



REQUEST FOR PROPOSAL (RFP)
FOR
ARCHITECTURAL/ENGINEERING SERVICES
FOR DESIGN OF A PRE-ENGINEERED METAL SHOP BUILDING

Date issued: March 03, 2025

DELANO MOSQUITO ABATEMENT DISTRICT

11281 Garzoli Ave

Delano, CA 93215

Proposal Requested:

The Delano Mosquito Abatement District, hereinafter referred to as “District”, is soliciting proposals from qualified Architectural/Engineering Firms, hereinafter referred to as “Proposers”, to provide services for the design and plan of a pre-engineered metal shop building, within the budgeted limits set by the District, including obtaining required permits through all appropriate agencies and ensuring the building is in compliance with all local and state related codes, and the removal of three wooden storage sheds located at the tentative build site. These are small wooden sheds that can be disassembled by the District if more feasible.

Purpose:

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified and interested firms to provide Architectural and Engineering services for the District. These services will be in accordance with terms described in this document and the selected firm will act as a design consultant. The District aims to engage a design team that will review and finalize the space needs assessment, conduct site analysis and develop a conceptual schematic plan for the District.

Background:

The Delano Mosquito Abatement District, is an independent district formed pursuant to the California Health and Safety Code, Section 2000 et seq. The District was formed in 1944 by the citizens of the North Kern and South Tulare Counties to control pestiferous mosquitoes and protect them from mosquito-borne disease. The District currently serves an area of 477 square miles encompassing the cities of McFarland and Delano, and communities of Ducor, Earlimart, Richgrove and Teviston. The District has an annual budget of approximately \$1.6 million. The District is governed by a five-member Board of Trustees, consisting of one representative from each city, two representatives from the County of Kern, and one representative from the County of Tulare.

The District is interested in constructing a pre-engineered metal shop building approximately 40 feet wide by 60 feet long to expand the workspace and inventory/equipment storage capacity. The building should be durable, cost-effective, and designed to meet the District’s specific needs such as electrical power, including wall outlets, interior and exterior lighting, gutters and downspout, two overhead garage doors and one pedestrian door on its property located at 11281 Garzoli Ave, Delano, CA 93215. There are no plans to add plumbing to the metal shop building.

The District has identified a proposed building site that will allow for an approximate 2,400 square feet building. Currently, there is no concrete foundation at the proposed building's location. There are three small wooden storage shed on the proposed building location that would need to be dismantled and disposed of. Design must incorporate a concrete foundation for the metal shop building. Building and building site may be moved or resized at the recommendation of the proposer to meet compliance with applicable standards, laws and codes.

Description of Services/Scope of Work:

The Proposer will act as the District's design consultant during the initial assessment and schematic design phases, delivering relevant supporting documents and conducting necessary studies. Additionally, the Proposer will offer engineering advice to the District staff, representing their interests throughout the process.

The Proposer shall provide Architectural and Engineering services based on design-bid-build delivery method. This includes delivering comprehensive Architectural and Engineering documents required for construction, such as drawings, details, and specifications, as well as offering construction administration support until project completion. The District is open to a design-build delivery method if it proves more advantageous to the District.

Design shall comply with all environmental requirements; be consistent with the City of Delano, Kern County, State and Federal building codes and regulations, including applicable City permit requirements. The Proposer will be responsible for securing all environmental clearances and permit applications, including California Environmental Quality Act (CEQA) studies if required. The District request the Proposer to include Geotechnical assessment and report as required to facilitate the structural design and permitting of the building.

The Proposer will communicate with the District to integrate ideas and feedback as well as potentially participating in meetings to solicit feedback and ensure design aligns with current and future needs.

The scope of work includes, but is not limited to, the following:

A. Pre-Design & Programming Phase (Phase 1)

a. Site Survey and Analysis

- i. Conduct a site visit and assess the proposed location, including topographical survey, utility location, and site constraints.
- ii. Recommend and advise on additional surveys or special studies required.

- iii. Evaluate zoning restrictions and relevant local regulations.
- iv. Prepare a report summarizing findings and recommendations.
- b. Program Development
 - i. Coordinate kickoff meeting and meet with District Staff to define project requirements and solicit feedback, including building size, desired features, and functional needs.
 - ii. Develop design schedule to track all milestone required for completion of project.
 - iii. Develop a preliminary test fit and space program layout.
- c. Feasibility Study
 - i. Prepare a feasibility study including preliminary cost estimates and schedule considerations.
 - ii. Assess environmental and regulatory requirements for site and building. Assess if project requires CEQA study or falls into exemption. Conduct review and study if required.
- d. Provide a Preliminary Schedule for Project outlining key milestones.
- e. Establish communication protocols for coordination with District and project stakeholders.

B. Design Phase

- a. Schematic Design
 - i. Prepare and present schematic designs including preliminary details, floor plans, site plans, elevations, and test fit for District review and approval.
 - ii. Work with District staff to refine the design based on Staff feedback.
 - 1. Finishes (e.g. wall type, paint, floor finishes, ceiling type, fixtures and equipment)
 - 2. Product research for architectural materials and finishes
 - 3. Equipment Coordination
 - 4. Lighting and Wiring
 - 5. Security Consideration
 - 6. Central Air for Temperature controlled rooms
 - 7. Insulation Required
 - 8. Fire protection systems
 - iii. Review and select materials for construction.
 - iv. Make contact with each affected utility company of planned service needs to support project.
- b. Design Development
 - i. Develop the Schematic design into a more detailed design, including but not limited to structural, electrical and mechanical considerations.

- ii. Include site plan, floor plans, ceiling plans, wall sections, profile details, interior finish schedule, light and electrical fixture schedule and equipment schedule.
- iii. Plans should also include site utility plan and electrical outlet plan.
- iv. Finalized material choices and ensure compliance with energy, safety, and environmental and local regulations.
- v. Provide preliminary specifications and a refined project budget.
- vi. Review with District for preliminary comments.
- vii. Present documents to District Board as required to secure approval.

c. Permitting

- i. Prepare and submit permit applications to local authorities for zoning and building permits, including any environmental clearances.
- ii. Coordinate with City, County and State agencies as needed to secure necessary approvals and provide any documents required.
- iii. Confirm that Project is a permitted use and any CEQA study required or if exemption applies.
- iv. Conduct geotechnical assessment and report as required to facilitate the structural design and permitting of the building.

C. Construction Document Phase

a. Detailed Drawings

- i. Prepare detailed construction drawings and specifications that can be used for bidding and construction purposes.
- ii. Include architectural, structural, electrical, mechanical, and civil engineering drawings.

b. Bidding Documents

- i. Prepare documents for solicitation of construction bids.
- ii. Assist in issuing the request for proposals (RFP) to contractors, evaluating contractor bids, and providing recommendations.

c. Final Construction Documents

- i. Provide final, stamped drawings that meet all code requirements and are suitable for construction.
- ii. Assist with obtaining final permits and approvals from local authorities.

D. Construction Administration Phase (Phase 2)

Architectural Construction Administration Services

a. Contractor Selection Assistance

- i. Assist in reviewing and selecting the most qualified contractor for the project, ensuring they meet project requirements, are registered with the DIR and have the necessary experience.
 - ii. Meet with successful contractor to review plans, schedules and scope to promote common understanding of the work.
 - iii. Coordinate with contractors on matter of construction contract, schedule, bonds, format of payments, project start and timeframe and any other required permit acquisitions.
- b. Construction Monitoring and Coordination
 - i. Conduct regular site visits to monitor progress and ensure compliance with the design, specifications, and schedule.
 - ii. Review contractor submittals, including materials, shop drawings, and progress reports.
 - iii. Update Construction documents to reflect any modifications and/or substitution made.
 - iv. Address any on-site issues, delays, or requests for information (RFIs) from the contractor.
- c. Project Closeout
 - i. Conduct final inspections to ensure that the building is completed to specifications and complies with all codes and regulations.
 - ii. Coordinate the issuance of final approvals and occupancy permits.
 - iii. Provide as-built drawings, warranties, and maintenance manuals to the District.
- d. Post-Construction Review
 - i. Assist with addressing any issues that arise during the post-construction phase, including reviewing warranty claims and performing post-occupancy evaluations.

The Proposer is invited to highlight any further work or adjustments to the scope of services that they believe are essential for completing the project's schematic design. This document is to be used as a general guide for defining services to be provided by the Proposer and is not meant to be all-inclusive.

Project Timeline:

The project timeline should be provided by the Proposer and should include key milestones such as design approval, start of construction, and project completion. The timeline should be realistic and take into account any potential delays or challenges that may arise during the construction process. Proposers may identify any additional necessary tasks and include them in their submission.

Qualification Requirements:

Proposers must be qualified, willing and able with proven expertise and track record, to design and deliver the project identified in this RFP.

Proposers should be registered with the Department of Industrial Relations as a Public Works Contractor and be familiar with prevailing wages as the District is a Public Agency.

The District may require specific insurance coverage be established and maintained during the course of the work and as a condition of award or continuation of contract. Proposers must maintain professional liability insurance and ensure compliance with all licensing and safety regulations.

Insurance Requirements:

The Proposer must obtain and maintain insurance coverage for claims related to injuries or property damage arising from services performed by the Proposer, its agents, representatives, employees, or subcontractors. Insurance must be secured from a carrier with an A.M. Best Rating of at least A-.

A. Required Coverage

The Proposer must maintain the following insurance policies for the duration of the contract:

- a. Commercial General Liability Insurance
 - i. Minimum coverage of \$2,000,000 per occurrence.
 - ii. If the policy includes aggregate limits, they must apply separately to this project or be at least twice the per-occurrence limit.
 - iii. Coverage must include bodily injury, property damage, and pollution-related clean-up costs.
 - iv. The policy must name the District, its staff members, agents, employees, Board, and volunteers as additional insureds. It must also be primary and non-contributory to any insurance maintained by the District.
- b. Automobile Liability Insurance
 - i. Minimum coverage of \$1,000,000 per accident for owned, hired, and non-owned vehicles.
- c. Workers' Compensation & Employer's Liability Insurance
 - i. Coverage as required by California law.
 - ii. Employer's liability coverage of at least \$1,000,000 per accident for bodily injury or disease.

- iii. Must include an endorsement stating insurer waives any right of subrogation against the District.

B. Additional Insurance Provisions

- a. Additional Insured Status
 - i. The District, its employees, officers, directors, volunteers, and agents must be included as additional insureds under the Commercial General Liability policy.
 - ii. Coverage must be at least as broad as ISO Form CG 20 10 11 85 or equivalent later revisions (CG 20 10 and CG 20 37).
- b. Notice of Cancellation
 - i. Insurance policies must include a provision stating that coverage will not be canceled without prior notice to the District.
- c. Errors and Omissions Coverage
 - i. Specific provisions for Errors and Omissions insurance will be detailed in an addendum.

C. Waiver of Subrogation

- a. The Proposer waives all rights of subrogation against the District, its officials, employees, and volunteers. The Proposer agrees to obtain any necessary endorsements to enforce this waiver. This provision applies regardless of whether the Proposer is able to provide a formal endorsement from the insurer.

D. Proof of Insurance

- a. The Proposer must provide certificates of insurance and required endorsements before contract award.
- b. A current insurance certificate or a letter of intent to provide insurance, including coverage details and limits, must be submitted with the RFP.
- c. The successful Proposer shall submit a Certificate of Insurance with endorsements naming the District as an additional insured before starting any services.

Proposal Submittal Requirements:

Submitted proposals must follow the format outlined below and all requested information must be provided. Failure to meet submittal requirements will result in elimination of proposal evaluation.

1. Firm cover letter/company profile with a brief history of the firm and the total number of years of experience providing construction services, including any relevant experience in pre-engineered metal building construction.
2. Firm contact information including name and title of firm representative, address, telephone number and email address.
3. Key employees for the project including individuals responsible for planning, design and field supervision during construction.
4. Details of similar projects completed, including references and photos if available.
5. Early proposed design and specifications for the metal storage building.
6. Cost estimate, including a detailed breakdown for the entire scope of work, including estimate of hours for each phase, hourly labor rates, anticipated costs for permits or third-party services of, materials, and any other expenses.
7. Please present a firm price proposal for Phase I (Pre-Design/Programming, Design, Construction Documents). Please also provide a price proposal for Phase II which will be utilized as a basis for the anticipated services addition and to assist in a commercial terms analysis amongst bidders.
8. Proposed timeline for the project, including key milestones and other information in sufficient details.
9. Indicate the present level of professional liability and other insurance coverage for the firm.
10. Any additional information or qualifications that may be relevant to the project.

Evaluation and Selection Criteria:

District Management staff and Board of Trustees will comprehensively rank firms based on, but not limited to, written proposals, qualifications, references, and other relevant information. The District will take into account the estimated value and cost-effectiveness of the proposal, the project scope and complexity, quality and feasibility of design and specifications as well as the professional nature of the services to be provided. The successful Proposer will be required to enter into a formal agreement with the District.

As part of the evaluation process, the District may request interviews with select Proposers for clarification. Additionally, Proposers may be invited to present to the District Board of Directors. This presentation will provide an opportunity for Proposers to discuss their proposal, qualifications, experience, and their fee in greater details. No new material may be introduced during this time, and any requests for additional information will be solely for clarification purposes.

The District Manager or Board may award the contract to a Proposer other than the Proposer receiving the highest rating in the event the Board determines that another Proposer from those qualified would provide the best value to the District considering cost and technical factors.

Submission Deadline:

All proposals must be submitted accordingly to the specifications set forth in the proposal requirement section. Failure to adhere to these specifications may be cause for rejection of proposal. All proposals are due no later than 3:30 PM (Pacific Daylight Time), March 28, 2025, and must be signed by an authorized representative of the firm.

Please send two hard copies and one digital copy of your proposal in a clearly marked envelope, by the deadline date listed above, to the following address:

Delano Mosquito Abatement District
Attn: Thai Thao
P.O. Box 220
Delano, CA 93216
tjthao@delanomosquito.com
Subject line: RFP: Metal Shop Building

Schedule of Event:

March 03, 2025	RFP Issue Date
March, 2025	Job Site Inspection/Walk (Coordinate with Manager)
March 28, 2025	RFP Proposals Due – 3:30 PM (Pacific Standard Time)
April 17, 2025	Board Approval (Tentative)

Contact Information:

Questions regarding the content or intent of this RFP should be addressed to:

Thai Thao (Jay), District Manager
Delano Mosquito Abatement District
11281 Garzoli Ave, Delano, CA 93215
Phone: (661) 725-3114
Email: tjthao@delanomosquito.com