



Sonoma County Public Infrastructure

Capital Projects

On-Call MSA Contract Task Order

Project Name

Project # (or NA)

Date Issued

Proposals Due

Task Order Manager

Phone #

E-mail

Funding Source **Specify "Other"**

Disadvantaged Business Participation **DBE Goal % (NA if Federal)**

Terms of Payment

Mandatory Site Visit

Time: Wednesday, July 17, 2024, 10AM

Address: 1247 Century Ct, Santa Rosa, CA 95403

NOTES:

1. Order of Precedence: A signed Task Order will have precedence over all Proposal Documents
2. Task Order not a valid work order until signed on behalf of Director of SPI and Notice to Proceed Issued
3. All contract/invoice questions directed to Contract Administrator, identified in Article 12 of Agreement

PROJECT BACKGROUND

The Sonoma County Animal Services Facility, located on 1247 Century Ct, Santa Rosa, CA 95403, comprised of 23,500 sf of office space and 10,600 sf of kennel space. Alterations and additions have been constructed during the life of the facilities throughout its history, the most recent being 2002. While staff and animal populations have increased, building infrastructures have failed to meet the functional demands of the growing operations. A summary description building modifications and upgrades is provided (Exhibit-A) in the programmatic requirements. As-built drawings will be provided for reference and use (Note: It is still the responsibility of the Consultant to verify As-Built drawings in the field)

Link to Download: https://share.sonoma-county.org/link/r_n_ZcXoNbY/

SCOPE OF WORK

The facility improvements are divided into two parts: the Administration Building improvements and the Kennel & Outdoor Spaces improvements.

1. Part 1: Administration Building Improvements

The aim is to reconfigure and expand the interior functional spaces to enhance operational efficiency and public accessibility to services. The specific improvements include:

- **Expansion of Building Footprint and Exterior Enhancements:** This involves creating a welcoming lobby space for visitors, and staff to meet and greet. Additionally, the expansion will accommodate the growth of administration staff by adding private offices.
- **Interior Operational Improvements:** To improve operations, the interior upgrades will include, a medium size meeting room, reconfigured office areas, public lobby/intake areas, and expanded laboratory/exam spaces & additional storage.
- **Prefabricated Barn-Style Outdoor Storage:** Dedicated outdoor storage will be constructed for equipment and supplies.

2. Part 2: Kennel & Outdoor Spaces Improvements

The goal is to upgrade the kennel area and optimize the outdoor spaces. The specific improvements include:

- **Kennel Area Enhancements:** This involves installing a new HVAC system, implementing noise reduction measures, and dividing the kennel area into smaller rooms to improve the well-being of the animals in care.
- **Outdoor Spaces Layout Improvement:** The layout of the outdoor spaces will be optimized to maximize their usage in a more efficient manner, while also providing a welcoming space for visitors and staff.

Consultant Responsibilities

- The consultant shall provide full architectural and all engineering services necessary (including cost estimations) to produce construction documents ready for permitting, bidding, and construction and to provide construction administration services for each part of the project – Part 1: the Administration Building improvements and Part 2: the Kennel & Outdoor Spaces improvements.
- The consultant also must provide construction cost estimate for each part for budget validation no later than February 2025 (or prior to the start of CD phase)
- The selected firm will handle all permit acquisitions and submissions.

PROJECT TIMELINE

For the entire project (Part 1 & 2), the consultant shall provide a project schedule to allow:

- Design phase (SD, DD & CD) - 10 months (or less)
- Plan Check – 2 months
- Bidding & Award for construction – 2 months
- Construction phase (CA) – 11 months (or less)

PROPOSAL SUBMITTAL

If your proposal does not include all of the items below, it may be deemed non-responsive. The proposal will be evaluated by the County and shall include, at a minimum, the following information:

PROJECT APPROACH / METHODOLOGY

For each part of the project:

- Detail how your firm will execute the required services outlined here, demonstrating a clear understanding of the project's objectives, existing conditions, and potential challenges, along with strategies to mitigate disruptions.
- Present a comprehensive plan for completing the work efficiently, within the outlined constraints. Include any additional information indicating how your team will achieve the desired outcomes and fulfill contractual responsibilities.
- Identify any opportunity to streamline and/or enhance the project if applicable,
- Provide a project schedule detailing tasks, sub-tasks, timeframes, and the total duration from Notice to Proceed to 100% completion. Proposed timelines may differ from the County's preferences and should be submitted before the specified question deadline.

PRICING PROPOSAL

For each part of the project, consultant shall submit a fee schedule/pricing details for the project, comprising a lump sum price along with hourly rates for each employee or sub-consultant category

required for the services specified. Note that the County does not reimburse for business or travel expenses; therefore, these costs must be incorporated within the hourly rate or lump sum fee.

REFERENCES

Provide minimum (3) references for work similar to this scope of services that your firm has provided within the last three (3) years. Include a detailed description of the services, the agency or firm names, contact names, phone numbers, email addresses, and dates of services performed.

SIGNATURE

The proposal shall be signed by an official authorized to bind the firm, including his or her printed name and title.

Proposer shall include a statement to the effect that their firm’s proposal is valid for one hundred and twenty (120) days.

SELECTION PROCESS

The contract will be awarded to one selected respondent's proposal, with service implementation to follow. However, this Task Order does not guarantee contract award.

The County will evaluate proposals based on presented data.

Proposal Evaluation

Proposals will be evaluated according to the following criteria:

<u>Category</u>	<u>Weight</u>
Understanding of Scope of Work	25%
Project Approach / Methodology	35%
Relevant Experience and qualifications for the firm & key personnel	25%
Proposed fee structure and overall cost	15%
Total	100%

The County reserves the right to negotiate final pricing with the most qualified/highest-rated firm. The County reserves the right to reject any or all proposals, to waive any informality in any proposal, and to select the proposal that best meets the County’s needs.

Below are the proposed RFP timeline:

RFP / Task Order Issuance	7/15/2024
Mandatroy Site Visit: 1247 Century Ct, Santa Rosa, CA 95403	7/17/2024; 10:00AM
RFI deadline	7/22/2024
Answer to RFI	7/24/2024
Proposal deadline	7/31/2024
RFP Selection	8/05/2024
Notice to Proceed	8/12/2024

SUBMITTAL INSTRUCTIONS

Proposals submitted by any other method such as hard copy or email will be disqualified.

Submittals:








- Maximum file size: 29 MB
- Must be completed no later than the date and time specified on the cover sheet of this Task Order
- Failure to completely upload your document(s) by the deadline shall result in disqualification
- May be submitted at any time prior to the deadline
- Submitted proposal may be withdrawn and resubmitted at any time prior to the deadline
- Large files may take time to upload; so, plan the timing of your submittal accordingly
- Cannot be viewed by County staff until the close date and time

Proposals must be submitted by 7/31/2024, EOD electronically via email to:
Yulis Ayton (Yulis.Ayton@sonoma-county.org)


Exhibit A

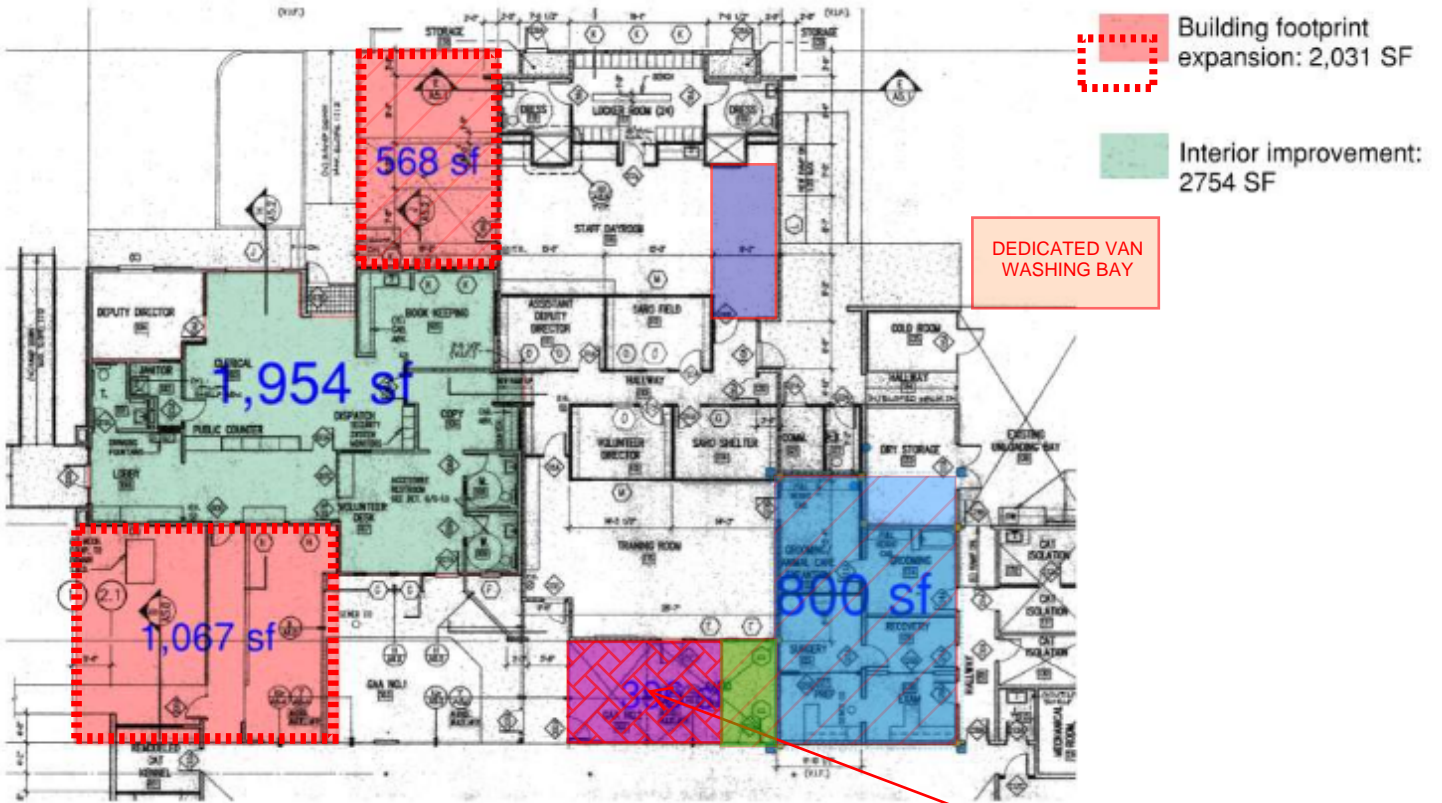
Programmatic Requirements:

Administrative Building:

-  1. Lobby Area:
 -  a. Bigger lobby is needed to welcome visitors, & adoption paper work area
 - b. Front Counter & Work Station:
 - i. 4 Clerk stations at front counter
 - ii. Behind the front desk counter, provide 4 work stations
 - c. Possibly make connection to the cats adoptable area
-  2. Administration Offices:
 -  a. Provide up to (10) Private offices
 - b. Provide (6) Animal Health Technician workstations
 - c. Provide (11) Animal Control workstations
 - d. (1) Meeting Room:
 - i. Provide (1) medium size meeting room (for up to 7 people)
-  3. Break Area – Improve existing.
 - a. Provide (1) dedicated break area for staff
 - i. Include fridge & sink
-  4. Surgical & Recovery area:
 -  a. Expand the existing surgical & recovery area

Kennel Area & Outdoor Spaces:

-  1. Kennel area:
 - a. Divide the area into smaller sections
 - b. Add HVAC system
 - c. Include noise reduction panels
 - d. Close the window opening (to prevent birds coming in & to improve HVAC)
2. Kennel kitchen:
 - a. Enclosed area with HVAC
3. (1) Van washing bay:
 - a. Provide (1) bay for vehicle washing area.
4. Outdoor area:
 - a. Create better layout to improve outdoor usage of the additional area
 - b. Include a welcoming landscape design/signage at front / cul de sac facing area
5. Prefab Barn:
 - a. Dedicated outdoor storage will be constructed for equipment and supplies.



To be a covered area

KENNEL & OUTDOOR SPACES

Note: Diagram is not to scale

For GIS image download here:

<https://cloud.pix4d.com/site/227218/dataset/1559157/map?shareToken=4e7445ed-3295-4b4b-be9f-cd2401f47876>



Additional area to be part of the
Outdoor area as part of SOW

Proposed area for van wash bay

Proposed area for the exterior
prefab storage (barn style)

Existing Building to remain
(Not Part of SOW)