



REQUEST FOR PROPOSALS

Design Team for Relocation and Restoration/Rehabilitation of the Historic Camp Parks Entrance Sign

City of Dublin, CA

Proposals must be received by: October 15, 2021 at 4:00 p.m. PST

Shaun Chilkotowsky, Heritage & Cultural Arts Manager
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REQUEST FOR PROPOSALS

Design team for the Relocation and Restoration/Rehabilitation of the Historic Camp Parks Entrance Sign

RFP ISSUE DATE: September 3, 2021

RFP DEADLINE: October 15, 2021, 4:00 p.m. PST

The City of Dublin invites proposals from firms with expertise in restoration of historic buildings. The City and US Army desires to restore and relocate the original Camp Parks Reserve Forces Training Area – United States Army (Camp Parks) entrance sign that was designed by renowned artist and architect Bruce Goff. The physical location of the current sign is at the original entrance to Camp Parks which is now closed, and proposed location is adjacent to the new Camp Parks access control point and the Dublin Camp Parks Military History Center.

This project is a partnership between the City of Dublin and Camp Parks. The project goal is to connect the Dublin community and the United States Armed Forces at Camp Parks by preserving the iconic sign and preserving local history.

In addition to restoring, rehabilitating, and relocating the existing sign, the project includes an interpretive exhibit about the sign and local history. Artistic benches or other features, designed by a professional artist, shall also be included as part of the project adjacent to the newly relocated sign.

BACKGROUND

Camp Parks was first established as a military base in World War II. Unofficially, the area was known as “Fleet City” and included Camp Parks (1942-46), a training and deployment center for the United States’ Navy’s Construction Battalions (“Seabees”); Camp Shoemaker (1943-46), a Navy personnel distribution and separation center; and Shoemaker Naval Hospital (1943-46), one of several Navy installations around the country where women were accepted as enlisted and officer service personnel.

The Camp Parks area later housed Alameda County’s Santa Rita Jail (1946 – present); Parks Air Force Base (1951-57); Civil Defense testing facilities (1959-1985); Federal Job Corps (1960s-1970s); and the U.S. Army’s Parks Reserved Forces Training Area (1980-present).

In 1944, as a US Navy Seabee ordered to Camp Parks during World War II, Bruce Goff designed the Camp Parks entrance sign.

In 1998, the US Army evaluated the Camp Parks entrance sign and determined it to be eligible for listing on the National Register of Historic Places (NRHP). In 1999 the State Historic Preservation Officer, Office of Historic Preservation, concurred with this assessment under Criterion C.

SCOPE OF WORK

The City is seeking the services of a design team that consists of qualified professionals to perform the scope of work outlined below. The design team shall include, but not be limited to, a professional artist with experience in historic building preservation, an architect with expertise with historic structures, licensed structural engineer, a licensed civil engineer, a licensed electrical engineer, or any combination thereof, and as further defined below, to develop plans and specifications for the relocation, restoration/rehabilitation of the historic Camp Parks entrance sign with associated landscape features such as pathways/walkways, accent lighting and pedestrian level lighting, artwork, and interpretive materials. The scope of work includes utilization, review, development and refinement of existing U.S. Army Corps of Engineers (USACE) draft plans and specifications for feasibility and code conformance.

The project restoration/rehabilitation design shall be conducted by personnel who meet the Secretary of the Interiors Professional Qualification Standards in History/Architecture (36 CFR Part 61), Military Unified Facilities Criteria, State and the Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68), primarily restoration with aspects of rehabilitation. Restoration means the act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time (i.e. 1944) by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

This project shall include the development of an interpretive exhibit to be displayed inside the guard area, or adjacent to the sign, and identify opportunities for artistic benches or other features adjacent to the relocated sign.

The project involves the existing sign's relocation to the new entrance location for a new symbolic use as the entrance to the exhibit space, the new construction of appropriate structural features, such as foundations, incorporation of accessible pathways/walkways as necessary, interpretive materials, lighting, and artwork adjacent to the new sign location.

NEPA review was previously completed for this project by the USACE. A CEQA review has not been conducted and is not a part of this scope of work.

Available Background Documentation

Available documentation that is intended to be utilized to help lead with the implementation of this project, and is included as **Attachment 2** of the RFP, includes:

- State Historic Preservation Officer Recommendation Letter - 1999
- Cultural Resource Impacts by US Army Corp of Engineers – 2014 (includes existing and proposed Site Plans)
- US Army Corps of Engineers Sacramento District Draft Plans and Specifications – 2015 (for reference only)

Team

The City is seeking a design team that consists of qualified professionals to perform the scope of work outlined above. The design team shall include, but not be limited to, a professional artist with experience in historic building preservation, an architect with expertise with historic structures, a licensed structural engineer, a licensed civil engineer, a licensed electrical engineer, or any combination thereof. Subject matter expertise in Historic Preservation requirements, and federal/military construction and permitting, as required per the scope of work above, is required. The team will work closely with professional City and Army staff on the project.

All personnel working on-site shall provide information required for background checks for access vetting to the installation Provost Marshal Office, Director of Emergency Services or Security Office.

Planning and Design

The selected design team shall use the existing draft plans and specifications developed by USACE as the basis for its planning and design. These plans and specifications are for reference only. Changes shall be necessary to meet current engineering design and construction criteria in addition to refinement of restoration details of Goff's original design not considered in the original USACE draft design.

Additionally, the designer shall review existing reports and evaluations prepared by USACE to meet National Historic Preservation Act Section 106 compliance. Any additional reporting shall be performed as necessary for USACE to coordinate with jurisdictional agencies.

A project management team (PMT) comprising City Staff, US Army Public Works Staff, US Army Cultural Resource Staff, and US Army Historic Architect will be available to assist with the planning and design. Plans and specifications by the designer of record requires approval by both the City and USACE prior to final approval.

Exhibit

The design team shall present for consideration, an interpretive exhibit displaying information about the sign, Camp Parks, Bruce Goff, and related history. Exhibit should be temporary to allow for ongoing display of additional temporary exhibits should the City or Camp Parks desire. Three or more renderings should be developed to demonstrate flexibility of the temporary exhibit and potential for its use.

Artwork

The project could include the addition of artistic features (i.e. benches) adjacent to the sign. The design team shall include locations capable of featuring artistic benches or other features to complement the relocated sign. Should artwork be considered, a separate process would be followed to allow for an open and competitive selection. All artworks shall be approved by both the City and USACE (who will coordinate with jurisdictional agencies) prior to final execution.

Fee

After the exact scope of work is defined, the agreed-upon fee shall be all-inclusive. There shall be no additional charges of any kind, including for design, labor, meetings, materials, or travel necessary to complete all elements necessary to complete the project unless authorized and agreed to in writing.

Timeline

Friday, September 3, 2021	RFP Issued
Wednesday, September 22, 2021	Non-Mandatory Site Visit (10:00am)
Friday, September 24, 2021	Deadline to Submit Questions
Wednesday, Sept 29, 2021	Addendum Posted (If Necessary)
October 15, 2021	Submittals Due by 4:00pm. Electronic Only.
November/December 2021	City Council Approval of Agreement

Following the execution of the agreement, the selected team shall provide the City with a detailed schedule. The City anticipates that the notice to proceed will be issued January 2022 with work completed in accordance with an agreed upon timeline that will be included in the consulting services agreement.

Deliverables

- Site visit, pre-design and design consultations with City Staff.
- Draft, review and final versions of project plans. (50%, 90%, 100%)
- Draft, review and final versions of project specifications. (50%, 90%, 100%)
- Draft, review and final versions of interpretive exhibit.
- Final bid package (both electronic PDF files and one full size hard copy), to include at a minimum, general notes, final site plan; utilities plan; lighting plan; elevations; and specifications.
- Building Permit Plans, and As-Builts/Record Plans (based on redline drawings received from the contractor and/or construction manager).
- Final sample board of all finishes and products proposed.
- Maintenance and general maintenance standards, as well as a draft or proposed Operations and Maintenance Plan or Manual as a framework for the construction contractor.
- Attend and present at both Heritage & Cultural Arts Commission and City Council Meetings. (Please provide a cost estimate for two presentations, listed as optional tasks).
- Preparation of a construction cost estimate and schedule with the 50%, 90% and 100% construction documents submission/
- Bid period assistance including response to questions during bid period and issuance of addenda as required.
- Provide construction period assistance including attendance at a kickoff meeting, progress meetings, punch list walkthrough and final walkthrough, submittal review, RFIs and supplemental information as needed.

RFP SPECIFICATIONS

FORMAT:

Submittals will only be accepted electronically. Please prepare and organize your submittal based on the requirements provided below. The submittal is limited to 30 pages maximum single sided (excluding resumes) and should be formatted using 8.5x11 sized paper in 12 point font. Please keep the submission below 20MB.

CONTENTS:

- a. **Qualifications:** Include a brief history of your firm and list of projects of similar scope that your team has completed in the last ten years. Where applicable, include links to past projects. Include brief biographies and resumes of key project team members, including the person who will serve as the main point of contact and the person who will serve as the main designer. For each person, indicate his or her role on the project, list relevant training, professional licensure if applicable, and work experience and their roles on recent projects. If you intend to subcontract any portion of the work, please indicate what portion and provide information on subcontractor firm and include a similar qualifications package for each.
- b. **Methods/Scope of Work:** Include a detailed description of your design methods and proposed scope of work. Please note any opportunities for stakeholder involvement.
- c. **Project Timeline:** Provide a detailed estimated project timeline in Gant Chart format. Indicate sequential tasks versus tasks that can be done concurrently and build in time for City and Army approval of the design documents.
- d. **Fee/Budget:** Provide a total not-to-exceed fee, along with a detailed cost breakdown for your services, including estimated work hours and firm's schedule of hourly rates. Include your desired payment schedule. Where indicated above, clearly separate or denote the optional tasks.
- e. **References:** Provide contact information for three previous clients, preferably public agencies, including contact name, website, phone number and email address, along with a one sentence description of the services you provided to that client.

DIRECTIONS FOR SUBMITTAL: All materials must be received at by 4:00 PM on Friday, October 15, 2021. The subject line of the submittal should state: "Camp Parks Historic Sign Relocation and Restoration – RPF Design Services." Submissions should be emailed to:
Shaun.Chilkotowsky@dublin.ca.gov

COSTS INCURRED IN RESPONDING TO THE RFP: The City of Dublin shall not be liable for any costs incurred by a consultant in responding to this request for proposal.

PRE-PROPOSAL MEETINGS: A non-mandatory pre-proposal meetings is scheduled for September 22, 2021, 10:00 a.m. at the Camp Parks Visitor Control Center. City Heritage Staff and U.S. Army Staff will be on hand to answer questions. Prospective proposers shall direct any questions and pre-proposal meeting RSVPs to Heritage and Cultural Arts Manager Shaun Chilkotowsky at (925) 556-4565 or

shaun.chilkotowsky@dublin.ca.gov. RSVP is required for those planning to attend and early arrival is necessary to obtain security clearance to access Camp Parks.

Standard Consulting Agreement:

It is anticipated that the services covered by the Agreement resulting from this solicitation will be performed on an agreed upon fee for the specified scope of work. A sample of the City's Standard Consulting Agreement, including insurance requirements, is provided as **Attachment I**.

If the interested firm desires to take exception to the Agreement and/or insurance requirements, the interested firm shall clearly identify proposed changes to the Agreement and furnish the reason for these changes, which shall be included in the qualification. Exceptions will be taken into consideration in evaluating Proposals. Otherwise, the interested firm is to state in the proposal that the Agreement and insurance requirements are acceptable.

Consideration for exceptions will not be considered if not included in the submitted proposal.

Conflict of Interest

Proposer agrees that, for the term of this contract, no member, officer or employee of the City of Dublin, or of a public body within Alameda County or member or delegate to the Congress of the United States, during his/her tenure or for one year thereafter, shall have any direct interest in the contracts or any direct or material benefit arising therefrom.

Proposers must provide a list of any potential conflicts of interest in working for the City of Dublin. This must include, but is not limited to, a list of your firm's clients who are the following: Private clients located or operating within the City of Dublin limits, Dublin San Ramon Service District, US Army Camp Parks and/or the County of Alameda, and a brief description of work for these clients. Proposers must also identify any other clients (including public entities), that may pose a potential conflict of interest, as well as a brief description of work you provide to these clients.

This list must include all potential conflicts of interest within the year prior to the release of this RFP as well as current and future commitments to other projects.

Principals and those performing work for City of Dublin may be required to submit a California Fair Political Practices Commission (FPPC) Form 700: Statement of Economic Interests documenting potential financial conflicts of interest. For additional information, proposers should refer to the FPPC website at <http://www.fppc.ca.gov/Form700.html>.

Equal Employment Opportunity

Proposer shall not discriminate, on the basis of a person's race, sex, gender, religion (including religious dress and grooming practices), national origin, ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), marital status, age, sexual orientation, color, creed, pregnancy, genetic information, gender identity or expression, political affiliation or belief, military/veteran status, or any other classification protected by applicable local, state, or federal laws (each a "Protected Characteristic"), against any employee, applicant for

employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement.

Governing Law

This RFP summarizes the applicable laws and governance, when in conflict applicable State/Federal guidelines shall apply. The contract and legal relations between the parties hereto shall be governed and construed in accordance with the laws of the State of California.

Review and Selection Process

The City reserves the right to make the selection based on its sole discretion. A subcommittee selected by City Staff will evaluate proposals provided in response to this RFP. The subcommittee will use a forced ranking process. Informal interviews may be conducted by City Staff and may include more than one firm that has submitted a Proposal.

Based on input from this review process, a recommendation will be made to the City Manager. The City Manager will make a recommendation to the City Council for award of contract services.

The City reserves the right to award a contract to the firm(s) that the City feels best meets the requirements of the RFP. The City reserves the right to reject any and all proposals prior to execution of the Agreement, with no penalty to the City.

Submitted proposals will be evaluated and scored using the following criteria:

- Qualifications and specific experience of key project team members.
- Quality and completeness of the proposal.
- Experience with stakeholder engagement
- Quality of completed work of similar scope and complexity.
- Satisfaction of previous clients.

SUBMISSION DEADLINE: All proposals must be received by Shaun Chilkotowsky, Heritage and Cultural Arts Manager by **October 15, 2021 4:00 PM**. It is the responsibility of the applicant to verify the receipt of this proposal by the scheduled deadline. Electronic versions may be delivered via email, file sharing website or on a thumb drive. Thumb drives will not be returned.

RETURN YOUR PROPOSAL AND SIGNED PROPOSAL COVERSHEET TO:

Mail: Shaun Chilkotowsky, Heritage and Cultural Arts Manager
City of Dublin
Parks and Community Services
100 Civic Plaza
Dublin, CA 94568

Phone: (925) 556-4565

Email: shaun.chilkotowsky@dublin.ca.gov

Attachment I

Standard Consulting Services Agreement Template

Attachment 2

Sign Background Information