



ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REQUEST FOR PROPOSALS

FOR

CONSTRUCTION MANAGEMENT SERVICES FOR THE DESIGN AND CONSTRUCTION OF A NEW DISTRICT HEADQUARTERS INCLUDING A LABORATORY, MAINTENANCE BUILDING AND RELATED SITEWORK

Issued by

The Orange County Mosquito and Vector Control District
13001 Garden Grove Blvd
Garden Grove, CA 92843

September 9, 2024

I. INTRODUCTION

The Orange County Mosquito and Vector Control District (District) is seeking proposals for construction management services to assist District staff in the step-by-step process of a phased design and construction for a new District Headquarters Building including a laboratory, Maintenance Building and related sitework in Orange County, California. The purpose of this Request for Qualification is to obtain information that will enable the District to select a construction management firm to assist with the outlined project from start to finish. This process will include evaluating the qualifications of the construction management services firms to select a firm that offers the best combination of qualifications and price.

II. OBTAINING REQUEST FOR PROPOSAL DOCUMENTS

A. CONTACT INFORMATION

Supplemental information requests may be obtained at the Orange County Mosquito & Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, California, 92843. Project contacts are as follows:

Lora Young
District Manager
13001 Garden Grove Boulevard
Garden Grove, California 92843
lyoung@ocvector.org

Written questions for clarification concerning this RFP should be directed to:

Lora Young
District Manager
13001 Garden Grove Boulevard
Garden Grove, California 92843
lyoung@ocvector.org

Requests for clarification and other questions concerning this RFP must be in writing and shall be submitted to the contact identified above no later than 3:00 p.m. (PST) on Tuesday, October 7th, 2024.

B. REQUEST FOR PROPOSAL (RFP) SUBMISSION INSTRUCTIONS

The District will accept proposals through 3:00 p.m. PST October 21st, 2024.

If submitted in written form, please include four (4) original copies of all required submission materials. Proposals in response to this RFP must be delivered in a sealed envelope to the address below:

Lora Young
District Manager
13001 Garden Grove Boulevard
Garden Grove, California 92843
lyoung@ocvector.org

If submitted electronically, please include all pertinent documents. The Subject Line shall read as follows: "OCMVCD Construction Management Service Proposal".

Address the submittal to the following recipients:
lyoung@ocvector.org and tpett@ocvector.org

III. PROPOSAL ORGANIZATION AND FORMAT

Consultants responding to this RFP must include the following information:

- A. Cover letter, RFP signature page: Include here any cover letter and the RFP signature page. Submittals in response to this RFP must be signed by the person in the consultant's organization who is responsible for the submittal and is authorized to submit on behalf of their organization. An electronic signature(s) will be accepted if submitting electronically
- B. Qualifications of the submitting consultant and any sub-consultants who are team members: The specific qualifications of the consultant(s) to accomplish the work outlined in the scope of services should be included. Identify projects relevant to this assignment with dates, clients, and specific references that could comment on the quality of the work.
- C. Qualifications of the individuals who will work on the project: The qualifications must identify the project manager and explain how this point of contact will lead the project's efforts. If interviews are required for selection, it will be necessary for the proposed project manager to conduct most of the presentation and be able to answer most questions asked during the interview process. All other relevant personnel who will work on the project should be identified in this section with relevant specific experience identified. Include specific work assignments of the proposed personnel.

IV. GENERAL INFORMATION

The Orange County Mosquito and Vector Control District (OCMVCD/District) is the only public agency in Orange County that provides vector control programs and services. The district's service and sphere boundaries are coterminous, or identical, to the county's boundaries, making the district responsible for protecting a population of nearly 3.2 million people over 798 square miles. A 35-member Board of Trustees governs OCMVCD. The Board is comprised of an appointed member from each of Orange County's 34 cities and one county-appointed representative. The Board of Trustees' primary functions are budget oversight and the establishment of district policy. Further, the Trustees are collectively empowered to undertake and carry out a vast number of duties under the State Health and Safety Code.

The District offices have been located at 13001 Garden Grove Blvd, Garden Grove CA, since 1949. With the introduction of new vectors and the diseases they carry, the District has expanded the services over the last 70 years to include mosquitoes, rats, Red Imported Fire Ants and Filth flies. The District currently has 70 full-time employees, 10 part-time employees and brings on an additional 50 seasonal employees during the summer months. The District's current headquarters is located on approximately 5 acres of land with staff working in 5 different buildings. OCMVCD has a need for a larger facility to house the laboratory functions, operations team and equipment, administrative staff, training and fleet. The District is looking to a phased construction project to allow continued services throughout the process.

V. SCOPE OF SERVICES

The scope generally includes civil, architectural, structural, electrical, mechanical, plumbing, technology and other applicable design services to complete a full set of construction drawings for final approval by management for the manufacturing, installation and construction; plan checking, approvals and building permit, and other improvements for a complete, turn-key project.

The below is to be used as a general guide for defining services to be provided by the construction management firm and is not meant to be all inclusive.

Pre-Construction/Design Services

1. Permits: Assist the District in pursuing all necessary including preparing and filling applications for required permits.
2. Design Plans: Utilizing the District's current space plan document as a base document assist in soliciting proposals, and the selection of architectural services for conceptual/preliminary designs for a phased construction project.
3. Plan Review: Provide plan review and constructability services with an emphasis on ensuring that the Project can be completed within the established schedule and within the available budget.

4. Preliminary and Detailed Estimates: Provide a recommendation on construction feasibility, availability of materials and labor, time requirements for installation and construction, factors related to cost including costs of alternative designs or materials, and preliminary budgets.
5. Design Review: Coordinate design review meetings with District staff, provide assistance and feedback on different designs submitted, including projected costs and alternatives if necessary.

Construction Phase Services

1. Bid Processes: Assist the District in the preparation, and review of RFP/Q (Notice Inviting Bids) for construction, including all legal requirements for a RFP/Q, pre-bid meetings, site walkthroughs, and supporting documents.
2. Project Budgeting: Maintain Project accounting and budget.
3. Construction Management: Coordinate Construction work to include budget, scheduling, project timeline, quality of work, compliance with legal public works project requirements include prevailing wage laws and records requirements, review change orders, and provide technical assistance to District staff regarding the Project. Schedule regular meetings with the Contractor and review all progress payment requests and requests for change orders for time or money.

Post Construction Phase Services

1. Construction Completion: Coordinate final walk-through inspection, verify all necessary permits and certificates are completed
2. Construction Contract Completion: Ensure all work that was contracted has been completed and meets the standard and requirements agreed upon by the District and construction management firm.
3. Close Out Documentation: Verify and coordinate all close-out documents for the project. Ensure all manuals, warranties and “as built” are provided.

The Bidder shall comply with all applicable provisions of Section 16100 of Title 8 of the California Code of Regulations, which require CONTRACTOR to keep accurate records of the Work performed as provided in Labor Code Section 1812, to allow the District to inspect Bidder’s payroll records pursuant to Labor Code Section 1776 and Section 16400(e) of Title 8 of the California Code of Regulations, and to comply with all other requirements imposed by law. In addition, Bidder shall pay prevailing wages to its own employees as a provided in Labor Code Section 1720 et seq.

VI. KEY EVENT DATES

Listed below are estimated dates and times of actions related to this Request for Proposals (RFP). If the District finds it necessary to change any of the specific dates and times, will do so by issuing amendments to this RFP. Failure by the District to issue amendments to this schedule will not invalidate this selection process.

| DATE | EVENT |
|-------------------|--------------------------------|
| September 9, 2024 | Posting of RFP for Public View |
| September 9, 2024 | Advertise RFP |

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| September 9, 2024 | RFP Open |
| October 7, 2024 | Deadline for submissions of Questions |
| October 21, 2024 | Proposals due on or before 3:00 p.m. (PST). |
| November TBD, 2024 | Interviews/presentations (if required) |
| November TBD, 2024 | Presentation to Budget & Finance, Bldg., Prop & Equip |
| November 21, 2024 | Board Review /Approval |

VI. CONSULTANT SELECTION AND AWARD PROCESS

A. REVIEW OF SUBMITTALS

The District intends to retain the selected firm evaluated to be the best qualified to perform the work for the District, cost and other factors considered. The District shall screen all applications, and the candidates will be selected for interviews. Proposals will be evaluated by a committee that may include the District Manager, Director of Operations, and other relevant District staff members or Board of Trustees. The evaluation committee will review the proposal and references and may request interviews/presentations. The resulting information will be used to rate the submittals.

1. Does the Firm demonstrate an understanding of the scope of work?
2. Does the Firm have specific experience relative to this project or similar projects?
3. Does the Firm have a well-organized and detailed response to the proposal
4. Does the Firm’s proposal indicate an ability to work effectively to problem-solve and meet the established timelines and project budget requirements.
5. To what extent do previous clients rate the services provided?

The evaluation committee reserves the right to select based on submittals without scheduling interviews. The evaluation committee’s scoring will be tabulated, and submittals ranked based on the numerical scores received.

B. INTERVIEW/PRESENTATIONS

Top-scoring contractors, based on the evaluation of the written proposals, will be required to have interviews/presentations to support and clarify their proposals, if requested by the District. The District will make every reasonable attempt to schedule each interview/presentation at a time that is mutually agreeable between the consultant and District. Failure of a consultant to complete a scheduled interview/presentation to the evaluation committee may result in rejection of the opportunity for award of an agreement.

C. FINAL EVALUATION

Upon completion of any interviews/presentations by proposers, the District’s evaluation committee will gather and review all information obtained, conduct possible reference checks, and other pertinent factor(s) that may arise and/or be included by the District in the selection process.

D. RIGHT TO REJECT PROPOSALS AND NEGOTIATE AGREEMENT TERMS

The District reserves the right to reject any and all proposals without cause or notice, such as if determined that one or another does not satisfactorily meet the needs, qualifications, product, and/or outcomes required or desired. The District reserves the right to negotiate the terms of an agreement, including the award amount, with the selected proposer or any other person, even with someone who has not submitted a proposal, prior to entering into an agreement. Selection, award, terms, conditions, and amount are each within the sole discretion of the District Manager.

E. LATE PROPOSALS

The District may deem a proposal as late if received at any time after 3:00 p.m. PST on October 14, 2024. Proposals received after this time on this date will be marked "LATE PROPOSAL," will not be considered and will be returned to the consultant unopened.

F. PROPOSAL PROPERTY

All proposals become the property of the District upon submission and subject to California's public records laws. Nothing contained in any submission will be considered proprietary or a trade secret and a submission will act as an irrevocable acknowledgment of this by the proposer.

G. AMENDMENTS TO RFP

The District reserves the right to amend the RFP by addendum or to waive minor irregularities. If necessary, the proposal submittal deadline will be extended to allow proposers additional time to respond to the RFP addendum. The District may waive conflicts.

H. NON-COMMITMENT

This RFP does not commit the District to award an agreement to any person; to pay any person's costs, fees, or expenses incurred in the preparation of a proposal for this request; or to procure or contract for services. The District reserves the right to accept or reject any or all proposals received because of this request, or to modify or cancel in part or in its entirety the RFP, without cause and without notice, such as, but not limited to, if the District Manager determines it is in the best interests of the District to do so.

VII. INSURANCE REQUIREMENTS

A. Insurance Requirements:

The Awardee shall produce and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Awardee, his agents, representative, employees, or subcontractors.

B. Insurance Coverages & Limits Required:

The Awardee shall maintain limits of insurance no less than:

- 1) Worker’s Compensation: As required by the state of California. Awardee shall provide a waiver of subrogation endorsement, under the terms of the workers’ compensation insurance.
- 2) General Liability: **\$1,000,000** per occurrences for bodily injury, personal injury, and property damage.
- 3) Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
- 4) Professional Liability (Errors & Omissions): **\$2,000,000** per occurrence.

- All insurance requirements shall be submitted with Awardee’s proposal.
- If Awardee maintains higher limits than the minimum shown above, OCMVCD shall be entitled to coverage at the higher limits maintained by the Awardees.
- The Orange County Mosquito and Vector Control District shall appear as an additional insured on all Certificates of Insurance and shall be provided with an additional insured endorsement on the general liability policy.
- All insurance to be provided by the Awardee shall be issued by a company authorized to do so in the State of California.

C. Substitutions

NO substitutions or cancelations are permitted after award without written approval by the Purchasing agent.

D. Method of Payment

The firm shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables. Invoices shall be submitted to using departments. Upon acceptance of work, the District will render payment within forty- five (45) days of receipt of invoice.

E. Termination

Subject to the provisions below, the contract may be terminated by the District upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the District until said work or services are completed and accepted.

1) Termination for Convenience

If this contract is terminated or canceled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

2) Termination for Cause

Termination by the District for cause, default, or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.