



CITY OF WILLOWS

REQUEST FOR PROPOSAL

*Comprehensive Professional Services
for
Engineering, Building Plan Review, Fire Plan Review
and Building Inspection Services*

Proposals Must be Received No Later than 5:00 p.m., April 24, 2020

Remit To:
City of Willows
Tara Rustenhoven, City Clerk
201 North Lassen Street
Willows, CA 95988

REQUEST FOR PROPOSAL OUTLINE

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City of Willows
Request for Proposal
For
Comprehensive Professional
Engineering, Building Plan Review,
and Building Inspection Services

I. PROPOSAL SUBMITTAL

- A. Proposals will be accepted until 5:00 p.m., April 24, 2020. Use of US Mail or other third-party delivery services will be at the proposer's risk. **Proposals received after this date and time will not be considered.**
- B. Proposals must be signed by a duly authorized officer of the bidding organization, delivered along with all required documents, and plainly addressed as follows:

**City of Willows
Tara Rustenhoven, City Clerk
201 North Lassen Street
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- C. All costs of the Request for Proposal preparation shall be the responsibility of the proposer.
- D. The original and three (3) copies of the proposal package must be completed and submitted as noted above.
- E. If a prospective bidder has any questions relating to this proposal, they must be received in writing via e-mail to tsailsbery@cityofwillows.org. Questions will not be accepted via other methods. All questions and responses will be distributed to all prospective bidders.
- F. All materials submitted in response to the Request for Proposal become the property of the City of Willows and may be returned only at the City's option and at the expense of the bidder.

II. PURPOSE

The purpose of this Request for Proposal ("RFP") is to solicit and award a contract to a service provider that can provide comprehensive professional building and engineering services as needed by the City of Willows. The City of Willows aims to provide timely, efficient and professional service responsive to the needs of the project applicants.

III. BACKGROUND

The City of Willows, is located in the northern central valley of California, approximately 75 miles north of Sacramento on Interstate 5 and is the county seat for Glenn County. The City of Willows is incorporated with a population of a little over 6,000. The City of Willows is seeking a qualified and experienced consultant to provide comprehensive range of services for Engineering, Building Plan

Review, Fire Plan Review and Building Inspection Services. It is the City's intent to procure a consultant on the basis of demonstrated competence and professional qualifications.

IV. SCOPE OF SERVICES

The City of Willows is seeking qualified Consultant(s) for the Engineering, Building Plan Review, Fire Plan Review and Building Inspection and Fire Plan Review.

The selected firms or consultants are expected to be familiar with and well versed in all related deliverables required for Building Plan Review, Building Inspection and Engineering Services as described in this Request for Proposals.

Engineering

Candidates wishing to be selected shall be capable of providing architectural, structural, and other building and construction related engineering services. In addition to design services, consultants shall be capable of providing and reviewing public project reports, studies, master planning, conceptual designs, bid packages, specifications, permitting, and budget estimates; such services will be defined, scheduled, and authorized using contract amendments.

Additional services that may be required including work in the areas of civil, mechanical, structural, land survey, soil testing, electrical, plumbing, fire protection, environmental testing, accessibility and mechanical work as required.

The following is a list of the types of projects that the City anticipates over the life of the resulting on-call contract.

- As-built existing structures: interior and exterior and create as-built floor plan drawings for base plan as required.
- Feasibility studies: Review and discuss with City regarding possible options for remodeling, based on information collected and identified on the as-built floor plans and meetings with user groups.
- Schematic design
- Design development
- Construction drawings in PDF
- Civil & structural engineering design & calculations
- Plan, specification, and bid package development
- Accessibility/ADA design
- Bid assistance
- Engineering Cost Estimating
- Construction support

Building Plan Review

The consultant must be able to provide full service building plan review, including Green Building Standards, Accessibility and Fire Plan Review. The consultant must provide details and documentation to plan review process. The consultant must provide the City standard turnaround time and always be within the two-week maximum allowable for all plan reviews. Additionally, provide an expedited review option.

- Perform complete, comprehensive plan reviews including architectural, structural, civil, electrical, plumbing, mechanical, accessibility, and fire prevention.

- Provide digital final approved plans review package and supporting documentation to the City of Willows – Community Development Services.
- Ability to teleconference and conduct online meetings with Community Development Services staff and consultant regarding projects in plan review or under construction, as needed.

Building Inspections

While the City maintains a contractual relationship with the County of Glenn for routine building inspection services, the consultant must be able to provide full service building construction inspection services on an as needed basis. Building inspections shall include all aspects of construction including:

- Structural, fire prevention, life safety, electrical, plumbing, mechanical, energy efficiency, accessibility standards, and site work.

Adequate inspection services shall be provided to enforce compliance with the conditions of approval, City, State, and Federal laws and the requirements set forth on the plans for which the permit is issued. When infractions are observed, inspectors shall write citations and/or stop work in progress depending on the nature of the infraction, document actions, and testify in court if necessary.

V. SUBMITTAL REQUIREMENTS

Candidates shall submit proposals that thoroughly respond to the items listed below. The most responsive proposal will address the issues in this section, while minimizing unnecessarily elaborate presentation materials beyond that sufficient to present a complete and effective response. The proposal must be organized and presented in the exact order as outlined in this section. Failure to do so may remove the proposer/consultant/bidder from further consideration.

1. Statement of Understanding

A description of the approach to the performance of the work requested that illustrates the consultant's understanding of the nature of the work being requested and the total cost of services presented in the proposal.

2. Proposed Project Team Members

A brief description of the primary consultant and sub-consultants (if any), along with an organizational chart of the Project team indicating the primary responsible representative(s) and title(s). Designation of a single point of contact for the project is required. Provide the role and relevant background experience of the primary individuals involved in the project, e.g. a brief description of the qualifications of the key personnel and responsibilities should be included.

3. References

Include a minimum of three (3) references of persons, firms, or agencies that City staff may contact to verify the experience of the proposer, preferably projects that are similar in nature of this RFP.

VI. PROPOSAL REVIEW AND EVALUATION CRITERIA

- A. The City of Willows Interim City Manager, Administrative Services Director, and the Community Development Services Director will evaluate the proposals to determine a bidder's responsibility and responsiveness
- B. A responsible bidder is one whose proposal substantially complies with all requirements of the RFP.
- C. A responsible bidder is one who:
 - 1. Possesses the competency, experience, and education required to effectively perform the duties enumerated in the Scope of Services
 - 2. Has no record of unsatisfactory performance, lack of integrity, or poor business ethics.
 - 3. Is otherwise qualified and eligible to receive an award under applicable statutes and regulations,
 - 4. Has the experience of successfully performing similar services
 - 5. Demonstrates the ability to be readily accessible to the City regarding the progress of the Scope of Services
 - 6. Has acceptable references
- D. The City reserves the right to declare any proposal irregular and not considered for award if it is conditional, incomplete, or not responsive to the RFP.
- E. The City reserves the right to waive any proposal irregularity. However, this will not relieve the Contactor from full compliance with the bidding process if awarded the contract.
- F. The City reserves the right to reject any and all proposals and to, re-start the Request for Proposal process
- G. The contract award will not be based solely on price. A combination of factors determined to be in the best interest of the City and of the project will be considered. Given the specialized expertise required for this project, the City reserves the right to further negotiate contract terms with the successful bidder.

VII. TIMELINE

RFP Issuance	March 25, 2020
Question Submittal Deadline	April 17, 2020
RFP Submittal (5:00 pm)	April 24, 2020
Interview Date (optional)	May 6, 2020
City Council Award of Contract	May 12, 2020

VIII. ADDITIONAL REQUIREMENTS

- A. Successful bidder must obtain a business license with the City of Willows prior to the commencement of any work performed.
- B. Successful bidder must acknowledge that the individual or entity performing services is doing so as an independent contractor of the City of Willows and will provide Form W-9 upon signing of Professional Services Contract.

VIII. INSURANCE REQUIREMENTS AND INDEMNIFICATION, ERRORS AND OMISSIONS

Insurance

The successful bidder shall provide a Certificate of Insurance naming the City as additional insured for the following:

- A. Worker's Compensation
- B. General Liability and Property Damage with a combined limit of \$1,000,000.00
- C. Automobile Liability Insurance in an amount not less than \$500,000.00
- D. The policy shall not be cancelable within thirty (30) days advance written notice to city and shall be in a form and by a surety approved by the city.
- E. In the event the policy is canceled prior to the completion of the project and the Contractor does not furnish a new Certificate of Insurance prior to cancellation, the city may obtain the required insurance and deduct the premium(s) from contract monies due to the Contractor.
- F. If the policy is a claims-made policy, the policy shall contain language providing coverage up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.
- G. As used above, the term "Contractor" includes the Labor Standards Coordinator, and its officers, agents, or employees.

Indemnification

- A. Contractor agrees to hold harmless and to indemnify the city from every claim or demand which may be made for any injury or death, or damage to property caused by the performance of this contract.
- B. Such duty shall be irrespective of the date upon which the claim or demand is asserted.
- C. If any judgment is rendered against the city for any injury, death, or damage caused by contractor in the performance of this contract, the Contractor shall, at his own expense, satisfy and discharge any judgment.
- D. None of the foregoing paragraphs shall be applicable if the injury, death, or damage is caused solely by city's negligence.
- E. Contractor agrees that it shall immediately notify the city and Contractor's insurance carriers of any incident occurring during performance of this contract which may result in a claim or liability.
- F. As used above, the term city means the City of Willows or its officers, agents, or employees.

Small, minority and female-owned businesses and Section 3 business concerns are encouraged to apply.

The City of Willows is an Equal Opportunity Provider.