



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR DESIGN SERVICES FOR THE FIRE STATION RECONSTRUCTION PROJECT, CITY PROJRCT NO. PWP-00124

The City of Fort Bragg is seeking proposals from qualified design professionals interested in contracting with the City of Fort Bragg to prepare plans and specifications for the Fire Station Reconstruction Project at 141 N Main Street, Fort Bragg, CA 95437. This activity is funded by a Community Development Block Grant from the City of Fort Bragg (City) to meet retrofit needs and seismic standards.

SCOPE OF WORK

Activity Narrative

City of Fort Bragg fire protection is provided through a Joint Powers Agreement (JPA) between the City of Fort Bragg and the Fort Bragg Rural Fire District. The JPA is known as the "Fort Bragg Fire Protection Authority." The Fort Bragg Rural Fire District, also known as the Fort Bragg Volunteer Fire Department (FBVFD), has provided fire protection service to Fort Bragg for over 110 years. Staffed largely by volunteers, it serves Fort Bragg and adjacent rural areas. Average response time for the FBVFD varies widely by area, but crews leaving from the Main Street Station can arrive at emergency scenes within City limits in five to seven minutes. Maintenance of this low response time is of critical importance to the health and safety of all Fort Bragg citizens.

The Fort Bragg Fire Station located at 141 North Main Street in Fort Bragg is comprised of three buildings that were constructed between 1947 and 1997. The Fire Station houses hundreds of thousands of dollars of emergency services equipment, the workstations of emergency staff, and has many volunteers in and out on a daily basis. The fire station on Main Street is the hub for all emergency services provided by the Fort Bragg Fire Protection Authority within Fort Bragg city limits. The facility consists of three distinct sections constructed in three phases, totaling approximately 13,062 square feet. The North Wing, constructed in 1947, houses the North Apparatus Room and adjoining rooms to the west. It is constructed of un-reinforced masonry and per the Public Facilities Master Plan, there is a "considerable risk of major structure damage" to this wing in the event of a major earthquake. The South Wing, built in 1977, contains the South Apparatus Room. The third wing, also constructed in 1977, consists of kitchen, crew's quarters, and workout rooms. The 1977 construction lacks seismic reinforcement, especially in supporting frames, such that collapse or major damage during an earthquake is considered likely.

The City's fire station was evaluated in the City of Fort Bragg Public Facilities Master Plan, prepared in March 2007 by Grossmann Design Group (Exhibit A). The Public Facilities Master Plan concluded that the entire facility would not meet the Immediate Occupancy or Life Safety Performance criteria as defined by ASCE-31. ASCE-31 is the Seismic Evaluation of Existing Buildings published by the American Society of Civil Engineers and the Structure Engineering Institute. ASCE-31 provides a national seismic evaluation standard and provides a process of evaluating an existing structure for the potential earthquake-related risk to human life. A seismic evaluation conducted in 2003 highlights that the existing buildings do not satisfy the "Immediate Occupancy level of performance criteria of ASCE Standard 31-03" meaning that all the buildings were non-compliant. The evaluation completed in 2009

showed that the deficiencies found in the seismic studies could be mitigated through structural improvements.

The original Fire Station Rehabilitation design project scope aimed to rehabilitate the existing buildings. However, after a structural and architectural analysis was conducted in 2023, it was determined that, due to the similarities in cost of renovation versus new construction, funding newly constructed buildings would be a better use of funds. Due to the ongoing increase in cost of design and construction, the current funds available only allow us to complete a new design for the North Wing. The current budget for this project is \$145,000.

This contract would consist of the following tasks:

1. Prepare all necessary design Plans and Specifications in accordance with the 2009 Fire Station Geotechnical report (Exhibit B), 2009 Fire Station Seismic Evaluation (Exhibit C) and 2023 Structural and Architectural Analysis Report (Exhibit D) to be used for the Fire Station North Wing Reconstruction. Prepared Plans and Specifications should shall be complete in detail and contain all necessary information consistent with standard professional practice and consist of all architectural and design drawings;
2. Review and consult with City and Fire Department staff to confer on program requirements, design considerations, and preferences;
3. Participate in up to two (2) public meetings to allow for community input prior to plans and specifications being finalized;
4. Preliminary Plans, Specifications, and Cost Estimates shall be submitted for City review at the 30%, 60%, and 90% progress levels. At each design level, the consultant shall submit electronic searchable copies of all documents for comment and review by staff;
5. Final 100% construction drawings shall be prepared for project bidding purposes and shall include all related details and schedules
 - a. Design plans shall meet requirements for California Environmental Quality Act (CEQA) analysis, planning entitlements, and submission of building permit(s).
 - b. Submittal of an electronic copy of the finished Plans, Technical Specifications and Cost Estimate.
 - c. The 100% submittal shall include (1) full-size plan set signed by a California Licensed Architect or Licensed Engineer.
6. Coordinate and respond to Requests for Information, review and response to Submittals and other design related requests during bid process and until project completion.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, and three (3) printed copies of the completed proposals and cost bid so that it is received by the City no later than **2:00 p.m. on Friday, August 25, 2023** to:

City of Fort Bragg
Attention: Cristal Munoz, Acting City Clerk
416 North Franklin Street
Fort Bragg, CA 95437
cmunoz@fortbragg.com

2. Format: Printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under contents.
3. Contents: Proposal shall contain the following information:

- A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence. The proposal shall include the name of the firm submitting the proposal, its mailing address, telephone number, email address, and the name of an individual to contact if further information is desired.
- B. Relevant Experience
Describe relevant experience preparing plans and specifications, including seismic evaluations, for other public agencies.
- C. Key Personnel Qualifications
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
- D. References
List of public agencies or clients for whom similar work has been performed, with the name, title and phone number of a contact person. The City may request a copy of a similar report prepared previously by the firm for another agency.
- E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task.
- F. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel. Please be aware that prevailing wage rates may apply to preconstruction work, such as inspection and land surveying, for public works projects.
- G. Work Schedule
Provide a time schedule for completion of work. **Final project plan sets must be delivered to the City by March 1, 2024.**
- H. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit E which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. **The cost of such insurance shall be included in the consultant's proposal.**
- I. Consultant Agreement
The City's standard consultant services agreement is attached as Exhibit E. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal. The City's agreement with the State of California, No. 20-CDBG-12029, is attached as Exhibit F.

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Schedule for completion of work.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process.

Proposals will be reviewed and evaluated by the City of Fort Bragg and a recommendation for award of contract will be presented to the Fort Bragg City Council.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

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| RFP Release | July 25, 2023 |
| Deadline for Written Questions | August 11, 2023 |
| Proposals Due | August 25, 2023 at 2:00 PM |
| Interviews (as needed) | Week of August 28, 2023 |
| Selection | September 11, 2023 |

QUESTIONS

Questions should be directed to:

Alfredo Huerta
Assistant City Engineer
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
(707) 961-2823
Email: ahuerta@fortbragg.com

ATTACHMENTS

- Exhibit A* – 2007 Public Facilities Master Plan
 - Exhibit B* – 2009 Fire Station Geotechnical Report
 - Exhibit C* – 2009 Fire Station Seismic Evaluation
 - Exhibit D* – 2023 Fire Station Structural + Architectural Analysis Report
 - Exhibit E – City’s standard CDBG Professional Services Agreement
 - Exhibit F – Community Development Block Grant Agreement No. 20-CDBG-12029
- *Exhibits A, B, C & D are available from City Staff upon request*