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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 OF ORLAND

REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES

ADA COMPLIANT DESIGN

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Peter Carr, City Manager

City of Orland

815 Fourth Street

Orland, CA 95963

Phone: 530.865.1600

Email: citymanager@cityoforland.com

I. GENERAL INFORMATION

Purpose

The City of Orland invites proposals from qualified architectural firms to provide professional services for two distinct projects at Carnegie Center:

1. Project Option 1: ADA Compliant Design

This project focuses solely on ensuring that Carnegie Center meets all requirements set forth by the Americans with Disabilities Act (ADA). This includes evaluating existing exterior and interior facilities, designing necessary modifications with options, and ensuring compliance throughout the implementation process.

2. Project Option 2: ADA Compliant Design with Revitalizing a Historic Building

This option combines ADA compliance with efforts to revitalize the Carnegie Center, optimizing space utilization, while preserving or enhancing its historical and architectural character. This project will require integrating modern accessibility features without compromising the building's historical value or aesthetic integrity.

Who May Respond

Architectural firms currently licensed in the State of California are eligible to respond to this RFP. Preference will be given to firms with demonstrated expertise in ADA compliance and historic preservation. Firms should have a proven track record of working on similar projects, especially those involving historic buildings.

Closing Submission Date

Proposals must be submitted no later than 5:00 pm Pacific Standard Time (PST) on Friday, October 18th, 2024. Late submissions will not be considered.

Inquiries

All inquiries regarding this RFP should be directed to:

Peter Carr, City Manager

City of Orland

815 Fourth Street

Orland, CA 95963

Phone: 530.865.1600

Email: citymanager@cityoforland.com

Conditions of Proposal

The City of Orland will not reimburse any costs incurred in the preparation of the proposals. All proposals must be submitted in a sealed envelope clearly marked with the following information:

Carnegie Center

5:00 pm PST Friday, October 18th, 2024

Failure to adhere to these instructions may result in disqualification of the proposal.

Right to Reject

The City of Orland reserves the right to reject any or all proposals. A contract will be awarded based on the evaluation criteria detailed in this RFP.

Notification of Award

The City Council will review the successful proposal and make a decision by November 15, 2024. All proposers will be notified in writing regarding the award decision. The contract is anticipated to be for a three-year term.

II. SCOPE OF WORK

Option 1: ADA Compliant Design

The goal of this project is to ensure that Carnegie Center is fully accessible in accordance with ADA standards. The services required include:

Accessibility Audits and Recommendations: Conduct thorough assessments of existing facilities to identify areas requiring modifications to achieve ADA compliance.

Design and Implementation: Develop detailed design plans and plan the implementation of ADA-compliant modifications, including accessible entrances, restrooms, and pathways. Provide alternative compliant options.

Coordination: Work with relevant authorities to ensure that all modifications meet legal and regulatory requirements.

Option 2: ADA Compliant Design with Architectural Integrity

This project encompasses all requirements of Option 1 with additional emphasis on preserving or enhancing the building's architectural character. The scope includes:

ADA Compliance Services: As outlined in Option 1.

Architectural Preservation: Implement design strategies that respect and enhance the historical and architectural significance of Carnegie Center. This may involve:

- Consultation with historical preservation experts to ensure compliance with preservation standards.
- Design modifications that maintain the building's original aesthetic while integrating modern accessibility features.
- Provide optimization of interior space utilization.

Historical Context: Ensure that any new construction or renovation complements the historic value of the building.

Public Engagement: Engage with community stakeholders to gather input and ensure the project reflects local values and expectations.

III. PROPOSAL CONTENTS

Proposals must include the following components:

Architectural Experience and Qualifications: Describe relevant experience with ADA compliance and architectural preservation. Include information on similar projects completed, particularly those involving historic buildings.

Team Qualifications: Provide detailed professional and educational backgrounds of key team members, highlighting prior experience related to the scope of work.

Organization Information: Include the company's legal name, address, email, and telephone number.

Fee Proposal: Provide an estimated "Not to Exceed" fee, including hourly billing rates and a detailed breakdown of how the fee was determined. The proposal should also outline the payment structure and any additional costs that may arise.

IV. PROPOSAL EVALUATION

Proposals will be evaluated based on the following criteria:

Proposed Approach: Quality and feasibility of the proposed approach to achieving the scope of work.

Experience and Expertise: Experience and qualifications of the team members, particularly in ADA compliance and historic preservation.

Familiarity with Relevant Standards: Understanding of ADA compliance requirements and architectural preservation standards.

Cost: Overall cost effectiveness of the proposal.

Interviews: If required, interviews will be conducted to further assess the proposer's suitability for the project.

V. PROPOSAL TIMELINE

- Request for Proposal Posted: September 13, 2024
- Building Walk Through:
 - Option 1: September 25, 2024 @ 11:00 am
 - Option 2: October 2, 2024 @ 11:00 am
- Proposal Due Date: October 18, 2024, by 5:00 pm PST
- Award Notification: November 15, 2024

VI. QUESTIONS

Questions regarding the RFP should be submitted in writing via email to Peter Carr, citymanager@cityoforland.com, by October 11, 2024. Responses will be posted as an “Addendum to the RFP” on the City of Orland website.

VII. GENERAL INFORMATION

Contract Award: The City reserves the right to award the contract in the manner deemed most advantageous.

Stability of Proposed Prices: Prices must remain valid for 60 days from the proposal due date.

Amendments and Cancellations: The City reserves the right to cancel or amend the RFP as needed.

Proposal Modifications: No modifications to proposals will be accepted after the submission deadline unless specifically requested by the City.

Ownership of Proposals: All proposals will become the property of the City and will not be returned.

Subcontractors: Any subcontractors used must be approved by the City in advance.

Oral Agreements: Oral agreements will not be considered in the evaluation process.

Please direct all proposals and inquiries to:

Peter Carr, City Manager

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