

City of Manteca Request for Proposal (RFP)



***REQUEST FOR PROPOSAL FOR NEEDS
ASSESSMENT, SITE SELECTION, DESIGN,
& COST ESTIMATE FOR NEW CITY HALL***

Issued September 18, 2019

**PROPOSALS DUE BY: 5:00 P.M., October 24th,
2019**

**At
City of Manteca
Attn: Randy Saffold - RFP
City Manager's Office
1001 West Center Street
Manteca, CA 95337**

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Introduction

The City of Manteca (City) will be accepting proposals from experienced and qualified Architectural, Planning, and Design Consultants. The purpose of this Request for Proposals (RFP) is to select a consultant to develop a new City Hall Master Plan. It is the intent of the City to contract for said planning and design services from a qualified consulting firm that can deliver the plan with all required elements captured. The City will also be looking for innovative financing approaches including but not limited to, public private partnerships, in-kind resource swaps, and or leasing of ground floor for retail or shared collaborative workspaces.

Background

The City of Manteca is the third largest city in San Joaquin County with over 83,781 residents. Near Interstate Highway 5, Manteca intersects both State Route 120 and State Route 99 and is often referred to as the Crossroads of California, lying just 76 miles east of San Francisco, 60 Miles south of Sacramento, and 90 Miles West of Yosemite National Park. The City's size is 21 square miles and housing development is growing rapidly.

Known as the “Family City,” Manteca offers an abundant variety of more affordable housing choices than the Bay Area, adding 500+ new homes every year for the last three years. From 2017 to 2018, the population grew almost 2.4 %. From 2018 to 2019, the City grew 3.4%. We are a City experiencing fast growth with more than 1,990 finalized subdivision lots, 3046 entitled subdivision lots, and 2,492 more residential lots in various stages of the entitlement process. We have also recently attracted the Great Wolf Lodge, projected to increase the number of visitors to our city by 500,000 annually along with increases in our property tax and tourism related income.

With the new population growth, the City expects growth in service needs. These needs require more staff and the staff require more space than the current City Hall Complex (Exhibit 1) can provide. The City is currently utilizing several off site rental spaces and portable buildings to accommodate existing staff.

The Current City Hall Complex was commissioned in 1978 and has had several additional buildings and temporary trailers added to the complex over time. The complex currently houses 10 permanent structures and three to four temporary structures along with a play structure and park area. Small green spaces also separate several of the structures. There are three open parking lots and one exclusive secured police lot. The complex currently houses the following functions; Senior Center, Parks and Recreation, Administration, Community Development, Finance, Police, City Clerk, portions of Public Works, and the District Attorney’s office in a triple wide modular unit on site. Human Resources and Information Technology reside in a rental facility near the City Hall Complex. These departments may move into space vacated by the Public Works Department, which is constructing a new administration facility off site at the Waste Water Quality Control Facility. It is the City’s intention to bring all of its departments back into one administration building, excluding Animal Shelter, Fire, Utility, Public Works Administration, and Corporation Yard functions.

Project and Services Description

The City of Manteca is looking for a visionary planning and design team to integrate the citizen’s recreational, cultural, social, and City services needs into a new City Hall Complex through the creation of a master plan. The City Hall Master Plan (“Project”) will include assessment, site selection, design, and overall cost estimation for a future project. The project will require scoping meetings with both staff and stakeholders in multiple targeted focus group meetings, public forums, public hearings, and planning sessions. This project will be used as the base information for a design-build project in the future.

The City's expectation is that the Project will:

- Capture all needs for office, storage, programming, technology systems, conference, workroom, and operational spaces
- Identify possible alternate sites with available land for the project
- Assess potential noise impact for locations with close proximity to rail crossings
- Analyze comparison of costs for land acquisition and construction on a new site, including other city owned sites (Exhibit 2), vs. the current site
- Assess Leadership in Energy and Environmental Design (LEED) sustainability principles
- Reflect attractive, modern, and flexible interior design for a multi-generational workforce
- Incorporate flexible collaborative workspaces and training labs for cross-departmental group interaction, staff training, and innovation culture development
- Utilize modern smart building technologies and digital workplace design elements
- Be consistent with the City's General Plan
- Address existing and future needs for parking
- Assess current space needs for interim options to consider while the future plans are considered

The City is committed to flexibility in the design process to maximize the benefits to the community. The City is prepared to consider participation in a public-private partnership including but not limited to participation in the construction of parking facilities and other necessary infrastructure. Planning for appropriate mixed use in the City Hall Complex could also be considered part of the Project.

The successful Consultant will be required to enter into a written agreement with the City and provide certificates of insurance on the forms acceptable to the City in the amounts shown on the agreement form. The format of this agreement will be to invite the top-ranked Consultants to an interview process. The final agreement will include a provision for maintaining a named Project Manager and team for the duration of the project. The successful proposal shall include a Scope of Consultant Services, which will become an attachment to the final agreement.

Scope of Services

The Project will need to encompass all of the following areas.

Assessment: The City will ask the consultant to assess all current space needs based on current and projected future needs. Consultant will capture needs during focus groups, public workshops, and staff meetings. After the needs assessment, the consultant will translate the needs into programmable space and let this dictate the possible site locations across the City that could house the new City Hall Complex.

Site Selection: Although the current campus is flat and consists of multiple buildings, it is the current desire of the Council to embrace a vertical design, utilizing the space more effectively. The consultant will work with local developers, brokers, and the City to identify best locations for purchase in addition to the parcels reflected in Exhibit 2. The consultant will also study and produce a report comparing new location and construction costs to the costs of the City phasing and building where it currently resides as funding becomes available.

Design and Cost Estimation: The quote will need to address each proposed location and assess if it is appropriate. Alternative locations may have to be determined. An assessment will consider if there is sufficient room for construction, and/or, if private property is impacted or needed for the construction. Finally, the locations will have to be assessed for any complications from underground utilities or other barriers, which might cause modification to ideal locations.

Qualifications/Submission

Proposers shall include the following information:

A. COVER LETTER & MEMORANDA

Provide the following information:

- A statement requesting City to evaluate the submitted qualifications based upon the Scope of Services for the proposed needs assessment, site selection, design, & cost estimate.
- Identification of all proposed sub-consultants including description of the work to be performed by the prime firm and each sub-consultant firm proposed for the Project.
- Indicate the location of the office from which the work will be performed.
- Acknowledgement of any and all addenda.
- A signed statement by an officer of the firm attesting that all information in the proposal is true and correct.

B. CONTRACT TERMINATION CIRCUMSTANCES

Provide a response to the following question: Has your firm ever been terminated from a contract?

If Consultant has been terminated from a contract, describe the facts and circumstances in detail, on a separate sheet.

C. TECHNICAL CONTENT

The technical content of the Proposal shall include the following:

Qualifications, Related Experience, and References

This section of the Proposal should establish the ability of the proposed team to satisfactorily perform the required work by reasons of: experience in performing work of the same or similar nature; demonstrated experience working with local agencies and cities directly involved in this project; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references. Specifically:

- Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; number of employees.
- Provide a general description of the firm's current financial condition; identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede ability to complete the project.
- Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and the participation in such work by the key personnel proposed for assignment to this project. Highlight the firm's and key personnel's experience with needs assessment, site selection, design, & cost estimation or related projects of similar complexity completed within the last 5 years by key members of the proposed project team.
- A brief description of the project team, key staff and subconsultants, and discussion of relevance of their experience as it relates to this project.
- Provide a minimum of three (3) references who now reside in City Hall Complexes planned and designed by the firm and can discuss the firm and project team's

qualifications to deliver the project Scope of Services. The references shall be knowledgeable and able to discuss the qualifications of the firm and project team correlating with the work experience cited under sections C.1.c and C.2.c. Furnish the name, title, address and telephone number of the person(s) at the client organization who are most knowledgeable about the work performed.

- Provide a list of past joint work by the Consultant or and each sub-consultant, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.

Proposed Team, Staffing and Project Organization

This section of the Proposal should discuss and identify key personnel, qualifications and assignments, specifically:

- Include a project organization chart that clearly delineates communication/reporting relationships among the project staff, including any subconsultants.
- Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person's name, current location, proposed position for this project, proposed project assignment, level of commitment to that assignment, availability for that assignment, and how long each person has been with their respective firms.
- Furnish brief resumes [not more than four (4) pages each, or two (2) sheet front and back if double-sided] for the proposed Project Manager and other key personnel shown on the project organization chart. Resumes should be provided for only key personnel substantially involved in the project (performing more than 10% of the billable work or. Individual's project experience should highlight and discuss the individuals experience on projects of similar nature as this Project, and correlating experience with proposed role on Project. Project experience should correlate with the experience discussed under section C.1.c above. Provide education, experience and applicable professional credentials of project staff. Identify key personnel who are specially licensed or certified to work on the Project. Include a copy of all applicable professional licensure or certification relevant to this project for project team personnel as an attachment (this does not count towards page count limit). Do not include extraneous certifications, those not relevant to this project scope.
- Provide education, experience and applicable professional credentials of project staff.
- Include a statement that key personnel will be available to the extent proposed for the duration of possible projects, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written notice to the City.

Work Plan

A work plan should be included with the scope of work outlining the timeline for the project elements.

Deliverables

Please submit Consultant's notice of intent to participate in the RFP and any questions regarding this RFP in writing to Randy Saffold at rsaffold@ci.manteca.ca.us by the deadline. Answers to all questions will be posted on the City's Website. Please note that question will only be accepted via e-mail.

Proposals submittal shall include a cover letter detailing the consultants qualifications and: One (1) original unbound, four (4) bound copies and one (1) electronic copy via CD or USB drive of the proposal will be required.

All Proposals are to be submitted in a sealed package, clearly marked with “Proposal for Needs Assessment, Site Selection, Design, & Cost Estimate for New City Hall”. Consultant will not include the cost estimate in the bound proposal document, but shall submit a copy of the cost estimate in a sealed envelope separate from the Proposal, but attached, clearly marked with Name of Proposer, Project Name, and “Sealed Cost Proposal”.

Send To: City of Manteca
Attn: Randy Saffold - RFP
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Manteca, CA 95337

The City reserves the right to accept or reject late proposals at its sole discretion.

The City does not recognize the U.S. Postal Service, or any other organization, as its agent for the purposes of accepting Proposals. All Proposals received after the deadline may be rejected and returned unopened. No extensions will be granted.

CONTRACT COMMENTS

Provide a written discussion of any proposed deviations to the included Professional Services Agreement. Please note that the City reserves the right to disqualify any Consultant that does not provide a complete written discussion of its contractual objections or to disqualify any Consultant based on objections that the City considers non-negotiable. The City does not anticipate making substantive changes to its Terms and Conditions, but reserves the right to do so upon final contract negotiation.

ENTIRE PROPOSAL PACKAGE

The Consultant’s statement of qualifications package is limited to 30 (8 ½” x 11”) pages double-sided. Charts and schedules may be included in 11” x 17” format and will count towards the page count. Proposals shall not include any unnecessarily elaborate or lengthy promotional material. Lengthy narratives are discouraged, and presentations should be brief and concise. Page limit does not include the outside cover, section dividers, cover letters, or appendices. Statements that do not contain the required information or submittals that do not contain the required number of copies may be rejected.

CHANGES

At any time during the procurement process, if a firm makes any changes to proposed key personnel or sub-consultants; they must notify the City in writing of those proposed changes. The City reserves the right to accept or reject such proposed changes or to revise the evaluation scoring to reflect the

proposed staffing changes.

HOURLY RATES

A copy of the Consultant's proposed hourly rates shall be included with each submittal. Rate Schedules must indicate that they are valid for the term of the agreement or must provide an escalation factor that applies for the term of agreement. The hourly rate schedule is to be included in the body of the proposal.

FEE PROPOSAL/REQUIREMENTS

The proposal is not to include a fee proposal. **The fee proposal shall be submitted in a separate sealed envelope.**

- a. The consultant's fee proposal shall contain the following:
 1. The fee proposal shall be submitted for the consultant services outlined in the proposed scope of work. The basis of payment for the services provided under this agreement shall be a Time and Materials, Not-To-Exceed fee.
 2. The consultant shall submit a breakdown of the anticipated costs based on tasks outlined in the Work Plan. Indicate the anticipated number of staff hours and hourly rates. Include all anticipated materials and equipment costs that will be necessary in completing each task.
 3. Fee proposals shall also be broken out to clearly identify the tasks described in the proposed Scope of Work.
 4. Fee proposals should include a category for, and itemize, anticipated reimbursable expenses separate from professional expenses.

ACCEPTANCE OF PROPOSALS

The City reserves the right to accept or reject any and all qualifications/proposals, or any item or part thereof, or to waive any informalities or irregularities in the proposals. The City reserves the right to withdraw or cancel this RFP at any time without prior notice and the City makes no representation that any contract will be awarded to any firm responding to this RFP. The City reserves the right to re-issue a new RFP for the same or similar services. The City reserves the right to postpone proposal openings for its own convenience. Qualifications/proposals received by the City are public information and must be made available to any person upon request. Submitted proposals are not to be copyrighted.

CONSULTANT SELECTION

The primary objective of the City is to select a qualified firm to perform necessary services for the City at a fair and reasonable fee. To that end, the City has established the following criteria for the selection process:

Rejections:

All Proposals will be reviewed to determine conformance with the RFP requirements. Any Proposals that the City deems incomplete, conditional, or non-responsive to the requirements of the RFP may be rejected. As was stated above, the City reserves the right to reject any and all Proposals as well.

- The selection process shall be fair, open, and competitive.
- The selection of the consultant firm preferred for this project will be based on clearly stated objectives.
- Selection of consultants/firms preferred for this project shall be based upon demonstrated competence, professional qualifications, experience, and capabilities to perform the required services.

Scoring Criteria:

1. Understanding the Project and project approach (25 pts)
 2. Work Plan (20 pts)
 3. Responsiveness to the RFP (15 pts)
 4. Experience and qualifications of the firm, project manager, key personnel, and sub-consultant's qualifications on similar projects:
 - a. Experience of the firm (10 pts)
 - b. Experience of the project manager (10 pts)
 - c. Experience of key personnel (10 pts)
 - d. Experience of sub-consultants (10 pts)
 - e. Information obtained from references (0 pts – can be used to deduct points)
- TOTAL 100 points

Upon review of the Proposals, the City may, but is not required to, invite several firms to an interview at the City of Manteca, 1001 W. Center Street, Manteca, CA 95337. The City reserves the right not to conduct interviews and negotiate a Professional Services Agreement for consulting engineering services with the consultant with the highest ranked proposal.

NEGOTIATIONS AND ENGAGEMENT

The opportunity to negotiate a Professional Services Agreement for consulting engineering services for this study may be awarded to the consultant who is deemed the most responsible and responsive to the RFP, demonstrates the greatest technical qualifications, experience and skill to complete this project in conformance with intent of the RFP, and is in the opinion of the City, the most advantageous and suitable to meet the specific needs for this project. The City reserves the right to reject any and all proposals and to negotiate with any responsible, responsive firm. The City is under no obligation to issue contracts for the subject services.

The final agreement and Scope of Services will be negotiated. When the highest ranked consultant is identified, the sealed cost estimate will be opened and negotiations will begin with said consultant. Consultants are encouraged to include in their proposal any comments relating to the terms and conditions of the included standard Professional Services Agreement. In addition, Consultants are reminded that any comments regarding the terms and conditions included in the standard Agreement must be noted in the proposal. The City reserves the right to disqualify any firm that does not provide written comments it has relative to terms and conditions. The City does not anticipate making any substantive changes to its terms and conditions.

In the event that contract negotiations are unsuccessful with the consultant submitting the highest-ranked proposal, the City reserves the right to reject the highest-ranked proposal and move to negotiate with the consultant submitting the next highest-ranked proposal. This process may continue until a negotiated contract is agreed to by both parties to the

satisfaction of the City.

CONFLICT OF INTEREST

The selected consultant will be able to participate in future projects to the extent that no direct conflict of interest exists at the time. The determination of a conflict of interest, direct or incidental, shall be at the sole discretion of the City.

SCHEDULE FOR CONSULTANT SELECTION

Issue Request for Proposals		September 18, 2019
Written Questions	Before 5:00 PM,	October 4, 2019
Proposals Due	Before 5:00 PM,	October 24, 2019
Select Consultant		Month, Day, 2019 (tentative)
City Council Award		Month, Day, 2019 (tentative)
Notice to Proceed		Month, Day, 2019 (tentative)

Exhibit 1: City Hall Maps

Current City Hall Complex



Parcel Details: Located at 1001 W. Center Street, Manteca CA 95337 and owned by the City of Manteca. The parcel is 10.94 Acres, 476546 Sq. Ft. and is in tax rate area 002008.

Aerial of City Hall Complex



Exhibit 2: City Owned Parcel Candidates

1844 Daniels Street



Potential Owned Location 1: Proposed for Class A Office Space

Union Road Park



Potential Owned Location 2: Portion near the Corp Yard area

Library Park and Wilson Park



Potential Owned Location 3: Library Park and Adjacent Wilson Park

City Owned Parking Lot



Potential Owned Location 4: Downtown Parking Lot. Would require parking structure.