



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center & Gardens
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Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 441-8691

November 13th, 2023

REQUEST FOR PROPOSALS

FOR THE DESIGN, AND ENGINEERING, OF A STEEL PARKING ONE LEVEL STRUCTURE COVER, THAT WOULD SUPPORT FUTURE PHOTOVOLTAIC SYSTEM

FOR

THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY

Overview

The Mountains Recreation and Conservation Authority (MRCA), a local government entity, is seeking proposals from qualified firms (Contractor) for design services for a new Fire Station one level parking structure. The proposal will need to include the engineering design for future solar panel system. It is the intent that the parking structure will be designed and constructed to accommodate up to (8) eight Wildland Type 3 Fire Truck apparatus, for MRCA Holiday Camp, Fire Division Head Quarters project, located in the City of Calabasas.

Project Description

The consultant chosen for this project will be expected to develop the initial concept designs and ultimately move them through design development and preparation of construction documents. In addition, the consultant will provide bid technical specification and support through to the completion of the project. The MRCA expects to receive a turnkey design with supporting technical specification for bid documents.

During concept design, the architect chosen for this project will be expected to analyze the existing site space and defined needs and provide at least three concept options for the site based on the most effective and efficient use of space and costs. (please see page 8 Attachment 1 for MRCA Concept design idea)

Bid instructions

- A. Site Location: MRCA Fire Division Head Quarters, located at :1670 Las Virgenes. Canyon Road Calabasas CA 91302. Project meetings may be held at the main office of the MRCA Fire Division Head Quarters.
- B. Contact: Chief Ken Nelson, ken.nelson@mrca.ca.gov (818) 880-4752.

- C. Questions: Direct all questions to the contact information listed above before 2:00 p.m. Wednesday November 27th, 2023.
- D. Pre-Proposal Site Visit: A site visit and pre-proposal meeting will take place on **Tuesday November 21st at 10:00am** at Holiday Camp Fire Head Quarters, located at 1670 Las Virgenes Canyon Road, Calabasas CA 91302. The prospective design team are encouraged to attend the site visit to familiarize themselves with the project, and the conditions which may affect the proposal.
- E. Submittals: Please provide a fee proposal summary, proposed timeline, and a general schedule of fees. Proposals are due by 2:00 p.m. Monday on December 4th, 2023, and should be emailed or mailed to the address listed above. Late submissions will not be accepted.

General requirements:

1. The consultant shall provide architectural design, documentation, and bid specifications, for the new fire station parking structure project.
2. The consultant shall prepare construction documents and submit final drawings to the MRCA.

Scope of work

The scope of project is comprised of five tasks.

Task one - Project initiation

An organization and scoping meeting held with MRCA staff

1. Introduce the design team to MRCA.
2. Review objectives of the project.
3. Confirm overall project budget.
4. Review and list all applicable design and planning standards.

Changes to the scope of work will be made (if necessary) at the conclusion of this effort, and an amended scope and schedule will be published.

Task 2 space plan and site analysis review

Analyze existing and built elements within the proposed project area to guide design.

1. Natural sight elements
 - a. Topographic survey: the design consultant is responsible to have a topographic survey performed for the project site.
 - b. Geotechnical report: the design consultant is responsible for having the soil report produced for the project site.
 - c. Permits: investigate all requirements for construction. Create a checklist of all permits required and impacts to schedule related to these permits.
2. Develop design program based on meetings with MRCA staff during task one.
 - a. Discuss design approach in moving forward with multiple concepts for task three.

Task 3 - Develop Concept Designs

Develop at least three concept designs for building construction and site development, based on needs identified for the fire station steel parking structure including plans for retrofitting future Photovoltaic System to the metal roof cover of parking structure. It is anticipated that during this task there will be multiple meetings with the design team. Finalized concepts/schematic designs will include at minimum the following items:

1. Site layouts.
2. Budget level cost estimates itemized costs for budgeting purposes.
3. Finalize schedules and project milestones.
4. Based upon mutually agreed design, produce schematic level site plan, describe structural, mechanical, and electrical designs.
5. Prepare selected concept for review by MRCA staff.
 - a. Upon selection of final concept by the America staff, the consultant shall update and prepare a final concept design.
 - b. Final concept design shall be presented to the MRC A staff.
 - c. Adjustments to the final concept design shall be made in coordination with MRCA staff following the two previously listed meetings.
 - d. Final concept design, exterior renderings, and a concept level cost estimate shall be prepared and presented to the MRCA.

Task four - Design Development

The design consultant is to prepare construction plans, estimates and specifications for the project. Plans must include structural details and specifications for proposed work.

Construction package is to include the following:

1. Existing site survey plan
2. Grading plan details
3. Layout plan
4. Electrical plan details
5. Written specification package

Task 5 - Construction Documents

1. Complete construction documents (drawings and technical specifications).
2. A final statement of probable construction cost shall be prepared and submitted not to exceed the established construction budget.

Qualifications

The architectural firm must have demonstrated expertise in successfully designing and managing projects of this nature as described. Experience with government agency fire station projects is highly desired.

Required Proposal Components

- A. Cover transmittal letter
- B. Please provide the following information related to your firm:
 - Firm name, telephone number, e-mail, and mailing address.
 - Name of person in your firm whom we should contact about your proposal.
 - Number of years the firm has been in business.
 - Type of organization: individual, partnership, corporation, or other.
 - Year organization established.
 - List of principles, officers, and associates of the firm.
 - List any lawsuits or arbitration proceedings that have been initiated by or against your firm in the past five years. Briefly state the nature of the action and the outcome.
 - Provide a list of the projects you are currently working on, construction cost and the scheduled completion date for each.
 - Tell us anything about your firm that might assist us in making the selection. Why do you feel your firm is especially qualified to be engaged by the MRCA staff on this project.
- C. Past projects - Provide a description of a similar project which have been completed by your firm.
- D. Scope of work

- E. Describe your proposed approach to be used in completing the task described in the scope of services. Please provide a timeline of how your firm will proceed with this work.
- F. Responsible personnel - List the project manager and key project staff who will be assigned to the project.
- G. Consultant must submit all exceptions to this RFP with its proposal, clearly identifying the exception, including the page number and section number, as appropriate. Consultant should note that the submittal of an exception does not obligate the MRCA to revise the terms of this RFP or any resulting agreement. The RCA will not consider any exceptions that are not identified in the proposal.

Proposal submission

Please submit proposals no later than December 4TH by 2:00pm..

The request for proposal is not a contract or a commitment of any kind by the MRCA and does not obligate the MRCA to award a contract or pay costs incurred for the preparation and submission of a proposal. All proposals will become the property of MRCA.

The proposal should be concise, well organized, and demonstrate the Proposers understanding of the project.

Proposals will be evaluated on the information submitted.

- A. Contents
 - a. Proposals submitted in response to this RFP shall be in the following order and shall include:
 - b. Cover letter (name address, contact information, firm and primary contact person)
 - c. Brief company history and background, including number of years in business.
 - d. Certification that the firm is legally permitted to conduct business in the state of California.
 - e. Note any certifications as a disadvantage business enterprise.
 - f. Describe the firm's approach to the work, (refer to scope of work) including communication process, project management, and quality control.
 - g. Name members of the proposed project team.

EVALUATION

Proposals will be evaluated for the following criteria:

- A. Demonstrated experience of the firm in relation to the services required and quality of performance on similar past projects.
- B. Demonstrated experience, technical competence and availability of key personnel in relation to the services required.
- C. Recommendations of prior clients.
- D. Quality of the proposal
- E. The ability to meet all aspects of the scope of work.
- F. Ability to design.
- G. Demonstrated flexibility in design experience and design processes.
- H. Fee proposal.
- I. Value offered considering the capabilities and experience of the project team.

MRCA may contact any previous clients to verify the experience and performance of the prospective firm, key personnel, and sub-consultants, whether or not the client is listed as a reference in the RFP. The information provided in response to the above requirements will be the basis for evaluation. Failure to provide this information or the inclusion of any conditions, limitations, or misrepresentations may adversely affect the evaluation of your proposal. The Executive Officer of the MRCA reserves the right not to award any contract.

General terms and conditions

1. Proposals will be evaluated by MRCA staff
2. The MRCA reserves the right to reject any and all proposals.
3. The MRCA reserves the right to modify the scope of the project at any time based on the best interests of the agency.
4. All documents, drawings and findings that are associated with this project shall be the property of the MRCA.
5. Proposals shall remain effective for 60 days beyond the submittal date.
6. All consultants are expected to have read and understand the expectations of this project.

Performance of work

Consultant represents that it is qualified by virtue of experience, training, education, and expertise to accomplish these services. Services shall be performed by consultant in accordance with professional practices in a manner consistent with the level of care, competence and skill exercised by qualified members of the consultant's profession.

The bidder represents and warrants that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, or to any officer, director or staff member of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including step children), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Bidder shall be liable for all damage sustained by the MRCA as a result of the breach.

THE MRCA RESERVES THE RIGHT, AND IS HEREBY GRANTED THE RIGHT, TO REJECT ANY AND ALL PROPOSALS, TO ACCEPT OTHER THAN THE LOWEST BID, AND TO WAIVE ANY INFORMALITY IN THE PROPSALS.

Authorized
Signature _____

Printed Name:

Title: _____

Name of Company:

State License Number and Classification Designation:

Executed this day of _____, 2023 at _____, California.

End of Section