

**CITY COUNCIL**

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# CITY OF ORLAND

INCORPORATED 1909

815 Fourth Street  
ORLAND, CALIFORNIA 95963  
Telephone (530) 865-1600  
Fax (530) 865-1632



**CITY MANAGER**  
Peter R. Carr

**CITY OFFICIALS**

Angela Crook  
Assistant City Manager/City Clerk  
Pamela Otterson  
City Treasurer

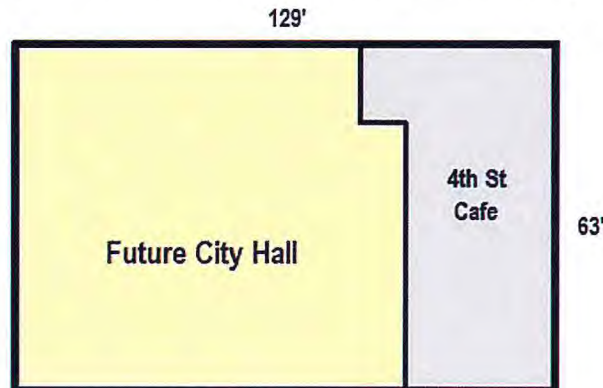
**City of Orland, California**  
**REQUEST FOR PROPOSALS**  
**City Hall Design Plan**

Release Date:	April 26, 2017
Closing Date:	May 24, 2017
RFP No:	17-CH-815824
RFP Name:	City Hall Design Plan
CONTACT PERSON:	Name: Pete Carr
	Agency: City of Orland
	Address: 815 4 <sup>th</sup> Street Orland, CA 95963
	Phone Number: 530-865-1600
	Fax Number: 530-865-1632
	E-mail address: <a href="mailto:citymanager@cityoforland.com">citymanager@cityoforland.com</a>

Proposals to be received by 2:00 p.m. on Wednesday, May 24, 2017 at the address listed above.

### I. INTRODUCTION

The City of Orland is soliciting a Request for Proposal (RFP) from qualified firms to provide architectural design plans and cost estimates for converting unused space, in a city owned building at 824 Fourth Street, to a functional and flexible city hall. The space is approximately 6,000 square ft. of an 8,000 square ft. building. The 4<sup>th</sup> St. Café occupies the east side of the building. Please see approximate dimensions below.



## II. SCOPE OF WORK

- A. Create design plans and cost estimates to remodel a building into city hall.
  - a. Design plans must include:
    - i. Wall treatments
    - ii. Floor coverings
    - iii. Two single toilet ADA Restrooms
    - iv. Conference room with seating for at least 12 people
    - v. Training room with seating for up to 40 people
    - vi. Two fully enclosed office spaces
    - vii. Six cubicles
    - viii. Common work area with shared office machines
    - ix. Kitchenette and breakroom seating for 6 people
    - x. Customer service counters
    - xi. Entrance lobby
    - xii. Entrance canopy/portico
    - xiii. Exterior enhancements complementary to existing use
  - b. Cost estimates must also include:
    - i. Demolition of temporary structures attached to west end of building
    - ii. Possibility of new plumbing and electrical services
- B. Provide hourly rate
  - a. For future projects for the City of Orland for architectural consultations and services.

## III. PROPOSAL FORMAT

A qualifying proposal must include:

- A. Brief description and legal name of firm, contact person, address, telephone number, fax number, and e-mail address.
- B. A description of the firm's prior experience, including similar projects, location, total construction cost, and name of a local official knowledgeable about the firm's performance;
- C. The proposed work plan, costs and schedule for activities to be performed;
- D. Three references who have knowledge of Contractor's recent work completed and/or in progress.

## IV. QUESTIONS

Any questions regarding this RFP should be directed to Rebecca Pendergrass, Public Works Department, by phone at 530.865.1610 or by email at [rpendergrass@cityoforland.com](mailto:rpendergrass@cityoforland.com) no later than May 10, 2017. She may also be contacted for any walk-thru. Please do not disturb the current tenant as they do not have access to the space.

## V. PROPOSAL SUBMITTAL

Three hard copies of the proposal shall be received no later than 2:00 p.m. on Wednesday, May 24, 2017.  
Send proposals to:

Pete Carr, City Manager  
City of Orland – 17-CH-815824  
815 4<sup>th</sup> Street  
Orland, CA 95963  
Phone Number: 530-865-1600  
Fax Number: 530-865-1632

- A. All proposals must be submitted in a sealed envelope which is clearly marked with the RFP number, title of RFP, and closing date and time.
- B. Late proposals will not be accepted.
- C. All proposals, whether selected or rejected, will become the property of the city.
- D. Cost of preparation of proposal shall be borne by the proposer.
- E. Proposals shall be signed by an authorized employee in order to receive consideration.
- F. The city will not be responsible for proposals delivered to a person/location other than specified herein.

## VI. AWARD CRITERIA AND SELECTION PROCESS

Upon receipt of the responses, City staff will review and assign a score and then select firms to interview or simply open direct negotiation with the firm that presents the highest scoring proposal. This solicitation is being offered in accordance with federal and state governing procurement of professional services. Accordingly, the City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

<u>EVALUATION CRITERIA</u>	<u>POINT VALUE</u>
Contractor's proposal for addressing the Scope of Work items and approach to projects.	40
Specific experience in construction and/or conversion of preexisting buildings	25
Cost	20
Availability and accessibility to CITY staff.	15
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TOTAL	100

**VII. CONFLICT OF INTEREST**

Contractor warrants that no official or employee of the city nor any business entity in which an official of the city has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the city.

**VIII. INSURANCE REQUIREMENTS**

The successful proposer shall provide a Certificate of Insurance naming the city as additional insured for the following:

- A. Worker's Compensation
- B. General Liability and Property Damage with a combined limit of \$1,000,000.00
- C. Automobile Liability Insurance in an amount not less than \$500,000.00
- D. The policy shall not be cancelable within thirty (30) days advance written notice to city and shall be in a form and by a surety approved by the city.
- E. In the event the policy is canceled prior to the completion of the project and the Contractor does not furnish a new Certificate of Insurance prior to cancellation, the city may obtain the required insurance and deduct the premium(s) from contract monies due to the Contractor.
- F. If the policy is a claims made policy, the policy shall contain language providing coverage up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.
- G. As used above, the term "Contractor" includes the Labor Standards Coordinator, and its officers, agents, or employees.

**IX. INDEMNIFICATION**

- A. Contractor agrees to hold harmless and to indemnify the city from every claim or demand which may be made for any injury or death, or damage to property caused by the performance of this contract.
- B. Such duty shall be irrespective of the date upon which the claim or demand is asserted.
- C. If any judgment is rendered against the city for any injury, death, or damage caused by contractor in the performance of this contract, the Contractor shall, at his own expense, satisfy and discharge any judgment.
- D. None of the foregoing paragraphs shall be applicable if the injury, death, or damage is caused solely by city's negligence.
- E. Contractor agrees that it shall immediately notify the city and Contract's insurance carriers of any incident occurring during performance of this contract which may result in a claim or liability.
- F. As used above, the term city means the City of Orland or its officers, agents, or employees.

*Small, minority and female-owned businesses and Section 3 business concerns are encouraged to apply.  
The City of Orland is an Equal Opportunity provider.*