



A Tradition of Stewardship
A Commitment to Service

Department of Public Works

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Donald G. Ridenhour, P.E.
Director of Public Works

September 28, 2011,

COUNTY OF NAPA

Request for Qualifications (RFQ) for Architectural/Engineering Design Services for the City of Calistoga Library Remodel Project

Project Description:

The Napa County Department of Public Works is requesting qualifications from architectural/engineering firms to provide architectural/engineering design services for design and preparation of bid documents including construction plans, specifications, and final estimates for the remodel of the City of Calistoga Library, located at 1108 Myrtle Street in Calistoga, California. The remodel generally includes window replacement, installation of a Heating, Ventilation and Air Conditioning System (HVAC), electrical modifications, lighting retrofit, interior wall modifications, painting and flooring.

Required Services

The required services include but are not limited to:

- Architectural/engineering services, from State of California licensed professionals, including but not limited to Architectural, Structural Engineering, Mechanical Engineering and Electrical Engineering services for the design of improvements required as part of the remodel project.
- Preparation of construction plans and specifications in accordance with the latest applicable codes including the 2010 California Model Codes (California Code of Regulations Title 24).
- Construction cost estimates.
- Construction administration support services.

Statements of Qualifications Evaluation Criteria

Once statements of qualifications are received and evaluated per the criteria below, up to three firms may be selected to participate in an interview process. Final firm selection will be based upon the County's evaluation of the firms' response to the RFQ and the interview process using the evaluation criteria listed below:

- Lead firm, sub-consultants and staff Public Library architectural/engineering design experience and qualifications for projects in California; including for the remodel of existing buildings/libraries having historical significance – 70 points
- Project understanding and technical approach to the project – 20 points
- Lead firm, sub-consultants and staff proven knowledge of historically significant buildings located in the County of Napa and experience with remodeling of such facilities – 10 points

Submittal Requirements

A firm's response to the RFQ shall address the criteria listed above. In order to be considered, a firm's response to the RFQ must be submitted no later than Friday October 14, 2011 by 5:00 p.m. Please submit three (3) copies of your firm's response to the RFQ to Juan Arias, Principal Public Works Engineer to 1195 Third Street, Room 201, Napa, CA 94559. For any inquiries please contact Mr. Juan Arias, in writing only, via e-mail at juan.arias@countyofnapa.org.

Statements of Qualifications (excluding resumes and the transmittal letter) shall not exceed a total of **fifteen (15)** 8.5" x 11" pages of information and shall consist of recyclable materials only. Resumes shall be included in an appendix.

Submittals which do not contain the required numbers of copies and all the information requested in the RFQ may be considered as non-responsive and rejected without evaluation. Submittals received after the deadline or addressed to the wrong location will be considered as non-responsive. Faxed or e-mailed copies will not be accepted.

The County may contact references and client lists provided by the firm selected to be reviewed by County staff. Please note that this is a request for Statements of Qualifications. Do not include any cost estimates or fee schedules. Doing so shall disqualify you from the selection process.

Napa County has a local vendor preference which covers the acquisition of requested services. Local vendors will be awarded contracts for services where qualifications are determined by the reviewing panel to be otherwise equal; unless such preference is not allowable by law. For this matter, a local vendor is a vendor who has a billing address located within Napa County. Where appropriate, out of county vendors are encouraged to subcontract with qualified local vendors.

Please also review Napa County's Professional Services Agreement (PSA) boiler plate for this project which can be found at: <http://www.countyofnapa.org/Procurement/>; **Special attention is called to Sections 7 and 8 of the Professional Services Agreement and in particular the following paragraph that will be imposed upon the selected firm in the PSA: "To the fullest extent allowed by law, CONTRACTOR shall defend, indemnify, and hold harmless the COUNTY and its officers, agents, employees and representatives from and against any and all liability, claims, actions, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of, injury to or death of any person, including but not limited to COUNTY employees, and the public, or damage to the property of any person or entity, which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONTRACTOR, its officers, agents, employees, volunteers, representatives, contractors and subcontractors. This duty of CONTRACTOR includes the duty of defense, inclusive of that set forth in California Civil Code Section 2778. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, provided that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege."**

Responders shall acknowledge in their response the RFQ that the County's PSA has been reviewed and accepted with or without objection. If objections are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no modifications to the contract are noted, then the County will assume that the responding firm is capable of performing all normal managerial tasks and services without reservation or objection to the contract.

Protest Procedure

Any non-successful firm shall have the right to file a protest by following the procedures and timelines set forth in the County of Napa Policy Manual, Part I, Section 39, Section 10, Protests and Appeals.

SOLICITATION CAVEAT

The proposer understands and agrees that the County of Napa shall have no financial responsibility for any costs incurred by the responder in responding to this RFQ and shall not be liable to any responder costs attributed to its own study and investigation or the preparation of any required item or information described in the RFQ until the responder has executed an agreement with the County of Napa and has been authorized in writing to provide professional services. The County of Napa reserves the right to terminate this RFQ upon three (3) days notice to all prospective proposers, and reserves the right to reject all responses to the RFQ.

Sincerely Yours,
Donald G. Ridenhour, P.E.
Director of Public Works

By:

Juan Arias, P.E.
Principal Public Works Engineer