

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # \*B-14

Urgent

Routine

CEO Concurs with Recommendation YES  NO   
(Information Attached)

AGENDA DATE December 4, 2007

4/5 Vote Required YES  NO

SUBJECT:

Approval to Issue a Request for Qualifications and Proposals for Code Review Services and Estimating Services for Capital Projects –Chief Executive Office

STAFF RECOMMENDATIONS:

1. Authorize staff to issue a Request for Qualifications and Proposals (RFQ-P) for Code Review Services relating to Capital Projects,
2. Authorize staff to issue a Request for Qualifications and Proposals (RFQ-P) for Estimating Services relating to Capital Projects,
3. Direct the staff to return to the Board of Supervisors for final contract recommendations for these two services.

FISCAL IMPACT:

An integral part of the planning, and design as well as construction of any capital projects are the professional services needed to support each effort. Both code reviews, which are required by law and estimating services are critically needed support efforts for each capital effort. Each individual capital project does and will include an allocation for these services consistent with the needs of each project.

BOARD ACTION AS FOLLOWS:

No. 2007-940

On motion of Supervisor Mayfield, Seconded by Supervisor Grover  
and approved by the following vote,

Ayes: Supervisors: Mayfield, Grover, Monteith, DeMartini, and Chairman O'Brien

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) \_\_\_\_\_ Denied

3) \_\_\_\_\_ Approved as amended

4) \_\_\_\_\_ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

## **DISCUSSION:**

### **CODE REVIEWS**

Over the past years CMA, Carl Mileof and Associates, did code reviews for Capital Projects. CMA had been selected thru a competitive process in 2001, and it proved to be a very good arrangement for the County, CMA performed their work accurately and quickly. However Mr. Mileof recently retired, and CMA is no longer in business leaving Capital Projects in need of a Code Reviewer.

Code reviews are required for each capital project. The code reviewer must review drawings, computations, and additional data for compliance with structural design requirements and the building mechanical, plumbing, electrical and health and safety codes. The code reviewer must:

- Ascertain whether the construction indicated and described is in accordance with the requirements of the technical codes, all pertinent laws, and ordinances,
- Determine if the plans conform to the required strengths, stresses, strains, loads, and stability required by law,
- Determine conformance with use and occupancy classification, general heights and areas, types of construction, fire protection systems means of egress, accessibility, structural design, soils and foundations, and masonry,
- Sign the plans when the plans meet applicable code requirements.

### **ESTIMATES**

In the past the estimates of probable construction costs for Capital Projects have been done on an ad hoc bases for individual projects. Estimating firms were selected for each estimate required for each project. Capital Projects wishes to standardize the process and do a formal search for the most qualified firm. Capital Projects believes this will improve the quality of the estimates.

Estimates of the probable cost of construction are an essential tool to direct and control the cost of Capital Projects. Estimates are often done at the programmatic level to develop Cost models and at the Schematic, Design Development and at the Construction Document Phase to determine if the design is within budget. Estimating Services also participate in Value Engineering Sessions and in Life Cycle Cost studies.

It is appropriate to seek professional service contracts for both the code review and estimating needs for future capital projects. This process will allow both a qualifications and proposal based review. The cost of such services will be contracted for in advance and this approach will ensure that such services are available if and when any of the individual projects reaches the stage of code review and or estimating. No funds will be expended until the project budgets are adopted by the Board of Supervisors. Each individual capital project requires

approval by the Board of Supervisors at each major milestone of its development and delivery.

**POLICY ISSUES:**

Approval of this action supports the Board's priority of Efficient Delivery of Public Services.

**STAFFING IMPACT:**

Current Capital Projects staff will advertise for and receive proposals and make recommendations to the Board of Supervisors for contract award. There is no additional staffing impact.



Stanislaus County  
Capital Projects  
825 12<sup>th</sup> Street  
Modesto, CA 95354  
(209) 525-4380  
(209) 525-4385 fax

# STANISLAUS COUNTY

REQUEST FOR QUALIFICATIONS  
AND PROPOSALS FOR  
ON-CALL CODE  
REVIEWING SERVICES FOR  
STANISLAUS COUNTY  
CAPITAL PROJECTS

December 4, 2007

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**REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FOR ON-CALL CODE REVIEWING SERVICES  
FOR STANISLAUS COUNTY CAPITAL PROJECTS**

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1 NOTICE. Notice is hereby given that the County of Stanislaus (“County”) will receive proposals for on-call code reviewing services for Stanislaus County Capital Projects as described in Exhibit A to this RFP.

2 Any questions concerning the RFP should be directed to: Don Phemister, Stanislaus County Capital Projects (209) 525-4380.

3. **SCHEDULE FOR RFP PROCESS**

3.1	Board of Supervisors Approval .....	December 4, 2007
3.2	Issue RFQ/RFP .....	December 5, 2007
3.3	Proposals Due .....	January 10, 2007
3.4	Interviews.....	January 18, 2007
3.5	Notice to Proceed.....	February 5, 2007

Note that this schedule may be adjusted at the sole discretion of the County.

4. **SUBMISSION DEADLINE**

4.1 Submit three (3) Qualification Statements and Price Proposals by no later than 4:00p.m., January 10, 2007 at the following address:

Stanislaus County Capital Projects  
Attn: Don Phemister  
825 12<sup>th</sup> Street  
Modesto, CA 95354  
Phone (209) 525-4380, Fax (209) 525-4385

5. **SUBMITTED QUALIFICATIONS AND PRICING PROPOSALS**

5.1 **QUALIFICATION STATEMENT.** The proposer shall provide detailed information on the qualifications of the proposer, including the following information:

5.1.2 Detailed information about your firm, and your qualifications to provide the services set forth in Exhibit A to this RFP. Include:

- How many years firm has been in business.
- Number of full time and part time employees

- Average number of plan checks performing each year.
  - Any special or unique qualifications.
- 5.1.3 The names of the key staff members who will be responsible for providing the scope of services under this RFP, their professional qualifications, licenses or special qualifications and resumes of experience.
- 5.1.4 The name, address, telephone and fax number (and e-mail address if available) of the person to whom correspondence or communications should be directed.
- 5.1.6 Information on sub-consultants, if any.
- 5.1.7 Information on at least five public works projects for County staff to consider in evaluating your qualifications. Include as a minimum, the estimated size of the project, the duration of the review from the date the plans were received until the date the plans were signed and the cost of the review.
- 5.1.8 Your technical approach to providing services to the County. Include discussion of review of preliminary design, phased construction and multi prime contracts.
- 5.1.5 Description of any litigation that is pending or was settled in the past three years, if any.
- 5.2 PRICING PROPOSALS. Provide rates for your code review services, taking into consideration the following the following:
- 5.2.1 REIMBURSEABLE EXPENSES. Reimbursable expenses must be included in the not-to-exceed proposed price. (Reimbursable expenses will not be separately reimbursed.)
- 5.2.2 OVERTIME. Overtime must be included in the not-to-exceed proposed price.
- 5.2.3 TRAVEL. Travel time must be included in the not-to-exceed proposed price.

## 8. SUBMISSION OF PROPOSALS

- 8.1 It is the sole responsibility of the proposer to see that his proposal is received in proper time.
- 8.2 The proposer shall carefully examine the instructions contained herein and satisfy

himself as to the conditions with which he must comply prior to submitting his proposal, and to the conditions affecting the award of contract.

- 8.3 If more than one proposal is offered by any individual, firm, partnership, corporation, association, or any combination thereof, under the same or different names, all such proposals may be rejected.
- 8.4 All proposers are hereby notified that any collusive agreement fixing prices so as to control or affects the awarding of this contract is in violation of the competitive bid requirements of State law and may render void any contract let under such circumstances.
- 8.5 Proposed prices shall be in effect for ninety (90) days from the date of submission.
9. **WITHDRAWAL OF PROPOSALS.** Any proposal may be withdrawn at any time prior to the time fixed for responding to this RFP upon the County's receipt of a written document signed by the proposer requesting the withdrawal of such proposal. An oral, telegraphic, or telephonic request to withdraw a proposal is not acceptable. The withdrawal of a proposal shall not prejudice the right of a proposer to file a new proposal, provided such proposal is submitted in a timely fashion.
10. **IRREGULAR PROPOSALS.** A proposal may be rejected if it shows any alteration of form, additions not called for, conditional proposals, incomplete proposals, erasures, or irregularities of any kind. If the proposal amount is changed after the amount is originally inserted, the change should be initialed.
11. **REJECTION OF PROPOSALS.** The County, in its sole discretion, may reject any and all proposals received.
12. **INTERVIEWS.** The County, in its sole discretion, may prepare a short list of proposers for interviews. Proposers who are invited to attend an interview will be notified in writing.
13. **BASIS OF AWARD.** The County, in its sole discretion, will select the proposer whose proposal and qualifications best meet the needs and requirements of the County. Consideration will be given to:
- The ability, capacity, and skill of the proposer and its subconsultant team to perform the contract and effectuate the work;
  - The type of work needed by the County in light of the nature of the project and budgetary issues;
  - The ability of the proposer to effectuate the work within the time specified,

without delay;

- The character, integrity, reputation, judgement, experience, and efficiency of the proposer and its subconsultants;
- Whether the proposer has satisfactorily performed similar work on similar projects in occupied detention facilities;
- Price;
- Any other factor deemed to be relevant, in the County's sole discretion.

14. **AWARD.** A contract(s) may be awarded by the County to the selected proposer. In the event the County is not successful in negotiating a contract with the selected firm, the County may proceed to the next-ranked firm. The time for awarding the contract may be extended by the County.

15. **INSURANCE.** The successful proposer will be required to provide insurance coverage, which shall be at least as broad as:

15.1 **General Liability:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence for bodily injury, personal injury, and property damage.

15.2 **Auto Liability:** Owned/Non-owned automobile liability insurance providing combined single limits covering bodily injury liability with limits of no less than ONE MILLION DOLLARS (\$1,000,000.00) per accident and providing property damage liability of no less than ONE MILLION DOLLARS (\$1,000,000.00) per accident.

15.3 **Workers' Compensation Insurance:** Workers' Compensation Insurance as required by the Labor Code of the State of California.

15.4 **Professional Liability Insurance:** Professional Liability Insurance with a minimum limit of \$1,000,000.00 per claim and in the aggregate.

15.5 **Additional Insured Endorsements:** The Consultant shall name the County, the Landlord and their officers, directors, agents and employees as additional insureds.

16. **ATTACHMENTS.**

16.1 **Exhibit A. Description of Project and Scope of Work**



## ATTACHMENT A

### DESCRIPTION OF PROJECT AND SCOPE OF WORK

#### II. SCOPE OF SERVICES

The actual services to be performed will be determined by Capital Projects staff. Scope of work shall include but not limited to the following areas:

- Review selected capital projects, consisting of drawings, specifications, computations, and additional data for compliance with structural design requirements and the building, mechanical, plumbing, electrical and health and safety codes.
- Ascertain whether the construction indicated and described is in accordance with the requirements of the technical codes, all other pertinent laws and ordinances.
- Determine if plans confirm to the required strengths, stresses, strains, loads and stability as per the aforementioned laws.
- Review shall also include: Use and Occupancy Classification, General Building Heights and Areas, Types of Construction, Fire Protection Systems, Means of Egress, Accessibility, Structural Design, Solis and Foundations and Masonry.
- Contractor shall perform the initial plan review and submit comments within 15 business days of receipt to Capital Projects staff.
- Sign the plans if the plans meet applicable code requirements.
- Contractor shall provide all necessary equipment and tools to perform the services.
- Provide your own workspace, office and office equipment.
- It is the intent of this solicitation to create an independent contractor relationship between the County and the Contractor and confers no worker's compensation benefits, unemployment compensation benefits or other employment rights or benefits of any type to the Contractor from the County.



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# STANISLAUS COUNTY

REQUEST FOR QUALIFICATIONS  
AND PROPOSALS FOR  
ESTIMATING SERVICES  
FOR  
STANISLAUS COUNTY  
CAPITAL PROJECTS

December 4, 2007

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REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FOR ON-CALL ESTIMATING SERVICES  
FOR STANISLAUS COUNTY CAPITAL PROJECTS

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1. NOTICE. Notice is hereby given that the County of Stanislaus (“County”) will receive proposals for on-call Estimating services for Stanislaus County Capital Projects as described in Exhibit A to this RFP.

2. Any questions concerning the RFP should be directed to: Don Phemister, Stanislaus County Capital Projects (209) 525-4380.

3. SCHEDULE FOR RFP PROCESS

3.1	Board of Supervisors Approval .....	December 4, 2007
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5. SUBMITTED QUALIFICATIONS AND PRICING PROPOSALS

5.1 QUALIFICATION STATEMENT. The Proposer shall provide detailed information on the qualifications of the Proposer, including the following information:

5.1.2 Detailed information about your firm, and your qualifications to provide the services set forth in Exhibit A to this RFP. Include:

- How many years firm has been in business.
- Number of full time and part time employees

- Average number of Estimates performed each year
  - Samples of Estimates By Your Firm Versus Actual Bids
  - Experience with Cost Models
  - Any special or unique qualifications.
  - Resume of full time and part time employees
- 5.1.3 The names of the key staff members who will be responsible for providing the scope of services under this RFP, their professional qualifications, licenses or special qualifications and company resumes of project experience.
- 5.1.4 The name, address, telephone and fax number (and e-mail address if available) of the person to whom correspondence or communications should be directed.
- 5.1.6 Information on sub-consultants, if any.
- 5.1.7 Information on at least five public works projects for County staff to consider in evaluating your qualifications. Include as a minimum, the estimated size of the project, the duration of the review from the date the plans were received until the date the plans were signed and the cost of the review.
- 5.1.8 Your technical approach to providing services to the County. Include discussion of estimates of conceptual design, preliminary design, construction documents, phased construction and multi prime contracts.
- 5.1.5 Description of any litigation that is pending or was settled in the past three years, if any.
- 5.2 PRICING PROPOSALS. Provide typical rates for your Estimating services, taking into consideration the following the following:
- 5.2.1 Typical Rates:
- Principle
  - Senior Project Manager
  - Senior Estimate with 21 plus years of experience
  - Senior Estimate with 11 to 20 years of experience
  - Estimator with 6 to 10 years of experience
  - Junior Estimate with 2 to 5 years of experience
  - Clerical staff
- 5.2.2 REIMBURSABLE EXPENSES. Reimbursable expenses must be included in the not-to-exceed proposed price. (Reimbursable expenses

will not be separately reimbursed.)

5.2.3 OVERTIME. Overtime must be included in the not-to-exceed proposed price.

5.2.4 TRAVEL. Travel time must be included in the not-to-exceed proposed price.

5.2.5 Percentage Markup on Other Direct Costs

## 8. SUBMISSION OF PROPOSALS

8.1 It is the sole responsibility of the proposer to see that his proposal is received in proper time.

8.2 The proposer shall carefully examine the instructions contained herein and satisfy himself as to the conditions with which he must comply prior to submitting his proposal, and to the conditions affecting the award of contract.

8.3 If more than one proposal is offered by any individual, firm, partnership, corporation, association, or any combination thereof, under the same or different names, all such proposals may be rejected.

8.4 All proposers are hereby notified that any collusive agreement fixing prices so as to control or affects the awarding of this contract is in violation of the competitive bid requirements of State law and may render void any contract let under such circumstances.

8.5 Proposed prices shall be in effect for ninety (90) days from the date of submission.

9. WITHDRAWAL OF PROPOSALS. Any proposal may be withdrawn at any time prior to the time fixed for responding to this RFP upon the County's receipt of a written document signed by the proposer requesting the withdrawal of such proposal. An oral, telegraphic, or telephonic request to withdraw a proposal is not acceptable. The withdrawal of a proposal shall not prejudice the right of a proposer to file a new proposal, provided such proposal is submitted in a timely fashion.

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all proposals received.

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13. **BASIS OF AWARD.** The County, in its sole discretion, will select the proposer whose proposal and qualifications best meet the needs and requirements of the County. Consideration will be given to:
  - The ability, capacity, and skill of the proposer and its subconsultant team to perform the contract and effectuate the work;
  - The type of work needed by the County in light of the nature of the project and budgetary issues;
  - The ability of the proposer to effectuate the work within the time specified, without delay;
  - The character, integrity, reputation, judgement, experience, and efficiency of the proposer and its subconsultants;
  - Whether the proposer has satisfactorily performed similar work on similar projects in occupied facilities;
  - Billable Hourly Rates and Project Proposals:
  - Any other factor deemed to be relevant, in the County's sole discretion.
14. **AWARD.** A contract(s) may be awarded by the County to the selected proposer. In the event the County is not successful in negotiating a contract with the selected firm, the County may proceed to the next-ranked firm. The time for awarding the contract may be extended by the County.
15. **INSURANCE.** The successful proposer will be required to provide insurance coverage, which shall be at least as broad as:
  - 15.1 **General Liability:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence for bodily injury, personal injury, and property damage.
  - 15.2 **Auto Liability:** Owned/Non-owned automobile liability insurance providing combined single limits covering bodily injury liability with limits of no less than ONE MILLION DOLLARS (\$1,000,000.00) per accident and providing property damage liability of no less the ONE MILLION DOLLARS (\$1,000,000.00) per

accident.

15.3 **Workers' Compensation Insurance:** Workers' Compensation Insurance as required by the Labor Code of the State of California.

15.4 **Professional Liability Insurance:** Professional Liability Insurance with a minimum limit of \$1,000,000.00 per claim and in the aggregate.

15.5 **Additional Insured Endorsements:** The Consultant shall name the County, the Landlord and their officers, directors, agents and employees as additional insureds.

16. **ATTACHMENTS.**

16.1 **Exhibit A. Description of Project and Scope of Work**

## **ATTACHMENT A**

### **DESCRIPTION OF PROJECT AND SCOPE OF WORK**

#### **II. SCOPE OF SERVICES**

The actual services to be performed will be determined by Capital Projects staff. Scope of work shall include but not limited to the following areas:

- Estimate Probable Construction Cost at various stages of planning including but not limited to Programmatic, Schematic, Design Development, and Construction Documents phase of design.
- Estimate Probable Cost of Change Orders.
- Participate in Value Engineering Sessions
- Participate in Life Cycle Cost Reviews
- Contractor shall provide all necessary equipment and tools to perform the services.
- Provide your own workspace, office and office equipment.
- It is the intent of this solicitation to create an independent contractor relationship between the County and the Contractor and confers no worker's compensation benefits, unemployment compensation benefits or other employment rights or benefits of any type to the Contractor from the County.