

**NOTICE
REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES**

THE CITY OF MENDOTA IS INVITING CONSULTANTS TO SUBMIT
"STATEMENTS OF QUALIFICATIONS" FOR:

MENDOTA COMMUNITY CENTER

The City of Mendota invites qualified architectural/engineering design firms to submit Statements of Qualifications ("SOQ(s)") to prepare the plans, specifications, estimates and general construction documents for the Mendota Community Center Project (the "Project").

Project History

The City of Mendota ("City"), incorporated in 1942, is a general law city. The City is governed by a five-member City Council, whose members are elected at large and operate under a Council-City Manager form of government. Mendota is a full-service city located on the west side of Fresno County. It is approximately 45 miles west of Fresno, the 5th largest city in California, and 20 miles east of Interstate 5, the main north-south link between Los Angeles and San Francisco. Mendota is a growing rural community with quality parks, an excellent school district, affordable housing and a community rich in volunteerism and civic engagement. The City of Mendota has a residential population of approximately 11,500.

At present, the City does not have a community center. It is the goal of the Mendota City Council to develop a state-of-the-art facility that will enhance recreational amenities and social benefits to the community. In 2023, the City was awarded \$8,000,000.00 for the Project through a General Fund Specified Grant via SB 104, CS 19.561. All Project expenditures will be funded through the General Fund Specified Grant and all expenditures and services for the project, including those resulting from this RFQ, must be completed and eligible in accordance with the requirements listed in the California Natural Resources Agency's "Procedural Guide for General Fund Specified Grants FY 2023-2023." Additionally, the City is actively seeking additional grant funding for the Project.

Project Description

The City has gone through an initial community outreach, programming, and conceptual design exercise and identified the following general scope.

The Project site is located at the southwest corner of Rojas-Pierce Park where the current skate park is located. The Project is expected to use the existing adjacent park parking lot with accessible parking and other improvements as required. The Project should enhance the existing Rojas-Pierce Park and provide a connection between facilities. Site features are expected to support an entry plaza, community

garden, new skate park (features to be reused from existing), wall ball, and grass amphitheater. Separate utility services are expected to be needed to support the building Project.

The building envelope and structure is expected to be an approximately 12,000 to 15,000 sf pre-engineered metal building system with interior framed walls. Spaces are expected to support a variety of different programmatic uses. Primary spaces/functions that have been identified are: multi-use court/room (basketball, volleyball, futsal, performances, and meetings); fitness area; administrative counter and office; small breakout rooms (academic advising, reading room), multi-use classroom (art, educational programs, meeting room); computer room (digital arts and study); community kitchen/café; and support spaces.

It is anticipated that the Project may need to include alternates to provide bidding flexibility. It is expected that architects provide one to two alternates.

ANTICIPATED SCOPE OF SERVICES:

Task 1: Planning and Schematic Design

Subtask 1.1: Schematic Design

Task 2: Design Development and Construction Documents

Subtask 2.1: Design Development

Subtask 2.2: Construction Documents

Subtask 2.3: Permitting

Task 3: Bidding Phase

Subtask 3.1: Bidding

Task 4: Construction and Project Completion

Subtask 4.1: Construction Administration

Subtask 4.2: Record Drawings and Project Closeout

TASK 1: PLANNING AND SCHEMATIC DESIGN

Develop a conceptual design and base Project plan with confirmation with City and stakeholders. Upon completion refine the Project plan to the schematic level for final client approval and permit processing.

Deliverables:

- *Project schedule*
- *Geotechnical Report*
- *Site Survey*
- *Drawings to support site design application*
- *One (1) architectural site plan*
- *One (1) architectural floor plan*
- *One (1) architectural reflected ceiling plan*
- *One (1) architectural roof plan*
- *One (1) set of architectural building elevations*
- *One (1) set of architectural building sections*
- *One (1) landscape plan*
- *One (1) grading and drainage plan*
- *One (1) structural foundation and floor plan*
- *One (1) electrical site and floor plan*
- *One (1) mechanical floor and roof plan*
- *One (1) exterior materials board*

Meetings:

- *One (1) working Project status meeting to review the schematic drawings (remote meeting)*
- *One (1) draft final design review meeting and presentation*
- *One (1) community planning meeting*
- *Assistance with preparation and processing of planning application*

TASK 2: DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

Subtask 2.1: Design Development

Based on the schematic design documents and Project budget, develop the building systems for the Project. In the design development task, the architectural and engineering team will design a layout of the basic building systems.

Decisions made in this phase are evaluated based on operational needs, durability, operations and maintenance, initial and long-term costs, sustainability, and other client priorities.

Deliverables:

- *One (1) set of design development drawings*
- *One (1) set of design development outline specifications*
- *One (1) interior finishes materials board*
- *Commissioning BOD*

Meetings:

- *One (1) design development progress/coordination meeting (remote)*
- *One (1) meeting to review the design development package*

Subtask 2.2: Construction Documents

Based on the approved design development drawings, specifications, and the construction cost estimate, proceed with the preparation of the Construction Documents.

Deliverables:

- *One (1) 90% construction drawing and specification package (for Client review and permit submittal)*
- *Commissioning Plan*

Meetings:

- *One (1) meeting to review City team comments to the 90% construction document set*

Furnishing and Equipment Note: *The communications, radio equipment, A/V, and security equipment and design installation is assumed a separate vendor that the City will hire/is contracted with. Architect to coordinate with that vendor in the design process to define contractor installed conduit to support vendor installed wire and equipment.*

Subtask 2.3: Permitting

Submit the 100% construction documents to the City Building Department for plan check review at the end of the construction document task. Respond to the plan check comments received in writing and prepare documentation to achieve permit-ready status.

Objectives:

- *Submit to City for building permit*
- *Respond to plan check comments*

Deliverables:

- *One (1) set of 100% construction documents submittal for bidding (Building Department comments included)*

Meetings:

- *One (1) meeting to review plan check comments with the Building Department*

TASK 3: BIDDING PHASE

Subtask 3.1: Bidding

Assist during the final contract phase by participating in a pre-bid conference, evaluating and advising the City and with regards to substitution requests, and responding to questions from prospective bidders in the form of an addendum.

Objectives:

- *Respond to bidder questions*
- *Prepare one (1) addendum*

Meetings:

- *One (1) pre-bid conference with prospective bidders/subcontractors*
- *One (1) bid opening*

TASK 4: CONSTRUCTION AND PROJECT COMPLETION

Subtask 4.1: Construction Administration

Assist during the construction phase by reviewing and responding to contractor submittals and requests for additional information, reviewing and responding to requests by the City or contractor for changes in the work, observing and advising regarding the construction progress and conformance to the contract documents. Attend regular progress meetings and assist the City in the preparation of a punch list and advise the City on the status of the Project with respect to substantial completion and final completion.

Objectives:

- *Respond to requests for information*
- *Issue supplemental information/instructions*
- *Review payment applications*
- *Review change proposals and change orders*
- *Prepare field observation reports when needed*
- *Prepare punch-list*
- *Commissioning Report*
- *Attendance at construction Project meetings: on-site once (1) per month or at special stages fifteen (15) visits total max.; remote call-in once (1) per month opposite of on-site visits*

Meetings:

- *One (1) pre-construction meeting*
- *Twenty-six (26) on-site Project meetings/construction observations*
- *One (1) preliminary punch list walk-through*
- *One (1) final construction completion meeting*

Subtask 4.2: Record Drawings and Project Closeout

Prepare a set of record drawings to include the revisions made during construction to provide the City with a complete record of the Project as completed.

Objectives:

- *Review of contractor-provided record as-built drawings and operations and maintenance manuals*

Deliverables:

- *Initial record drawing set with contractor review markups and with comments attached*

SOQ REQUIREMENTS:

To be considered responsive to this request for Statement of Qualifications (SOQ), your submittal shall specifically include the following SOQ outline:

- **Cover Letter**
- **Introduction**

Provide general information about the consultant, including size of the organization, location of offices, years in business, state of incorporation and a statement of qualifications for performing the requested services.
- **Experience**

Provide a summary of the consultant's qualifications and prior experience in providing the requested services. This section must include specific and detailed descriptions of similar Projects performed, Project results, client name and year completed.
- **Project Team**

Identify the Project team, including proposed sub-consultants, and provide brief resumes for key staff assigned to the engagement.

 - Project Team organization chart, illustrating Key Personnel Members assignments to the Project.
- **Project Overview**

Provide a narrative description/work plan of the Project based on the scope of services presented in the RFQ. Include any issues that you believe will require special consideration for this Project. Also, identify any unique approaches or strengths you may have related to this Project.
- **Project Schedule**

Provide a Gantt chart Project schedule aligned with the Project work plan
- **Quality Control**

Provide a detailed description and/or examples of the consultant's quality control procedures that ensures all work products delivered to the City (i.e., drafts and final versions) are of high-quality, accurate and have been thoroughly reviewed prior to delivery to the City.
- **References**

The Proposal should include three references, each containing the following information:

 - Name, Position, Company/Agency of person named as a Reference;
 - Current phone, and email for Reference;
 - Brief description of Project(s) worked on with the Reference

- Projects provided as references shall be similar in nature as the Project described in this RFP.

- **Cost Proposal**

The cost proposal must be submitted separately in a “sealed envelope” and include the following:

- Proposed fee broken out by task and subtask as provided
- Reimbursable cost estimate, by task, cost, and % mark-up (if any)

an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 (or equivalent), is also required.

- b. Any failure to comply with reporting provisions of the policies by Vendor shall not affect coverage provided to the City.
- c. Coverage shall state that Vendor insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- d. Coverage shall contain a waiver of subrogation in favor of the City.

2. Business Automobile Liability

- a. Vendor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than one million dollars (\$1,000,000) per accident.

3. Workers' Compensation and Employers' Liability

- a. Vendor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Vendor shall submit to the City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

4. Professional Liability Insurance

- a. Contractor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

5. All Coverages

- a. Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.
- b. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.
- c. Evidence of Insurance - Prior to commencement of work, the Vendor shall furnish the City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance

with the insurance requirements above. The Vendor must agree to provide complete, certified copies of all required insurance policies if requested by the City.

- d. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A-VII or higher.
- The City will be utilizing a Standard Agreement for this Project, which is available upon request. The Agreement may include a conflict of interest statement and completion of a statement of economic interest. Copies of the City's Standard Agreement, Local Preference, and Consultant Selection Policies are available on request. Any contract exceeding \$3,000 shall be subject to the approval of the City Council in accordance with the Mendota Municipal Code.
 - The City hereby notifies all consultants that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.
 - The selected Consultant must secure the appropriate Business License from the City.

Selection & Qualifications:

It is the intent of this solicitation to select a qualified consultant who will provide the City quality professional consulting services at the best value, in a timely fashion, and to complete the proposed Project. The City will conduct an evaluation of all Statements of Qualifications submitted by RFQ respondents. The panel's criteria in its evaluation of the SOQ's includes (not necessarily in this order): experience with related Projects, educational background related to discipline, quality of past performance on similar Projects, adequate staffing to perform work, and references. From the SOQ's submitted, a selection panel may select the firm best able to meet the needs of this Project, or may create a "short list" of several firms to meet with a panel to discuss the Project and the firm's qualifications.

The City reserves the right to make the selection of a consultant based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the consultant to perform the services set forth herein.

This solicitation for SOQ's does not commit the City to enter into a contract or to pay

any costs incurred in the preparation of the SOQ. The City reserves the right to accept or reject any SOQs, and to negotiate with any qualified consultant, or to cancel in part or in its entirety this solicitation for SOQs.

Request for Information:

All Requests for Information (“RFI”) and questions regarding this Project shall be in writing via email or fax. There are to be NO phone calls to the City for additional information or clarification. Should you have any questions or require additional information, send your request to Cristian Gonzalez at cristian@cityofmendota.com. The City shall reply to questions or RFI's that the City deems necessary for the preparation of the Consultant's SOQ. Response to RFI's and questions shall be posted at www.cityofmendota.com. It is the responsibility of the Consultant to monitor this webpage for updates.

Attachments:

1. Conceptual Diagram

