



**Request for Qualifications
Design/Build Services**

FOR

**Public Works Department Metal Building
&
Repairs to the Administrative Office**

Project Contact	Daniel Gho, Public Works Director (831) 648-5722 x 4203 Dgho@cityofpacificgrove.org
RFQ Issue Date	September 22, 2021
RFQ Submission Deadline	October 20, 2021 by 2:00 pm <i>Late proposals will not be accepted</i>
Mandatory Pre-Submission Meeting	October 7, 2021 at 10:30 AM <i>Additional details provided below</i>

PROJECT CONTEXT

Pacific Grove offers an unparalleled quality of life. Sharing borders with the Monterey Bay, City of Monterey, the Pacific Ocean, and Del Monte Forest. The City provides services and recreational amenities to the community including a monarch butterfly habitat sanctuary, sandy beaches, the oldest continuously operating lighthouse on the west coast, excellent emergency, fire, and ocean rescue services, the lowest crime rate of any city in Monterey County, an award-winning natural history museum, and a nationally recognized 18-hole golf course. We are known for our small-town hospitality and friendliness in a place we simply call "P.G."

The Public Works Department (Public Works) is responsible for:

- The maintenance and operations of all city-owned facilities and infrastructure. This includes maintenance of all city-owned buildings, parks, municipal roads, streetlights, street signs, and wastewater and stormwater infrastructure
- The maintenance and operations of all city-owned vehicles and equipment. This includes the repair and preventative maintenance of all Administrative, Police, and Public Works vehicles and equipment, and
- The planning, design, and construction of the City's Capital Improvement Program.

The Public Works Departments operations are coordinated from the Corporate Yard located at 2100 Sunset Drive, Pacific Grove, CA 93950.

On June 5, 2021, a vehicle traveling southbound on Grove Acre Ave left the roadway after crossing Sunset Dr. The vehicle struck the curb and continued to travel south crashing through the Public Works chain link fence and colliding with a Public Works building. This caused a major fire that destroyed the metal warehouse, that housed the sites main electrical panels, IT infrastructure, phone systems, and various documents and materials.

The Administrative Office, attached to the metal warehouse, also sustained significant water and smoke damage and is unsafe to occupy.

Following the incident, water and fire remediation activities were conducted to clear debris and damaged materials. A structural engineer was also consulted to assess the damage of the structures and provide recommendations for repair. The structural engineer's report serves as the basis for the Scope of Work for this project and is included as Attachment 1.

- *Figure 1 provides a site map of the damaged structures on Site.*
- *Figures 2 – 4 provide images of the existing condition of the metal warehouse.*
- *Figures 5-9 provide images of the existing state of the Administrative office.*

Figure 1- Site Map



Figure 2 – Side view of the warehouse form Grove Acre Ave



Figure 3 – Back view of the warehouse traveling west bound on Sunset Dr



Figure 4 – Warehouse interior



Figure 5 – Front view of Administrative Office & Warehouse



Figure 6 – 7 – Administrative Office Interior



The purpose of this design-build RFQ is to solicit proposals from qualified firms to:

1. Design and Build a new metal warehouse structure, and
2. Perform repairs to the Administrative Office

It is the goal of the Public Works Department to rebuild the department structures in a timeline manner and resume full operational capacity to provide services to Pacific Grove residents.

SCOPE OF WORK

The scope of work for this project encompasses two distinct elements:

- (1) the scope of work for the demolition, design, and construction of a metal building, and
- (2) the scope of work for repairs to the Administrative Office.

The Scope of Work for this project is rooted in the recommendations prepared by the structural engineer, which is included as Attachment 1.

Metal Building

The structural engineer determined that the first bay on the metal building suffered extensive fire damage, as well as impact damage from the vehicle that struck it and needs to be replaced. Replacement activities shall entail:

- Demolition of the existing 3,240 SF main metal structure and 2 small structures on the east side of the building (approximately 20'x 12' and 16' x12'). Demolition activities shall include proper hauling and disposal of materials.
 - Deliverable: This task shall also include development of a demolition and disposal plan which shall be an element of the final Construction Documents submittal.
- Design of a new metal structure. Design development shall include:
 - Saw-cutting and/or core drilling to determine the typical representative footing sizes for the new steel framed structure, to assure it meets design requirements
 - Ensuring the design shall allow for proper venting, egress, and meets all California Building Code requirements
 - Incorporation of an additional exterior door on the east side of the building (approximate dimensions 12' x10') to accommodate equipment
 - In addition to the main building structure, the design shall include a metal generator enclosure (~16"x 12") and a metal storage shed (20' x 12')
 - Deliverable: A full set of design plans shall be submitted to the City in advance of fabrication and final construction drawings.
- Fabrication and installation
 - The metal structures shall be fabricated and installed based on the approved plans and specifications following the design process
 - Once installed the new metal structure shall be painted to match the adjacent bays
 - Deliverable: Construction Documents shall be submitted to the City.

Administrative Office

The office sustained fire and water damage. The scope of work for repairs to this building entail:

- Removal and replacement of all 2" x 4" studs on the backwall
- Installation of sheetrock walls with smooth finish (40'x 8')
- Removal and replacement of the roof plywood sheathing (to match existing thickness)
- Removal and replacement roof trusses for the entire length of the office building
- Installation of ~700 SF of Commercial LVT wood plank 138 Kingsley and reinstall existing trim (to be provided by the City)
- Installation of new 30-year composite asphalt shingle roofing to match existing roofing materials
- Install central heating for a building the size of ~700 SF with 4 heating registers (1 in the restroom, 2 on the backwall and 1 in the office) and ducting. This will be incorporated as a bid *additive on the Cost Proposal, Exhibit*
 - Heating Specifications: Bryant forced air heating system, 40,000 BTU output, energy efficient

Please note, the design and installation of electrical infrastructure is NOT a part of the scope of work for this RFQ.

MANDATORY PRE-SUBMITTAL MEETING

A mandatory pre-submittal meeting will be held at 10:30 a.m. on October 7, 2021, at the City of Pacific Grove Corporate Yard, 2100 Sunset Drive, Pacific Grove, CA.

Specific questions about the Request for Qualifications can be submitted to the Project Contact. If they are submitted three working days prior to the pre-submittal meeting, this will allow for prepared answers to be delivered to all attendees.

Questions that arise after the mandatory pre-submittal meeting can be directed to the Project Contact. Any addendums that arise will be uploaded to the [City's Bids & RFQs webpage](#) and will be emailed to the contractors that attended the mandatory pre-submittal meeting.

PROJECT DELIVERABLES

Project deliverables are noted below.

METAL BUILDING:

1. **Design Plans.** The selected firm will produce and submit design plans for review by the City. Any changes identified by City staff shall be incorporated into the final construction documents.
2. **Construction Documents** shall be produced which will serve as the basis for construction and the Building Permit process. This plan shall also include a demolition and disposal plan for the existing metal building.
3. **Construction Management Oversight.** The firm shall provide construction oversight during installation and repair activities.

SUBMITTAL REQUIREMENTS

Each submission must include the following items:

1. **Introductory Letter.** The introductory letter shall be addressed to Daniel Gho, Public Works Director. The letter shall provide the company's contact information, list any subcontractors.
2. **Statements of Qualifications and Experience.** The Statement of Qualifications and Experience (Statement) shall describe the Company's ability and capacity for successfully completing the project. The Statement shall identify the members of the team and describe each member's role and responsibilities. The Statement shall include résumés of key staff and describe previous project experience relevant to this project. The Statement should explain how previous experience will enable the contractor to deliver high quality, cost-effective services. The Statement shall discuss the projected availability of key staff and how the firm will assure staff continuity and timely work performance. The Statement shall include at least three references (name and telephone number or e-mail address) for the proposer and each sub-contractor.
 - a. Contractors must include their California State License Board contractor's classification and license number
 - b. Contractors are required to provide their DIR public works contractor registration information. This shall include the legal name, registration number, county, city, registration date, and expiration date for the contractors and subcontractors.
3. **Statement of Approach.** The firm shall produce a statement of approach detailing how the firm plans to execute the deliverables.
4. **Cost Proposal.** The cost proposal, Exhibit A, shall be provided in a separately sealed envelope.
 - a. The cost proposal shall include submittals for the heating, flooring, and roofing materials used for bidding

Submittal Process/Deadline

Please submit three (3) copies and one (1) electronic version on USB of the SOQ submittal packet. SOQs must be received by the City of Pacific Grove Public Works Department no later than October 20, 2021, at 2:00 pm.

Proposals shall be mailed or hand delivered to:

City of Pacific Grove Public Works Department
c/o Daniel Gho, Public Works Director
2100 Sunset Drive Pacific Grove, CA 93950

- All SOQs shall be submitted in an envelope clearly marked with "PW Department Metal Building & Admin Office SOQ"
- Late, emailed, or faxed SOQs will not be accepted.
- All statements, whether selected or rejected, shall become the property of the City.
- Cost of preparation of the SOQ shall be borne by the submitting party.
- Statements shall be signed by an authorized employee to receive consideration.
- The City will not be responsible for SOQs delivered to a person/location other than specified above.
- The City reserves the right to reject all SOQs that do not comply with these submittal instructions.

Selection Criteria

The City will evaluate and rank the submitted written SOQs based on demonstrated competence, professional qualifications, and proposed approach for the services required.

Depending upon the relative quality of the SOQs, the City may elect to interview select firms that in the opinion of the review committee appear to be most capable of meeting the conditions of the project.

The SOQs should contain information sufficient to enable the City to properly evaluate the competence and qualifications of the firm for achieving the project objectives. SOQs will be evaluated based on the following criteria:

- Understanding of project objectives
- Proposed project approach and staffing plan
- Ability to provide high-quality, cost-effective consultation services
- Comparable experience.

SOQs will be scored and ranked as follows:

Criteria	Total Possible Points
Project Understanding	25
Proposed Approach	25
Cost-effectiveness	25
Comparable Experience/Staffing	25
TOTAL	100

The contact for technical questions concerning this Request for Qualifications should be directed to Daniel Gho, Public Works Director at (831) 648-5722, ext. 4203 or dgho@cityofpacificgrove.org.

ADDITIONAL RFQ INFORMATION

Contract

The contracted firm will be required to sign a contract with the City relating to the work to be performed. A sample contract is available on the [City's website](#).

Labor and Material Bond & Performance Bond

The lead design build firm must have bonding capacity to provide a Labor and Material and Performance bonds with coverage equal to the total cost of the projects.

Response Material Ownership

The material submitted in response to the RFQ becomes the property of the City of Pacific Grove and will only be returned to the contracted firm at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a firm does not eliminate this right.

Acceptance of Proposal Content

The contents of the proposal of the successful firm may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful firm to accept these obligations in a contract may result in cancellation of the award and such firm may be removed from future solicitations.

Reference Checks

The City of Pacific Grove reserves the right to contact any reference, or any client listed in the documents for information which may be helpful to the City in evaluating the firm's performance on previous assignments.

Prevailing Wage

The Contractor must meet all Department of Industrial Relations Requirements. No contractor or subcontractor may be listed on a bid proposal for a public works project Submittal Requirements unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. For all new projects awarded on or after April 1, 2015, the contractors and subcontractors must furnish electronic certified payroll records to the Labor Commissioner.

No contractor or subcontractor may work on a public works project unless registered with DIR.

Contractors are required to provide their DIR public works contractor registration information as part of their bid packet. Registration should include the legal name, registration number, county, city, registration date, and expiration date.

General Conditions of RFQ

- The City reserves the right to reject all statements, to waive any informality, to request interviews of Proposer(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- The Proposer shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 60 days from the deadline for submission of proposals.
- The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Proposer.
- The Proposer shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.
- The Proposer shall be unbiased and vendor neutral.
- The City intends to recommend the award of a contract for the requested services. The Proposer shall be prepared to commence work immediately upon execution of a contract with the City.
- Unless otherwise stated, invoices are to be submitted to the Public Works Department upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- This contract will be for the services described in the RFQ response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- Unless otherwise specified all costs listed are firm for the term of the contract
- Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm, or other act of nature.

- Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposer's, bidders, or any person or firm responding to a Request for Information.

Exhibit A – Cost Proposal

The cost proposal shall be submitted in a separately sealed envelope as part of the Firms SOQ submission.

Firm Name: _____

METAL BUILDING	
Task	Cost
Design	\$
Construction Documents	\$
Fabrication & Installation	\$
TOTAL	\$

ADMINISTRATIVE OFFICE	
Task	Cost
Flooring	\$
Interior sheetrock & framing work	\$
Roofing Repairs	\$
TOTAL BASE BID	\$
Bid Additive 1 – Heating Procurement & Installation	\$

PROJECT TOTAL BID	
Metal Building	\$
Administrative Office (without additive 1)	\$
PROJECT TOTAL	\$

Please attach material submittals to the Cost Proposal.

ATTACHMENTS:

1. Structural Engineer Report

ATTACHMENT 1 - Structural Engineers Report

Bob Patterson, P.E.

17953 Berta Cyn. Rd.

Salinas, CA 93907

(831) 235-2253

August 6, 2021

To: Logan Pase
Senior Adjuster
Sedgewick
1612 W. Olive Ave., Suite 301
Burbank, CA 91506

RE: Fire Damage
2100 Sunset Dr.
Pacific Grove, CA 93950

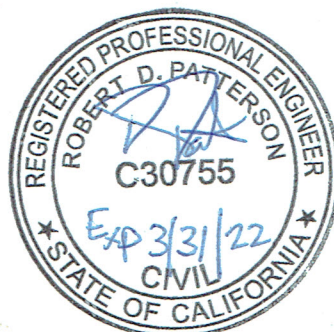
Dear Logan,

At your request, I performed a visual inspection of the fire damage to the metal building and the attached wood framed office structure located at subject address. My professional assessment is as follows:

Only the first bay of the metal building has suffered extensive fire damage, as well as impact damage from the vehicle which struck it. It is my recommendation that only this first bay nearest the street be demolished and replaced with a comparable steel framed structure. The remaining 3 bays of the structure suffered no structural damage. A bay is defined as the area between the major steel frames of the structure. The existing concrete slab and foundation were spared any observable damage from both the fire and the vehicular impact, and as such should remain intact. Saw-cutting and/or core drilling of the slab will be required (in lieu of any as-built or construction drawings which may exist), in order to determine the typical representative footing sizes for the new steel framed structure, so as to assure that they meet the design requirements for the new bay steel frame. The remaining three bays of the metal building are structurally intact, and my only recommendation is to preserve these bays by wire brushing any surface rust from the structural elements, and applying two coats of red oxide in order to preserve them from further major deterioration. Should it be found that replacement of only the first bay and treatment of the structural steel in the remaining 3 bays is less economical than a complete metal building replacement, I recommend complete replacement of the entire steel building.

As for the wood framed attached office building, the fire damage which I observed was limited to the attic space above the offices. The three end trusses which are adjacent to the metal building suffered fire damage and my recommendation is to remove and replace them, for the entire length of the office building. The plywood sheathing also suffered from fire damage, and my recommendation is to replace it throughout the entire building.

It has been a pleasure working with you, and if I can be of further assistance, please feel free to contact me.



A handwritten signature in blue ink, appearing to read "R. Patterson".

Robert Patterson, P.E.
C30755