



CITY OF COSTA MESA

P.O. BOX 1200 • 77 FAIR DRIVE • CALIFORNIA 92628-1200

FROM THE DEPARTMENT OF PUBLIC SERVICES/ENGINEERING DIVISION

June 3, 2019

SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES TO DESIGN AND PRODUCE CONSTRUCTION PLANS AND SPECIFICATIONS AND CONSTRUCTION SUPPORT FOR COSTA MESA POLICE DEPARTMENT SHOOTING RANGE UPGRADE PROJECT

Dear Consultant:

The City of Costa Mesa is requesting a proposal to provide professional design services to produce plans, specifications, estimate, and construction documents for improvements and upgrade to the existing shooting range for the Costa Mesa Police Department. The schedule is as follows:

SCHEDULE		DATE
1. Proposal Received by the City	5:00 p.m.	06/21/19
2. Inquiries Deadline	5:00 p.m.	06/14/19
3. City Council Award (Professional Services Agreement)		08/05/19
4. Kick off meeting		08/15/19
5. End of contract		08/15/20

Enclosed is a Request for Proposals to provide professional services for the subject project. The proposal requirements and the necessary professional services required by the City are stated within the RFP. The consultant shall provide at the minimum all services as requested in the RFP and stated in the submitted proposal.

CITY OF COSTA MESA CONTACT PERSON

The City of Costa Mesa contact person for this project is Azita Fakoorbayat. **All inquiries shall be submitted in writing and via email to Azita.Fakoorbayat@Costamesa.ca.gov by 5:00 p.m., on June 14, 2019. Inquiries submitted other than via email will not receive a response.**

PROPOSAL SUBMITTAL REQUIREMENTS

Please deliver three (3) copies of the proposal and two (2) copies of the fee proposal to the City of Costa Mesa, Public Services Department/Engineering, 4th Floor, City Hall, 77 Fair Drive, Costa Mesa, CA 92628, to the attention of Azita Fakoorbayat, Principal Civil Engineer, on or before **5:00 p.m., June 21, 2019**. Proposals not received by the indicated time and date will not be accepted. No faxed copies or postmarks will be accepted in lieu of actual delivery.

Your participation is greatly appreciated by the City. It is the intent of this RFP to establish the minimum consultant services required by the City. To assist in your preparation, this RFP was categorized into sections stating the specific requirements of the City. All insurance documents must be submitted and approved prior to the award of contract.

Sincerely,

Aziat Fakoorbayat, P.E.
Principal Engineer

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES TO DESIGN AND PRODUCE CONSTRUCTION PLANS AND SPECIFICATIONS AND CONSTRUCTION SUPPORT FOR COSTA MESA POLICE DEPARTMENT SHOOTING RANGE UPGRADE PROJECT

1. INTRODUCTION

The City of Costa Mesa, California (City) is soliciting Request for Proposals (RFP) for professional design services to design and produce construction documents for upgrading the Costa Mesa Police Department’s indoor shooting range facility and its outdated existing technology and systems. Services will also include the preparation of complete bid package documents to seek construction bids, support services throughout the bidding process, and during construction.

The City of Costa Mesa Police Department facility was built in 1967, in conjunction with the City Hall and other buildings at the City’s Civic Center. In the late 1990’s, the increasing functional demands and outdated and inefficient equipment, furnishings and operating systems required the building to go under renovation and upgrade including seismic and code violations retrofit, and additional support spaces for overcrowded staff working areas. The original 45,000 SF Police Facility was renovated in its entirety, with addition of 11,500 SF of expansion to provide an Emergency Operations Center and space for growth. At that time only minor life safety upgrades were implemented at the existing 4,400 SF of Jail and the Pistol Range in the basement. The technology and existing operating system for shooting practices in the Pistol Range is outdated and unsafe for training and is in need of repair and renovation.

On December 6, 2005, a contract was awarded to install ballistic tile safety walls on the face of the interior walls of the shooting range to reduce the noise level in the range for officers practicing and people observing in the booth area.

The selected firm leading the required upgrade shall work closely with the Police Department and City project staff in preparing the conceptual drawings of the proposed improvements in accordance with the provided scope included in this Request for Proposals and using current industry best practices and standards.

2. CONTENT OF PROPOSAL

To maintain uniformity, your proposal must be limited to a maximum of 25 pages (excluding front and back covers, section dividers, resumes, and photographs) and include the following:

Statement of project understanding containing any suggestions to expedite the project or additional concerns that the City should be made aware of, and a project approach containing any scope of work tasks you feel are necessary for the successful completion of the project indicated as line items with appropriate fee associated to the item provided in the fee schedule and separately. Each fee line item should be labeled to the associated task item as provided in the RFP at the minimum with any additional fee items labeled as additional items if the proposer thinks it is required to complete the project.

A project team organization chart identifying those who will perform work, and a brief resume of each team member, including similar type projects in which they have been directly involved. Identify the Project Manager and the Project Engineer proposed for this project. The Project Manager will be the primary contact person to represent your firm and

to conduct the presentation, if invited for an interview. Sub-consultants, if any, shall be identified in the proposal with the same requirements as for the main consultant.

A list of similar projects that your firm has completed within the last five years. Information of the completed projects should include project name and description, agency or client name along with the person to contact and telephone number, year completed, fee, and project construction cost.

A proposed schedule indicating stages of work, time frames, and ability to perform the required services in a timely manner.

A fee proposal provided in a separate sealed envelope .

3. CONSULTANT SELECTION COMMITTEE

The Public Services Department of the City of Costa Mesa has established a Consultant Selection Committee consisting of members from this department who have acted in the capacity of Project Manager or Project Engineer for the City on previous similar projects. The evaluation of each proposal will be based on the technical information and qualifications presented in the proposal, reference checks, and other information, which will be gathered independently.

4. FEE PROPOSAL

- A. Two separate fee schedules for the project shall be submitted in a separate sealed envelope plainly labeled "Fee Proposal" with your company's name and the project title.
- B. A cover letter stating the not-to-exceed total lump sum fee.
- C. Two copies of fee schedules shall be submitted to the City. The fee schedules shall depict individual project tasks, and the basic hourly rates for specific personnel to be used on the project. The specific hourly rates shall include direct salary costs, employee benefits, overhead, and profit. Travel time will not be allowed. The fee proposal shall reflect all anticipated fee increases during the contract duration. A pre-award audit may be required to confirm and establish a final fee schedule.
- D. The consultant's cost proposal for the prime and subcontractors should contain a breakdown of all cost components including labor base rate, other direct costs, overhead, and fees. It is required that the fee includes all meetings, reproduction, materials, mailings, and associated project expenses.

5. ESTABLISHMENT OF FEES

The fee proposal will not be opened until the Consultant Selection Committee has evaluated the consultants' submitted proposals. In conformance with the Mini-Brooks Act, the City will select the Consultant based on qualifications, and then negotiate a contract price based on available funding and a further breakdown of the "not-to-exceed" fee submitted in the fee proposal.

6. PROFESSIONAL SERVICES AGREEMENT

City of Costa Mesa has a sample of the Professional Services Agreement, which is available at the City for your review. The RFP's and the consultant's proposal will be attached to and

become part of the executed agreement as exhibits.

The City will not permit reduction in the City's "Scope of Consultant Services" without written approval.

7. INSURANCE REQUIREMENTS

General Liability:	\$1,000,000
Automobile Liability:	\$1,000,000
Workers Compensation and Employers' Liability:	\$1,000,000
Professional Liability:	\$1,000,000

Additional and primary Insurance endorsements shall include the City of Costa Mesa.

8. SCOPE OF CONSULTANT SERVICES

The consultant shall provide professional services for the City's proposed Police Department Shooting Range Upgrade Project. The consultant and his/her consultants is/are responsible for examination of the project site and appurtenances to establish existing conditions. Consultant shall provide, without limitation, the necessary design, drawings, calculations, specifications, and documents necessary to obtain approvals of all agencies having jurisdiction over the project and for the bidding and construction of the improvements and facilities.

The consultant is to prepare application forms and personally (not by mail) process all required documentation through the agencies having jurisdiction, including without limitation, the various City Departments, all applicable utility companies, and County and Agencies having jurisdictions over the project including the Fire District, Planning, Building, and Public Works/Engineering Divisions. The consultant shall attend meetings and prepare calculations and documents necessary to obtain all required written approvals. The consultant will make all required corrections in order to obtain approvals. However, consultant will inform the City of all requested agency corrections and negotiate alternatives with governing agencies if the City directs the consultant to do so.

The consultant services will include, without limitation, all services performed by the consultant, consultant's employees, and the consultant's sub-consultants and consultants. They include, without limitation, all responsibilities outlined in this Request for Proposals and typically required for design and construction of a project of this nature. The consultant shall retain the services of all necessary consultants including, without limitation, mechanical, electrical, plumbing, structural, civil, and security. The City reserves the right to accept or reject consultants proposed by the consultant. Consultant will coordinate and include, without limitation in his/her scope of work, all related points of connection, power supply, grading, drainage, and adjacencies.

The consultant will prepare plans and specifications for all on and off necessary site work, including but not limited to grading, drainage, erosion control, NPDES requirements, utilities, utility relocation, utility and system extensions to serve the project, structural improvements, electrical, mechanical, security, walkways, and lighting.

The design of the facility shall meet the requirements of all of the applicable jurisdictions, codes, and regulations including but not limited to those related to Americans with Disabilities Act and Title 24 of the California State Building Code.

The consultant shall be responsible for providing a detailed schedule for completion of

each phase, which shall be updated monthly.

The selected firm should understand that a number of presentations, at various stages of the project, may be required. All meeting attendance and participation related costs, including preparation of exhibits and presentation materials, shall be incorporated into the proposal.

The Scope of the project is broken down into the following phases:

Task A: Phase 1: Design Development Phase

1. Prepare a preliminary project schedule that illustrates key milestone dates for design, owner review, and construction.
2. Meet with City staff to finalize the design and it's components to be included in the shooting range.
3. Prepare and refine schematic designs, based upon the discussions with City, for the shooting range construction.
4. Prepare a refined preliminary cost estimate for all anticipated materials and labor for construction of the project.
5. Provide documentation to City to facilitate the approval of the project by the Police Department and the City Council and/or City Manager.

Task B: Phase 1: Design Scope Phase

The shooting range scope of design improvements are consisted of but not limited to assessing and redesigning the sub-standard and outdated existing technology and systems of multiple sections of the shooting range including the following;

1. Range Design
 - 1.1 Design changes to upgrade existing baffling to standard
 - 1.2 Lighting fixture upgrade
 - 1.3 Design changes for replacement of the existing Target System to standard
 - 1.4 Design replacement of the Public Announcement System
 - 1.5 Proposed modifications to the existing ventilation system to upgrade per OSEA standard to reduce air contaminants to bring the system to current code
 - 1.6 Evaluate and assess adequacy of current fire suppression system
 - 1.7 Provide for adequate sound insulation/proofing
 - 1.8 Provide impact resistant walls (East and West)
 - 1.9 Flooring replacement to hard rubberized surface including provide access to the existing sewage
 - 1.10 Replace the entry door to provide maximum ventilation
2. Range Office
 - 2.1 Design to replace the existing computer work stations including adding stations
 - 2.2 Design replacement of office window to provide sound proof window

- 2.3 Flooring replacement
- 2.4 Design replacement of the Target Control System to upgrade to new technology
- 2.5 Design replacement of Lighting Control System to upgrade to new technology
- 2.6 HVAC system to be separated from the range
- 2.7 Design addition of Industrial shelving with secure storage for Ammo and targetry
- 2.8 Design entry door replacement with ID card key system

3. Range Staging Area

- 3.1 Design rearranging of range staging area to provide for safe clearing barrel area
- 3.2 Design to provide industrial storage cubbies
- 3.3 Design to drop ceiling and lighting
- 3.4 Design to Provide industrial countertop
- 3.5 Flooring replacement
- 3.6 Design entry door replacement with ID card key system
- 3.7 Evaluate and access site ADA compliance

4. Armorer Workshop

- 4.1 Design to provide industrial workbench with lighting
- 4.2 Design to provide sink
- 4.3 Design to provide solvent tank
- 4.4 Design to Provide industrial cabinetry
- 4.5 Flooring replacement
- 4.6 Design to Provide secure weapon racks

5. Range Storage

- 5.1 Evaluate and propose to fix the leaking pipes in the existing air-conditioning system
- 5.2 Floor replacement
- 5.3 Design to provide lighting fixtures upgrade
- 5.4 Design and rearrange the weapon racks layout for the best possible use of space
- 5.5 Design and provide industrial shelving
- 5.6 Design to install dehumidifier

6. Weapon Cleaning Area

- 6.1 Design to provide industrial cabinetry
- 6.2 Design to provide industrial countertop
- 6.3 Flooring replacement
- 6.4 Design to provide safe clearing Barrel layout

Task C: Phase 2: Construction Documents Phase

- 1 Prepare a final cost estimate for construction, including all materials and labor. The construction of the Costa Mesa Police Department Shooting Range will require the payment of Prevailing Wages. This should be factored into the final cost estimate.
- 2 Provide architectural and engineering services to prepare final construction documents, signed and stamped by an appropriate engineer/architect (as

applicable) registered in the State of California.

- 3 Prepare working drawings which include, but are not limited to, site and utility plans, demolition plans, elevation plans, plans for walls, structures, berms, and other architectural features of the entire project in an appropriate format for bid purposes. Final working drawings and plan bid documents shall be prepared in reproducible "hard copy" and in electronic format.
- 4 Prepare a complete specifications document detailing the requirements for construction of the entire project in an appropriate format for bid purposes. Final specifications bid documents shall be prepared in reproducible "hard copy" and in electronic format.
- 5 Prepare any necessary revisions to construction documents to satisfy all requirements needed to obtain all permits.
- 6 Prepare all application forms and submittal of the required documents to various agencies for plan check. The consultant must incorporate all revisions resulting from the plan check activities and clarifications, notes, and details requested by the City project team, Project Coordinator, and other applicable agencies.
- 7 The consultant shall participate in a pre-bid meeting. The consultant shall answer all bidding questions except those that the City must answer and shall prepare all addenda to the bid documents.
- 8 The City shall provide funding for all governmental fees associated with the application for all permits.

Task D- Phase 3: Construction Support Services

- 1 Advise and consult with the City and review and approve samples, shop drawings, submittals, substitution requests, and pay requests. Promptly respond to all Requests For Information (RFI's) and issue field clarifications.
- 2 Assist in analyzing all Change Order Requests (CORs) using the latest costs, computer cost programs and technical books on costs and provide analysis to City.
- 3 Promptly correct errors, omissions, and discrepancies as necessary.
- 4 Attend and conduct job meetings as required and prepare and distribute job meeting notes and minutes.
- 5 Complete an inspection after completion of the construction to identify any corrective work to be completed by the construction contractor.
- 6 Provide a set of reproducible and electronic "record drawings" based upon the "as-built condition of the finished project. Both hard copies and electronic format of all record drawings" shall be submitted to the City by the consultant and its consultants in a format consistent with that used by the City, currently AutoCAD Version used by the City, prior to any final certificate of payment.

- 7 Prepare interim and final "punch" lists of construction related items and ensure final completion of list prior to approval of final payment.

9. EXAMINATION OF SITE PRIOR TO SUBMITTING PROPOSAL

Each consultant must fully know all project conditions and the effort required to successfully complete the project. Failure to do so will not relieve the selected consultant of the obligations to carry out the contract.

10. RIGHT TO REJECT ALL PROPOSALS

- A. The City of Costa Mesa reserves the right to reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this RFP's or otherwise.
- B. The City also reserves the right to award a portion of work or combination, thereof.
- C. All costs incurred in the preparation of the proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the consultant. The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind that may be incurred by the consultant. All proposals submitted to the City of Costa Mesa become the property of the City.

11. SUMMARY

The City appreciates participation, and the intent of this RFP's is to establish the minimum consultant services required. Prior to awarding a contract, all insurance documents must be submitted and approved.