agendas, correspondence with utility agencies

PDF draft and final technical report, including cost estimates requested.

**REQUEST FOR PROPOSAL (RFP)
LOS OSOS COMMUNITY SERVICES DISTRICT
STATION 15 ASSESSMENT**

ATTACHMENT B

LOS OSOS CSD STANDARD AGREEMENT

DRAFT