



July 1, 2015

ADMINISTRATIVE OFFICE
Purchasing Division
559-675-7715

200 West 4th Street
Madera, CA 93637

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REQUEST FOR PROPOSALS (RFP)

DOWNTOWN MASTER PLAN AND PERFORMING ARTS CENTER

RFP 06-11-2015

RFP SUBMISSION DATE: THURSDAY, AUGUST 13, 2015

BY

3:00 P.M.

RFP Issued July 1, 2015

PROPOSAL CONTACT:

Darin McCandless, Purchasing Agent

Madera County Administration

200 W. 4th Street, 4th Floor

Madera, CA 93637

559-675-7703

darin.mccandless@co.madera.ca.gov

1. **INSTRUCTIONS AND CONDITIONS**

- A. No bid proposal will be considered for award unless submitted in the bid format described in this Request for Proposals (RFP). The bid must be fully complete and executed. Bidders shall send eleven (11) copies of the completed proposals which will include; ten (10) bound copies and one (1) unbound original with a copy of this RFP attached to the front of each proposal, with appropriate responses included.

Format: Proposal should be 8 ½ x 11 inches, printed two-sided on paper with removable bindings, bound in a single document. Binding can be as simple as a staple. Original and copies may be submitted in one envelope/package.

Each bid proposal, consisting of the original and copies as directed above, must be submitted in a sealed envelope addressed to **Darin McCandless, Purchasing Agent, Madera County Purchasing, 200 W. 4th Street, 4th Floor, Madera, CA 93637**, and delivered prior to the time and date specified in this document. Each sealed envelope containing a bid proposal must have, on the outside, the name of the bidder, bidder's address and the statement "DO NOT OPEN UNTIL THE TIME OF BID OPENING" and in addition, must be plainly marked on the outside as follows:

Bid: Downtown Master Plan and Performing Arts Center

RFP: No. 06-11-2015

Filing Deadline: Thursday, August 13, 2015 at 3:00 P.M.

- B. Attention of bidders is especially directed to the specifications and conditions which, in addition to the bid proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful bidder. Any deviations from the specifications and conditions in this notice shall be proper reason for rejection of all or any part of the bid proposal.
- C. The City of Madera, the County of Madera, Madera Unified School District and the Madera County Arts Council have formed the Madera County Center for the Arts Partnership (MCCAP). MCCAP reserves the right to reject or accept any or all bids or parts thereof, and to accept or reject the alternatives individually or jointly, for any reason.

- D. The MCCAP reserves the right to consider any minor deviations from the specifications and conditions and determine the acceptance or rejection of such deviation. The MCCAP reserves the right to seek supplementary information from any bidder at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information requested in the original proposal.
- E. The MCCAP recognizes the need for of providing equal opportunity to all qualified persons and hereby notifies all bidders that it encourages all bidders to take active race/gender-neutral steps to include Disadvantaged Business Enterprises in this and other MCCAP agreements. Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation. Bidders will not be discriminated against on the grounds of race, color, religious creed, ancestry, national origin, age, sex (includes sexual harassment), pregnancy (childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), mental or physical disability (includes HIV and AIDS), political affiliation/opinion, Veteran's status, or request for family medical leave in consideration for award.
- F. The MCCAP reserves the right to modify this RFP at any time. In the event it becomes necessary to modify or revise the RFP, a written amendment or addenda issued by the County of Madera Purchasing Department is the only method which should be relied on with respect to changes to the RFP. Bidder is responsible to contact County's Purchasing Department prior to submitting a bid to determine if any amendments were made to the RFP. Documents, amendments, addenda, etc. will be posted to the County of Madera website at www.madera-county.com

The MCCAP will not be responsible for verbal responses made by any parties including the designated contact and/or her/his designee. Before an award is made, any contact with MCCAP staff regarding this RFP, other than the designated contact or his/her designee(s), without prior written authorization is strictly prohibited and may render the bidder non-responsive.

No questions or inquiries regarding this RFP should be directed to any individual(s) at the sites detailed in this document. All inquiries should be submitted in writing per the process described in this document.

Questions and suggestions concerning the RFP must be submitted in writing no later than 3:00 p.m. Thursday, July 30, 2015. Written questions or inquires should be emailed, or mailed to: Darin McCandless, Purchasing Agent, Madera County Administration, 200 W. 4th Street, 4th Floor, Madera, CA 93637 or darin.mccandless@co.madera.ca.gov

- G. Proposals will be evaluated by the MCCAP. If a bid proposal is found to be incomplete or not in compliance with the format required, it will not be submitted for evaluation. During the evaluation process, the MCCAP may find it beneficial to request additional information. A reference check may also be conducted. The MCCAP reserves the right to conduct a background inquiry of each proposal which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal the MCCAP, the proposer consents to such an inquiry and agrees to make available to the MCCAP such books and records the MCCAP deems necessary to conduct the inquiry.
- H. Any proposal may be withdrawn at any time prior to the hour fixed for the opening, provided that a request in writing executed by the bidder or his/her duly authorized representative, for the withdrawal of such proposal is filed with Purchasing. The withdrawal of a proposal shall not prejudice the right of a bidder to file a new proposal prior to the time and date set for the opening. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or altered.
- I. Issuance of the RFP and receipt of proposals does not commit the MCCAP to award an agreement. The MCCAP reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected company should negotiations with the selected company be terminated, or to cancel any section of this RFP. The MCCAP also reserves the right to apportion the award among more than one company.
- J. Proposals shall remain valid for at least one hundred-eighty (180) days after the opening of bids. No bid proposal may be withdrawn after the bid opening.
- K. Each bidder shall carefully examine each and every term of this RFP; and each bidder shall judge all the circumstances and conditions affecting his/her bid. Failure on the part of any bidder to make such examination and to investigate thoroughly shall not be grounds for any declaration that the bidder did not understand the conditions of this RFP.
- L. Bidder's Proprietary information: Upon award, all documents provided by the successful bidder shall become public record. All documents provided by any bidders, other than the successful bidder, shall become public record in their entirety and subject to disclosure, unless said documents are retrieved by the bidder within ten (10) business days of the award. This shall also include, but is not limited to documents for projects for which all proposals are rejected and projects for which an award is not made for any reason. In the event that one or more proposals are

returned to the bidding parties, it is the intent of the County that such documents shall not become public records of the County unless required by the California Public Records Act or other provision of law.

- M. The MCCAP will have no financial responsibility for any costs incurred by the proposer for participating in the RFP process.
- N. An award under this RFP will not be based solely on the lowest price. If an award is made, it will go to the bidder(s) with the best overall proposal. The successful proposal will be competitively priced and provide for adequate service to meet the County's needs.

2. SUMMARY

A. INTRODUCTION AND PROJECT OVERVIEW:

The City of Madera, with the County of Madera, Madera Unified School District and the Madera County Arts Council have formed a partnership to explore the potential development of a portion of downtown Madera, California to include construction of a Center for the Performing Arts.

The MCCAP seeks to retain the services of a qualified architect to provide a Master Planning Design of an area of downtown Madera bordered loosely by West 3rd Street on the North, West 8th Street on the South, Gateway Drive on the East and Highway 99 on the West. This may include a new city hall, meeting rooms and ribbon retail as well as other uses.

In addition to the Master Planning Design for the above referenced area, the architect shall provide a specific Master Planning Design for a Madera County Performing Arts Center to be located at the site of the current Madera County Superior Courts and District Attorney's office at 209 W. Yosemite.

The new arts center will be located across the street from and north of a more than 100 year old, two-story, granite courthouse museum. California's first public library, dating from WWI, which appears to be a two-story brick building and is located immediately to the east of the proposed art center site. We are seeking an energy efficient, modern arts center that will respect our local history while also serving as the center piece for revitalizing our downtown community.

The arts center should showcase various types of visual, cultural and performing arts, including dance, music and theatre. Its users will include individuals, private groups and schools. The design of the facility should enable the use of the facility to become a valuable civic resource that stimulates a culture of philanthropy, creative discourse, education and opportunities for cultural awareness and expression. It should also provide space for galleries, digital, video and voice over creations as well as a 500 seat theater, a black box theater, studios and offices. People of all ages, cultures and creative minds should feel welcome and able to use this center. The center should also become a destination location for touring exhibitions, site specific temporary installations, a venue for performers and also offer an indoor and outdoor gathering place for family reunions, medium sized fund raisers, parties, art demonstrations, art

fairs and classrooms within surroundings that exude art, culture and the fabric of our community, old and new.

B. SCOPE OF WORK:

This project will consist of the following:

- #1 - Conceptual Design and Site Plan
- #2 - Schematic Design / Project Estimate

A detailed description of tasks involved with each of the above phases is provided under Article 3.E - Services of the Architect.

C. ARCHITECTURAL SERVICES:

Architecture Provided Specialty Services

The architect shall provide the following specialties at his/her own expense for the technical assistance necessary to develop components of the work.

- Needs assessment and Programming
- Project Cost Estimating
- Scope of Work for Bid Documents
- Waste, Waste Water, Storm Water, and Water Systems Civil Engineering Issues
- Structural Engineering
- Site Fire Protection Plan
- Site Electrical Master Plan
- Graphics for Signage and Information Directories
- Pedestrian safety, traffic circulation

Extra Services

The architect may be requested to provide extra services such as:

- Interior Design
- Preparation of permit applications and supporting documentation for regulatory compliance

D. EXISTING CONDITIONS:

The area described consisting of numerous public and private buildings, roadways and park areas. The existing building at 209 W. Yosemite will need to be demolished and is the proposed site for the Center for the Performing Arts, which is envisioned as a multi-use performance complex/arts center.

3. PROJECT INFORMATION AND REQUIREMENTS

A. PROJECT BACKGROUND AND DESCRIPTION:

A potential building program must be developed providing information on square footage requirements, a breakdown and summary of spaces, adjacencies and proximities, building areas and site needs. The building program will include a conceptual design and site plan.

B. ARCHITECTS SELECTION MILESTONES:

<u>Activity Description</u>	<u>Estimated Duration</u>
Issuance of RFP and Architect's Responses	4 Weeks
Evaluation of Proposals and Short Listing	2 Weeks
Architect Selection	1 Week
Agreement Negotiations and Execution	2 Weeks

Respondents will be notified of the firms that have advanced to finalist status by posting to the COUNTY of Madera website.

INSURANCE REQUIREMENTS

The proposal should verify the insurance coverage as specified below. Consultant shall maintain limits no less than:

- a. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- c. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- d. Errors and Omissions Liability: \$1,000,000 per occurrence.

The agreement will require that the architect carry a Project Specific Professional Practice Insurance Policy in the amount of \$1,000,000.00. The architect shall assume the entire cost of this insurance policy as a part of the firm's overall project overhead. The policy shall be initiated by the beginning by the Design Development

phase and have trailing coverage for a minimum of two years past the issuance of final payment to the architect. Finalists shall be prepared to raise any agreement concerns and identify all agreement issues at the interview.

C. SPECIAL CONDITIONS:

The consultant shall be required to comply with the Fair Political Practices Act reporting requirements.

D. SERVICES OF THE ARCHITECT

GENERAL REQUIREMENTS:

The Architect shall communicate and meet with MCCAP's Staff as often as necessary in order to verify, refine, and complete the project requirements. All meetings will be held in Madera. Architect shall prepare brief minutes of the meetings and shall provide a copy of all such minutes to the MCCAP.

Architect shall incorporate into the design such reasonable changes as the MCCAP deems appropriate as a result of the MCCAP's review processes and impact of the budget or opinion of probable construction cost.

Architect shall, in concert with MCCAP staff, hold public meetings for input relating to the Master Plan and Performing Arts Center with information provided to the public in both English and Spanish. This could include a meeting in each of the seven City Districts as well as meetings in County areas up to ten (10) meetings.

The services required of the Consultant may include, but not necessarily be limited to the following phases of work;

CONCEPTUAL DESIGN AND SITE PLAN

1. Based on the findings and direction provided by the MCCAP project team, develop a Master Plan that will include a conceptual design and site plan. The plan shall include, but not limited to consideration of the following:
 - a. The infrastructure needs, on-site traffic circulation and segregation of activities, outdoor lighting and security.
 - b. Area square footage requirements, conceptual space needs, and mechanical and electrical system requirements.
 - c. A project development timeline and a document production schedule.

2. Complete the building program to the extent necessary to fully define space requirement needs and required adjacencies and proximities to fully develop the proposed facility.
3. Submit and review with the MCCAP eleven (11) copies of the building program and conceptual design and site plan for review by the MCCAP.
4. Review and make corrections to the document as necessary after review by MCCAP Staff.
5. Prepare and present a report of the new Master Plan and conceptual design and site plan to the MCCAP.

SCHEMATIC DESIGN AND PROJECT ESTIMATES:

The Architect shall:

1. Review and evaluate the development of on-site infrastructure such as electrical, mechanical, plumbing, communication, telephone, and computer system.
2. Identify and document all regulatory compliance measures and approval processes required to complete this project.
3. Develop schematic design plans, sketches and/or drawings and reports consisting of conceptual illustrations with continuing input and review from Staff.
4. Prepare a schematic design consisting of floor plans with square footage and rough dimensions.
5. Review, analyze, and provide a schematic design opinion of probable construction cost.
6. Prepare an assessment as to whether the vision of the facility can be met with available funding sources. The financial study shall be comprehensive in nature, providing alternatives and recommendations for actions.
7. Submit to the MCCAP a potential building program, final schematic design, financial study and project cost estimate report and present to the MCCAP.

E. SERVICES PROVIDED BY MCCAP

The Consultant shall be responsible for the evaluation of all information supplied by MCCAP and verifying its accuracy.

MCCAP will provide the following:

- A representative who shall represent the MCCAP and shall work with the Architect in carrying out the provisions of the Agreement.
- Provide prints, if available, of the existing building plans, and reports prepared to evaluate existing buildings.
- Any existing Geotechnical Studies and Recommendations
- Any existing Site Surveys

F. PROPOSAL SUBMITTAL REQUIREMENTS

Please do not provide more information than requested by Article 3.G of this Request for Proposal. The completeness of the proposal will be evaluated by a Selection Committee.

The information requested below will enable the MCCAP to appraise the general qualifications of the architect. You must answer the following questions in the same sequence as below.

1. Firm name, address, phone number, fax number and email address or Web page address (if available). Also, provide this information on all associated firms and partners.
2. Specify type of organization (individual, partnership or corporation including the state of incorporation) and if applicable indicate whether you are:
 - (a) Small Business.
 - (b) Disadvantaged Business.
 - (c) Minority and/or Women Owned Business.
3. Firm principals who will be responsible for the project, their education, credentials, and experience in similar work.
4. Key personnel who will be assigned to work on the project, their education, credentials, and experience on comparable projects.

Indicate the tasks to be performed by these key individuals and expected time or effort they will commit to the project.

5. Sub consultants (mechanical, electrical, and others as the project may require) to be used. Indicate the tasks to be performed by these consultants.
6. Present staff- number and classification. Will you have to secure more staff to complete the commission?
7. List current projects or commitments for services in your office.
8. List in reverse chronological order for the last five years projects involving the study and design of similar facilities completed or under construction.

Indicate for each of these projects:

- (a) Name and location of project
 - (b) Description of the project, including the type of system and square footage
 - (c) Your firm's specific involvement (prime architect/engineer (A/EOR), sub consultants or other capacity such as construction inspection, management, permit assistance, staff training, etc.
 - (d) Name of owner
 - (e) Name of current contact person and telephone number (Contact person, who, at the time of RFP submittal, was, will be or is employed by the owner and who would have personal knowledge of the completed work)
9. A completed and signed Bid Proposal Authorization form.
 10. The Architect will submit as a part of his or her initial submittal the firm's current basic hourly rate schedule for all current employee classifications. Such hourly labor rates shall include costs for items such as office supplies, computer and plotting supplies, printing, postage, vehicle costs, and other incidents. Include the same information for all proposed sub-consultants. Hourly rates shall be used as the basis of assessing changes in the scope of work.

The Architect will submit an estimated fee based on the scope of work defined in this RFP and subsequent addenda. This fee shall include costs for items such as office supplies, computer and plotting supplies, printing, postage, vehicle costs, and other incidents. The estimated fee proposal will be for a specific dollar amount.

- (a) Explain in detail how this project will be approached and accomplished. This should include a description of the work to be performed.
- (b) Provide a project schedule and time line for completion.

G. ARCHITECT SELECTION PROCEDURE

A Selection Committee will be formed to evaluate the proposals and to make recommendations to the MCCAP. The Selection Committee will consist of members designated by the MCCAP and may include a representative knowledgeable in architecture/engineering services from outside the community or from one of the universities. The Selection Committee will screen the received responses to the Request for Proposal and may select three or more firms as finalists. More firms will be considered as finalists when, in the judgment of the Selection Committee, other firms are equally qualified to provide the requested professional services. Finalists may be requested to interview with the Selection Committee as a part of the evaluation process.

The Selection Committee will address the following criteria in its evaluation of proposals (not necessarily in order of importance).

1. Specific experiences with multiple facilities.
2. Educational background of the architect's key individuals who will be assigned to the project.
3. Quality of past performance for the MCCAP or similar agencies.
4. Qualifications of individual within the Architect's organization directly responsible for the work. The MCCAP reserves the right of approval of the Consultant's project manager.
5. Adequacy of staff to perform the work.
6. Approach proposed for addressing the project requirements.
7. Demonstrate ability to make effective public presentations on the requested reports and proposed designs.
8. Demonstrate ability to work effectively with MCCAP staff, other public agencies and related parties.
9. New or innovative ideas presented by the architect in the proposal or presentation.
10. Knowledge of local conditions.
11. Demonstrated interest of the architect in the success, efficiency, and workability of the facility plan.
12. Completeness of proposal.
13. The estimated fee will be a factor in the final selection.

14. All other things being equal, local (within the central valley) architects are preferred over non-local architects.
15. All other things being equal, non-local architects who associate with local architects for the purpose of the particular services required shall be preferred to non-local architects who do not so associate.

COUNTY OF MADERA
BID PROPOSAL AUTHORIZATION
DOWNTOWN MASTER PLAN AND
PERFORMING ARTS CENTER
RFP NO. 06-11-2015

DATE _____

COMPANY NAME _____

STREET ADDRESS _____

CITY / STATE / ZIP _____

PHONE NUMBER _____

EMAIL _____

PERSON PREPARING BID _____

POSITION/TITLE _____

SIGNATURE _____