

US Green Building Council Central California

CIRCLE V ARCHITECTURAL AND ENGINEERING SERVICES REQUEST FOR PROPOSAL

# REQUEST FOR PROPOSAL

ARCHITECTURAL AND ENGINEERING SERVICES FOR INDIGENOUS AND ENVIRONMENTAL CENTER PUBLIC ACCESS IMPROVEMENTS AT CIRCLE V

FRESNO, CALIFORNIA

Issued on: Friday, June 4, 2021

Deadline for Proposal Submittal: Friday, July 16, 2021

US Green Building Council Central California

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2911 E Barstow Ave, M/S of 144

Fresno, CA 93740

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CIRCLE V ARCHITECTURAL AND ENGINEERING SERVICES REQUEST FOR PROPOSAL

**INTRODUCTION**

The US Green Building Council Central California is seeking architectural and engineering services proposals to prepare plans for renovations at Circle V, a 20-acre site on the San Joaquin River, see attached drawings. This project will prepare the site for public access by discussing programming and usage of the buildings and building site. Phase one of the project will include conceptual design and schematic design for building and site. Based on the schematic plan approved, phase two will cover design development for the building remodel and repairs needed on current building condition and Landscape design at the site above the bluff. Access to the lower part of the property will be conceptually analyzed and schematic design of the access, pathways and special viewing and wildlife spots developed.

**BACKGROUND**

Circle V is owned by the State of California, under the management jurisdiction of the San Joaquin River Conservancy (Conservancy). The property consists of approximately 13 acres of unirrigated pasture, a small hobby orchard, and two residences above the bluff; a steep bluff slope; and approximately 7 acres of sycamore/Valley oak woodland on the floodplain and extending to the San Joaquin River (Please see Figure 1). The State Lands Commission determined the net acreage is 20.76 acres (state sovereign lands are not included in the net acreage). The two residences (5,513 square feet and 1,720 square feet) on the property are in fair/average condition dating back to the 1960's.

The vision of the project is to provide access to the San Joaquin River and renovate the existing buildings to create an Indigenous Environmental Resource Center that provides office and meeting spaces and other functions to be evaluated through stakeholder and community outreach.

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**SCOPE OF WORK**

The scope of work includes the following:

- Conceptual design alternatives in collaboration with Fresno State Construction Management Capstone Project,
- Schematic Design Package: Preliminary Project Description, Scope Narrative by Discipline, Schematic Site Plan, Proposed Design Sketches including schematic plans, elevations, 3D visualization, Cost Estimate,
- Set of 65% design plans from the following disciplines:
  - o Architectural (Dimensioned Demolition and Proposed Floor Plans, Reflected Ceiling Plans, Roof Plan, Exterior and Interior Elevations, Cross Sections, Locations of Doors and Windows, Exterior and Interior Finishes)
  - o Structural system (Framing and foundation plan)
  - o Mechanical & Plumbing (Equipment, diffusers and ducting layout)
  - o Electrical & Low Voltage (lighting, switch, Outlet locations)
  - o Landscaping: design development of pathways, design development of public use areas, plant list to be featured on site, development of irrigation system
  - o Civil Engineering: Civil Documents (Cover Sheet, Existing Conditions / Demo Plan, Civil Site Plan, Detail Sheet, Parking Lot and Driveway Approach, Grading and Drainage Plan, Details, Master Onsite Utility Plan, Details, Erosion Control Plan, Storm Water Pollution Prevention Plan, Storm drain analysis and design, including incorporation of Low Impact Development best management practices incorporated at a conceptual level, Bluff Stabilization)
  - o Permit applications with appropriate entities as required

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- Plans need to be prepared to meet LEED Platinum at a minimum
- Attendance at and participation in design review and onsite meetings, documentation and preparation of meeting minutes will be required where appropriate.

**DELIVERABLES**

At the conclusion of the operational reviews, the consultant shall, as described in the Scope of Work, be expected to provide the following products:

Updated cost estimate

Outline Specifications

Preliminary LEED Documents, including online templates and appropriate uploads for verification

A set of 65% design plans from the following disciplines for area above the bluff:

- Architectural
- Demolition
- Structural system
- Mechanical & Plumbing
- Electrical & Low Voltage
- Civil Engineering
- Storm Water Pollution Prevention Plan
- Storm drain analysis and design, including incorporation of Low Impact Development best management practices incorporated at a conceptual level.
- Bluff Stabilization
- Landscaping
- Approved permits

A set of 15% Conceptual Design plans from the following disciplines for access to and area below the river:

- Landscaping

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A Draft Report with an Executive Summary shall be issued to the Executive Director and Project Manager. The document shall include the summary of findings and recommendations as identified in the Scope of Work. Any documentation prepared by the Consultant shall be provided to the USGBC-CC in both paper copies and electronic format. A Final Report shall be issued following staff comments on the draft. In addition, the Consultant will be required to conduct a presentation to stakeholders and the community during various steps of the design process. Three (3) copies of the Final Report will be required along with an electronic copy completion at each phase.

**PROJECT SCHEDULE**

Prospective firms are invited to attend a mandatory tour on June 25, 2021, at 8:00 AM.

Tour location:

Circle V

42388 Avenue 11

Madera, CA 93636

Below is a desired schedule for initiating this project; however, dates may be subject to change and adjusted as necessary.

Request for Clarifications due	June 30, 2021
Clarification Responses Provided	July 2, 2021
Proposals Submittal Deadline	July 16, 2021, 5:00 PM PST
Interview Top Candidates	July 23, 2021
Award Contract	August 10, 2021

Suggested project timeline:

Month 1 – 4:	Conceptual design
Month 5-7:	Schematic Design
Month 8-12:	Design Development

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**SUBMISSIONS**

Please submit your firm’s qualifications, identify key staff to be assigned to this project, provide resumes for each key staff member; provide at least three (3) professional references for work that was performed similar to that requested in this RFQ/RFP, including LEED experience and past projects and provided a detailed description of your approach to the project, time schedule, and not to exceed total fee amount.

**SELECTION CRITERIA**

The successful applicant or applicant team must have stakeholder outreach, design and design team management experience. The successful firm will have demonstrated their ability to meet these requirements.

Other criteria include:

- Completeness of response to the RFP (5%)
- Cost (30%)
- Proposed Approach, Scope, and Timelines (10%)
- Experience with similar projects and reference feedback (15%)
- LEED project experience (10%)
- Oral communication skills (5%)
- Writing and formatting skills (5%)
- Inclusion of local team members (10%)
- Inclusion of Minority team members and leaders (10%)

**REQUIREMENTS OF PROPOSAL**

The following materials should be submitted with the proposal:

- Cover Letter

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The cover letter should briefly state the consultant's understanding of the work to be performed, the commitment to perform the work in the required timelines, and why the consultant believes it is best qualified to perform the duties and tasks outlined and described in scope of work contained in this request.

#### Qualifications

The proposal should include the following information and materials:

- **Qualifications and Related Experience of Personnel Who Will Perform Work.** Résumés of all personnel who are proposed to provide professional services to USGBC-CC within the Scope of Work outlined and described in this request should be included. Résumés should include all relevant experience, education, and other qualifications over the past 3 years.
- **Prior Relevant Experience.** A description of prior work experience and projects relevant to the Scope of Work outlined and described in this request should be included.
- **References of local clients.** Please include a list of at least three (3) current and/or previous clients located in California for which the consultant has rendered professional services relevant to the scope of work outlined and described in this request.

#### Approach, Scope, and Timelines

Provide a proposed approach and projected timeline to conduct and complete the step in the Scope of Work.

#### Cost

- **Cost Estimate with justification**
- **Justification of hours and costs may be required prior to final selection and will be required prior to execution of a contract.**
- **Proposal shall include hourly rates for all personnel on the project.**
- **Proposal should include options for reducing or adding services.**

#### General Information

1. **USGBC-CC reserves the right to cancel or reissue the RFP or extend the timeline at any time.**

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2. USGBC-CC reserves the right to reject any and all proposals. USGBC-CC may accept any proposal if such action is determined to be in the best interest of the organization.
3. USGBC-CC is not liable for any costs incurred by the proposer prior to issuance of a written notice to proceed to the successful consultant.
4. The project team is subject to the approval of USGBC-CC. USGBC-CC will have the right to review and approve any changes in the project team.

Questions During Proposal Period

All questions should be directed in writing to Laura Gromis, Executive Director, [lgromis@usgbccc.org](mailto:lgromis@usgbccc.org)

**DEADLINE FOR PROPOSAL SUBMITTALS**

Submittals are due by 5:00 PM PST on July 16, 2021.

One (1) original proposal with three (3) double-sided copies must be submitted along with an electronic copy on a CD or USB of the proposal in PDF format. Proposals shall be clearly marked "CIRCLE V ARCHITECTURAL AND ENGINEERING PROPOSAL" and enclosed in a sealed envelope. Proposals may be hand delivered or mailed to:

Laura Gromis

Attn: Circle V Design Team

[lgromis@usgbccc.org](mailto:lgromis@usgbccc.org)

2911 E Barstow Ave, M/S of 144

Fresno, CA 93740

Proposals not received by the due date and time requested in the Project Schedule herein may be rejected without consideration.

NOTE: FAXED, LATE OR "BY-POSTMARK DATE" PROPOSALS WILL NOT BE ACCEPTED.