

**REQUEST FOR PROPOSALS
FOR
ARCHITECT
NEW LOBBY DESIGN**

Issued by: San Joaquin Valley Air Pollution Control District

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RFP Issued: October 9, 2023

Responses Due: November 9, 2023

Table of Contents

1.	OVERVIEW	1
1.1.	Introduction.....	1
1.2.	About San Joaquin Valley Air Pollution Control District.....	1
1.3.	RFP Timeline.....	1
2.	SCOPE.....	2
2.1.	Description.....	2
2.2.	Additional Project Information	2
3.	RESPONDING TO THIS RFP	2
3.1.	Prior to Submission.....	2
3.2.	Proposal Submittal Date, Format, and Method	2
3.3.	Evaluation of Responses	3
3.4.	RFP Terms and Conditions	3
4.	INFORMATION TO SUBMIT IN THE PROPOSAL.....	4
	COVER PAGE	4
	SECTION I: Company Background and Qualifications.....	4
	SECTION II: Development Approach.....	4
	SECTION III: Proposed Description	5
	SECTION IV: Cost Proposal.....	5
	Attachment A: Current Lobby Floor plan	6
	Attachment B: Contractor Insurance Requirements.....	7

1. OVERVIEW

1.1. Introduction

The purpose of this Request for Proposals (RFP) is to find a qualified Firm to provide Architectural services at San Joaquin Valley Air Pollution Control District's ("District") property at 1990 E. Gettysburg Avenue, Fresno, CA 93726. Interested qualified Firm is requested to provide a full proposal for the redesign of a new lobby.

1.2. About San Joaquin Valley Air Pollution Control District

The District is a public health agency whose mission is to improve the health and quality of life for all Valley residents through efficient, effective, and entrepreneurial air quality management strategies. The District is a special district serving the eight counties of California's Central Valley: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and the San Joaquin Valley Air Basin portion of Kern. More information is available at: www.valleyair.org.

This RFP is not a contract offer and should not be construed as intent, commitment, or promise to acquire products or services presented by any Company.

1.3. RFP Timeline

Below is a list of major milestone dates for this RFP process. The District maintains the right to adjust the schedule at its discretion.

Event	Target Dates
RFP Issued	October 9, 2023
Question and Answer Session/Walk Through	October 25, 2023 at 10:00-11:00am
Proposals Due On or Before	November 9, 2023 at 5:00pm

2. SCOPE

2.1. Description

The District is seeking professional Architectural services to help redesign the front lobby. The focus of the lobby redesign is 1) to provide a welcoming atmosphere and 2) allow access to rest of building by authorized staff.

Proposals will be considered only from companies who can demonstrate the following minimum qualifications and construction requirements:

1. Architect(s) is licensed to practice architecture in the State of California, and is able to effectively provide the required professional services.
2. The individual, individuals or sub-consultants who will be assigned the responsibility to projects shall have significant experience in design and construction consulting within the last five years in the State of California.
3. Architect and staff shall be knowledgeable of all applicable building codes, American with Disabilities Act / Facilities and Public Works Projects (Prevailing Wage)
4. Architect(s) shall be able to meet the schedule set by the San Joaquin Valley Air Pollution Control District
5. Architect(s) must provide bid that meets the minimum requirements but may also submit another bid which includes your professional ideas and/or suggestions.

2.2. Additional Project Information

Architect(s) are expected to include proof of all required business and contractor certifications/licenses and be in compliance with the equipment, construction, and insurance requirements included in Attachments B to this RFP. All paperwork for project permitting, construction, and interconnection agreements shall be managed by the Architect(s) in compliance with all applicable laws, regulations, ordinances, and industry best practices.

3. RESPONDING TO THIS RFP

Interested Architect(s) are encouraged to respond to this RFP with the requested information and documentation in accordance with the response deadline specified in Section 1.3. Prior to submitting the RFP response, companies have the opportunity to submit questions. After collecting responses to this RFP, the District evaluation team will review the responses as described below.

3.1. Prior to Submission

Architect(s) may obtain additional information as follows:

- **RFP Questions.** Questions about this RFP shall be submitted to the e-mail address on the cover of this RFP with a subject line that reads: "San Joaquin Valley Air District FRONT LOBBY RFP." Questions will be promptly answered via email.
- **Question and Answer Session/Walk Through.** There will be a Question and Answer session for interested companies. Companies can attend in person at the Fresno Office. Meeting will be held on the date and time specified in Section 1.3. Attendance is not required, but attendance is encouraged as questions will be answered during the session.

3.2. Proposal Submittal Date, Format, and Method

Full responses to this RFP must be received no later than response deadline specified in Section 1.3.

All responses may be submitted electronically in PDF format as an attachment to an e-mail and sent to the email address shown above or by hardcopy via mail. The subject line of the e-mail should be: "San Joaquin Valley Air District FRONT LOBBY RFP Response".

All official notifications and communications will be made via e-mail or phone.

All costs associated with responding to this RFP will be borne by the Architect(s).

3.3. Evaluation of Responses

Review of responses submitted to this RFP will be managed by District's evaluation team. Responses will be reviewed based on a variety of factors, including:

- **Organizational Capabilities.** District is interested in companies that have strong organizational capabilities and an experienced team to provide innovative solutions and services over the long term.
- **Experience with Government Agencies.** District is interested in Architect(s) who have demonstrated experience working with the government agency sector on Architectural Services.
- **Development Approach.** District is looking for a strategic approach to developing the front lobby. The overall quality, reasonableness, and efficiency of development plans for the District property are important.
- **Contracting Processes.** District is interested in favorable, standardized contract terms with a streamlined contracting process.
- **Additional Benefits.** Architect(s) with a Green Procurement Policy will be given additional consideration, as an optional enhancement to the response.

At the discretion of the evaluation team, companies responding to this RFP may be invited to provide additional information and/or make a presentation to the evaluation committee to further refine their proposals for evaluation.

3.4. RFP Terms and Conditions

This RFP is not a contract offer and should not be construed as intent, commitment, or promise to acquire products or services presented by any Respondent.

Information received from responses to this RFP will be used in the evaluation of potential lobby redesign. District reserves the right to discontinue or modify the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction or negotiation with one or more Companies.

District will not pay for any information herein requested, nor be liable for any costs incurred by Architect(s).

Based on Architect(s) responses, meetings may be scheduled between Architect(s) and District in person and/or remotely to expedite the review, evaluation, and potential contract discussions.

Exclusive or concurrent negotiations may be conducted with responsible Architect(s) for the purpose of altering or otherwise changing the conditions, terms, and price of the proposed development agreement.

4. INFORMATION TO SUBMIT IN THE PROPOSAL

Architect(s) interested in this RFP should provide proposals with straightforward information that clearly communicates the information requested below.

All Architect(s) information will only be shared with the District evaluation committee and NOT shared publicly until the District has selected an Architect(s) unless required by law.

The proposal must have a complete package of information, strictly organized in the format and the order of information described below. Proposals with a different organization may be rejected.

The following information must be submitted in the proposal in the order shown.

COVER PAGE

Each proposal must include a cover page that includes "San Joaquin Valley Air District FRONT LOBBY RFP Response", business name, primary address, contact person, contact information, and table of contents using the section numbers shown below.

SECTION I: Company Background and Qualifications

Architect(s) should provide a summary of background information about its company in this section. RFP responses shall include:

- Description of Architect(s) capabilities in providing its products and/or services.
- Organizational background and experience working on similar projects that represent the District's portfolio.
- Brief bios of the key team members who will work this project.
- Three (3) examples of similar projects with references and contact information.
- Description of experience with government agencies
- List a brief description of planned sub-contractors and/or partners, along with description of how Architect(s) has worked with the sub-contractors and partners in the past.
- Brief description of any bankruptcies or legal proceedings against the Architect(s) or its planned sub-contractors or partners in the past three (3) years.
- Architect(s) with a Green Procurement Policy will be given additional consideration, as an optional enhancement to the response.

SECTION II: Development Approach

Architect(s) must describe its overall strategy and approach to redesigning the front lobby at the District's Fresno office.

Architect(s) should include any prior or current experience as a development partner in the government sector along with results achieved.

Architect(s) should describe the ongoing support, management, and resources that will be provided to District throughout the development agreement contract period, including any unique value-add services that it wishes to highlight.

This section should be no more than five (5) pages.

SECTION III: Proposed Description

- A detailed technical description of the proposed front lobby design including basic location diagrams, system designs, and all components.
- Supporting information that includes technical specifications.
- Major inclusions and exclusions in bid.

SECTION IV: Cost Proposal

Cost proposals should be made based on estimates using the requirements defined in this RFP and must be consistent with the responses in Section III above and the requirements in the Attachments.

Architect(s) pricing shall be all-inclusive of fees and services costs.

Since the District is a State of California Special District, Architect(s) must provide a complete bid which also includes Prevailing Wage Pricing. Architect(s) shall comply with state prevailing wage law, Chapter 1 of Part 7 of Division 2 of the Labor Code, commencing with Section 1720; and Title 8, California Code of Regulations, Chapter 8, Subchapter 3, commencing with Section 16000, for all construction, alteration, demolition, installation, repair or maintenance work over \$1,000 performed under the Contract. Architect(s) obligations under prevailing wage laws include without limitation: pay at least the applicable prevailing wage for public works activities performed on the Contract; comply with overtime and working hour requirements; comply with apprenticeship obligations; comply with payroll recordkeeping requirements; and comply with other obligations as required by law.

Architect(s) may not bid on this project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Architect(s) shall indemnify, defend and hold harmless the San Joaquin Valley Air Pollution Control District against any and all claims, demands, damages, defense costs or liabilities based on failure to adhere to the above referenced statutes.

Architect(s) can indicate the duration over which the proposed costs will be held constant, but that period should not be less than thirty (30) days. Cost information will only be shared with the District evaluation committee and NOT shared publicly or with other companies.

6



Attachment B:

Professional Liability Insurance Requirements

Prior to the commencement of any work, the Architect(s) ("Architect," which equates to the "Company") shall purchase and maintain insurance as required by law and not less than the following insurance coverage and limits of liability.

1. All policies are to be written through insurance companies duly entered and authorized to transact that class of insurance in the state in which the project is located. The Insurance Companies must have an A.M. Best rating of A-, VIII, or better in the most recent Best's Key Rating Guide.
2. Commercial General Liability Insurance: Commercial general Liability Insurance shall be at least as broad as Insurance Services office General Liability Coverage with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage/ Five Million Dollars (\$5,000,000) aggregate.
3. Automobile Liability Insurance: Automobile liability insurance covering Automobile Liability with coverage limits of at least One Million Dollars (\$1,000,000) for bodily injury and property damage each accident limit.
4. Workers' Compensation and Employer's Liability Insurance: The selected Architect shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on the Project. The selected Architect shall provide employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000) per accident for bodily injury and disease.
5. Errors and Omissions Insurance: errors and omissions insurance on an claims made basis with a limit of at least One Million Dollars (\$1,000,000).
6. All insurance will be in a form and with insurance companies acceptable to the District.
7. Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State.

No exclusions can be attached for construction projects, subsidence, or damages arising out of work performed by subcontractors; furthermore, certificates of insurance must affirmatively state there are no exclusions for these items. Architect(s) shall maintain Products and Completed Operations Liability Insurance, and the Additional Insured and Primary and Non-contributory coverage as specified in this Article for the state applicable statute of repose after either 90 days following Substantial Completion or final payment, whichever is earlier. Architect(s) shall continue to provide evidence of such coverage to District on an annual basis during the aforementioned period including all of the terms of the insurance and indemnification requirements of this agreement. Upon each insurance policy renewal, Architect shall provide copies of the Additional Insured endorsements to District.