



## **ALTADENA LIBRARY DISTRICT**

### **REQUEST FOR PROPOSALS**

#### **Capital Projects Management**

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Responders to this Request for Proposals (RFP) must deliver one signed original and one electronic copy of the proposal.

**Proposal Submission Deadline: March 1, 2021 at 5:00pm**

**Submit Proposal to:**      **Altadena Library District**  
**Attn: Nikki Winslow, District Director**  
**600 E. Mariposa St.**  
**Altadena, CA 91001**  
**nwinslow@altadenalibrary.org**

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# **REQUEST FOR PROPOSALS**

## **Capital Projects Management**

### **SECTION 1 — INTRODUCTION**

The Altadena Library District (ALD) is soliciting proposals from Consultants to provide professional services to manage two capital improvement projects. In general, the work will consist of all work required to successfully manage the renovation of our two library facilities from community engagement and library programming discussion, to preliminary engineering and environmental through construction. The agreement will be for a three-year term, or until conclusion of both capital projects.

ALD will use a “Qualifications Based Selection” process in determining which Consultant to select for the contract. The process will include an evaluation and ranking of Consultants based on set evaluation criteria. Top ranking Consultants may be asked to participate in an oral interview.

ALD will open and review the proposal of the top ranked consultant. If for any reason an acceptable contract cannot be negotiated with the top ranked consultant, negotiations will commence with the next-ranked firm.

ALD reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Proposals submitted will be evaluated by individuals from ALD, including its Ad-Hoc Facilities Committee and its Board of Trustees. During the evaluation process, ALD reserves the right, where it may serve ALD’s best interest, to request additional information from proposers, or to allow corrections of errors of omission.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ALD and the firm selected. ALD reserves the right, without prejudice, to reject any or all proposals.

#### **1.1 General Description of RFP**

This RFP describes the general Scope of Services, necessary RFP components, consultant selection process, and required format of the RFP.

## 1.2 RFP Schedule

Advertisement of RFP	January 26, 2021
Virtual Conference and Q & A session	February 10, 2021 by scheduled appointment
Deadline for Questions	February 16, 2021
Response to Questions	February 19, 2021
<b>Deadline for RFP Submittal</b>	<b>No later than 5:00 PM, March 1, 2021</b>
Consultation Selection Interviews	March 10, 2021 by scheduled appointment
Final Consultant Selection	Anticipated March 22, 2021

## 1.3 General Selection Process

ALD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. ALD will review all proposals and evaluate them according to the following criteria:

- Qualifications of Team
- Project Understanding and Innovation
- Work Plan / Scope of Work
- Project Schedule
- Similar Experience / References

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

## SECTION 2 — SCOPE OF SERVICES

The Consultant shall provide professional project management services to manage two capital improvement projects for ALD, a summary of which can be found in two reports found here: [www.altadenalibrary.org/measurez](http://www.altadenalibrary.org/measurez). Both projects are estimated to cost between \$20-24 million dollars. In general, the work will consist of all work required to successfully manage the capital improvement projects from community engagement and library programming discussions, preliminary engineering and environmental through construction. Scope of services will include preparing and ensuring compliance with detailed project scopes, schedules, and budgets. Activities will include all tasks required to deliver a completed capital improvement project, including preparing requests for proposals for engineering design and other professional services, issuing the construction bid documents, and managing the construction bid process.

The agreement will be for a three-year term, or until completion of the renovation of the Bob Lucas Memorial Library and Literacy Center and the Altadena Main Library.

A typical scope is anticipated to include the following tasks for each capital improvement project:

### Task 1: Project Management and Coordination

The consultant shall be responsible for providing all contract management and quality control

services throughout the duration of the projects including managing of all RFIs, submittals, schedules, communications, change management, payments, PRR, as-builts, project directories, amendments, addendums, material selections, cost estimating, and site health and safety. The consultant shall deliver a high-quality product within budget and on schedule. The consultant shall meet weekly with ALD to discuss the project, present options, review alternatives, etc. These meetings may be either through video conferencing, by phone or in person. ALD will provide desk space and computer equipment at the ALD office which will be available to the consultant during ALD business hours. The consultant shall provide monthly schedule updates in conjunction with submittals of invoices.

Deliverables:

- Project Schedule and updates
- Meeting agendas and minutes for all project related meetings
- Project documentation including daily reports, photos, etc.

Task 2: Community Engagement and Library Programming Discussion

The consultant will work in coordination with the District Director and Marketing & Community Engagement Manager and to conduct meetings with community members and organizations to gather feedback on both building projects and participate in providing reports to the full Board. These discussions will guide the consultant's preparation of RFPs for the design and construction work.

Task 3: Preliminary Engineering and Environmental

The consultant shall be responsible for refining the scope of each capital improvement project, preparing the RFPs for engineering design services, managing the engineering design services selection process to select an engineering design firm. The consultant shall be responsible for managing the engineering design firm through final design and preparation of bid documents. All design documents shall be prepared in preliminary and final draft stages for ALD review and shall incorporate any comments made during the preliminary document review. The consultant shall be responsible for assembling the design documents into bid documents and managing the construction bid process.

The consultant shall be responsible for managing the preparation, submittal, and acquisition of all required permits and environmental review documentation required by State, local, and jurisdictional agencies needed to ensure this project is cleared for construction. The consultant shall ensure preparation of all appropriate California Environmental Quality Act (CEQA) documents and any associated technical studies that are required to clear the project for construction. If detailed environmental work is required, the consultant shall prepare the required RFP and manage the selection process. The consultant shall prepare a schedule of permits with the required timelines to ensure each permit is obtained prior to the start of construction. All environmental documents shall be prepared in preliminary and final draft stages for ALD review and shall incorporate any comments made during the preliminary document review.

#### Task 4: Final Bid Phase and Bid Phase Support

The consultant shall attend the pre-bid meeting (if deemed necessary by ALD) and respond to questions concerning the plans, specifications, and estimates prior to bid opening and prepare contract addenda, if required. The consultant shall review construction bids received and make a recommendation to ALD for award of construction contract. Consultant will prepare the staff report for award of the construction contract by the Board of Trustees.

#### Deliverables:

- Prepare contract addenda, if required, for distribution by ALD, including answers to bidder's questions
- Prepare staff report for the award of the construction contract by Board of Trustees

#### Task 5: Construction Support Services

The consultant shall attend regularly scheduled construction meetings, including the preconstruction meeting, to respond to questions concerning the plans, specifications and estimates. For cost estimation, weekly meetings may be assumed. These meetings will be independent of those discussed under separate tasks identified elsewhere in this RFP. The consultant shall be available to be called to the site in response to questions arising from the progress of the work. The consultant shall review all material submittals and shop drawings as required by the Special Provisions. The consultant shall respond to Request for Information (RFIs) from the contractor when called for by ALD and prepare modifications or revisions that are related to the project's original scope and character. ALD shall not be billed for nor shall they pay for any revisions to the plans and specifications that are required due to errors or omissions in the original contract documents due to negligence or lack of attention to detail stemming from poor design or field work. The consultant shall assist ALD in preparation of contract change orders, if necessary. The consultant shall participate in the final walk through of the constructed project and assist in the preparation of "punch list" items in need of work. The consultant shall prepare record drawings following construction from mark ups by the contractor and the resident engineer.

#### Deliverables:

- Attend weekly meetings during construction, which includes the pre-con meeting with contractor
- Response to RFIs, material submittals, and shop drawings from the contractor
- Plan revisions that are related to the project original scope and character
- Review contract change orders

#### Task 6: Future Master Facilities Maintenance Plan

The consultant shall provide guidance on future preventative maintenance and associated costs for both building projects. This will include a list of all warranted aspects of each project, timeline of required preventative maintenance and associated costs for one, five and ten years after completion of each project, and expected life spans of each project where applicable.

#### Deliverable:

- Comprehensive list of future preventative maintenance projects with estimated costs.

## SECTION 3 — RFP SUBMITTAL REQUIREMENTS

The intent of these requirements is to assist proposers in the preparation of their proposal and to simplify the review process for ALD. One signed original and one electronic copy of the proposal must be received, and date stamped by ALD no later than **March 1, 2021 at 5:00 PM**. If a proposal is sent by mail or other delivery system, the sender is totally responsible for the mail or delivery system delivering the proposal to ALD on or before the deadline. Proposals shall be clearly marked “Request for Proposals for Capital Improvement Project Management,” and submitted to:

**Altadena Library District  
Attn: Nikki Winslow, District Director  
600 E. Mariposa St.  
Altadena, CA 91001**

Note: Late submittals or submittals delivered to the wrong location will be rejected.

ALD requires the proposer to submit a concise proposal clearly addressing all the requirements outlined in this RFP. The proposal must be signed by proposer’s representative authorized to execute a contract between ALD and proposer. The proposal must include, at a minimum, the following sections; however, the proposer is encouraged to expand on the scope as needed:

### **A. Cover Letter**

- List the name, address, and telephone number of the firm.
- Signed by an authorized representative of the consultant. The Consultant shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Consultant. The form could be a Corporate Resolution.
- State the proposal is firm for a 90-day period from the proposal submission deadline.
- Provide the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the Consultant selection process.
- Provide the location of the Consultant’s headquarters. In addition, provide the location of any local support offices, which will provide service to ALD.
- Acknowledge that the Consultant will provide any insurance and indemnification required.

### **B. Project Team Information**

Consultant must provide the names and positions of all staff proposed including staff for proposed sub-consultants. The proposal should also designate who will be the project manager in charge of the project, and who will be ALD’s contact throughout the project. It is allowable for a single individual to fulfill multiple roles by the Consultant’s staff.

**C. Project Understanding and Innovation**

Include visions or concepts for performing the services.

**D. Work Plan / Scope of Work**

Include a work plan/scope of work meeting the minimum requirements of the projects listed in the Scope of Services. Consultant is encouraged to modify or expand the minimum Scope of Services if they believe it is necessary to achieve the goals. Please also include information on what tools, i.e. Microsoft Project, Primavera, etc, will be used to manage the work.

**E. Project Schedule**

Schedule needs to be adequate and reasonable to ensure timely completion of the tasks listed in the Work Plan / Scope of Work. Emphasis should be placed on realistic timelines.

**F. Sub-consultant & Work by Others**

Identify any and all sub-consultant proposed to serve on the project, with background information for each and particular experience of key personnel, including project descriptions and resumes.

This section should describe all work not included in the proposal. Any work that is needed to complete the project that is not listed in the “Work Done by Others” will be considered part of the work provided by the Consultant and included in the proposal. Please include a list of tasks which the Consultant expects ALD staff to perform, information the Consultant expects ALD to provide, and an estimated amount of ALD staff time required for each task of the scope of work.

**G. Relevant Experience and References**

The Consultant must state the qualifications and experience of the proposed team, emphasizing the specific qualifications and experience acquired while providing services similar to those being sought by ALD, particularly for the Project Manager and other key project staff members assigned to the project. Except under circumstances beyond the Consultant’s control, ALD will not accept substitutions of key members of the team put forth as part of the winning proposal.

For all staff members, describe their role giving not only their title but also the specific services they will perform and illustrate clearly the applicability of the individual’s background, education, and experience to his or her assigned role.

Provide a brief description of at least three similar projects for which the Consultant has provided services during the past five years. For all referenced projects list the:

- Client (contact person, address and phone number)
- Project description and location
- Description of services by Consultant

- Total value of services provided by Consultant
- Consultant's project manager
- Key personnel involved
- Sub consultant employed

#### **H. Rate Schedule**

A rate schedule capital project management services must be submitted and will be the basis for which the Consultant will be compensated. The rates quoted will remain in effect for the duration of the Agreement, unless amendments are approved by ALD. Rates shall be included for all employment categories necessary to perform the work outlined in this RFP.

Failure to provide a fee schedule can be grounds for ALD, at its sole discretion, to determine the submittal to be non-responsive and the proposal may be rejected.

### **SECTION 4 — SELECTION PROCESS AND EVALUATION CATEGORIES**

Proposals submitted will be evaluated by individuals from ALD, including members of the Facilities Committee and Board of Trustees. During the evaluation process, ALD reserves the right, where it may serve ALD's best interest, to request additional information from proposers, or to allow corrections of errors of omission.

#### **4.1 Selection Criteria**

ALD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. ALD will review all proposals and evaluate them according to the following criteria:

- Qualifications of team
- Project Understanding and Innovation
- Similar Experience / References
- Work Plan / Scope of Work
- Project Schedule

ALD will conduct interviews with the top scored Consultants on **March 10, 2021** as scheduled.

Consultant will be selected based on information included in the proposal and scored interviews.

### **SECTION 5 — GENERAL TERMS AND CONDITIONS**

#### **5.1 Limitation**

This RFP does not commit ALD to award a contract, to pay any cost incurred in the preparation of the Consultant's RFP response, or to procure or contract for services or supplies. ALD is not responsible for proposals that are delinquent, lost, mismarked, and

sent to an address other than that given above, or sent by mail or courier service. ALD reserves the right to accept or reject any or all RFP responses received because of this request or to cancel all or part of this RFP.

## **5.2 Public Records**

All proposals shall become the property of ALD and will become public records and, as such, may be subject to public review.

## **5.3 Contract Agreement**

Once a proposed contract agreement is accepted, the Consultant will be required to sign the Agreement for Consultant Services and submit all other required certifications and documentation within ten (10) calendar days of the Notice of Selection from ALD.

The contents of the submitted proposal will be relied upon and incorporated into the awarded contract and shall become a contractual obligation. Failure of the Consultant to agree to include the proposal as part of the contractual agreement will result in the cancellation of the award. ALD reserves the right to reject those parts that do not meet with the approval of ALD, or to modify the Scope of Services, as agreed by Consultant, in the final negotiated contract.

The Consultant selected will be required to sign a Professional Services Agreement. ALD will require the selected Consultant to provide the indemnification and insurance required per that Agreement. Consultant is advised to pay close attention to the indemnification and insurance requirements. Execution of an agreement does not guarantee Consultant will receive any assignments. Assignment of work under this Agreement will be by task order as approved by the District Director.

## **SECTION 6 — QUESTIONS**

If you have any questions regarding this RFP, prior to February 16, 2021, please email:

Nikki Winslow, ALD District Director  
Email: [nwinslow@altadenalibrary.org](mailto:nwinslow@altadenalibrary.org)