

SOLANO COUNTY WATER AGENCY

October 20, 2021, 2021

REQUEST FOR QUALIFICATIONS/PROPOSAL

**TENANT IMPROVEMENTS FOR AN EXISTING BUILDING, FOR USE AS AN
EXPANSION OF THE HEADQUARTERS OFFICE**

Solano County Water Agency (“**SCWA**”) invites responses from qualified firms, partnerships, corporations, associations, persons, or professional organizations to enter into an agreement with SCWA for the following project (“**Project**”):

**Tenant improvements to an existing building for a new SCWA office at
810 Vaca Valley Parkway Vacaville, CA**

Interested firms or persons are invited to submit their qualifications as described below, with one (1) original and five (5) copies of requested materials, along with a complete electronic version on a USB drive to:

**Solano County Water Agency
Attn: Alex Rabidoux, Principal Water Resources Engineer
810 Vaca Valley Parkway Suite 203 Vacaville, CA 95688**

Written questions regarding this Request for Qualifications/Proposal (“**RFQ/RFP**”) may be directed to the Project Manager: Terra Realty Advisors, Inc. Attention: Tim Fitzpatrick, Phone: (707) 639-1000; Fax: (707) 312-5200; e-mail tfitzpatrick@tra-inc.net. All requests must be in writing and e-mailed to Tim to assure all participants have access to the same information.

All responses must be received by December 17, 2021, no later than 3:00 p.m.

This RFQ/RFP is not a formal request for bids or an offer by SCWA to contract with any party responding to this document. SCWA reserves the right to reject any and all responses. SCWA also reserves the right to amend this RFQ/RFP as necessary. All materials submitted to SCWA in response to this RFQ/RFP shall remain the property of SCWA.

REQUEST FOR QUALIFICATIONS/PROPOSAL

SCWA invites qualified firms to submit a Statement of Qualifications and Proposal related to its ability to provide construction services with respect to the design assist and construction of the Project described herein. In general, the firm(s) selected as a result of this process (“**Firm**”) will provide pre-construction services on behalf of SCWA in the development of the Project, and thereafter work cooperatively with the SCWA Board, staff and consultants, the design team, and the project manager, to facilitate the timely completion of the Project. A copy of the public notice is attached as **Exhibit B**.

SCWA wishes to retain a Firm that has the financial strength, management and expertise to deliver the Project within the proposed schedule and within an established budget. In addition, SCWA requires the selected Firm to agree to the additional requirements as set forth in the attached Solano County Water Agency Pre-Qualifications document (Exhibit C). SCWA reserves the right to choose individual members of the Firm or the entire Firm. The Firm and all sub-contractors will comply with the prevailing wage laws. The Firm will be selected based on qualifications and demonstrated competence that include relevant experience with public construction, and a proven track record for cost-efficient and timely construction. A “best value” method of selection will be utilized. The “best value” method includes, but is not limited to, the following selection criteria:

1. Technical expertise;
2. Team experience;
3. Recent completion of similar projects;
4. Proximity of offices and availability of qualified staff;
5. Lifecycle / maintenance / operation costs;
6. Prior experience with SCWA staff and current consultants
7. Skilled labor force;
8. Safety record;
9. Local hiring commitment;
10. Ongoing training and apprenticeship program;
11. LEED Certifications and knowledge;
12. Design / value engineering approach;
13. Project approach; and
14. Schedule.

Creative solutions are encouraged, adversarial relationships are not. For example, the successful Contractor will perform constructability reviews of the Architect’s schematic, design development and construction documents, and value engineering of materials, systems and methods. The successful Contractor will engage subcontractors with high qualifications and experience, and to the extent possible based or with a strong presence in Solano County which is also important. SCWA’s goal is to create an environment where trust and teamwork prevent disputes and foster a cooperative bond for everyone’s benefit; to facilitate the completion of a successful, high quality, on budget, on time project for SCWA.

The Contractor shall retain, at their sole expense, qualified: mechanical, plumbing, and electrical design build firms (outline specs to be provided by Architects), and other approved and/or required consultants to finish all documentation necessary to:

1. Obtain a building permit:
2. Obtain all required proposals necessary for the Contractor to issue a guaranteed maximum price (GMP) to SCWA prior to the start of construction.

I. **Description of Project.** The Project for which SCWA is seeking responses is indicated in **EXHIBIT A** attached hereto.

II. **Description of SCWA's Needs and Project Administration**

A. **General Information**

1. SCWA intends to select the Firm that best meets SCWA's needs to perform the construction services as described in this RFQ/RFP. The Firm will be SCWA's representative in relation to any trade contractors hired by the Firm, and will insure compliance with the Project plans ("**Project Plans**").
2. The Firm's responsibilities during the planning stages will include:
 - (a) **Constructability Review.** Review design documents for constructability, scheduling, clarity, consistency and coordination.
 - (b) **Value Engineering.** Undertake a value engineering analysis and prepare reports with recommendations to SCWA to maintain the established budget.
 - (c) **Meetings.** Participate as necessary in meetings with members or representatives of the community with an interest in the Project.
 - (d) **Schedules.** Prepare and continually update master schedules for the Project per the preliminary master schedule and milestones established by SCWA.
 - (e) **Budgets.** Prepare and continually update budgets for the Project.

B. **Financial Structure**

1. The Project will be funded from various internal sources, and any agreement reached will conform to the statutory framework as set forth by SCWA's legal counsel.
2. The Firm shall enter into a pre-construction services agreement with SCWA to perform a constructability review, develop estimates, review the Project Plans,

develop specific cost reduction strategies to address budgetary constraints maximizing the value to the Project of those cost reduction efforts, prepare conceptual and detailed plans and specifications, along with a Guaranteed Maximum Price (**GMP**) agreement to complete the construction.

C. Schedule

The Project must be fully completed by the dates indicated in **EXHIBIT B**.

D. District Project Management Description

Terra Realty Advisors, Inc., Tim Fitzpatrick project manager will be the primary point of contact between the Firm and SCWA.

III. Submittal Requirements

All responses must be concise, well organized, and demonstrate the Firm's qualifications. Responses shall follow the format outlined below. Responses shall be no longer than thirty (30) pages, 8½" x 11" paper, inclusive of resumes, forms, and pictures, and tabbed according to the numbering system reflected below.

A. Cover Letter.

B. Table of Contents

C. Firm Information

1. Name, address, and brief history of the Firm. Please include any former names of the Firm and the number of years the Firm has participated in construction as a general contractor.
2. Organizational chart of the Firm.
3. A description of the Firm and its organizational structure. Resumes of personnel to be involved with the Project should be included, including their public sector construction experience. Upon engagement, any change in personnel must be approved by the Agency. The Firm shall be responsible for any additional costs incurred by the engagement of a change in personnel.
4. Provide the volume of completed construction in dollars for each of the past five (5) years and projects in progress.
5. Provide a statement regarding the Firm's availability and resources.
6. Provide a statement on financial resources, bonding capacity, and insurance coverage.

7. Provide a claims statement: Submit a statement indicating any and all suits or claims in which the Firm or its personnel instigated or was named in litigation regarding construction projects within the past five (5) years.
8. Contractor license number and whether license has been revoked or suspended in the last five (5) years.
9. Provide signatory status.
10. Location of nearest local office and main office, if different.
11. Provide the following information:
 - Your fee for managing the Project, expressed as a percentage of the total hard construction cost. This Project will be subject to prevailing wage requirements
 - Your monthly general conditions costs, including a line item breakdown
 - Your bonding rate for performance bond
 - Your fee to manage the pre-construction work as outlined in this RFP/RFQ
 - Your general liability insurance rate, expressed as a percentage of the final hard construction cost

D. **Prior Relevant Experience.** SCWA prefers to contract with a Firm that has direct experience on projects of similar scope and structure, located in the geographic vicinity of the current SCWA office @ 810 Vaca Valley Parkway Vacaville, CA.

1. List projects your Firm has been involved with for the past seven (7) years that satisfy the following factors:
 - (a) The project is located within approximately fifty (50) miles of SCWA's administrative offices;
 - (b) The total project contracts exceed \$1 million; and
 - (c) The owner is a public entity.

For these projects, provide a contact name and telephone number for the owners and indicate which key Firm personnel worked on each project.

2. List projects your Firm has successfully completed that have some or all of the following obstacles, including the creative solutions from the Firm on how these obstacles were overcome:
 - (a) A very aggressive schedule;

- (b) Significant budgetary restrictions.
- (c) Be prepared to expand upon the following:
 - (i) What you did to deal with the complexity of the project,
 - (ii) The needs of the clients on site,
 - (iii) Minimize inconveniences, and
 - (iv) Maximize safety.

3. List other projects you would like SCWA to consider in its evaluation.

E. Assurances

The Firm must acknowledge each of the following items and confirm that it will be willing and able to perform these items:

1. **Preconstruction Services:** The Firm shall provide services that relate to the organization and development of the Project prior to the start of construction including the following:
 - (a) **Site Evaluation:** Consult with SCWA staff in relation to the existing site. The Firm shall make site visits, as needed to review the current site conditions. Based on its evaluation, the Firm shall make recommendations in order to minimize unforeseen conditions.
 - (b) **Project Plans Review:** Provide Project Plans review and constructability services with an emphasis on ensuring that the Project can be completed within the established schedule and within the available budget.
 - (c) **Design Team Meetings:** Attend meetings in Vacaville with the design team at a minimum of every two weeks (approximately 2 hours).
 - (d) **Value Engineering:** Provide a detailed analysis of all major Project systems with an emphasis on possible value engineering possibilities.
 - (e) **Detailed Construction CPM Schedule:** Produce detailed construction CPM schedules to be incorporated into the Project documents including identification of the Project critical path and agency approvals.
 - (f) **Preliminary and Detailed Estimates:** Provide preliminary construction estimates using like-kind construction costs. Upon receipt of the Project Plans, provide detailed construction estimates showing the values of all major components of the Project.

- (g) **Trade Contractors:** Provide the name(s) and scope(s) of work of each trade contractor for the trades that the Firm intends to use on the Project and who will perform more than five percent (5%) of the work of the Project:
 - (h) **Consultants:** Provide names of proposed Mechanical Electrical Plumbing consultants to be used on Project.
2. **Construction Planning:** Plan the phases and staging of construction, staging areas, temporary fencing, access, on-site office area, etc. as required.
 3. **Method and Strategic Plan:** Describe your proposed method and strategic plan.
 4. **Other services:** Any other services that are reasonable and necessary to control the budget and schedule. List those areas where sub-consultants will be required and where the Firm has in-house expertise. Provide resumes of persons providing each of these services and for key personnel assigned to the Project.
 5. **Construction Services**
 - (a) **General Conditions:** List what is included in the Firm's general conditions (including full-time and part-time personnel) and a monthly value of the general conditions. Indicate what would be included as a cost of work vs. a line item in the general conditions.
 - (b) **Management of Project:** Administer and coordinate on a daily basis the work of all trade contractors the Firm hires to work on the Project. Enforce strict performance, scheduling, and notice requirements. Document the progress and costs of the Project. Report proactively on potential schedule impacts. Recommend potential solutions to schedule problems.
 6. Work cooperatively with SCWA and the design team, and all of the Firm's trade contractors to ensure the Project is delivered on time and within budget.
 7. Coordinate and attend job site meetings, at least weekly to start, and prepare and circulate minutes. Evaluate and process payment applications and verify progress. Evaluate and process change order requests if the Firm intends to seek reimbursement from SCWA.
 8. Evaluate and track requests for information ("**RFI's**") and responses. Advise SCWA as to status and criticality of RFI's. Evaluate and track submittals, substitutions and change orders. Work with SCWA and its design team to develop lists of incomplete or unsatisfactory work ("punch lists").

9. Submit necessary reports to state authorities. Ensure that all other Project participants submit necessary documentation.
10. The following shall be in a sealed envelope as part of your response. All information, as set forth, is required:
 1. A Fee Proposal letter, signed by an officer of the Contractor stating the costs charged for the professional services as follows:
 - A. Preconstruction Services \$ _____ Lump Sum
 - B. Monthly General Conditions Cost \$ _____
(include a line item breakdown*)
 - C. Fixed Fee
All overhead & profit (including Prime contract & all change orders) expressed as a percentage of the total construction cost. _____%
 - D. Estimate the percentage of self performed work. _____%
 - E. State the percentage fee of the total construction cost for liability insurance, to be paid by the Agency _____%
 - F. State the percentage cost of the total construction amount to provide a 100% Performance bond. _____%
 - G. State the percentage cost of the total construction amount to provide a 100% Labor & Material bond. _____%
 2. A letter stating that all of the Fixed Fees and costs are valid for a period of 90 days from date of submission. All phone & fax charges as well as all travel in the Greater Bay Area/Sacramento region are to be included in the pre-construction costs, general conditions, & OH&P.

IV. District's Evaluation Process

- A. SCWA will review and evaluate all submitted documents received per this RFQ/RFP.
- B. Submittals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing respondents prior to and during the review, evaluation and negotiation processes. However, to the extent that the submittals are public records under California law, the submittals may be released to the public if requested by members of the public.
- C. Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent's qualifications, demonstrated competence in like construction, and the Firm's ability to integrate its personnel with the SCWA's staff and consultants.
- D. Special consideration will be given to the following Firms:

- a. Firms with a current, established presence in Solano County,
 - b. Firms that emphasize local (Solano County) hiring practices for sub-contractors and other trades,
 - c. Firms that have an established training and apprenticeship program.
- E. After the submittals are evaluated and/or ranked, SCWA, at its sole discretion, may elect to interview one or more firms. Adequate time will be allowed for presentation of qualifications followed by questions and answers.
- F. If a commitment is made, it will be to the most qualified respondent with whom SCWA is able to successfully negotiate the terms and conditions of the required agreement documents.
- G. Final selection of a Firm, terms and conditions of any and all agreements and authority to proceed with noted construction services, shall be at the sole discretion of SCWA.
- H. SCWA staff will recommend firm(s) to the SCWA's Board that, in staff's opinion, are most qualified and will issue a letter of intent to commence negotiations of services to those firm(s).
- I. If SCWA is unable to successfully negotiate a satisfactory agreement with terms and conditions SCWA determines to be fair and reasonable, SCWA may then commence negotiations with the next most qualified Firm in sequence until an agreement is reached or determination is made to reject all submittals.
- J. SCWA may, at its sole discretion, not proceed with this Project, or accept or reject any and all proposals submitted in response to the RFQ/RFP & interview. SCWA is not responsible for any costs incurred by Contractors in the preparation of a proposal. All work products submitted to SCWA by the Contractor shall remain the property of SCWA, including electronic media. If additional information is required, this request shall be in writing. All site visit arrangements shall be coordinated through the Project Manager.
- K. It is anticipated that work shall start immediately, per the attached schedule, upon selection of the Contractor. Please include verification as to your ability to meet the schedule as part of your submittal.

EXHIBIT A

The following is a list of documents attached to this RFP:

1. Space plan documents prepared by Brereton Architects, dated 4-19-2021
2. Design Build Specifications for MEP prepared by Brereton Architects, date 10-2-21
3. As-Built shell plans for 810 Vaca Valley Parkway prepared by The Phillips Group

EXHIBIT B
DESCRIPTION OF PROJECT, INCLUDING SCHEDULE AND BUDGET

Project Description

Attached are space plans showing the conceptual interior build-out for the building, completed by Brereton Architects, which are subject to change and/or modification by SCWA.

Selection Schedule:

4. Issuance of Request for Proposal	October 20, 2021
5. Mandatory Site Walk:	November 9, 2021
6. All Questions Submitted:	November 15, 2021
7. Publish Responses to Questions:	November 19, 2021
8. Final Proposals Due:	December 17, 2021
9. Interviews, if Necessary:	Week of January 10, 2022
10. Selection of Contractor*:	Week of January 17, 2022

Project Schedule

The selected Firm shall immediately start to work with the project team including Brereton Architects, Terra Realty Advisors, Inc. and SCWA to assist in the preparation of final constructions plans to submit to the City of Vacaville for a building permit, and provide value engineering recommendations and cost updates as required to reach a GMP price.

The Firm shall have one hundred and **twenty (120) days** to complete the Project, with an anticipated construction start date of June 1, 2021.

*The selection team will make a recommendation to the SCWA Board, for their final approval.