



REQUEST FOR PROPOSALS

For

Design/Architectural Services

For

**MWDOC Administration Building Breakroom/Kitchen and Atrium
Remodel**

Proposals Due: 4:00 pm November 16, 2022

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ATTACHMENT C – Sample MWDOC Standard Agreement for Consultant Services

SECTION 1 – NOTICE TO RESPONDENTS

Proposal Due Date

The Municipal Water District of Orange County ("MWDOC") is soliciting proposals from qualified firms ("Respondents"), to provide design/architectural services for the remodel of MWDOC's administration office breakroom/kitchen and atrium remodel project ("Project"). The awarded proposal ("Contract") will be between MWDOC and the selected Respondent. Respondents must meet the minimum qualifications and requirements set forth herein.

Proposals for this RFP "Design/Architectural Services for the MWDOC Administration Building Breakroom/Kitchen and Atrium Remodel Project" ("Services), as described herein, will be received by electronic delivery until the due date noted on the cover sheet:

- Email to CBusslinger@mwdoc.com
- Proposals must be submitted in electronic form (using PDF format, with search capability, to ensure readability and compatibility) and must be less than 20 MB in size. Information on firm experience and qualifications information can be provided separately, using PDF format. Email supplemental information separately up to a 20 MB file limit.
- Proposals received after the due date noted on the cover sheet will not be accepted. Faxed or hard copy proposals will not be accepted.
- Proposals shall be valid for 120 days from the proposal due date. MWDOC intends to award the contract within this time but may request an extension from the Respondents to hold pricing for one year, until negotiations are complete and the contract is awarded.

Questions and Disclosure

Any questions related to the scope of services, proposal requirements, or selection process must be submitted in writing via the above email address. The closing date for questions is as stated in Section 4 (November 2, 2022). Any written questions, if answered, will be answered in writing and conveyed to all interested parties. Oral statements regarding this Request for Proposals ("RFP") by any persons should be considered unverified information unless confirmed in writing.

All correspondence with MWDOC and Proposals submitted in response to this RFP will become the exclusive property of MWDOC. Proposals will be held in confidence to the extent permitted by law. After award of a contract or after rejection of all proposals, the proposals will be public records subject to disclosure under California Public Records Act (Government Code Section 6250 et seq.). MWDOC will have no liability to the Respondent or other party as a result of any public disclosure of any proposal or the Agreement.

No Deviations from the RFP

Proposals must conform with the requirements of this RFP. MWDOC reserves the right to waive any irregularity, informality or error in any proposal, or in the RFP process or to reject any proposal which does not comply with this RFP. Modifications to the RFP including, but not limited to, the scope of services can be made only by written addendum issued by MWDOC. Ultimate selection of the successful respondent will be made solely by MWDOC on criteria determined by MWDOC.

The successful respondent will be required to enter into a Professional Services Agreement with MWDOC, which a template is included in the requirements of this RFP, as well as a final scope of services. By submitting a proposal, the respondent agrees to all of the terms of the RFP, unless exceptions are stated by the respondent in its

proposal. MWDOC reserves the right to enter into negotiations with one or more respondents to consider requested exceptions or changes to the RFP.

Prevailing Wages

To the extent that any services provided under the Professional Services Agreement are considered “public works,” as that term is used in Labor Code sections 1720 and 1770 et seq., then the Respondent will be responsible for complying with all prevailing wage laws.

SECTION 2 – INTRODUCTION AND BACKGROUND INFORMATION

Introduction

The Municipal Water District of Orange County (“MWDOC”) administration building, located at 18700 Ward St. Fountain Valley, completed a seismic retrofit and tenant improvement project in December 2021. Improvements pertaining to the services requested in this RFP include:

- Remodel of the kitchen/break room to update the space to compliment the newly redesigned office;
- Replacement of the atrium pergola with a similar shade structure that compliments the building design;
- Refacing of the main lobby cabinetry to match the new furniture;
- Replacement of the main lobby cabinet and reception desk countertops to compliment the new office furniture and remodeled kitchen.

MWDOC is soliciting proposals from well qualified firms to provide design/architectural services for the administration building lobby area/breakroom/kitchen and atrium.

Background Information

Administration Building

The administration building currently serves as MWDOC’s primary administrative building and is also designated as the backup Emergency Operations Center (EOC) for the Water Emergency Response Organization of Orange County (WEROC). The EOC’s principal function is to provide office space to host water resources personnel during critical events. This building is intended to be used as a backup communications and resource coordination hub for water and wastewater agencies in Orange County in the event the primary EOC is unavailable/unusable.

The MWDOC administration building completed a seismic retrofit and tenant improvement project at the beginning of 2022. The breakroom/kitchen and atrium only received structural and electrical upgrades during the remodel. The breakroom/kitchen is approximately 26.25 feet wide by 69 feet long. See **Attachment A** (MWDOC Administration Building Record Drawings, Sheet A-107). Note this sheet is for reference only and actual dimensions may differ.

The atrium is a rectangular shaped open courtyard at the center of the building that measures approximately 35 feet by 55 feet. The atrium is a focal point for all of the workspaces that look into the area. The approved pergola design will maintain the aesthetics and brightness of the atrium, but will also assist in reducing the amount of glare that comes into the south facing offices and workstations.

The building will remain occupied during the Project therefore dust control will be an essential element of the construction Project.

SECTION 3 – SCOPE OF SERVICES

The Respondent is required to provide services specified in the RFP, its proposal, and the executed contracts. In submitting a proposal, the Respondent represents that it is qualified and capable of providing all the requirements of this RFP and the attached Agreement.

The Respondent is also invited to provide a substitute Scope of Services that is consistent with the requirements outlined below and appropriate for this project. The Respondent shall state features, skills and/or services which distinguish the firm that make it the best choice for MWDOC. Additional information or tasks which, in the Respondent's opinion should be included, must be clearly identified.

MWDOC proposes to hire a consultant that will provide design/architectural services, including bid and construction support services for the Project. The design and finishes will complement the newly remodeled office space and include the following improvements:

Breakroom/kitchen area

- Demolition and disposal of existing kitchen/break room cabinetry, and replacement with new cabinetry and under cabinetry lighting; providing sufficient counter top space to accommodate existing coffee machines, food preparation areas, two microwave ovens and toaster ovens; as well as maintaining the existing volume of cabinet storage space;
- Demolition and disposal of existing sink and faucet, and installation of a new sink and faucet;
- Demolition and disposal of existing flooring, and installation of new flooring;
- Relocation of the southern break room door to the west in order to avoid interference with Conference Room 101 doors, while providing sufficient space for a refrigerator; (or if Building Code allows - elimination of the southern break room door);
- Removal of any existing wall paper, wall patching and repainting of existing kitchen/break room walls;
- Haul away and dispose of (2) existing refrigerators and replace with (2) new refrigerators;
- Installation of new standalone ice machine including connection to existing drain located in western partition wall;
- Removal and disposal of existing table and chairs, and replacement with tables and chairs sufficient to seat minimum 20 people;
- Installation of new accent lighting, dependent on final design approval;

Atrium Area

- Removal and disposal of existing pergola shade structure, and replacement with a new structure that utilizes the existing foundation supports to complement atrium and building.
- Installation of new accent lighting on pergola shade structure.

Other Improvements

- Refinish main lobby cabinets to complement remodeled office space furniture;
- Removal and disposal of existing main lobby cabinet countertop and lobby reception desk countertop; and replacement with new (same size) countertops complementing remodeled office space.
- Develop asbestos mitigation plan for construction. A hazardous building materials inspection was performed in 2020 and the report is provided in **Attachment B**.

Deliverables:

Time is an essential element of this project. The intent is to begin bid solicitation immediately following completion of construction solicitation package. Consultant will provide the following services as specified below:

1. Schematic design and consultation meeting to review concepts with MWDOC **within 7 weeks** of Notice to Proceed.
2. 90% Construction documents for MWDOC review and comment **within 6 weeks** of MWDOC response to schematic design meeting.
3. Final 100% Construction document solicitation package following MWDOC template of bid documents including construction drawings stamped and signed by a California licensed architect, and opinion of probable construction cost within **5 weeks** of MWDOC 90% document review comments.

4. Bid Support during solicitation phase
5. Construction support during construction

SECTION 4 – PROPOSAL TIME SCHEDULE (Subject to Change)

PROPOSAL ACTIVITIES AND ESTIMATED SCHEDULE DATES

The following table (subject to change) reflects the anticipated dates/timeframe for receipt, evaluation, award, and implementation of this work. Please note these key dates when preparing your response to this RFP.

Activity	Date
Release of RFP	September 28, 2022
Pre-Bid Meeting 11:00am	October 19, 2022
Deadline to submit written questions Due by 4:00pm PT	November 2, 2022
Proposal Due Date by 4:00pm PT	November 16, 2022
Interviews with Short-List Respondents	Nov 29 - Dec 1, 2022
Recommendation of Award presented to P&O or A&F Committee	January 3 or 11, 2023
Recommendation of Award presented to MWDOC Board	January 18, 2023
Award Contract and Notice to Proceed	January 31, 2023

SECTION 5 – PROPOSAL REQUIREMENTS AND SELECTION PROCESS

PROPOSAL CONTENT

The proposal must be clear and concise, and limited to no more than 25 pages, well organized and demonstrate your firm’s and team’s qualifications and experience for conducting this work. In electronic format, it should be not more than 20 MB in size. The proposal must contain the following information as a minimum:

SCOPE OF SERVICES

Provide a detailed scope of services that comprehensively defines and describes the proposed approach and methods to perform the Services. The scope of services must, at minimum, address the items shown in Section 3 “Scope of Services” and the goals of MWDOC.

In reviewing the Scope of Services described in Section 3. Respondent may identify additional necessary tasks needed to complete the Project.

EXPERIENCE AND COMPETENCY

Respondent shall provide a description of how the Respondent’s experience, technical and professional skills will meet the goals and fulfill the general functions identified in this RFP. Describe the past experience of staff to be assigned to perform the Services in performing similar services.

TEAM

Provide a description of the project team members, their job titles, and include a listing of the percentage of each member’s time is assigned to this effort. MWDOC requires contractual commitments for key staff identified in the proposal until Project completion. Substitutions of key personnel require MWDOC written approval.

Respondent firm's principal(s) are required to be registered by the State of California for practice of specialized services. Respondents are required to demonstrate that their staff and subcontractors are licensed in all areas relevant to this Project.

BUDGET

The Respondent must provide in the proposal a breakdown of the estimated hours that each project team member, including any sub-contractors that will contribute for the individual tasks depicted in the scope of services. The Consultant must also separately identify costs of all subcontractors and other direct reimbursable costs to the project such as reproduction, mileage, etc.

Provide a detailed not-to-exceed cost proposal to accomplish the services requested. Identify the hourly allocation of resources by discipline and by each of the major four tasks identified in the scope of services above. Identify any services that are specifically excluded from the budget.

CONFLICT OF INTEREST

Provide documentation that personal or organizational conflicts of interest prohibited by law do not exist. The selected Owner's Representative firm shall not be a bidder, or perform work for any bidder, on the construction contract related to this project.

CONTRACT/AGREEMENT

A sample copy of MWDOC's professional services agreement is provided in **Attachment C**. Please state in your proposal your willingness to accept the agreement terms and conditions. If you require any changes, please include in your proposal any proposed modifications to the standard terms and conditions. While MWDOC negotiates such changes with Consultants, MWDOC will consider your proposed modifications during Consultant selection and retains the right to reject any portion of your proposed modifications. The Respondent must acknowledge that the Respondent is providing services on a work-for-hire basis.

TERMS AND CONDITIONS OF THE PROPOSAL SELECTION

MWDOC may discuss or negotiate with one or more firms prior to award to complete the selection process to enable a recommendation to be made to MWDOC's Committee and Board.

MWDOC reserves the right to reject any or all proposals, either separately or as a whole, and accept any proposal or portion of any proposal presented which it deems best suited to the interest of MWDOC and its member agencies, and is not bound to accept the lowest price.

The cost for developing the proposal is the sole responsibility of the Respondent. All proposals submitted become the property of MWDOC.

At the time of the opening of proposals, each Respondent must be presumed to have read and be thoroughly familiar with the project. Respondents must be capable of complying with all insurance requirements and Conflict of Interest Statements as stated in MWDOC's standard agreement (**Attachment C**). Please review this agreement and note in your proposal if any modifications are needed in order to ensure compliance.

Be advised that all information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.)

The selected firm must be able to begin work immediately upon award and must be able to maintain the required level of effort to perform the work on-schedule.

This request does not commit MWDOC to retain any Consultants, to pay costs incurred in the preparation of proposals, or to proceed with the project. MWDOC reserves the right to reject any or all proposals and to negotiate with any qualified applicant.

During the evaluation process, MWDOC reserves the right, where it may serve MWDOC's best interest, to request additional information or clarification from Respondents, or to allow corrections or errors or omissions.

SELECTION PROCESS

Proposal Review Process

An evaluation committee will review the proposals received in response to this RFP.

If deemed necessary by the evaluation committee, interviews with short-listed Respondents will be conducted (tentatively scheduled for November 29 – December 1, 2022).

The evaluation committee will recommend one or more firms to fulfill the requirements of this RFP. The recommendation will be made to the General Manager, a Committee of the Board and the Board of Directors.

Upon approval by the Board of Directors, MWDOC will enter into further negotiations with the selected Respondent(s) to develop and execute a final agreement.

Selection Criteria

MWDOC will utilize the following general criteria to select the consultant(s) for this work:

- 1) Understanding of the project, and Respondents recommended plan for completion, including any recommended changes to the scope of services to best achieve intended outcomes.
- 2) Qualifications of firm, assigned personnel and subcontractors
- 3) Estimated cost and rates and acceptance of MWDOC's standard form of agreement

Protests

Protest Contents: Protests based on the content of the RFP shall be submitted electronically to Charles Busslinger via email at CBusslinger@mwdoc.com no later than ten (10) calendar days prior to the scheduled proposal submittal deadline. If necessary, the proposal submittal deadline may be extended pending a resolution of the protest. Respondent may protest a contract award if the Respondent believes that the award was inconsistent with this RFP or is not in compliance with law. A protest must be filed in writing via email to Charles Busslinger at CBusslinger@mwdoc.com within five (5) business days after receipt of notification of the contract award. Any protest submitted after 5 pm of the fifth business day after notification of the contract award will be rejected by the MWDOC as invalid and the Respondent's failure to timely file a protest will waive the Respondent's right to protest the contract award. The Respondent's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

MWDOC Review: MWDOC will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. MWDOC shall provide the Respondent submitting the protest with a written statement concurring with or denying the protest. Action by MWDOC relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the Respondent's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.