

**MENLO PARK FIRE PROTECTION DISTRICT
REQUESTS PROPOSALS FOR
CONTRACT PROJECT MANAGEMENT SERVICE FOR A SERIES OF
CAPITAL IMPROVEMENT PROJECTS**

INTRODUCTION

The Menlo Park Fire Protection District is requesting proposals for a consultant to provide comprehensive Contract Project Management Services for a series of Capital Improvement Projects, which may include but are not limited to:

Administrative Office and Fire Prevention Relocation: Currently the Administrative Staff and the Fire Prevention Division are located a 300 Middlefield Road, Menlo Park in Fire Station One. The work to be performed, in general, consists of the remodel of a District owned vacant office building at 170 Middlefield and the relocation of staff and infrastructure by September 2008.

Fire Station Two: The Station was originally built in 1956, and retrofitted in 1996. The work to be performed, in general, consists of a tear down and rebuild of the same configuration (three bays, with a nine person dormitory) commencing construction in December of 2008

Fire Station One: The Station currently serves as Headquarters, and was built in 1955, and retrofitted in 1996. The work to be performed, in general, consists of the remodel of the vacated Administrative Offices and Fire Prevention Division, a new multi-story training tower, new communication tower and bunker building, and renovations to the drill yard.

Fire Station Six: The Station was built in 1953, and retrofitted in 1996. The work to be performed, in general, consists of a tear down and rebuild of the same configuration (two bays, with a six person dormitory) commencing construction in December of 2009.

BACKGROUND

The Menlo Park Fire District is located on the peninsula in the southern most part of San Mateo County in the metropolitan bay area. It covers approximately 30 square miles that reaches into the bay. The District's population is estimated around 93,000. The Fire District is primarily a bedroom community that does have some industrial areas on the eastern most part.

The Fire District covers the communities of Atherton, Menlo Park and East Palo Alto plus some of the unincorporated areas of San Mateo County (Redwood City). The District has seven stations that are strategically placed to provide the most efficient response times. The District responds to approximately 8,500 emergencies a year with about 60% of them being emergency medical incidents. The Fire District has working agreements with the neighboring departments, Palo Alto, Redwood City, and Woodside Fire District, to provide automatic aid. Each agency has assigned boundaries that indicate which apparatus is to respond.

SCOPE OF SERVICE

The services requested by the Menlo Park Fire Protection District include, but not limited to:

- Undertaking any and all feasibility analysis necessary.
- Incorporate Leadership in Energy and Environmental Design (LEED).
- Maintenance of the property.
- Demolishing and clearing existing improvements, where necessary.
- Bringing sufficient financial and technical resources to each project.
- Coordinating scheduling of construction.
- Facilitate contact/relationship with the City of Menlo Park.
- Facilitate contact/relationship with the City of East Palo Alto.
- Outreach to the public and consideration of public comment and concerns.
- Construction project management.
- Property management.
- Temporary facilities for Staff assigned to Station Two and Station Six.
- Environmental Impact Report (EIR) as needed.
- Preparation of all necessary documents: notice of solicitation for bids, specifications, plans general and special conditions, etc. (including legal review as to form and preparation of the technical specifications by an engineer)
- Advertisement of Notice for Bids.
- Award of bid to lowest responsive and responsible bidder/bidders
- Address any bid protests
- Execute and monitor all contracts.
- Acquire all necessary permits
- Oversight of construction.
- Insure compliance with budget limits and timelines.
- Final inspection , review of punch list items.
- Presentation to the District's board of Directors and applicable Committees.
- Working closely with the Menlo Park Fire Protection District Staff.

A brief overview of the project sites and the capital improvements include, but are not limited to:

Administrative Office and Fire Prevention Relocation:

The District anticipates the close of escrow on a commercial office building at 170 Middlefield Road, Menlo Park, no later than December 31, 2007. 170 Middlefield is currently vacant, it is anticipated that substantial interior renovations will be necessary prior to the relocation of Administrative Services and the Fire Prevention Division from Station One. The office building is approximately 6,000 square feet, renovation is targeted for June of 2008 to September of 2008.

Fire Station Two:

Fire Station Two is located a 2290 University Ave, East Palo Alto, which is also the primary service area. The Station was originally built in 1956, and retrofitted in 1996. The square footage is approximately 4,287. The District owns two adjacent residential properties, one is vacant. The residential property which has tenants, those tenants appear to qualify for relocation benefits. The project is anticipated to begin construction in December of 2008. It is a complete tear down and rebuild for the same configuration of three bays, with a nine person dormitory. There is a communication tower that must be rebuilt as a bunker building prior to the tear down.

Fire Station One:

Fire Station One is located at 300 Middlefield Road, Menlo Park, and currently serves as Headquarters. The Station was built in 1955, and retrofitted in 1996. As previously noted, Administrative Staff and Fire Prevention Division Staff will be re-located to 170 Middlefield by September of 2008. The projects at Fire Station One include remodel of existing Fire Prevention and Administrative Offices, the tear down of an existing attached training tower and a new multi-story training tower, new communication tower and bunker building, conversion to rear yard driver through access, and renovations to the drill yard. The actual scope of the project is pending the approval of adjacent property at 320 Middlefield, from the Vatican.

Fire Station Six:

Fire Station Six is located at 700 Oak Grove Ave, Menlo Park, the primary service area is Downtown Menlo Park. The Station was built in 1953, and retrofitted in 1996. The square footage is approximately 2,984. The District expects to close escrow on an adjacent residential property by the end of January 2008. The residential (duplex) property, is currently rented, it is not anticipated that relocation reimbursement will be applicable. The project is anticipated to begin construction in December of 2009. It is a complete tear down and rebuild with the current configuration of two bays and a six person dormitory.

Additional Projects as Identified: Potentially, during this process additional project needs may be identified by the District or the consultant. In order to facilitate the possibility of additional services the Consultant is requested to provide a listing of the hourly billable rates for the Project Team assigned to this contract. No amendment may be entered in to with out the prior written authorization by the Fire Chief or the Director of Administrative Services.

PROPOSAL

Response to the RFP should be concise and include the following:

1. Cover letter providing a general description of your firm, and including your methodology for presentation to the Board of Directors, management staff, employees, neighboring jurisdictions and agencies, the community, and other such groups.
2. Scope of work for each of the identified capital improvement project (a description of the work program including a description of deliverables and activities).
3. Description of the Project Team. The names, title and qualifications (resumes) of the proposed project manager and support staff and any subcontractors who will be conducting the work on this assignment, including their experience and projects in which they had "hands on" responsibility and length of time with the firm. The project manager will be expected to be fully involved and conversant in the details of the project on a day-to-day basis. Describe the organization structure of staff members and sub-consultants (if any).
4. Description of recent projects of a similar nature including client references with names and telephone numbers and e-mail addresses.
5. Outline of the proposed work plan, including time lines.
6. A list of references for similar projects including names of contract persons and telephone numbers for your firm and for any subcontractors.

The District reserves the right to request additional information which might be deemed necessary after the proposals have been received.

BUDGET

The District wishes to negotiate a fixed price contract with a “not to exceed” dollar total based on a clearly defined scope of work. It should be noted that the selected consultant will be required to carry both Worker’s Compensation and General Liability Insurance in the amount to be determined by the District Attorney.

SELECTION

The following is an outline of the selection procedure and a tentative time schedule:

Selection Criteria

Proposals will be evaluated based on the following criteria:

- Thoroughness and understanding of the tasks to be completed.
- Prior experience in LEED projects including:
 - Sustainable sites.
 - Energy & atmosphere.
 - Water efficiency.
 - Indoor environmental quality.
 - Materials & resources.
- Staff expertise and overall experience of personnel assigned to the work.
- Time required accomplishing the requested services.
- Responsiveness to requirements of the project.
- Recent public sector experience, preferably including Fire Services , with similar needs.
- Cost.

Time Schedule

The following is an outline of the selection procedure and a tentative time schedule:

- January 16, 2008 – Response to RFP is due.
- January 23, 2008 – On site interview with vendors
- January 28, 2008 – Award of contract

Discretion and Liability Waiver

The District reserves the right to reject any or all proposals or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for District staff to analyze the proposals pursuant to the consultant selection criteria contained herein. The District may waive any irregularities or informalities not affected by law and to award the contract according to the proposal which best serves the interests of the District. The District reserves the right to change or limit the scope of this Request for Proposals at any time.

The District may require consultants to participate in additional rounds of more refined submittals before the ultimate selections of a consulting team are made. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial proposals.

Consultants should also note that all proposals received shall become the property of the District and are subject to public disclosure. Consultants shall indicate any requested restrictions on the use of information or data contained in their responses. Materials must be clearly identified and the consultants must include a brief statement that sets out the reasons for confidentiality. Those parts of a proposal which are marked as confidential, proprietary or, business or trade secrets, as that term is defined in California Government Code, Section 6254.7, and are determined by the District to be reasonably marked as “Trade Secrets”, “Confidential” or “Proprietary” shall only be disclosed to the public if such disclosure is required or permitted under the California Public Records Act or otherwise by law. Marking the entire proposal as proprietary will neither be accepted nor honored. Failure by a consultant to label materials as proprietary shall be deemed a waiver by a consultant of any claim against the District for release of said materials. In the event of a request under the Public Records Act by a third party that the consultant disputes and believes to implicate records exempted from disclosure under said Act, the consultant shall bear all attorney fees, costs and any and all fines levied upon the District to withhold such records.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. Although it is the District's intent to choose only a small number of the most qualified consulting teams to interview with the District, the District reserves the right to choose any number of qualified finalists.

Contacts

All questions regarding this project should be directed to Michele Braucht, Director of Administrative Services (650) 688-8408 (micheleb@menlofire.org) or Fire Chief Schapelhouman (650) 688-8426 (harolds@menlofire.org)

Directions for Delivery of the Proposal

Three copies of the proposal, one unbound copy of the proposal, and one copy in Micro-Soft Word on disk in a “sealed” envelope shall be delivered no later than 4:00 PM on January 16 , 2008 to:

Jon Hitchcock
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