



City of Grass Valley
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CITY OF GRASS VALLEY

REQUEST FOR PROPOSALS FOR
GRASS VALLEY POLICE DEPARTMENT KITCHEN
FACILITY UPGRADE

Release Date: Aug 7th, 2023

Submittal Deadline: Sept 1st, 2023 5:00 PM

REQUEST FOR PROPOSALS

I. INTRODUCTION AND BACKGROUND

The City of Grass Valley (City) is in the central/western portion of Nevada County, California, approximately 30 miles east of Marysville and about 20 miles north of Auburn. Grass Valley is a historic gold mining town which incorporated as a Charter City in 1893. As western Nevada County's economic hub, the City provides a complete range of services including a full service Police Department (PD).

PD personnel are stationed in a standalone Police Department building which completed construction between 1996-1997. Since that time, state and local building standards have been revised to accommodate accessibility for an expanding and diverse workforce. City and PD staff have drafted building plans which represent necessary and approved site updates, specifically accessibility and modernization upgrades to the kitchen/breakroom facility.

The current kitchen facility serves PD staff as a break room but does not include the amenities that promote healthy eating for 24/7 staff. The proposed updates detailed in the plans will alleviate these issues.

City/PD has issued this Request for Proposals (RFP) to solicit responses from qualified firms to select a construction company to execute these plans.

The building plans associated with this project are included in **Attachment A**.

The City of Grass Valley is soliciting sealed proposals from state-licensed contractors (minimum requirements shall be C-7, Low Voltage Systems Contractor and C-10, Electrical Licensed Contractor licenses). This Request for Proposals (RFP) includes a generalized description of the scope of work anticipated, however heavier emphasis should be placed on the attached building plans for a complete description. The RFP also details requirements, instructions and selection criteria, and a schedule and budget for the proposed work. As a result of the RFP and selection process the City may offer to enter into a construction contract with its preferred proposer (Selectee)

II. PROJECT OBJECTIVES

Based on the supplied building plans, update the PD Kitchen/Breakroom as approved.

III. SCOPE OF WORK

The following is the expected total Scope of Work. At the midpoint, or when agreed upon by both parties (PD and Selectee), new cabinetry will be obtained. PD is working with a local cabinet maker who will build and install the new cabinetry. This shall not be the burden of the selectee.

Task 1.0: Kitchen Facility

1.1 Demolition

- Demolition and removal of existing cabinetry, countertops, sink, etc.
 - i) Including offsite disposal

2.1 Rough Mechanical/Plumbing (P1 of Building Plans)

- Install natural gas line to new oven/range location.
 - i) Existing gas lines to HVAC and water heater are directly above new oven/range location.
- Relocate and reconnect new hot water and cold water to new sink
- Connect hot water to new dishwasher
- Relocate and reconnect waste and vent from existing sink to new sink
- Provide new wall cleanout and garbage disposal

3.1 Electrical (E1.0-E2.0 of Building Plans)

- Install new lighting fixtures at locations included in building plans. Power exists in each location. See building plans for approved lighting units.\
- HVAC/Electric Heater installation
- Install new electric infra-red heater units in attached patio area. See building plans for parts and electrical schematics.

4.1 Cosmetic / Finish

- Finish Electrical and Finish Plumbing
- Install quartz countertop
 - i) Final selection of color and style to be determined by PD at the proper time in the project.
 - ii) See building plans for countertop lengths when estimating.
- Install subway tile backsplash from the top of the countertop to the bottom of upper cabinets on sink wall, and top of countertop to ceiling at coffee station. Subway tile backsplash will extend to ceiling around range hood.
 - i) Final selection of color and style to be determined by PD at the proper time in the project.
- Install floating shelves at coffee station. See building plans for depiction.
- Install Sheetrock/Drywall work where necessary around new electrical items and to patch when required.
 - i) Paint to match the remainder of the building interior. May include accent wall color which differs from main color used. Best budgeted for two colors, primer, and masking/prep materials.
 - ii) Stucco patch/finish work around new heater units as required.

5.1 Appliances

- Appliances shall be purchased by the PD through various vendors and not be the burden of the selectee.
- Work would consist of the installation of the various appliances.
 - (i) Appliances included in install may include:
 - a. Standard kitchen appliances; refrigerator, range, microwave, garbage disposal, etc.

IV. PROPOSAL FORMAT

The proposal should be limited to specific discussions of the elements outlined in this RFP. The intent of the RFP is to encourage responses that meet the stated requirements and propose the best methods to accomplish the work. The proposal should follow the general outline in the order shown below:

Cover Page/Introduction: A brief description of the contractor's firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and a statement of the firm's qualification for performing the subject services. Cover page/introduction shall be limited to one single sided page.

Key Personnel: A summary of the qualifications and experience of each key person proposed to work on this project. Any key sub-contractors proposed should be identified along with their respective role in the project. Key Personnel summary shall be limited to an equivalent of two single sided pages.

Description of Work: A discussion of the firm's qualifications and ability to provide the requested services to complete the proposed project. Describe any equipment to be installed and experience that would contribute to successful execution of the work, especially projects/contracts of similar nature. Description of work shall be limited to an equivalent of three single sided pages.

Cost Proposal: Provide an hourly rate schedule for key personnel/positions and equipment to be used on this project, including all overhead charges, and a summary of any other related costs that are to be billed directly. Provide estimated subtotal costs for the expected items of work described in Scope of Work and a total proposed costs for the project. (Should be provided in a separate sealed envelope)

References: A list of references for similar projects, including contact person, phone numbers, and the professional staff who performed the work.

Exceptions and Additions: Describe any proposed exceptions, alterations or additions to the Scope of Services or other requirements of this RFP, including the standards Professional Service Agreement.

V. PROPOSAL SUBMITTAL

Proposals are to be received at the City of Grass Valley Police Department no later than **Sept 1st, 2023 at 5:00 p.m.** The transmittal letter should include the name, title, address, phone number, an original signature of an individual with authority to negotiate on behalf of and to contractually bind the contractor, and who may be contacted during the period of proposal evaluation. The letter must also include a statement acknowledging that the contractor has reviewed and accepted the City of Grass Valley sample agreement (Attachment B) with or without qualifications. Only one transmittal letter need to be prepared to accompany all copies of the technical and cost proposals.

Deliver three hard copies of the proposal to Grass Valley Police Department, Attn: Brian Blakemore, 129 South Auburn Street, Grass Valley, CA 95945, or one electronic version (.pdf) to bblakemore@GVPD.net. If sent by email, please confirm delivery. Late proposals will not be accepted.

VI. SELECTION CRITERIA

A Selection Committee will perform an in-depth analysis of all proposals, carefully evaluating each one with the following criteria:

CRITERIA	WEIGHT/POINTS
Cover/Introduction	10
Qualifications & Experience - Proposers experience, history, and demonstrated ability to perform all functions and necessary services outlined in this RFP	20
Description of Work	30
Cost Proposal	30
References	10
TOTAL	100

Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by department administration in accordance with the above criteria. The firm(s) submitting the highest rated proposal may be invited for interviews (optional).

The City reserves the right to make an award without further discussion of the submittal with the offeror. Therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose.

The City reserves the right to award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results.

The City reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals, or to negotiate with the successful firm(s). In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.

Award of a contract will not be based on discrimination based on race, religion, color, age, sex, or national origin in accordance with the requirements of Title 49 CFR 26.13(b).

VII. BUDGET AND FINANCIAL CONDITIONS

The contract that results from this RFP will specify a maximum “not to exceed” amount. A budget amount and payment schedule will be agreed upon between the City and the contractor during contract negotiations.

Payment for work will be made in lump sums upon invoice at the completion of work on the following stages of progress:

Stage 1	Demolition
Stage 2	Rough Mechanical
Stage 3	Cosmetic/Finish
Stage 4	Appliance installation /Project completion

All applicable costs may be charged to the contract within the agreed upon fixed price limit. Appropriate charges may include wages and salaries, overhead, travel, materials and subcontractor costs. Contractor shall provide all necessary equipment including software, materials, supplies, and safety equipment required for its personnel to perform the services accurately, efficiently, and safely. Compensation for these items shall be considered included in the various items of work listed on the Contractor’s cost proposal. Only those items listed in the cost proposal shall be reimbursed by the City.

The City will not provide financial assistance to the contractor beyond negotiated fees but will collaborate with the contractor and give reasonable cooperation in the collection of information and facilitation of meetings with appropriate agencies. The City of Grass Valley shall not be liable for any pre-contractual expenses incurred by the Contractor in the preparation of its proposal. Pre-contractual expenses are defined as expenses incurred by the Contractor in preparing its proposal; submitting the proposal; negotiating with the Grass Valley Police Department related to this RFP; or any other expenses that may be incurred by the Contractor prior to the date of award of this Contract.

VIII. GENERAL TERMS & CONDITIONS

Standard Contract. Upon completion of the evaluation and recommendation for award, the selected firm(s) will be required to execute a professional services agreement, a sample of which is included as **Attachment B**.

Notice of Termination: Upon failure of performance by the other party, or at the CITY's convenience, either party may terminate the contract upon ten (10) days written notice to the other party. If the contract is to be terminated, the contractor shall be paid the amount due for work properly completed and approved by the CITY, up to the date of the notice of termination, based on the actual costs to the contractor attributable to the project, less any compensation to City for damages suffered as a result of Contractor's failure to comply with the terms of the contract.

Conflict of Interest. The Contractor shall warrant that no official or employee of the City has an interest, has been employed or retained to solicit or aid 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.

Non-Collusion. Firms submitting proposals shall warrant that their offer is made without any previous understanding, agreement or connection with any person, firm or corporation submitting a separate proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. This condition shall not apply to proposals that are submitted by firms who have partnered with others to submit a cooperative proposal that clearly identifies a primary contractor and the associated sub-contractors.

Indemnification & Insurance Requirements. The City's standard indemnification and insurance requirements are provided in the sample contract, **Attachment B**. All costs of complying with the insurance requirements shall be included in your pricing. The selected firm shall provide complete and valid insurance certificates within ten (10) days of the City's written request. Failure to provide the documents within the time stated may result in the rejection of the firm's proposal.

IX. INQUIRIES AND ADDENDA

Direct all inquiries regarding this RFP in writing to:

Lieutenant Brian Blakemore,
Grass Valley Police Department
City of Grass Valley, CA
129 South Auburn Street
Grass Valley CA, 95945
bblakemore@gvpd.net

Questions regarding this RFP must be submitted in writing. No response will be given to verbal questions. The CITY reserves the right to decline a response to any question if, in the CITY's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner.

If it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addenda to this RFP are valid only if in writing and issued by the Grass Valley Police Department or City of Grass Valley. All addenda for this RFP will be distributed via the City of Grass Valley's website: <http://www.cityofgrassvalley.com/>

It is the proposer's sole responsibility to monitor this website for possible addenda to this RFP. Failure of the proposer to retrieve addenda from this site shall not relieve him/her of the requirements contained therein. Additionally, failure of the proposer to return the signed addenda, when required, may be cause for rejection of his/her proposal.

Firms that wish to be provided notice of the availability of addenda may contact Abigail Walker by email and indicate they plan to respond to this RFP, so that they can be added to an email distribution list.

X. ATTACHMENTS

Attachment A: Approved building plans
Attachment B: Independent Contract Short Form Agreement