

REQUEST FOR PROPOSALS
FOR ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE RENOVATION OF VETERANS MEMORIAL PARK RECREATIONAL BUILDING
CITY OF COMMERCE
April 4, 2018

The City of Commerce is soliciting Proposals from qualified firms for Architectural and Engineering Services for the Commerce Transportation Service Center Administration Building Expansion. The facility is located at 6364 Zindell Avenue, Commerce, 90040.

Non-mandatory pre-proposal meeting: A non-mandatory pre-proposal meeting is scheduled on **April 12, 2018, 11 am to 1 pm** at the facility (6364 Zindell Avenue, Commerce, 90040) to show the building to interested consultants and answer questions. While the pre-proposal meeting is not mandatory, it is recommended that interested consultants to attend the meeting.

This Request for Proposal (RFP) is published on PlanetBids. Interested consultants shall register as RFP holders on PlanetBids, City of Commerce Vendor Portal, which can be accessed by the following link:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

All inquiries regarding this request must be submitted to PlanetBids.

Proposal Submittal: Interested parties shall submit one (1) original, three (3) copies, and one (1) electronic PDF file of their Proposal. Original must be clearly marked "ORIGINAL". Proposals can be submitted in person or by mail and must be received **by 4:00 PM on May 4, 2018 at:**

City of Commerce
ATTN: Office of the City Clerk
2535 Commerce Way
Commerce, CA 90040

Maryam Babaki, PE,
Director, Public Works & Development Services Department
City of Commerce

Attachment :
REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS
ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE RENOVATION OF VETERANS MEMORIAL PARK RECREATIONAL BUILDING
CITY OF COMMERCE
April 4, 2018

A. INTRODUCTION

City of Commerce is soliciting Proposals from qualified firms for Architectural and Engineering Services for the Renovation of Veterans Memorial Park Recreational Building. The facility is located at 6364 Zindell Avenue, Commerce, 90040.

This Request for Proposal (RFP) is published on PlanetBids. Interested consultants shall register as RFP holders on PlanetBids, City of Commerce Vendor Portal, which can be accessed by the following link:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32906>.

B. NON-MANDATORY PRE-PROPOSAL MEETING

A non-mandatory pre-proposal meeting is scheduled on **April 12, 2018, 11 am to 1 pm** at the facility (6364 Zindell Avenue, Commerce, 90040) to show the building to interested consultants and answer questions. While the pre-proposal meeting is not mandatory, it is highly recommended that interested consultants to attend the meeting.

C. PROJECT DESCRIPTION

The Veterans Memorial Park Recreation Building was constructed circa 1970, and was designed by renowned Architects Tony Anthony and V. Wallace Langford of Anthony Langford Architects.

The main recreational building is constructed primarily of cast-in-place concrete construction with a long span wood framed roof system. The building is roughly rectangular with numerous plan level insets, offsets and architectural features, and has overall dimensions of approximately 140 feet by 140 feet. The building height is

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approximately 38 feet above ground level (including a 6 foot tall parapet) and has a roughly 15 feet deep basement level. There are several distinct building levels of construction named as follows: basement, sub floor (i.e. the main gymnasium floor level), ground floor, mezzanine and roof. The building is approximately 39,000 square feet. One of the important features of the site is that it is an old landfill site and that the building (other than the basement level) sits primarily on a landfill.

Project area map is provided below:



The facility has not undergone any significant modifications since the original construction was completed.

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In 2016/17, the building went through a major hazardous-material (asbestos and lead paint) abatement. The abatement was comprehensive and the building at this point is quite bare as it was stripped of all components including drywalls, ceiling tiles, electrical wirings, etc.

In 2017, IDS Group, Inc. (IDS) was retained by the City to perform engineering and architectural assessments of the existing facilities at Veterans Memorial Park Recreational Center, 6364 Zindell Avenue, Commerce. The purpose of these assessments was to aid the City in their evaluation of several options for rehabilitation of the main recreational building, which has experienced significant distress over the years due primarily to landfill impacts and is currently not in use. For details, please see:

- ***Attachment 1A: FACILITY ASSESSMENT REPORT VETERANS MEMORIAL PARK RECREATIONAL CENTER IMPROVEMENT PROJECT, prepared by IDS Group; and***
- ***Attachment 1B: REPORT OF GEOTECHNICAL INVESTIGATION, prepared by Associated Soils Engineers for IDS Group as part of the report included in Attachment 1A.***

The goal of this RFP is to retain a qualified architectural firm to prepare the plans for the complete renovation and upgrade of the building, including, but not limited to, architectural, structural, seismic, mechanical, electrical, plumbing, HVAC, fire sprinklers, façade, utilities (new/relocation/upgrade), interior spaces, repurposing of the basement for exercise or other activity room(s) and use space, and all necessary code compliance improvements for the entire building. The estimated base construction cost is in the range of \$12m to \$15m, but will be finalized based on final design concept, construction plans and cost estimates to be prepared by the selected consultant.

The Facility Assessment Report prepared by IDS Group will serve as base reference document for the development of the project. However, the selected consultant shall be responsible for all necessary investigations, reviews, surveys, and any other work to prepare a complete and accurate set of plans.

The important aspects of the project include design concepts, space planning and façade improvements. The selected consultant shall prepare 3 concepts and present them to the City Council, Staff and Public. Each concept shall include:

- Colored building elevations realistically depicting how the building would look from all 4 sides.

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- Material and color boards for each alternative.
- Cost estimates for each alternative.

The consultant shall present the alternatives to the City Council, staff and public for review and input. Based on comments received, the consultant shall develop a final alternative, and present it to City Council with all necessary details for final review and approval. Upon approval, the consultant shall include the final façade concept in the design plans.

The scope of work also includes upgrading existing parking lot pavement, and utility lines. Due to unstable soil conditions, parking lot pavement and utility lines frequently fail and break. IDS report included in Attachment 1 provide suggestions. The upgrades shall also include parking lot lighting, paving, striping, ADA path and parking, landscaping, irrigation, drainage, grading, utility upgrades/relocations, and/or new lines with increased sizes, new utility connections as necessary to service the upgraded facility.



The scope of work also includes a feasibility analysis of extending the building or constructing a new building on the south side (where existing basketball courts are) to provide a new building for sports and other activities. Based on the feasibility analysis and availability of funds, the City will decide if a new building will be added to the project. If City decides to extend existing building or add a new building, applicable scope and fee may be negotiated with the selected consultant.

Current Improvements

The City is currently planning to improve the existing Gym area.

Basketball courts area where existing Veterans Park Building may be extended, or a new building may be constructed for sports and other activities.



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continue practicing while the building is being designed for renovation. Also, the Gym area shall be kept available for the volleyball practice to the extent feasible during construction of renovation. The Gym area improvements include lighting and HVAC for the gym area only. While these lighting and HVAC improvements have been designed to remain and service the Gym area after the building is renovated, the selected consultant shall evaluate these improvements as part of the building renovation and ensure they will continue to sufficiently serve the Gym. If necessary, the selected consultant shall make any modifications to maintain these existing lighting and HVAC system for the Gym as part of the renovation project.

D. SCOPE OF SERVICES

The City is interested in receiving proposals from qualified consulting firms to prepare all necessary plans and to provide to the City a complete PS&E Bid Package ready for bidding. The scope of services to be provided by the selected consultant for this project includes the following:

- I. Conceptual Design and PS&E Phase Services:** All necessary architectural and engineering services to develop conceptual design and to prepare a complete PS&E bid package, which is approved by all involved jurisdictional and regulatory agencies, and is ready for construction bidding. Various tasks to be performed include, but not necessarily limited to:
- Obtain and review all existing available information related to the project (City will provide existing available building plans). Using the information provided in **Attachment 1A** and **1B** as a base guide, the consultant shall conduct any reviews, surveys and investigations, and prepare a complete PS&E Bid Package. The selected consultant shall include in his/her scope any additional information, in addition to those already provided in **Attachment 1A** and **1B**, the consultant feels is necessary to develop a conceptual design and a complete PS&E Bid Package with all necessary backup, information, calculations, utilities, soils report, and any other data needed.
 - Conceptual Design Program Development. Site evaluation and program/project and space planning needs assessment of existing building as to current and future use and space needs and strategies to enable the City to more fully utilize existing space, through re-purposing to higher priority needs, sharing with other programs, and to improve quality and functionality.

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- Schematic Design: Develop Schematic Design Plans for the building program that incorporate sustainable design and energy efficiency principles for the Building and any proposed re-purposing of existing building areas, outdoor areas including site plans, landscaping concepts, access, outdoor space and parking.
- Design Development. Prepare Design Development Plans. Provide building and site plan designs including color renderings for presentations, geometric plans and profiles, exhibits or cross sections, landscape, site and building architecture, sustainable features, engineering, drainage, surveys, and site utilities. Identify and prepare data, plans and exhibits, applications and documents as needed to obtain all necessary permits and approvals from all applicable regulatory and compliance agencies. Prepare energy efficiency modeling sustainability analysis for proposed design plan. Provide a detailed construction cost estimate for the developed design and a preliminary construction schedule.
- The consultant shall prepare complete PS&E bid package ready for bidding. The PS&E design shall include providing all necessary services and preparing all necessary plans required for the construction of the project in all detail. The consultant shall be responsible for all consulting services, and any and all aspects of the project necessary to develop a complete PS&E bid package ready for bidding. The consultant shall also prepare complete technical specifications for the project. The City will provide Administrative Section of the Specifications.
- The consultant shall provide detailed construction cost estimate for the project as designed in an itemized "schedule of values" format, similar to the cost estimate format included in **Attachment 1A**.
- The plans prepared by the consultant will be reviewed and approved by City's Building Department and Fire Department. Consultant shall be responsible for necessary coordination for processing the plan review and approvals, and make any corrections for comments received and resubmit plans for approvals as necessary, until final approval of plans is received. Consultant shall also coordinate any other review and approvals as necessary by any other regulatory agencies, coordinate with serving utilities for necessary utility relocations and services, and approvals, and show such work on the plans. The consultant shall coordinate with the City/Transportation Department, and ensure the final plans include the City's input and comments.

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- During the concept development and PS&E phase the consultant shall assume the following meetings:
 - 3 concept development meetings/workshops with staff and City Advisory Committees
 - 10 progress meetings with the City staff.
 - 3 presentations to the City Council.

The consultant shall be responsible for preparing necessary presentation materials for the meetings.

In summary, the consultant shall be responsible for all aspects of developing conceptual design and preparing and submitting a complete PS&E Bid Package, through environmental clearance and approved by all required agencies and ready for bidding.

II. Bidding Phase Services: All necessary services, including but not limited to:

- Attending pre-bid meeting (1 assumed).
- Responding to bidder's questions.
- Review bid costs/schedule of values of 3 low bidders, and inform City if the costs are in line with estimates.

III. Construction Phase Services: Support services as necessary, including but not limited to:

- Providing support to City's on-site Construction Manager to answer questions and clarifying items which relate to the PS&E package prepared by the consultant.
- When requested, reviewing and approving shop drawings to be submitted by the contractor as per the PS&E package.
- When requested, attending monthly construction meetings with the City's Construction Manager, contractor, and other involved parties.
- When requested, reviewing contractor change order requests, and providing necessary information to the City's Construction Manager as they relate to the consultant's design.
- When requested, attending Conducting project walk-throughs and assisting in preparation of punch list(s).

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Commissioning: If requested, coordinate and schedule commissioning plan in compliance with the design plans for full documentation of building commission, including, but not limited to, initiation, testing, operations and record documentation of all building systems. Commissioning during construction phase should achieve the following objectives:

- Verification that all applicable equipment and systems are installed according to manufacturer's recommendations and to industry accepted standards and receive final operational checkout by installing contractors.
- Verification and documentation that all equipment and systems perform according to the design intent and the contract documents.
- Verification that operations and maintenance documentation for all equipment and systems is complete and provided to owner.
- Verification that the owner's operating personnel are trained.
- Coordination of contractor's documentation and provide appropriate documentation of commissioning plan to all parties.

E. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL

Please submit your Proposal in the format specified below:

Cover Letter/Executive Summary

Provide an executive summary emphasizing your understanding, approach, strong points of the project team, qualifications and experience. The cover letter/executive shall be signed by a person with the official authority to bind the company. Cover Letter/Executive Summary shall be limited to 5 pages.

Table of Contents

Provide table of contents.

Section 1: Approach and Scope of Work

Provide your understanding of the project, and approach and a detailed scope of work and tasks how to accomplish the City's goal in the most efficient and cost effective manner.

Section 2: Schedule

Provide a detailed project schedule for concept development and PS&E Phase Services showing tasks and durations. Schedule shall assume the start date as July 1, 2018. The final completion date of the schedule shall be the time that the

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consultant commits to have the PS&E Bid Package ready for construction bid advertisement. Show the review durations by City Building and Fire Departments as separate line items with 0 days assigned. Assume 4 review durations. Show the time that the Consultant will take to make necessary revisions to the plans per the comments received from City Building and Fire Departments. Indicate any critical paths. The City prefers the schedule to be prepared on MS Project, but, other similar schedule formats are acceptable. City's goal is to have the PS&E Bid Package ready for construction bid advertisement within approximately 12 months or sooner of City's Notice to Proceed to the selected consultant.

Section 3: Project Team, Key Personnel and Resumes

Provide an organization chart showing the names and responsibilities of proposed staff. Provide proposed staff resumes.

Section 4: References

Provide 3 public agency references for similar projects, which have been constructed. Do not include references if the project is under design and/or not constructed. Provide following information for each reference:

- Project Name
- Project Owner Agency Name
- Contact Person (Name, Email, Tel)
- Narrative of services your firm provided, including any issues encountered during design, resolutions developed; was the project completed on time and budget, if not, reasons; and any other regarding your firm's performance.

Section 5: Firm Qualifications

Provide your firm's general service capabilities, qualifications and experience.

Section 6: Legal

Exhibit A includes a legal Questionnaire, which shall be complete and notarized and submitted to City as part of the proposal.

Section 7: City Standard Contract

Exhibit B includes City's Standard Contract. Please review the Agreement and provide any comments you would like the City to consider.

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F. FEE

Fee shall be submitted **in a separate sealed envelope**. Fee shall be provided in detail in a format similar to below to allow City to analyze and evaluate applicable costs (add additional rows for as many tasks as necessary, and additional columns for as many Staff Classifications as necessary):

FEE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE RENOVATION OF VETERANS MEMORIAL PARK RECREATIONAL CENTER CITY OF COMMERCE									
Project Phases	Tasks	Proj Manager	Specify Staff Classification	Specify Staff Classification	Specify Staff Classification	Specify Staff Classification	Total Hours	Total Fee	Phase Costs
		Billing Rate \$____	Billing Rate \$____	Billing Rate \$____	Billing Rate \$____	Billing Rate \$____			
I. Concept Development and PS&E Phase Services	Existing Building Renovation	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	\$ _____
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		Subtotals 1	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	Parking Lot/Utilities	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		Subtotals 2	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
	Feasibility study of adding new building on the south side	List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		List Task: _____	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	
		Subtotals 3	____ hrs	____ hrs	____ hrs	____ hrs	____ hrs	\$ _____	

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	Meetings	10 progress meetings with the City staff.	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____		
		3 workshops to City Advisory Committee.	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs		
		3 presentations to the City Council.	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs		\$ _____
		Subtotal 4	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs		\$ _____
	List Subconsultant: _____								\$ _____		
	List any other Reimbursable Expenses: _____								\$ _____		
	Subtotal 5								\$ _____		
II. Bidding Phase Services	Attend 1 Pre-bid Meeting	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____	\$ _____	
	Answer questions/addenda	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____		
	Review bid costs/schedule of values of 3 low bidders, and inform City if the costs are in line with estimates	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____		
	Subtotal 1	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____		
	List Subconsultant: _____								\$ _____		
	List any other Reimbursable Expenses: _____								\$ _____		
	Subtotal 2								\$ _____		
III. Construction Phase Services	Attend site meetings (assume 24)	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____	\$ _____	
	Provide support to City's CM when requested (assume 500 hrs total)	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____		
	Subtotal 1	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____		
	Commissioning	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____		
	Subtotal 2	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	_____ hrs	\$ _____		
	List Subconsultant: _____								\$ _____		
	List any other Reimbursable Expenses: _____								\$ _____		
	Subtotal 3								\$ _____		
Grand Total Consulting Fee									\$ _____		

G. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL

Please submit your Proposal in the format specified below:

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Cover Letter/Executive Summary

Provide an executive summary emphasizing your understanding, approach, strong points of the project team, qualifications and experience. The cover letter/executive shall be signed by a person with the official authority to bind the company. Cover Letter/Executive Summary shall be limited to 5 pages.

Table of Contents

Provide table of contents.

Section 1: Approach and Scope of Work

Provide your understanding of the project, and approach and a detailed scope of work and tasks how to accomplish the City's goal in the most efficient and cost effective manner.

Provide any special methods that your firm employs in executing similar projects and services, which in your opinion set your firm apart from other proposers for this project.

Provide your approach of how you and your staff will be flexible in adapting to any adjustments as necessary as the project progresses for an effective, responsive and cost effective service.

Provide your approach and methodology how you will provide a responsive service to City, and why your firm would be more responsive than other firms.

Provide a detailed scope of services, and list project tasks that your firm thinks will be necessary, and proposes to provide. The fee table provided in Section F. FEE should list these tasks and provide applicable hours and fees.

Section 2: Schedule

Provide a detailed project schedule for **Concept Development and PS&E Phase Services** showing tasks and durations. Schedule shall assume the start date as June 18, 2018. The final completion date of the schedule shall be the time that the consultant commits to have the PS&E Bid Package ready for construction bid advertisement. Show the review durations by City Building and Fire Departments as separate line items with 0 days assigned. Assume 4 review durations. Show the time that the Consultant will take to make necessary revisions to the plans per the comments received from City Building and Fire

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Departments. Indicate any critical paths. The City prefers the schedule to be prepared on MS Project, but, other similar schedule formats are acceptable. City's goal is to have the PS&E Bid Package ready for construction bid advertisement within approximately **12 months** or sooner of City's Notice to Proceed to the selected consultant.

Section 3: Project Team, Key Personnel and Resumes

Provide an organization chart showing the names and responsibilities of proposed staff.

Explain if the key project members have worked together before on similar projects. If yes, provide the list of such projects, including project name, client contact name and date, and what the key project team members did for each project.

Explain why these team members will be more efficient, successful and flexible than other proposing consultant team members.

Provide proposed staff resumes.

Section 4: References

Provide 5 public agency references for similar projects, which have been constructed. Do not include references if the project is under design and/or not constructed. Provide following information for each reference:

- Project Name
- Project Owner Agency Name
- Contact Person (Name, Email, Tel)
- Narrative of services your firm provided, including any issues encountered during design, resolutions developed; was the project completed on time and budget, if not, reasons; and any other regarding your firm's performance.

Note: As indicated in Section 3, please emphasize any similar projects that the proposed team members have worked together previously.

Section 5: Firm Qualifications

Explain why your firm should be considered the most qualified for this project.

Provide any special qualifications relevant to this project, which in your opinion sets your firm apart from other proposers for this project.

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Provide your firm's general service capabilities, qualifications and experience.

Section 6: Legal

Exhibit A includes a legal Questionnaire, which shall be complete and notarized and submitted to City as part of the proposal.

Section 7: City Standard Contract

Exhibit B includes City's Standard Contract. Please review the Agreement and provide any comments you would like the City to consider.

H. CONSULTANT SELECTION METHODOLOGY

Under the direction of the Department Director, and staff assigned by her/him, will review the proposals received. The review will include various factors. While the Fee is not a defining factor in the selection of the consultant, it will also be reviewed for cost effectiveness based on the scope and level of effort included in the proposals. At City's sole discretion, City may invite top 3 consultants deemed to be highest qualified for an interview. The City will enter into a contract with the most qualified consultant that in City's opinion provides the best value to the City.

The consultant/proposal evaluation factors will include:

Evaluation Criteria	Max Points
<i>Compliance with the RFP Requirements, Proposal Quality</i>	10
<i>Project Understanding, Approach, Methodology, including responsiveness, flexibility</i>	35
<i>Experience of Assigned Staff, including prior experience of working relationship of key team members in the past</i>	20
<i>Similar Project Experience</i>	15
<i>Schedule Efficiency</i>	20
<i>Cost Effectiveness. No point is assigned for fee, but Fee must be fair and reasonable. City will consider the fee accordingly and select the most qualified consultant that in City's opinion provides the best value to the City</i>	
<i>Total Points</i>	100

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The City reserves the right to reject any or all proposals, to waive any informality in any proposal, and to select the proposal that best meets the City's needs.

I. QUESTIONS REGARDING THIS REQUEST

All inquiries regarding this request must be submitted to PlanetBids.

J. PROPOSAL SUBMITTAL PROTOCOL

Interested parties shall submit one (1) original, three (3) copies, and one (1) electronic PDF file of their Proposal. Original must be clearly marked "ORIGINAL". Proposals can be submitted in person or by mail and must be received **by 4:00 PM on May 4, 2018 at:**

City of Commerce
ATTN: Office of the City Clerk
2535 Commerce Way
Commerce, CA 90040

**RE: CITY OF COMMERCE PROPOSAL FOR ARCHITECTURAL AND
ENGINEERING SERVICES FOR THE RENOVATION OF VETERANS
MEMORIAL PARK RECREATIONAL BUILDING (DO NOT OPEN)**

Received Proposals will be stamped. Submittals received after the specified date and time will be considered late, will not be opened or considered for further evaluation, and will be returned unopened. The City is not responsible for submittals that are delinquent, lost, mismarked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the City Clerk or staff. When delivering proposals in person or by courier service, submitting firms are solely responsible for the timely delivery of their proposals to the City Clerk's Office and must allow adequate time for parking.

K. PRE-CONTRACTUAL EXPENSES

The City shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected consultant. Each proposer shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this request. Pre-contractual expenses are defined as expenses incurred by proposers and the

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selected consultant, if any, in:

- Preparing and submitting information in response to this request.
- Negotiations with the City on any matter related to this procurement.
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a proposer/consultant prior to the date of award and a formal notice to proceed.

L. REJECTION RIGHTS

The City reserves the right to amend, withdraw and cancel this request. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all submittals.

APPENDIX:

Exhibit A: Legal Questionnaire, which shall be complete and notarized and submitted to City as part of the proposal. This form shall be included in **Section 6: Legal** of the proposal.

Exhibit B: City's Standard Contract. Please review the Agreement and provide any comments you would like the City to consider. Any comments shall be included in **Section 7: City Standard Contract** of the proposal.

Attachment 1A: FACILITY ASSESSMENT REPORT VETERANS MEMORIAL PARK RECREATIONAL CENTER IMPROVEMENT PROJECT, prepared by IDS Group.

Attachment 1B: REPORT OF GEOTECHNICAL INVESTIGATION, prepared by Associated Soils Engineers for IDS Group as part of the report included in Attachment 1A.