



City of Daly City

**REQUEST FOR PROPOSALS
FOR
CIVIC CENTER NORTH HUMAN RESOURCES
TENANT IMPROVEMENTS**

Electronic Proposals are due by 4:00p.m. June, 8, 2023

City of Daly City
Public Works Department – Engineering Division

333 - 90th Street, Daly City, CA 94015

Project Contact:
Wanda Wong
Consulting Project Manager
Telephone: 408-702-8450
Email: wwong@dalycity.org

MAY 2023

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I. Project Information

A. REQUEST FOR PROPOSAL (RFP) NOTICE

The City of Daly City hereby requests proposals for Architectural/Engineering Design Services related to the Civic Center North Tenant Improvements for the Department of Human Resources and Mechanical System Upgrades for the first and second all three floors of the building. All questions regarding this Request for Proposals (RFP) shall be directed to the project contact:

Wanda Wong
Consulting Project Manager
(408) 702-8450
wwong@dalycity.org

Proposals shall be submitted by firms that have a capable and demonstrable background in the type of work described in the "SCOPE OF SERVICES" section of this notice. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings. The submitting firms must have capacity to complete work within the time limit and construction schedule established by the City.

Additionally, firms that have not been pre-qualified by the City through the City's 2021 On-Call General Engineering Services RFQ selection process and are not on the City's on-call list to provide design services shall, under separate cover, submit additional qualifications per Section II.B. of this RFP.

The proposals shall be submitted in electronic (PDF) format to the Consulting Project Manager and copy City Engineer Kevin Fehr (kfehr@dalycity.org); Department of Public Works – Engineering Division, City of Daly City, 333 90th Street, Daly City, California, 94015, no later than:

4:00 p.m. on Thursday, June 8, 2023.

Each proposer shall submit one (1) electronic copy in PDF format to the e-mail address above in accordance with Section II., "SUBMITTAL REQUIREMENTS."

Prevailing Wage Requirements:

Consultant shall comply with the State of California's Prevailing Wage Rate requirements in accordance with California Labor Code, Section 177, and all federal, state and local laws and ordinances applicable to work.

Section 1720 of the State Labor Code which states in part: "For purposes of this paragraph, 'construction' includes work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work."

Wage guidelines are available at:

<https://dot.ca.gov/programs/procurement-and-contracts/ae-contract-information>

Wage information is available through the Caltrans Division of Local Assistance web site at:

http://www.dir.ca.gov/dlsr/statistics_research.html

Important Disclaimers and AB 2036 Compliance:

It is the responsibility of each prospective proposer to download and print all RFP/RFQ documents, including any addenda, and to verify the completeness of their printed documents before submitting a proposal or qualifications. The City does not warrant, represent, or guarantee the accuracy or completeness of any RFP/RFQ documents and/or information retrieved from other sources. The City is not responsible for any loss or damage including, but not limited to, time, money, or goodwill arising from errors, inaccuracies or omissions in any RFP/RFQ documents and/or information obtained from other sources. It is each prospective proposer's responsibility to check these sites through to the submittal deadline for any applicable addenda or updates.

B. INTRODUCTION

The City of Daly City is seeking proposals from qualified and experienced consultants for architectural/engineering services related to improvements at Civic Center North. The construction budget of \$1,200,000 is funded in part by the American Rescue Plan Act.

The Civic Center North Office building, built in 1982, is located at 350 90th Street, Daly City 94105. It is a three-story structure, providing 7,900 sf on each of three floors. The ground floor is a slab on grade resting on 18" deep footings. The second floor is a concrete slab resting on concrete columns. The structure above the second floor is steel tube and glulam beam framing, with 20" open-web truss joist (TJL) roof framing.

C. PROJECT DESCRIPTION

The projects at consist of two elements:

1. TENANT IMPROVEMENT

Remodel the existing unimproved areas of the ground floor. Improvements will include space configuration for offices and cubicles, conference room, training room, kitchen, filing and copy area, flooring, drop ceiling, lighting, electrical, HVAC, fire sprinklers, and a code compliant departmental entry/lobby. A single use ADA compliant restroom will be required for the new space, but existing restrooms on the ground floor will remain and are not part of this proposal.

2. HVAC ROOFTOP UNITS

First and Second floor HVAC units may be at the end of their useful life.

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Ventilation, controls, and air circulation improvements are needed to improve efficient operation of the systems. Replace existing HVAC units to improve ventilation and air circulation for the first and second floors of the building. Upgrade first and second floor obsolete components, software, and hardware of existing Carrier HVAC controls. Perform pre- and post-air balance of the HVAC system.

The Consultant shall evaluate and determine the capacity and energy efficiency of the first and second floor HVAC system to recommend model and capacity for the replacement HVAC Package Units.

Existing Air Conditioner Unit AC-1:

Manufacturer: Carrier
Model: 50EK-044C6QD
Natural Gas
CFM/RPM/HP: 18,500 / 1,061/ 20
Volt/PH/Cycle: 460/3/60

Existing Air Conditioner Unit AC-2:

Manufacturer: Carrier
Model: 50HJ015C6
Natural Gas
CFM/RPM/HP: 5,000/1,358/5
Volt/PH/Cycle: 460/3/60

Existing Air Conditioner Unit AC-3

Connected to outdoor condensing unit DMC020A:

Manufacturer: Liebert
Model: MME018E
CFM: 675
HP/Type of Drive: 1/5/Direct
Volt/PH/Cycle: 208/1/60

Existing Exhaust Fan EF (Typ)

Manufacturer: Penn Zephyr
Model: Z10 TDA
Capacity: 380 CFM
Volt/PH: 155/1
HP: 147

Existing VAV-Air Valve V (Typical)

Manufacturer: Titus
Model: DESV-3000
Capacity: 1020 CFM

Existing VAV-Air Valve W/ Reheat Coil VAV (Typical)

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Manufacturer: Titus
Model: DESV-3000
Capacity: 1020 CFM
Coil GPM: 1
Coil MBH 14.4

Existing VAV-Air Valve W/ Reheat Coil VAV (Typical)
Manufacturer: Titus
Model: DESV-3000
Capacity: 1020 CFM
Coil GPM: 2
Coil MBH 25.5

A non-mandatory pre-proposal meeting and site walk will be conducted at:

9:00a.m. Monday, May 22, 2023

Interested parties are asked to contact the Consulting Project Manager to attend.

D. SCOPE OF SERVICES

The Consultant's scope of professional services will include but not be limited to the following:

- Task 1 – Project Management
- Task 2 – Conceptual Plans and Preliminary Cost Estimate
- Task 3 – Project Design and Construction Documents
- Task 4 – Construction Support and Response to RFI

Task 1: Project Management

The Consultant shall create a schedule of work and conduct up to three (3) periodic meetings (phone conference and coordination meetings) with City staff (including end users and maintenance staff) to provide schedule updates, discuss progress, and establish the priority list.

The Consultant shall attend a kick-off meeting with City staff to review and discuss project background, reference material, pre-design investigations, phasing, project goals and assumptions, and budget. Consultant shall conduct any assessment of existing conditions necessary to aid in design including but not limited to electrical loads and access requirements. Consultant shall provide at least two design options that will meet design objectives and stay within budget. Inter-departmental coordination will be required for the kick-off meeting.

The selected firm should assume bi-weekly coordination meetings between the Prime Consultant and the City Project Manager for Assessment, Design and Construction

Documents and Bid Support phases, and weekly coordination meetings for the Construction Support phase, with subconsultants participating as needed.

Deliverables:

- Meeting minutes for all design meetings
- Establish final priority list
- Project schedule of work – updated monthly
- Progress report with monthly invoice

Task 2: Conceptual Plans and Preliminary Cost Estimate

The Consultant shall prepare conceptual plans which show all proposed repairs/improvements. The conceptual plans shall be prepared at a quality that can be printed on 24"x36" sheets. The Consultant shall attend one (1) virtual meeting to review the conceptual plans.

Deliverables:

- Conceptual Plans with options
- Preliminary Cost Estimate

Task 3: Project Design and Construction Documents (35%, 65%, 95% PS&E and 100% CD)

This task includes the preparation of the Construction Documents (plans, details, technical specifications) and Cost Estimates.

The Consultant shall prepare construction documents (plans, drawings, details, technical specifications, and cost estimates) to implement the identified Civic Center North projects within the \$1,200,000 construction budget.

The Consultant shall prepare PS&E submittals at 35%, 65%, and 95% and a CD submittal at 100%. Each following round of submittals shall incorporate comments from City staff or other stakeholders from each previous round. Each submittal shall include plans, details, technical specifications, cost estimate, and a written response to comments. The Consultant shall attend one review meeting for each submittal (35%, 65%, 95%, and 100%). Design shall meet all permits, including City Building Permit, requirements.

City standard details and technical specifications shall be referenced wherever reasonable. The project specifications shall include both City standard specifications and additional technical specifications not covered by City standard specifications.

Deliverables:

- 35%, 65%, and 95% Plans, Specifications and Estimates submittals in electronic and paper format. Specifications shall be submitted

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beginning with the 95% submittal.

- The PS&E shall be prepared with City's standard title block reproducible on 24"x36" format for plans and 8.5"x11" for specification and estimates. Interim submittals can be made electronically in PDF.
- 65% PS&E and response to 35% submittal comments.
- 95% PS&E and response to 65% submittal comments.
- 100% Construction Documents prepared for bidding.
 - 100% CD and response to 95% submittal comments.
 - One (1) full-size hard copy and one half-sized copy, both wet-signed.

Task 4: Construction Support and Response to RFI

The Consultant shall attend the pre-bid conference and respond to questions (pre-bid RFI's) concerning the plans, specifications and estimates prior to bid opening and shall prepare contract addenda, if needed. The Consultant shall provide the Conform Set/Construction Set of contract documents. Commissioning and integration of new equipment and systems.

Deliverables:

- Pre-bid conference attendance
- Pre bid RFI responses and Addenda as needed.
- Conform/Construction Set of contract documents.

The Consultant shall provide support services to the City during construction of the project. At a minimum, these services are anticipated to include attendance at the pre-construction conference, reviewing Contractor submittals and responding to contractor request for information, providing recommendations for any necessary construction changes due to unforeseen field conditions, assisting with the review of Contract Change Orders and reviewing construction for acceptance. The consultant will assist with turn-over of the project including, testing, commissioning, and preparation of as-built drawings and review of warranties.

The Consultant shall review related material submittals and attend up to five (5) site visits during construction to ensure that construction is consistent with the design intent of the construction documents. The Consultant shall also prepare record CAD and PDF drawings at the completion of the project.

Deliverables:

- Pre-construction conference attendance
- Submittal reviews
- RFI reviews and responses
- Assistance with construction changes including but not limited to response to questions, RFIs, unforeseen field conditions, assistance with contract change orders, plan and specification revisions, and final walkthrough
- As-builts prepared in accordance with City Standards

Questions must be submitted in writing by email (no phone calls) no later than 12PM noon on Thursday, May 25, 2023 to wwong@dalycity.org.

II. Submittal Requirements

A. PROPOSAL REQUIREMENTS

The consultant shall submit one (1) electronic version (PDF format) of the proposal containing 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any fold-out drawings. The proposals should be no more than 25 pages. The Cover, Table of Contents, and resumes of key personnel will not be counted towards the 25-page limit. Double sided pages will count as two pages.

Proposals shall be submitted in electronic (PDF) format as noted in Section I.A. of the RFP.

The proposal should include elements and be organized in the order presented below.

1. Transmittal or Cover Letter

- a. To the attention of: Wanda Wong, Consulting Project Manager, and copy City Engineers Kevin Fehr and Alexander Yuen, Department of Public Works – Engineering Division, 333 90th Street, Daly City CA 94015.
- b. Signed by an office of the prime consultant. In case of joint venture or other joint-prime relationship, an officer of each venture partner shall sign.
- c. The Cover Letter should acknowledge the Federal DBE goal (if applicable) and the prevailing wage requirement (if applicable).

2. Acknowledgement of Addenda

- a. If any addenda are issued, you must acknowledge your receipt of them either by including a statement in your transmittal letter or by returning signed addenda with the proposal.

3. Firm Profile and Project Team

- a. The prime consultant and sub-consultants (if applicable) must be able to demonstrate expertise, experience, and the ability to provide the services and complete the tasks described in Section I. The expertise and experience include, but is not limited to, electrical, mechanical, architectural, waterproofing, structural design. Include a brief description of the prime consultant firm (firm) and sub-consultant team (if applicable), including number of employees and years in business.
- b. Prime(s): Provide a detailed resume of the proposed principal-in-charge, the lead engineer, and any other parties that will be responsible for this project. The lead engineer shall be a full-time employee of the prime(s). Clearly identify each individual's relevant experience (former

projects) with photos.

- c. Sub-Consultants: Provide a detailed resume of the proposed project manager (PM), who shall be a full-time employee of each sub-consultant for this project. Clearly identify the PM's relevant experience (former projects) with photos.
- d. Confirm that the key project personnel identified by the prime consultant and sub-consultants shall not be substituted without approval of the City. The City must also approve any new, key team members.
- e. All award recipients must obtain a Unique Entity Identifier (UEI) on SAM.gov (no entity registration required) <https://sam.gov/content/entity-registration>. The information required for getting a Unique Entity ID without registration is minimal. It only validates your organization's legal business name and address.
- f. Confirm Consultant and Sub-Consultants are not debarred, suspended, or otherwise excluded from or ineligible from participating in federally funded projects. Complete the American Rescue Plan Act (ARPA) Grant Acknowledgement in Appendix B.

4. Relevant Experience – Prime Consultant and Sub-Consultants

- a. Describe experience in providing the necessary services for at least three (3) projects similar in size and scope to the individual projects listed in Section I.C. Project Description, with a minimum construction value of at least \$750,000 for each example project. For each project, provide the following information:
 - Client name, project name and location.
 - Description of project scope.
 - Month and year commenced and was (or will be) completed.
 - Project construction cost.
 - Contract amount.
 - Firm's project responsibility.
 - Names of key personnel involved in working on the projects.
 - Two (2) client references for each project, including contact names, addresses, and telephone numbers.

5. Project Approach, Organization, and Local Presence

- a. With reference to Section I. Project Information of this RFP, present your approach and organization for providing services on these projects. Indicate your understanding of the critical project elements, and what special approaches your team will feature to manage these

elements.

6. Additional Services

- a. The consultant may propose any additional, optional services it believes would complement or augment the scope of services requested by this RFP. The City reserves the right to consider these additional, optional services in its evaluation of proposals and may, at its sole discretion, award additional, optional services to any proposer.

7. Required Exhibits, Schedules, Forms (see APPENDIX B).

B. ADDITIONAL REQUIREMENTS FOR FIRMS NOT PRE QUALIFIED

Consultants not yet pre-qualified by the City to provide professional engineering services and are not yet listed on the City's 2021 On-Call General Engineering Services shall submit, under separate cover, one (1) electronic version (PDF format) of their qualifications containing 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any fold-out drawings. The qualifications should be no more than 30 pages, including resumes, cover letter, cover, and table of contents. Double sided pages will count as two pages. The qualifications must include, at a minimum, the following information:

1. A summary of the consultant's understanding of the contract requirements as a whole and the unique capabilities to perform the services required.
2. The Categories of Work below is to be filled out with the services included in the proposal.

- Design of street slurry seal projects
- Design of street resurfacing/rehabilitation projects
- Design of concrete curb ramp and sidewalk projects
- Design of pedestrian and bicycle facilities improvements
- Design of water and sewer main replacement projects
- Construction management
- Construction inspection
- Geotechnical engineering
- Land surveying
- Traffic engineering
- Landscape architecture
- Preparation of applications for grant funding for transportation, storm water, recycled water, etc.
- Design of projects with federal grant funding
- Construction management/inspection of projects with federal grant

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funding

- Plan Checking
 - Checking and Signing Final Maps
 - Ability to Provide Staff Augmentation
 - Drainage analysis
 - Hydraulic modeling
 - ADA consultant
 - Architectural design
 - Mechanical engineering
 - Electrical engineering
3. The consultant's experience and history in providing general engineering services for the categories of work to be performed. Include references of persons, firms, or agencies that the City may contact to verify the experience of the consultant.
 4. A table of organization setting forth the project manager, supporting staff, and sub-consultants.
 5. A statement of qualifications and experience for each licensed individual expected to perform work on this contract. Firms must be able to provide sufficient staffing with qualified individuals as needed to be responsive to the on-call nature of the contract.
 6. Consultant fee schedule for a typical general engineering services contract.
 7. An identification of any modifications to the attached Professional Consulting Services Agreement (APPENDIX A) the consultant would require prior to entering into an agreement with the City.

C. COST PROPOSAL AND HOURLY BILLING RATES

Cost proposal and hourly billing rates are required at the time of the optional interview of the top ranked firms. If the optional interview is not conducted, cost proposal and hourly billing rates must be submitted within five (5) working after the top ranked firm is notified.

- a. The prime consultant shall provide a cost proposal to accomplish each deliverable and task (per Section I.D. Scope of Services).
 - i. The prime consultant and sub-consultants shall provide a complete list of all staff hourly rates of the positions by name that would be invoiced, i.e., Principal, Lead Engineer, CAD drafter, Administrative Support, etc. Hourly rates shall be

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divided into base salary, fringe benefits, overhead, indirect cost surcharges, profit, consistent with Caltrans Local Assistance Procedures Manual for federally funded A&E contracts.

- b. The prime consultant shall self-perform at least 50% of its proposed contract amount.
- c. The contract amount will be an actual cost-plus-fixed fee with a maximum not-to-exceed amount. During the contract term, there is no provision for hourly rate increases or adjustments. If an amendment to extend the contract expiration becomes necessary, hourly rate increases/adjustments will be permitted in accordance with Caltrans LAPM and applicable local ordinances.
- d. Cost proposals will not be a factor in the evaluation. However, the City reserves the right, after the firm has been selected, to decline to enter into a contract if the City cannot reach a "Fair & Reasonable Price" with a firm at the City's sole discretion. The City further reserves the right to award all or any part(s) of the scope of this RFP to one or more consultants.

III. Selection Process

A. PROPOSAL EVALUATION

The City has allocated approximately two weeks for review of the proposals. The following specific criteria and the maximum possible points for each criterion, for a total of 100 points, will be used in evaluating and rating the proposals:

Evaluation Criteria	Points
1) Project Understanding – Understanding of the project requirements, familiarity with available construction methods, limitations and benefits and recognition of potential project challenges.	25
2) Construction Experience – Technical experience in performing work of a similar project scope and size.	20
3) Familiarity with Local Government Project Development Procedures Firm and project team’s experience with public works projects for local governments in San Mateo County and the San Francisco Bay Area.	15
4) Problem Solving –Firm and project team’s ability to problem solve construction issues effectively and to be situationally adaptable.	15
5) Approach to Communicating with the City/Local Presence – Ability to commit and maintain staff for the duration of the project for management, inspection, and testing.	10
6) Personnel Qualifications – Detailed list of qualifications of staff to be assigned to the project.	10
7) Additional Services and Firm Flexibility – Firm’s ability to provide additional services that may be a part of an individual project’s conceptual, environmental, design, or construction management phase, using other resources available within the firm or its subconsultants.	5
TOTAL	100

The City reserves the right to modify or reject any or all proposals.

B. INTERVIEW OF SHORT-LISTED FIRMS

If needed, oral interviews may be conducted to help with the selection of the final firm. Up to three top ranked teams may be invited to final interviews, resulting in the selection of one firm. The City will negotiate a mutually agreeable contract for the services described in this RFP with the successful consultant. The City reserves the right to select consultants based solely on the proposals, and not conduct oral interviews.

If interviews are needed, the teams selected for interviews will be notified in writing. It is presently anticipated that interviews will be conducted the week of June 19, 2023. The interviews will last approximately one hour, with the time allocated equally between the team’s presentation and a question-and-answer period. The teams should be prepared to

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discuss their specific experience providing services similar to those described in the RFP, project approach, estimated work effort, available resources, and other areas that would distinguish them. Interviews will be held at a City office (exact location to be determined).

The following specific criteria and the points for each criterion, for a maximum total of 100 points, will be used in evaluating and rating the short-listed firms invited for an interview:

Rating Category	Points
1) Demonstration of Relevant Experience	20
2) Qualifications of Project Manager	10
3) Cohesiveness and Appropriateness of the Project Team and Organization	15
4) Approach and Understanding of the Required Services, and Management and Administration of the Project	30
5) Quality and Completeness of Presentation	10
6) Responses to Questions	15
Total	100

C. CONTRACT NEGOTIATIONS

1. The City reserves the right to award multiple contracts to multiple firms to successfully carry out all project elements.
2. The City reserves the right to negotiate the final scope of services and will not be bound by the scope of services presented in the RFP nor by the scope of services in the consultant’s proposal.
3. In finalizing the scope of services, the City may request that the consultant add, delete, or replace sub-consultants with those from other teams that submitted proposals.
4. The contract amount (including reimbursable expenses) will be a maximum not-to-exceed amount on the tasks described in Section I and the cost proposal or hourly rates submitted under Section II, or lesser rates mandated by the City. Reimbursable expenses are subject to prior approval of the City. The amount for such expenses will be included in the maximum not-to-exceed amount.
5. Should the City and a firm not be able to reach an agreement as to contract terms within a reasonable time frame, the City may terminate negotiation at the City’s sole discretion.

D. CONTRACT AWARD

1. Upon successful completion of the negotiations, a request by City staff to the City

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Council will be made to authorize the award of a Professional Services Agreement with the selected consulting firm.

2. Upon authorization to award the contract by the City Council and upon execution of the contract, the City shall issue an Authorization to Proceed to the selected consulting firm.
3. The selected consulting firm shall be required to maintain auditable records, documents, and papers for inspection by authorized local, state and federal representatives. Therefore, the consulting team may be required to undergo an evaluation to demonstrate that the firm uses recognized accounting and financial procedures.
4. Sample Professional Services Agreement
Proposers are advised to review the sample Professional Services Agreement (see APPENDIX A). Consultants will be required to execute this agreement and the City is not inclined to make any modifications to its terms and conditions. Submittal of a proposal shall demonstrate the consultant's understanding and acceptance of the terms of the agreement.
5. Insurance Requirements
The awarded consultant will be required to provide proof of insurance in accordance with the Professional Service Agreement prior to execution of a contract (see APPENDIX A).
6. Business Tax Certificate
The consultant awarded this contract shall obtain or provide proof of having a current City of Daly City Business Tax Certificate prior to contract execution and shall maintain a current tax certificate for the duration of the contract.
7. Payment
The method of payment to the successful proposer shall be on an hourly rate basis, as being the maximum hourly cost to perform the work. The hourly rate shall include all direct, indirect costs and all overhead charges inclusively. Progress payments will be based on actual hours, hourly costs charged to the project on a monthly basis.
Consultant fees shall be negotiated and established on an actual cost-plus-fixed fee basis with a not to exceed amount, supported by an agreed schedule of rates. The provisions of 48 CFR, Part 31, "Cost Principles and Procedures," and 49 CFR, Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" will apply to the consultant contract and to all subcontracts in excess of \$25,000.

E. ESTIMATED SCHEDULE FOR SELECTION

The following project timeline is provided for your scheduling information; however, it is subject to change at the discretion of the City.

F. FINANCIAL MANAGEMENT AND ACCOUNTING SYSTEM REQUIREMENTS

ACTIVITY	PROJECT BENCHMARKS
Request for Proposals Available	Wednesday, 5/11/2023
Question Submittal Deadline	Thursday, 5/25/2023, 12PM
Question & Answers Published	Thursday, 6/1/2023
Proposals Due By Email	Thursday, 6/8/2023, 4PM
Preliminary Evaluation	Through 6/15/2023
Consultant Interview (if necessary)	Week of 6/19/2023
Consultant Selection	Monday, 6/26/2023
Award of Agreement	Monday, 7/10/2023

Contracts will not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18 and 48 CFR Part 31. Prime consultants with a proposed contract with a dollar value ***equal to or greater than \$1M, and*** any subconsultants listed on the contract, must certify the accuracy of their contract costs and adequacy of their financial management systems.

Components include certification that:

- All costs included in the proposed contract to establish final indirect cost rate (ICR) are allowable in accordance with the cost principle of the FAR, 48 CFR, Part 31.
- The proposed contract does not include any costs which are expressly unallowable under the cost principles of the FAR, 48 CFR, Part 31.
- All known material transactions or events that have occurred affecting the firm’s ownership, organization, and ICRs have been disclosed.
- The consultant’s financial management system meets the standards for financial reporting, accounting records, internal and budget controls set forth in the FAR 49 CFR, Part 18.20.
- The consultant has provided the approximate dollar amount of all A&E contracts awarded by Caltrans or a California local agency to the consultant within the last three calendar years, and for all state DOTs and local agency contracts, and the number of states in which the firm does business.
- All direct costs included in the proposed contract are reasonable, allowable, and allocable in accordance with FAR 48 CFR, Part 31, in compliance with applicable accounting principles, and in compliance with the terms of the proposed contract.

Consultants must also ensure their ICRs are prepared in the acceptable ICR scheduled format, see AASHTO Uniform Audit & Accounting Guide, Chapter 5 tables.

Subconsultants are required to follow all the state, federal and contract requirements outlined above. In addition, all subconsultants are required to:

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- Certify their contract costs and financial management system when the *total* contract between the prime consultant and the local agency is \$1M or more. (23 U.S.C. 112(b)(2)(B)).
- Use the accrual basis of accounting when developing their ICRs.
- Have an adequate job costing system.

G. PROMPT PAYMENT OF FUNDS WITHHELD TO SUBCONTRACTORS

Any subcontract entered into as a result of this contract shall contain all of the provisions of this section.

No retainage will be held by the City from progress payments due to the prime consultant. Any retainage held by the prime consultant or subconsultants from progress payments due to subconsultants shall be promptly paid in full to subconsultants within 30 days after the subconsultant's work is satisfactorily completed. Federal law (49 CFR 26.29) requires that any delay or postponement of payment over the 30 days may take place only for good cause and with the City's prior written approval. Any violation of this provision shall subject the violating prime consultant or subconsultant to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime consultant, deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultants and subconsultants (if applicable).

END OF RFP

APPENDIX A
Sample Professional Services Agreement

APPENDIX B

Required Documents

Documents due with Proposal (see RFP for number and form of copies)

- ❑ Exhibit 10-Q Disclosure of Lobbying Activities:
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c10/10q.pdf>
- ❑ Addenda Acknowledgement - If any are issued, you must acknowledge all addenda received by including a statement in your transmittal letter, or by returning signed addenda with the proposal.
- ❑ Separate Cost Proposal - See Section II. C. Cost Proposal and Hourly Billing Rates of the RFP for Cost Proposal submittal requirements and timing. Proposers should refer to the following for samples:
<https://dot.ca.gov/programs/local-assistance/guidance-and-oversight/consultant-selection-procurement>
- ❑ American Rescue Plan Act Grant Acknowledgement - You must verify on SAM.gov and acknowledge that you and your team are not debarred, suspended, excluded or ineligible from participating in federally funded projects.

APPENDIX C

Reference Documents

1. Caltrans Division of Local Assistance. Consultant Selection and Procurement. Sample Cost Proposal 1 – For Contracts with Cost-Plus-Fixed Fee or Lump Sum:
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ae/files/sample-cost-proposal-1-for-contracts-with-cost-plus-fixed-fee-or-lump-sum.pdf>
2. Civic Center North Future HR Office Layout 2.
3. Civic Center North ADA Improvements As-Built Drawings. April 18, 2018.
4. Civic Center North Building and Site Renovation As-Built Drawings. Construction Plan 1+2. Sheet A 2.3. October 17, 1997.
5. Civic Center North Office Building As-Built Drawings. M1-M5. January 1981-1982.
6. Civic Center North Office Building As-Built Drawings. March 8, 1982.
7. Daly City Civic Center North Accessibility Upgrades As-Built Drawings. May 28, 1997.
8. Daly City Civic Center North Building and Site Renovation As-Built Drawings. October 17, 1997.
9. Daly City Civic Center North Building and Site Renovation. Existing Fire Sprinklers Modification As-Built Drawings. January 9, 1998.