



Kensington

Fire Protection District

Request For Proposal (RFP)

Architecture Services

Response Due:
June 02, 2021, 5:00PM

Submit Responses and Questions by email to:

Bill Hansell, General Manager
bhansell@kensingtonfire.org



KENSINGTON FIRE PROTECTION DISTRICT

REQUEST FOR PROPOSALS

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I. INTRODUCTION

Kensington Fire Protection District (KFPD) provides emergency medical, fire education, prevention, and suppression services to the town of Kensington, California. Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

The Kensington Public Safety Building is approximately 5,800sf and was constructed in 1971. It is owned by the Kensington Fire Protection District (KFPD). To date, approximately 4,600sf have been occupied by the Fire Department while approximately 1,200sf have been leased by the Kensington Police Department, which is under the authority of a separate agency, the Kensington Police Protection Community Services District (KPPCSD). The building has been renovated several times in the past but structural and operational deficiencies remain and must be addressed. A Master Planning process was commissioned in 2016 to determine the scope of the work and various options were investigated. The process revealed a potential fault line within 50' of the rear of the building which, given the constraints of the Alquist-Priolo Special Studies Zone Act, means that the building cannot be expanded nor the occupancy count increased. Additionally, the Act limits the renovation cost to 50% of the new replacement value of the building. While the exterior walls of the building will remain as is, with the exception of shear wall upgrades as necessary, there may be an allowable option to enclose an existing second floor deck as interior space without exceeding the Alquist-Priolo limitations.

Structural analysis of the building itself recommended specific improvements to increase lateral resistance and warned of potential loss of life if the existing conditions were to remain unaddressed. Given the recommended scope of the structural work, it makes the most sense to address the operational deficiencies of the layout at the same time. The cost of the structural work will trigger accessibility compliance which will have its own impact on space planning. The architectural master plan study ultimately noted that there will not be enough space for both the Fire Department and the Police Department to share the building, and recommended a Fire Department-only option in November 2019. After further planning studies of joint-occupancy did not produce a workable plan, the KFPD Board of Directors approved moving forward with a Fire Department-only plan.

It remains to be seen whether the renovated building will have any vestigial occupancy by the Police Department. Currently, the KFPD is attempting to assist the KPPCSD in obtaining external space for the Police Department. In the meantime, the KFPD wishes to move forward with the architectural design and documentation process understanding that the core-and-shell can be addressed now while the interior partition layout may be adjusted later as more decisions are made on the occupancy details. The Architecture Services Contract, though, will be based on a complete building (core-shell plus interiors) set of construction and permit drawings. The Architect should assume a single comprehensive permit for the project.

Therefore, KFPD is requesting proposals from qualified consultants to begin work as soon as possible to fully develop the prior conceptual plans and move through Design Development, Construction Documents, Permitting, Bidding, and Construction Administration for the project. Proposals are solicited in accordance with the terms, conditions, and instructions set forth in this Request for Proposal. There is no expressed or implied obligation for the KFPD to reimburse responding firms for any expenses incurred in preparing proposals in response to the request or for attending any meetings or conferences related to preparing or presenting proposals.

II. KFPD BACKGROUND

The unincorporated town of Kensington, CA established a volunteer fire department in 1928. Twenty-four years later, the Kensington Fire Protection District (formed in 1937) hired a staff of professional firefighters under the supervision of a fire chief. KFPD is organized under the State's Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law. In 1995, the District entered into a contract with the City of El Cerrito whereby El Cerrito would provide all fire prevention, fire suppression and emergency services within Kensington for an annual fee. As a result, the District's only current employees are a part-time General Manager and Executive Assistant.

The early fire department was housed in a small, quaint English country-style building next to the Chevron Oil gas station on Arlington Avenue. The current public safety building, owned by the District, was constructed in 1970 and substantially renovated in 1999 and 2004. KFPD owns two fire engines, one specifically engineered for the steep, narrow

streets of Kensington and the other a "Type III" or wildland engine for use during high fire season.

KFPD initiated paramedic service in 2001. It offers the first engine-based Advanced Life Support service in West Contra Costa County, bringing medications and equipment to a patient's side in under 5 minutes on average.

KFPD is able to provide a timely and appropriate level of response by active participation with other West Contra Costa County fire agencies in automatic response agreements that use the combined resources of all agencies to serve the area irrespective of jurisdictional lines. KFPD operates a Community Emergency Response Team Training (CERT) program.

Funding for KFPD expenses is provided by property tax revenues as well as a special tax approved by the voters in 1980. Renovation of the KFPD Public Safety Building located at 217 Arlington Ave, Kensington CA is overdue for a substantial renovation and planning work is proceeding. More info is available on the KFPD website at: www.kensingtonfire.org.

III. ELIGIBILITY

The Architect shall demonstrate the expertise and available resources to provide planning, programming, and design service of the highest quality. The selected Architect will be able to begin work expeditiously based on the prior conceptual drawings and proceed through Design Development, Construction Documents, Permitting, Bidding, and Construction Administration phases for the renovation of the existing Public Safety Building understanding that the Alquist-Priolo Act does not allow the occupancy count to increase and that the construction cost must not exceed 50% of the replacement cost of the building.

IV. SCOPE OF WORK

IMPORTANT: Applicants should first review the background information on the Public Safety Building Project posted on the KFPD website at: <https://www.kensingtonfire.org/public-safety-building> . Files include the conceptual Fire Department only plan, engineering studies, geotechnical studies, and other public documents that have been part of the project history.

In the preparation of the design documents, the Architect will work with, advise, and make timely and researched recommendations to KFPD as to the best options that satisfy the needs and concerns of the District. The Architect will interact with the General Manager, who is KFPD's administrative lead, and will make periodic presentations when appropriate to the Board of Directors. The Architect will assure coordination between disciplines and meet schedules and budget performance as typically required of a design professional. During the work, the KFPD may contract separately for certain consultants or may use qualified staff to assist in the design process. The Architect will be required to review and coordinate all design efforts toward a complete, efficient, functional and operational design, and will assist in developing a budget and schedule for executing the approved work.

The Architect's sub-consultants shall be the resource of the Architect providing any design disciplines necessary to achieve the project goals. The KFPD retains the right to approve

the Architect's proposed sub-consultants prior to entering into an agreement. The Architect shall retain full responsibility for all design and planning documentation.

Note that KFPD has posted a separate RFP for Structural Engineering Services (**RFP 2021-04 Structural Engineering Services**) for the project. Architects may propose working jointly with a specific Structural Engineer but a separate proposal should be submitted for each RFP and KFPD will make its decision on the Architect and Engineer selection separately.

The Architect shall work with, coordinate, and assist professional services provided by KFPD, including:

- Project Management
- Cost Planning, Sequencing, Scheduling, and Misc Management
- Structural Engineering
- Geotechnical Engineering

The project shall include:

- Assessment of existing conditions
- Assessment of client and user values and needs
- Program refinement
- Project Budget, Sequence, and Schedule
- Management Plan for Implementation
- Design Development Drawings
- Construction Documents
Permit Approval
- Bidding Documents
- Construction Administration

V. PROPOSAL SCHEDULE

Proposals must be received no later than 5:00PM PDT on Wednesday, June 02, 2021. Proposals received later than the date and time specified will not be considered. KFPD assumes no responsibility or liability for late delivery or receipt of responses. In order to be considered eligible for the project, the consultant who would be assigned to the project, must be available by online conference to appear at the regularly scheduled monthly meeting of the KFPD Board of Directors on Wednesday, June 9, 2021 at 7:00PM. The project will be awarded and terms finalized on that date or soon thereafter. Selection of a consultant under this Request for Proposal does not commit KFPD to procuring any services pursuant to this Request for Proposal. KFPD will negotiate contract terms upon selection.

VI. PROPOSAL CONTENTS AND REQUIREMENTS

a. Cover Letter:

Summarize the firm's architectural experience, design philosophy, and specific interest in this project. Include name, address, and all applicable contact info.

b. Qualifications:

Describe your experience and capabilities as they relate to the Scope of Work outlined

above. Identify successful projects completed within the past five years that are similar in scope, size, and complexity or in other ways are related to the Scope of Work.

c. Project Approach:

Provide a statement of your understanding of KFPD's needs by highlighting the dominant issues and outlining your approach toward addressing those issues. Include any critical elements and special methodologies that will be employed to ensure a high-quality work product that will meet agreed upon budget and schedule expectations.

1. **Scope of Services:**

Include in the above, a scope of services and proposed outline of tasks, products, and schedules.

2. **Fee Proposal:**

Provide a fee proposal which presents your cost structure. The proposal should reflect compensation conditions that would change the standard rate. Identify any markup for pass through expenses, per diem, travel, and any other relevant data. Sufficient information should be provided in order to serve as a basis for negotiating a contract and any Supplemental Agreements that may be warranted for out-of-scope services. The proposed fee will be used to establish a not-to-exceed contract limit that will be maintained in accordance with the conditions specified herein. Regardless of the proposed method of compensation, any contract resulting from this solicitation will specify a maximum, not-to-exceed fee amount. Except in the unusual situation wherein the consultant encounters circumstances which could not be reasonably anticipated, KFPD will not authorize payment beyond this amount. In consideration of this, any assumptions and/or the need for any contingencies must be clearly spelled out in this proposal and used as a basis to compute a "not-to-exceed" figure for the work. This figure should be sufficient to provide for any reasonably anticipated circumstances which may be encountered during work execution and completion. Unless otherwise stated, KFPD assumes that the fee schedule will be honored for a minimum of 12 months from contract execution.

d. Prior Examples:

Provide at least three portfolio examples of recent projects completed (or ongoing) that are relevant to the Scope of Work. If a project is completed by a joint venture, describe your role and responsibility for the work. Identify any relevant information and results in relation to schedule and budget. If applicable, include the name, title, and contact info of any client references.

e. References:

Provide a list, including contact name and complete contact information, of at least three clients you have worked with within the past five years who can verify your ability to provide the scope of services requested. Your references should be able to attest to the quality and effectiveness of your work.

VII. SELECTION PROCESS

The General Manager will review the proposals received and may interview one or more individuals prior to negotiating a contract for the requested services. Proposals will be evaluated considering factors including (but not limited to):

- Completeness and quality of response
- Ability to meet requested service needs
- Experience in conducting similar work, in particular fire station projects,
- Expertise and availability to meet the Scope of Work
- Diversity, Management, and Organization of the Project Team including the use of Bay Area firms
- Proven ability to successfully work on public projects
- References from no less than three clients
- Understanding and grasp of project requirements and vision
- Creativity
- Chemistry
- Total cost to KFPD

Selection will be based on the qualifications of the Architect and on the quality of the proposal. Selection will not be based solely on cost.

The selected Architect will be required to execute a standard form Professional Services Agreement with KFPD. The agreement will incorporate an approved action plan and schedule. KFPD expects the Architect to begin work immediately after entering into the agreement with the consultant.

KFPD reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this Request for Proposal at any time prior to awards.

VIII. PROPOSAL INQUIRIES

Up to one week prior to the submission deadline, you may submit specific questions about the project by email to the General Manager at: bhansell@kensingtonfire.org

IX. REGISTRATION OF INTENT TO SUBMIT RESPONSE

If you plan to submit a proposal, please register this intent by emailing the General Manager ASAP at: bhansell@kensingtonfire.org. This registration will allow the General Manager to notify all applicants of any changes, questions, concerns, and any other matters related to this RFP. In your email subject line, please reference "**RFP 2021-03 Architectural Services**". Failure to register may result in not being informed of changes, questions, and concerns related to the RFP.

X. SUBMISSION DEADLINE

Deadline for submission is Wednesday, June 02, 2021, 5PM PDT. Please email proposals in PDF format to:

Bill Hansell, General Manager
Kensington Fire Protection District
bhansell@kensingtonfire.org

XI. DISCLAIMER

The Request for Proposal does not commit the KFPD to engaging a consultant, issuing a contract, or paying any costs incurred in preparation of the proposals or attendance for interviews. KFPD reserves the right to cancel this Request for Proposal in whole or in part, reject any and all proposals, to accept proposals it considers most favorable to KFPD's interests at its sole discretion, and to waive any irregularities or informalities in the proposal procedures. KFPD further reserves the right to reject all proposals and seek new proposals when it is determined to be in the best interest of KFPD. This Request for Proposal covers only the work described herein and does not commit KFPD to any work beyond what is described.

XII. DISCLOSURE OF PROPOSAL CONTENTS

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

XIII. NON-DISCRIMINATION

No person shall be excluded from participation in, denied any benefits 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, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (over 40), military and veteran status of any person, or any other non-merit factor unrelated to job duties and protected by law.