



REQUEST FOR PROPOSAL

The City of Avalon is requesting proposals for from qualified firms and/or individuals professional services to provide architectural design, construction and bid documents for the construction of an elevator lift at the Beacon Hill Senior Apartments located on in the City of Avalon, Santa Catalina Island, California. Qualified consultants must have extensive experience working with the Federal CDBG Program.

BACKGROUND

The City of Avalon participates in the U.S. Department of Housing and Urban Development's (HUD) CDBG program through the Council of Los Angeles Community Development Commission (LACDC). For Fiscal Year (FY) 2015-2016, the City's allocation is approximately \$100,000. The funds have been programmed to construct an elevator/lift at the City of Avalon's Beacon Hill Senior Apartment Complex. The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered proposal for those services.

SCOPE OF SERVICES

1. Detailed engineering and construction drawings and bid documents that will serve as the basis for both bidding and construction by a general contractor.
2. Design should be based on the provided specifications provided by the McKinley Elevator Company and the Concept Rendering, or an "Or Equal"
3. Work with the City and Apartment Management Firm to assure design is compatible with existing design.
4. The project is expected to be completed by August, 2016.
5. Provide a separate line item for Construction Management, which includes submittal review, RFIs, and inspections of the work.

SPECIFICATIONS FOR PROPOSAL SUBMITTAL

As this proposal covers new construction and renovations to an existing building, please answer the following questions providing support to new construction, additions and renovations.

1. Provide the following information:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. Email address
 - h. Provide a list of projects performed, of this nature, with contact references.

2. Provide a General Statement of Qualifications that responds to the project background information given above.

3. Personnel
 - a. List the professional support positions and number of personnel in each position.
 - b. Provide an organization chart, including names, resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two clients with whom the architect has worked on a similar building project.
 - c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific work documenting their work on similar projects.

4. Special Design Concerns
 - a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide Examples

5. Fees
 - a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
 - b. Submit a schedule of hourly rates by employee classifications, including terms and rates of overtime for additional work requested.

The filing deadline for submitting a proposal shall be **Thursday, May 26, 2016, at 4:00 p.m., P.O Box 707-410 Avalon Canyon Road, Avalon, CA 90704.** Please email

audra1@cityofavalon.com for elevator specifications and concept rendering. Proposals received by the City after this time will not be accepted. Emailed or faxed submittals will not be accepted. A firm's proposal submission, including a cover letter or attachments/exhibits shall not exceed a total of 8 (8) pages.

Evaluation Process and Criteria

Evaluation of proposals shall be based upon competitive

Proposal Evaluation Criteria	Highest Possible Rating Points
Background, experience, and qualifications of the firm in CDBG Funded projects.	20
Thoroughness of understanding of Scope of Services.	20
Capabilities and demonstrated technical proficiency of staff.	20
Demonstrated ability to perform tasks in a timely and efficient manner.	20
Quality of Written Work and Cost	20
Total	100

The review committee shall be made up of City staff. The most qualified firm, as evidenced by the proposal, and as judged by the review committee, will be selected. An oral interview may be requested. The process shall include the approval of a Professional Services agreement approved by the City Council.

The City of Avalon reserves the right to waive any irregularity in any proposal or to reject any proposal if it is in the best interest of the City to do so.

General Information

- a. The use of the term “firm” and “consultant” throughout this document means: Individual Proprietor, Partnership, Limited Liability Company, Corporation or Joint Venture.
- b. All proposals will remain the property of the City and will not be returned.
- c. This solicitation for proposals shall not be construed as a contract of any kind.
- d. The City reserves the right to request additional information from any and all applicants.
- e. The City reserves the right to reject any or all proposals.
- f. All late or incomplete proposals will not be considered. The City shall have sole discretion in determining the completeness of each proposal.
- g. The City is not responsible for any pre-contractual expenses incurred by firms responding to this RFP.

- h. The City reserves the right to contact past clients for references.
- i. The terms and scope of the contract will be determined based on negotiations between the city and selected firm for the current fiscal year and may be extended up to two more years. If the City and prospective firm fail to reach a contractual agreement, the City may negotiate with any other top-rated firm.
- j. After the selection of the firm, all applicants will be notified of the City's decision.
- k. The selected firm must be able to maintain required insurance at its sole cost and expense during the contractual period.
- l. The firm must comply with all CDBG-funding program and federal requirements and regulations including but not limited to the Federal Lobbyist Requirements Certifications.