



# CITY OF SAUSALITO

---

420 Litho Street • Sausalito, CA 94965  
Telephone: (415) 289-4100  
[www.ci.sausalito.ca.us](http://www.ci.sausalito.ca.us)

November 6, 2014

To Prospective Proposers:

The City of Sausalito invites qualified professional engineering and/or management consulting firms to submit a written proposal for developing a Comprehensive Facility Condition Assessment for the City -owned MLK Property located at 100 Ebbtide Avenue in Sausalito, CA.

There will be a mandatory Pre-Proposal Conference and Site Visit held at the MLK Property.

The Conference will take place at 610 Coloma Street, Building 6 (the Gymnasium) on November 19, 2014 from 2:30 p.m. to 4:30 p.m.

Proposals are solicited for these services in accordance with the terms, conditions and instructions as set forth in the request for proposal. There is no expressed or implied obligation of the City of Sausalito to reimburse responding firms for any expenses incurred in preparing proposals in response to this request or for attending any meetings or conferences.

The final award will be based on a best value concept, meaning the City shall consider the entire proposal for, but not limited to proposal completeness, ability to meet requested service needs, experience in providing Comprehensive Facility Condition Assessments, and cost to the City of Sausalito.

The City of Sausalito looks forward to reviewing your proposal and we thank you for participating in this proposal process.

Additional information or questions must be submitted in writing to:\*

Leslie Johnson  
MLK Property Manager  
420 Litho Street  
Sausalito, CA 94965  
Email: [ljohnson@ci.sausalito.ca.us](mailto:ljohnson@ci.sausalito.ca.us)  
Phone: 415.289.4144

\*Please note, reply to any questions or requests for further information will be addressed on Tuesday, November 18, 2014.



**City of Sausalito  
Department of Administrative Services**

**Request for Proposals  
Comprehensive Facility Condition Assessment  
For the MLK Campus**

**Contact Information**

City of Sausalito  
Department of Administrative Services  
ATTENTION: Leslie Johnson  
420 Litho Street  
Sausalito, CA 94965  
Phone: (415) 289-4144  
Email: [ljohnson@ci.sausalito.ca.us](mailto:ljohnson@ci.sausalito.ca.us)  
[www.sausalito.ca.us](http://www.sausalito.ca.us)

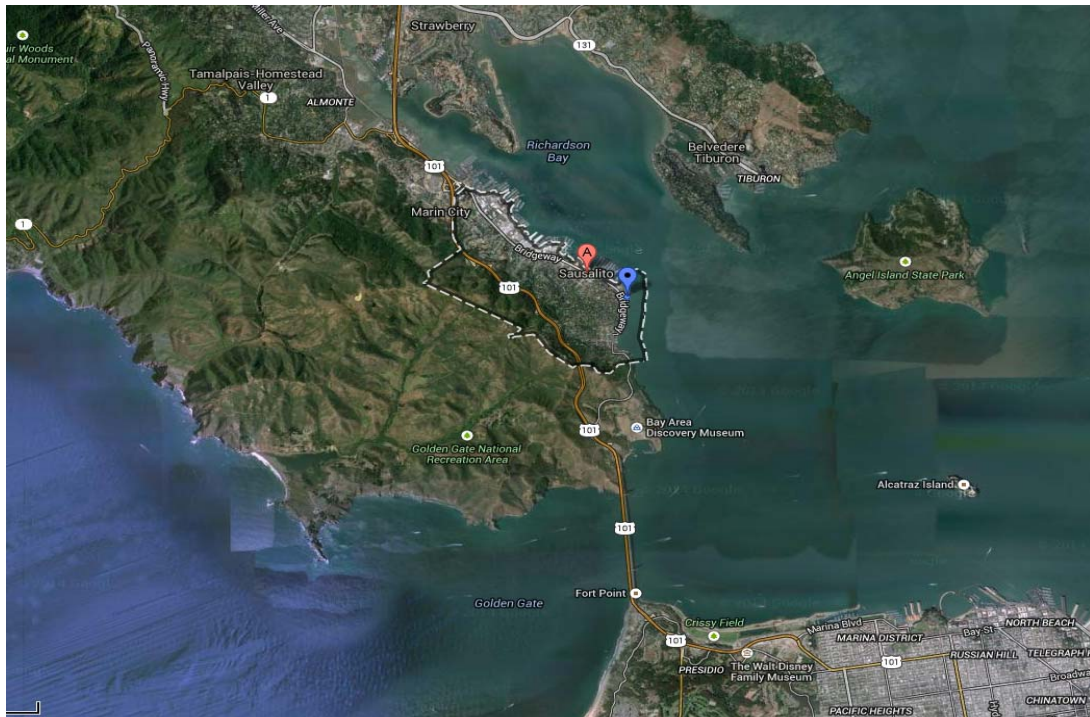
## Contents

Introduction .....	4
Property Description:.....	5
Project Description .....	6
Purpose of Project.....	6
Schedule.....	6
Scope of Work.....	7
Evaluation Criteria.....	8
Instructions for Submission .....	9
Competition Intended.....	9
Proposal Response/Submittal Requirements .....	9
Submittal of Documents .....	10
Special Terms and Conditions .....	11
Rights and Privileges .....	11
Lobbying Prohibited.....	11
Disclosure and Disclaimer .....	11
Proposal Validity .....	12
Submittal Deadline.....	12
Amendments.....	13
Confidential and Proprietary Data .....	13
Commitments, Warranty and Representations.....	13
Presentations .....	13
Additional information.....	13
Errors/Defects in Proposals .....	13
Award.....	14
Protest Procedures .....	14
Insurance.....	14

## Introduction

Sausalito is a beautiful bay front community of approximately 7,500 residents that is nestled at the foot of the Golden Gate National Recreation Area. Located in Marin County just a short trip over the Golden Gate Bridge from San Francisco, Sausalito offers all the small town attributes of a close-knit, community-oriented citizenry located in close proximity to a wide range of cultural opportunities. The blend of historic buildings, wooded hillsides, sweeping bay and San Francisco views combine to make Sausalito a community of unparalleled charm and natural beauty.

Sausalito is a general law city operating under a Council/Manager form of government. Incorporated in 1893, the City government provides a high level of municipal services, including police services, library service 7 days a week, 17 municipal parks, a recreation program that generates more than half of its operating costs in program revenues, and proactive administration, public works and community development departments. The 70+ member workforce enjoys close working relationships across departmental lines.



## Property Description:

The MLK Campus (MLK) is comprised of approximately 17 acres of public land located at 100 Ebbtide Avenue in Sausalito, California. The City acquired the property through a Lease Purchase Agreement dated August 1987. There are (11) eleven buildings situated on the Property. The Buildings are leased by the City of Sausalito to a number of Tenants, whose uses include Private Schools, several Cottage Industries and Artist Studios. The remainder of the property is dedicated to recreational purposes including Basketball and Tennis Courts, Track, Field, Playground, Dog Park and a Multi-Purpose (Gymnasium) Building.



## Project Description

### Purpose of Project

The purpose of the City of Sausalito's desire to develop a Comprehensive Facility Condition Assessment is to obtain complete building and property evaluations, corrective and maintenance recommendations; budget estimates for the corrective work; and schedule for the completion of all recommended corrective work for the City- owned MLK facility. The City of Sausalito will use this report as a basis for developing a strategy to implement necessary repairs, alterations and improvements of the MLK facility over the next 10 years.

### Schedule

The following is an outline of the anticipated schedule for the proposal review, contract award and completion of work. Schedule is subject to change:

RFP Released	November 6, 2014
Mandatory Pre-Proposal Conference and MLK Site Visit* <i>610 Coloma Street, Bldg. 6 (Gymnasium)- Sausalito CA</i>	November 19, 2014 2:30 – 4:30 p.m.
RFP Closing Date	December 5, 2014 5:00 p.m.
Proposals Reviewed By City Staff	December 12, 2014
City Staff Recommends Firm to City Council	January 13, 2015
Work Commences	January 19, 2015
Work Complete/Final Report Due**	March 31, 2015

***\*Proposers are required to attend the Pre-Proposal Conference listed in the above Schedule.***

**PLEASE CONFIRM YOUR ATTENDANCE TO THE PRE-PROPOSAL CONFERENCE BY EMAIL TO  
LESLIE JOHNSON AT: [ljohnson@ci.sausalito.ca.us](mailto:ljohnson@ci.sausalito.ca.us) by November 18, 2014.**

***\*\* We place a priority on timely performance of these services. Once we have awarded the contract for this project, we expect the project to begin within two weeks. Work must be complete, including delivery of the approved final Comprehensive Facility Condition Assessment, no later than March 31, 2015. This is a firm deadline due to the timing of the City's 2015-16 budget process.***

## Scope of Work

The Comprehensive Facility Condition Assessment (CFCA) report shall present a building by building and grounds study detailing the physical condition, identifying needed repairs and their estimated cost, code compliance issues, and suggested improvements. Recommendation for replacement of significant cost items including roofs, etc. shall be prioritized and given potential phasing over the next 10-year period. The report shall outline ongoing maintenance policies and procedures, which may be implemented to avoid or reduce the current or future capital costs. The final report (Assessment) shall include an executive summary, architectural rendering, maps, photographs and/or other supportive documentation.

### A. OVERVIEW SCOPE OF WORK

1. Submit Comprehensive Facility Condition Assessment.
2. Provide detailed corrective recommendations including prioritization and potential phasing of work.
3. Provide budget estimates for all recommended corrective work.
4. Provide preventative maintenance recommendations.
5. Provide projected schedule for completion of all recommended corrective work and maintenance work.

### B. FACILITY ASSESSMENT AND INSPECTION

1. The Contractor shall conduct a complete and thorough visual, non-intrusive Assessment of the buildings, components, grounds and MLK recreational facilities.
2. Include findings of items that are out of compliance with building codes.
3. Determine the remaining life of each building component.
4. Data must be based on the Contractor's own efforts; collected from direct measurements and observations.
5. The Contractor shall utilize the ASTM standards (ASTM E2018-08) for preparing the facility's condition Assessment.
6. Inspect Core and Shell of all buildings. This includes the superstructure (floors, ceilings, bearing walls, columns, beams and related structures), exterior closure (exterior walls, windows, doors) and roofing.
7. Shell components to be evaluated for signs of distress including cracking, displacement, and connection adequacy, continuity of flashing and seals, and evidence of other types of distress.
8. The Contractor shall observe flashing and penetration details for condition and conformance with accepted practice.
9. Evaluate all major building systems (both interior/exterior); rate based on overall integrity, probable useful life and need of replacement. The elements shall include Plumbing Systems (fixtures, domestic water distribution, sanitary waste, rain water drainage, etc.); HVAC Systems; heat generation, rejection, distribution and transfer systems; HVAC controls and instrumentation and other HVAC support elements; Electrical Systems service and

- distribution, feeder type (aluminum or copper), electrical controls and instrumentation. Include service points, meters, transformers and capacities for all utilities.
10. For plumbing, HVAC and electrical systems, the Contractor shall evaluate the age, condition, and adequacy of capacity and status of maintenance of these systems and document their findings.
  11. Substructure elements shall include the foundations, slabs on grade and walls. Visually evaluate the accessible below grade components for signs of distress (cracking, displacement, insect infiltration, etc.) and document with digital photos.
  12. Review buildings for conformance with fire and life safety regulations.
  13. Identify suspected hazardous materials such as building components and stored materials suspected to contain hazardous materials i.e., asbestos, lead, flammable products, etc. for further analysis.
  14. Inspect parking lots, grounds and evaluate the site with respect to flood potential. The elements include grading and drainage; slope stabilization, V ditch, protection and erosion control. For grading and drainage, the Contractor shall observe the site systems for removal of storm water, and identify any that appear under-capacity or distressed.
  15. Review and document the condition of parking lots, pavements, striping, curbs, gutters and sidewalks.
  16. Landscape planting, irrigation and retaining walls.
  17. Include evaluation of recreational facilities: basketball and tennis courts, field, perimeter fences and gates.
  18. Develop capital budgets for each corrective recommendation. Report in a manner with consideration of priorities and potential phasing.
  19. Provide preventative maintenance schedule and cost estimates to extend the useful life of assets.

## Evaluation Criteria

The City of Sausalito will evaluate all proposals submitted. Interviews may be held. In the event interviews are desired, the City will notify the selected prospective candidates to arrange meeting times and dates.

The City of Sausalito will exercise its discretion in selecting a firm and will likely be asked by the City Council to negotiate a contract in accordance with the City's selection process. The following criteria will be considered:

- 10 points – Responsiveness to this RFP
- 30 points – Firm, Project Manager, and key team members' experience and qualifications with similar projects.
- 25 points – Evidence of the Consultant's understanding of the Project, and ability to prepare a well-written document.



- 10 Points – Evidence of past successful performance relative to ability to complete projects on schedule and within the estimated budget.
- 10 Points – Firm's work plan and schedule for the project relative to the firm's existing workload.
- 10 Points – References for projects completed by the firm, which are similar to the services requested.
- 5 points – Rates and Fees.

## Instructions for Submission

### Competition Intended

It is the City's intent that this Request for Proposals (RFP) permits competition. It shall be the Proposer's responsibility to advise the City in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received in the City Clerk's office not later than ten (10) days prior to the date set for acceptance of proposals.

### Proposal Response/Submittal Requirements

To be considered responsive, proposals should address all items identified in this RFP. Proposals should be prepared in such a way as to provide a straightforward and concise discussion of the Proposer's ability to provide the services that can best satisfy the requirements herein and the needs of the City. Elaborate or unnecessarily lengthy documents are discouraged.

Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and on completeness and clarity of content.

In order to facilitate evaluation and comparison, proposals should be submitted in the format described in this section. Format instructions must be adhered to; all requirements and requests for information in the proposal must be responded to; all requested data must be supplied. Failure to comply with this requirement may be cause for rejection.

**Present your proposal response in the order that the items are listed, identifying each response by the number. Submit (1) one original and (3) three copies of your proposal. To conserve paper we ask that proposals be photocopied on both sides of the paper. Please include electronic PDF file on Thumb Drive or CD.**

1. **Proposed Summary** – a synopsis, prepared for management review, covering the salient features of the proposal including overall costs, conclusions and general recommendations in a summary format.
2. **Scope of Work** – a detailed breakdown and description of the specific steps, services and study products to be provided as a result of the Scope of Work listed in this RFP. Firms may elect to

include in this section any innovative methods or concepts which might be beneficial to the City of Sausalito as long as the minimum requirements as set out in this RFP are still met.

3. **Consulting Firm Profile** – a brief introduction, limited to no more than four (4) pages, describing the firm’s organization and services. An organization list identifying key executives and/or staff who would be assigned to this project as well as their professional experiences, qualifications, responsibilities and functions should be included as well.
4. **Detailed Cost Proposal** – Provide an itemized cost proposal, including all projected reimbursable cost for travel (telephone, reports, applicable hourly rates), professional services, supplies and other related costs.
5. **Project Completion Schedule** – the proposed implementation schedule, including specific milestones.
6. **Additional services (Optional)** – any other related and recommended services not specified in this RFP which may be considered essential or beneficial by the firm. These services should be priced separately.
7. **Client References** – a list of at least five (5) recent consulting clients, including the organization, contact person, address, telephone number, email contact and brief description of the services provided. California governmental agencies preferred.

### **Submittal of Documents**

Proposer shall submit one (1) original and three (3) copies of each proposal to the City Clerk’s Office located in Sausalito City Hall at 420 Litho Street, Sausalito, CA 94965 on December 5, 2014, at 5:00 p.m. The City reserves the right to waive any irregularities in the proposal. The City will not be responsible for the payment of any expenses incurred as a result of responding to the proposal.

The original must be signed in ink by an officer or employee having authority to bind the company.

**Time is of the essence** and any proposal received after 5:00 p.m. on December 5, 2014, whether by mail or otherwise, may be returned unopened. Proposals shall be placed in a sealed envelope, marked with the RFP title. The City shall in no way be responsible for delays caused by any other occurrence.

The City may issue written addenda to all recipients to clarify, comment, correct or as otherwise required to facilitate the selection process. Should any questions require revisions to the specifications as originally published, such revision will be by formal written addendum only.

For information concerning the RFP, please contact:

Leslie Johnson  
MLK Property Manager  
City of Sausalito,  
420 Litho Street,  
Sausalito, CA 94965  
Email: [ljohnson@ci.sausalito.ca.us](mailto:ljohnson@ci.sausalito.ca.us)  
Phone: 415.289.4144

## **Special Terms and Conditions**

### **Rights and Privileges**

Rights and privileges granted by the City shall not be assigned or transferred in any manner whatsoever without written approval of the City Manager or authorized authority. At all times during the term of the contract the Contractor shall act as an independent contractor and at no time shall the Contractor be considered an agent or partner of the City. The Contractor shall obtain and pay for all permits, licenses, Federal, State and Local taxes chargeable to its operation.

### **Lobbying Prohibited**

Proposers are not to contact or lobby any City personnel, agent or elected official related or involved with this Request for Proposals. All oral or written inquiries are to be directed to the Administrative Services Director as instructed herein. Any violation of this condition may result in rejection and/or disqualification of the Proposer.

### **Disclosure and Disclaimer**

This Request for Proposals (“RFP”) is being issued by the City of Sausalito (hereinafter known as “City”). Any action taken by the City in response to proposals made pursuant to this RFP or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award shall be without any liability or obligation on the part of the City or their advisors.

In its sole discretion, the City may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the RFP. In its sole discretion, the City may determine the qualifications and acceptability of any party or parties submitting proposals in response to this RFP (each such party being hereinafter a “Proposer”).

Following submission of a proposal, the Proposer agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Proposer, including the Proposer’s affiliates, officers, directors, shareholders, partners and employees, as requested by the City.

The information contained herein is provided solely for the convenience of Proposers. It is the responsibility of a Proposer to assure itself that information contained herein is accurate and complete. Neither the City, nor their advisors provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with City representatives or advisors, shall be at each Proposer’s own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFP is being provided by the City without any warranty or representation, expressed or implied, as to its content; accuracy or completeness and no Proposer or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

The City, and its representatives shall have no obligation or liability with respect to this RFP, or the selection and award process contemplated hereunder. Neither the City nor its representatives warrant or represent that any award or recommendation will be made as a result of the issuance of this RFP. All costs incurred by a Proposer in preparing the responding to this RFP are the sole responsibility of the Proposer. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposals.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and each recipient hereof is cautioned and advised to independently verify all of such information. In the event of any differences between this Disclosure and Disclaimer and the balance of the RFP, the provisions of this Disclosure and Disclaimer shall govern.

Formal presentation by the Proposer shall be made before the City which may include one or more Proposers. Contract negotiation will take place with the first choice of the City and if a suitable contractual arrangement cannot be made, negotiations will commence with the second choice or, the City may, at its sole option, withdraw this RFP.

The City reserves the right to select the proposal which in the opinion and sole discretion of the City will be in the best interest of and/or most advantageous to the City. The City reserves the right to waive any irregularities and technicalities and may at its discretion request re-submittal of proposals. All expenses in preparing the proposal and any re-submittals shall be borne by the Proposer.

The City and the Proposer will be bound only if and when a proposal, as it may be modified, is approved and accepted by the City, and the applicable agreements pertaining thereto, are approved, executed and delivered by the Proposer and the City, and then only pursuant to the terms of agreement executed by the Proposer and the City. All or any responses to this RFP, may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the City.

All material submitted becomes the property of the City of Sausalito. The City has the right to use any or all ideas presented in any reply to this RFP. Selection or rejection of the Proposal does not affect this right.

### **Proposal Validity**

Proposals submitted hereunder shall be firm for 90 calendar days from the due date unless otherwise qualified.

### **Submittal Deadline**

Completed proposals should be sealed and clearly marked: Request for Proposal for Comprehensive Facility Condition Assessment, and must be delivered no later than 5:00 p.m. on December 5, 2014, to City of Sausalito City Clerk, Attn: Leslie Johnson, MLK Property Manager, 420 Litho Street, Sausalito, California 94965.

Proposals cannot be changed or modified after the date and time designated for receipt.

## **Amendments**

If it becomes evident that this RFP has to be amended, a formal amendment will be issued to all prospective Proposers. If necessary, a new proposal due date will be established.

Oral communication from the City concerning this RFP is not binding on the City and shall in no way excuse the successful Proposer of obligations set forth in this RFP.

## **Confidential and Proprietary Data**

All materials received relative to this RFP will be kept confidential, until such time an award is made or the RFP is canceled, at which time all materials received will be made available to the public. Proposals received will be subject to Government Code §6250, the Public Information Act. Proposers should mark information they consider proprietary or confidential in the event it is exempt from the requirements of the Act.

## **Commitments, Warranty and Representations**

The proposal submitted in response to this RFP will be included as part of the final contract. Proposers are cautioned that if a contract is awarded as a result of this procurement process, any written commitment by a Proposer within the scope of this procurement shall be binding upon the Proposer whether or not incorporated into a contract document. Failure of the Proposer/contractor to fulfill any such commitment shall render the Proposer liable for liquidated or other damages due the City under the terms of the Contract. For the purpose of this procurement, a commitment by a Proposer includes:

- Any modification of, or affirmation or representation as to the above, which is made by an Proposer in or during the course of negotiation.
- Any representation by an Proposer in a proposal, supporting document, or negotiations subsequent thereto as to services to be performed, regardless of the fact that the duration of such commitment may exceed the duration of the contract.

## **Presentations**

Proposers may be invited to make oral presentations to City personnel.

## **Additional information**

If during the evaluation process, the City is unable to determine a Proposer's ability to perform, the City has the option of requesting any additional information which the City deems necessary to determine the Proposer's ability. The Proposer will be notified and permitted five working days to comply with any such request.

## **Errors/Defects in Proposals**

If discrepancies between sections or other errors are found in a proposal, the City may reject the proposal; however, the City may, at its sole option, correct any arithmetical errors in price. The City may waive any immaterial deviation or defect in a proposal. The City's waiver of an immaterial deviation or defect shall in no way modify the RFP documents or excuse the Proposer from full compliance with the RFP requirements, if awarded a contract.

## Award

Proposals will be evaluated by a committee comprised of representatives of various City Officials and will be ranked according to the specification criteria. Award will be by means of a written agreement with the successful Proposer. Award will be made to the Proposer whose proposals is the most advantageous to the City from the stand point of quality, service, previous experience, cost, ability to deliver or for any other reason deemed by the City to be determined in the best interest of the City and as such will not be determined by price alone.

While the City intends to enter a contract for these services, it will not be bound to do so. The City reserves the right to reject any or all proposals.

The City shall be the sole judge of the successful offers hereunder. The City reserves the right to award a contract to other than the Proposer submitting the lowest total price and to negotiate with any or all Proposers. Proposers are advised that it is possible that an award may be made without discussion or any contact concerning the proposals received. Accordingly, proposals should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the City. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss, or revise your proposal.

## Protest Procedures

To be considered, protests must be made in writing, signed by Proposer's authorized representative, and delivered to the City of Sausalito City Clerk, 420 Litho Street, Sausalito, CA 94565.

The following conditions apply to proposal protest:

1. Before Proposal Submittal Deadline. Protests of specifications, terms, conditions or any other aspects of the solicitation must be made before the Proposal Submittal Deadline.
2. After Proposal Submittal Deadline. Protest of award must be made no later than five (5) calendar days after the aggrieved party knows or should have known the facts giving rise to the protest. All protests must include the following information:
  1. The name, address, and telephone number of the protestor;
  2. The signature of the protestor, or protestor's authorized Representative;
  3. The solicitation or contract number;
  4. A detail statement of the legal and/or factual grounds for the protest; and
  5. The form of relief requested.

The City reserves the right to refuse to hear protestors who have not followed the above procedures.

## Insurance

The City Sausalito requires \$1,000,000.00 comprehensive and automotive liability insurance and evidence of workers' compensation coverage. Proof of coverage with the City named, as additional insured is required for the Request for Proposal. Please include details/information on your Professional Liability Insurance.