



**CITY OF HOLTVILLE
REQUEST FOR PROPOSALS for**

Architectural Services for the

CITY OF HOLTVILLE PUBLIC SAFETY FACILITY

NOTICE IS HEREBY GIVEN that the City of Holtville (hereinafter referred to as the "City"), acting by and through its City Council, is requesting PROPOSALS from qualified Architects duly registered in the State of California and experienced in the design of Public-Sector Projects.

The City is seeking to contract with a competent architectural firm that has experience with municipal and state funded construction projects. The Request for Proposals must be received at Holtville City Hall no later than 5:00 P.M., Pacific Daylight Time, February 28, 2023.

Respondents are encouraged to visit the project site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work and the general and local conditions which can affect the project and associated cost. Failure to do so will not relieve the respondent from the responsibility for properly evaluating the project scope of work and costs of successfully performing the Architectural Services and Engineering Subconsultant oversight for the City of Holtville Fire Station Improvement Project.

Funding for this project is provided by various federal, state and local sources.

Questions can be directed to the City of Holtville Project Administrator listed below. Copies of the full Request for Proposals document can be obtained on the **Holtville.ca.gov** website or at the address listed below:

Mr. Nicholas D. Wells
City Manager/Project Administrator
121 West Fifth Street
Holtville, California 92250
Phone: (760) 356-2831

SUBMISSION DEADLINE: Receipt up to, but no later than 5:00 p.m., **Tuesday, February 28, 2023**

A. PROJECT DESCRIPTION

Following is a description of the Project:

- The Project is to be constructed on a vacant site corner owned by the City of Holtville on Sixth Street and Pine Avenue. The property is L-shaped with approximately 200 feet of frontage for the subject project on each street. *See the existing project schematic site plan – “Attachment A” to this request for proposal dated 2/7/2023.*
- The project may be, at the discretion of the City of Holtville, constructed in two phases. The architectural design, however, is to be completed for the entire project.

1. Phase 1

The initial phase is directed at constructing the Fire Station. *See proposed Fire Station Schematic Plan – “Attachment B” dated 2/7/2023.* The project includes a building of 5,650 square feet accommodating an apparatus room of (4) vehicle bays and an accessory space which houses restrooms, lockers, and storage. The building is to face Sixth Street and allows for direct emergency vehicle egress south to Sixth Street.

The developed site is to face both Sixth Street and Pine Avenue and consist of approximately 30,150 square feet of improved area. The site is to include fifteen (15) on-site gate-guarded parking spaces. Paved drive lanes, wash and dry racks, a trash enclosure and sizeable landscaped areas are to be included at the project site. The design concept is to allow returning fire vehicles to enter the site from Pine Avenue and approach the apparatus bays from the north side of the Fire Station Building.

2. Phase 2

The second phase is intended to occur after the construction of the Fire Station is completed. The second phase administrative addition will include offices for fire department personnel, a conference meeting room, four (4) bedrooms, locker rooms, restrooms, a workout room and various support rooms necessary to support the Fire Station. *See proposed Fire Administration Building Schematic Plan – “Attachment C” dated 2/7/2023.* The second phase addition will comprise 2,700 square feet and be positioned facing the intersection of Sixth Street and Pine Avenue. The second phase addition will connect to the fire station.

The improved site has full exposure to both adjacent streets. A new sidewalk will extend along the north side of the Fire Administration Building. No new parking facilities are envisioned for Phase 2.

- Site work shall include:
 1. Site preparation, including geotechnical investigation and other civil engineering support services as required for the design.
 2. Coordination with local utilities to accommodate installation / relocation of utilities. As a minimum, coordination with Southern California Gas Company, the Imperial Irrigation District Power Department and Spectrum Communications would be required. Coordination with the City of Holtville would be required for water and sanitary sewer services.
 3. It shall be necessary to complete a boundary survey of the entire City owned parcel and the Phase 1 and Phase 2 land area to be improved. A parcel map waiver (Lot Split) or Record of Survey are not included in the Scope of Work for this project.
 4. On-site grading / civil improvement plans / drainage plans shall be prepared in conformance with City of Holtville Standard Details and Specification requirements and California Building Code.
 5. Site security and dust control
 6. A full security system including closed circuit camera, door and vehicle gate access controls, DDDDD alarms, and intrusion alarms.
 7. New emergency generator in compliance with NFPA 1221 and NEC 708.
 8. All landscaping, hardscape and irrigation.
 9. Secure fence or wall and automatic vehicle gates.

B. SCOPE OF SERVICES

The selected firm will provide Architectural and Engineering support services that include, but are not limited to, the services listed in this section. All work shall be performed under the direct supervision of licensed architects and engineers registered in the State of California.

Major Architectural and Engineering Support Services include the following: Completion of Schematic Design, Design Development, Construction Documents, Bidding Support Services, and Construction Support Services. The Architectural and Engineering Support Services are described as follows.

Architectural and Engineering Support Services

- 1. Project Design kick-off meeting.** The Architect will be required to schedule and conduct a kick-off meeting with City Staff including the City Manager, Fire Chief, Public Works Director and Consulting City Engineer and Planner.
- 2. Preparation of Schematic Design (SD)** The Architect and Engineering support staff shall prepare and submit the SD Package. The SD Submittal shall consist of full building elevations, floor plans, site plans, irrigation and

landscape plans, building fenestration and roof material selection options/recommendations, and determination of structural design to be employed. Two (2) sets of schematic design hard copy documents shall be submitted to the City of Holtville for review.

- 3. City Council presentations.** The Architect will be required to prepare presentation(s) for City Council meeting(s). The outcome of council recommendations, if deemed feasible by the City, shall be incorporated by the Architect into the plans. Architect shall be prepared to answer questions and explain the design, if requested.
- 4. Preparation of Design Development (DD) plans.** The Architect shall submit a set of DD plans to a level of approximately 50% of completion. The DD plans will illustrate, at a minimum, the plan and profile views of all existing features, all new improvements, site boundary with dimensions, existing utility locations, existing rights-of-ways, irrigation and landscaping improvements, on-site grading and Civil Improvements and off-site improvements. The building floor plan shall be provided at a 50 percent design. The building structural, mechanical, electrical, plumbing and civil plans and systems shall be designed and documented to an approximate 50% completion level. The irrigation and landscaping plans shall be prepared at a 50 percent design. Two (2) sets of hard copy DD plans and an electronic PDF shall be submitted to the City of Holtville for review.
- 5. Preparation of Construction Documents (CD) plans.** The Architect shall incorporate all alternative selections, changes, corrections and/or additions from the 50% plan review into the construction document preparation. The Construction Documents set shall be prepared to a level of approximately 90% of completion. These drawings will be submitted to the City for building permit plan check review, final adjustments, and/or corrections. The City intends to engage the services of Interwest or a similar Plan Checking consultant to complete the plan checking for this project. The City Engineer shall also plan check the on-site grading and Civil Plans and the off-site grading and Civil Plans. Three (3) sets of hard copy plans and an electronic PDF of the plans shall be submitted to the City of Holtville for review.
- 6. Preparation of Final (100%) Bid / Construction Documents.** The final plans complying with the requirements of the City, State Title 14, NFPA 1221, NEC 708, International Building Code (IBC) and California Building Code edition enforced by the County of Imperial shall be prepared and incorporate all adjustments or corrections made during review of the 90% set. Additionally, the Architect and Engineering Subconsultants shall prepare the Technical Specifications, Special Provisions, final project cost estimate, and

the bidding schedule. Cost Estimates shall be prepared prior to submission of the Plans for 1st plan check. A final cost estimate is to be prepared after the plans are approved and “Bid Ready”. The Technical Specifications shall be prepared in Construction Specifications Institute (CSI) Format. The Invitation for Proposals, Instruction for Bidders, Proposal Forms Contract Documents, General Conditions and Supplementary General Conditions shall also be prepared by the Architect and provided in American Institute of Architects (AIA) Format, latest edition.

The offsite and on-site Civil Improvement plans shall also be reviewed by the City Engineer. The plans shall be iteratively reviewed until approved by the City of Holtville plan checking consultant and City Engineer. A total of three (3) hard copy plans and an electronic PDF of the plans shall be submitted to the City of Holtville during each iterative plan check. Hard copy draft specifications shall be forwarded to the City Engineer for review prior to finalization of the specifications.

Two (2) hard copy sets of final approved, stamped and dated plans and specifications shall be provided to the City. An electronic set of final approved stamped and dated set of plan and specification PDFs shall be provided to the City. Two (2) hard copy sets and electronic PDF of the final cost estimate shall be provided to the City.

- 7. Bidding Support Services.** The Architect shall provide bidding support services to the City of Holtville as follows:
- a. Assist the City of Holtville in forwarding bidding documents to plan rooms such as FW Dodge and similar plan rooms in Southern California.
 - b. Maintain a plan holder list throughout the bidding period.
 - c. Distribute Plans and Specifications to plan holders.
 - d. Chair the pre-bid conference. Contact all plan holders in advance of the pre-bid conference. Effectuated utility agencies are to be contacted and invited to the pre-bid conference. Prepare a pre-bid conference agenda. Prepare a pre-bid conference memorandum memorializing the items discussed at the pre-bid conference. The pre-bid conference memorandum is to be distributed to all plan holders.
 - e. Answer questions or clarify issues posed by contractors, subcontractors, suppliers and effectuated utility agencies and others during the bidding process through the use of request for information forms (RFI's). The RFI's are to be distributed to all plan holders by means of project addendum(a).
 - f. Prepare project addendum(a) periodically throughout the bidding process. The project addendum(a) are issued to the plan holders and plan rooms.

Follow-up phone calls or e-mail confirmation is to be conducted at the issuance of the addendum(a) to ensure all plan holders are in receipt of the addendum(a). General contractors are required to acknowledge the receipt of all addendum(a) on the submitted bid proposal form.

- g. Assist the City of Holtville with reviewing the submitted bid proposal forms and offering a recommendation with regard to the award of contract.
- h. Prepare a Bid Tabulation Chart listing the Architects Estimated Cost and the Contractors Bid Amounts after the Bid Opening.

8. Construction Support Services. The Architect shall provide the following construction support services to the City of Holtville as follows:

- a. Attend meeting with the City of Holtville City Manager, Engineer and Construction Manager prior to the pre-construction conference to brief these individuals regarding important project issues and design requirements.
- b. Review and comment on Pre-Construction Conference Agenda prepared by the Construction Manager.
- c. Attend the Pre-Construction Meeting in person.
- d. Review the Architectural Submittal Documents for the Project. Subconsultants to the Architect are to review the Mechanical, Electrical, Plumbing, Structural and Civil submittals. The Architect will be responsible for coordinating the submittal review and compensating the engineering subconsultants for the submittal review. The City Engineer shall also review the Civil Engineering related submittal documents.
- e. Review and reply to Architectural Request for Information (RFI) documents forwarded by the Construction Manager. Subconsultants to the Architect are to review and reply to Mechanical, Electrical, Plumbing, Structural and Civil RFI's. The Architect will be responsible for coordinating the RFI review and compensating the engineering subconsultants for the RFI review.
- f. Respond to questions posed by Utility Purveyors.
- g. Attend bi-weekly meetings during the construction period by Zoom or in person.
- h. The Architect will coordinate and correspond with the Holtville City Manager, Construction Manager and City Engineer during the construction period.
- i. The Architect will complete four (4) on-site inspections during the construction period,
- j. The Architect shall attend the final project inspection at the conclusion of the project in addition to the four (4) on-site inspections
- k. The Architect and Architect's Subconsultants shall complete the As-Built drawings maintained by the Contractor and checked by the CM at the

conclusion of the project. Two (2) sets of stamped and dated hard copy plans marked “As Built Drawings” and a pdf electronic set of As-Built Plans shall be delivered to the City of Holtville City Manager at the completion of the project.

C. CITY’S DUTIES AND RESPONSABILITIES

The City of Holtville shall be responsible, or not be responsible for the following:

1. Pay the plan check fees during the plan check review. It is anticipated that Interwest or a similar plan checking firm will be completing the Architectural, Mechanical, Electrical, Plumbing, Structural, Irrigation and Landscaping and Civil plan check review.
2. The City of Holtville Engineer will also review the on-site and off-site Civil Engineering Plans during the plan check process.
3. The City of Holtville will assist the Architect and Electrical Engineering Subconsultant with obtaining the Imperial Irrigation District Power Division Customer Service Proposal (CSP) during the project design. The City of Holtville will pay for the CSP fees. The CSP will be required for the IID to provide the electrical service for the Fire Station.
4. The City of Holtville will pay for the cost of utility fees including gas, telephone, internet and similar utility services.
5. The City of Holtville representatives shall coordinate with the Architect by means of in-house meetings, correspondence, telephone and/or e-mail for the purposes of facilitating implementation and completion of the project design, bidding and construction in timely and acceptable manner.
6. Review and respond to design, bidding or construction related questions within a reasonable time period.
7. The City of Holtville will compensate the Architect for Design, Bidding Support Services and Construction Support Services in accordance with the signed agreement between the City of Holtville and the Architect.
8. The City of Holtville shall provide a copy of the City of Holtville Standard Details and Specifications which include the Civil Design requirements at the commencement of the design period.
9. The City of Holtville will not provide a dedicated workspace (office space) to the Architect or Architect’s Subconsultant Engineers.
10. The City of Holtville will not provide the site boundary survey or topography. The Architect’s Civil Engineering Subconsultant will be required to establish the project boundary and provide site topography.
11. The City of Holtville will not provide construction staking and surveying for the project unless the City of Holtville determines that it is in the best interest of the City of Holtville to provide construction staking and surveying services during the project design period. It will be assumed the contractor will provide the construction staking and surveying services for the project.

12. The City of Holtville will not provide geotechnical testing and related services for the project during the construction phase unless the City of Holtville determines that it is in the best interest of the City of Holtville to provide geotechnical and testing services during the project design period. It will be assumed the Contractor will provide the geotechnical testing and related services during the construction period.

D. PROJECT DELIVERY METHOD

The project delivery method will be **Design/Bid/Build** for each phase of the project.

E. DESIGN SCHEDULE

It is the intent of the City of Holtville to approve the Award of Contract for the Design, Bidding Support Services and Construction Support Services to the successful Architect at the March 13th, 2023 regularly conducted City of Holtville Council Meeting. The Kickoff Meeting with the Architect is Scheduled for March 17th, 2023. The completion of the design phase including plan check approval resulting in “Bid Ready” plans, specifications and final cost estimate are to be completed by December 15th, 2023.

F. PROPOSAL CONTENT

The proposal to complete the design and provide the bidding and construction support services for this project include the following items:

Cover Letter – Describe the firm’s interest, abilities, experience, and commitment to the completion of the project. Include a description of the firm and any pertinent background information.

Proposed Approach – Provide a detailed explanation of the approach you would take for completing the work and addressing the major tasks to complete the project design, bidding support services and construction support services. Describe or outline the sequential major items required to complete the project design. Describe the involvement of the Engineering Subconsultants. Address the ability to complete the project design to the point of plan check approval within the allowed design time period. Describe the overall approach in interacting with the City Staff, Utilities, and the Plan Checking Firm during the project design.

Proposed Staffing Plan – Designate the Principal, Project Manager in charge of the project throughout the duration of the project design, bidding and construction phases. Identify key staff members and a brief resume of key staff describing similar projects on which they have been involved, availability of the staff members over the duration of the project, and a description of the benefits the person brings to the team. Indicate recent,

relevant experience and references on similar projects where a similar role was performed. Proposals shall clearly establish principal team member firms and subconsultants. Proposals shall include an organization chart which includes Architectural Key Staff member names and titles. Provide a second organizational chart including the Architectural Firm and Engineering Subconsultants. Resumes of Subconsultant key Staff Members are not required for this proposal. A brief capability and background description of each engineering subconsultant limited to one (1) page is to be included.

Design Schedule – Complete a Design Schedule to illustrate the completion of the project design phase resulting in “Bid Ready” documents through the completion of the approved plan check phase and completion of the specifications and cost estimates. A Gantt chart type schedule or similar schedule illustrating the major design completion milestones and events is to be included with the proposal.

Previous Experience – Include description and presentation of a minimum of five (5) similar projects previously completed within the last seven (7) years. Include the years the project was designed and constructed and project construction cost.

List of References – Provide a list of a minimum of four (4) projects most similar to the Holtville Fire Station Project with references. Include the name, address, telephone number and email of the references.

Lawsuit History – List any pending or settled lawsuits or professional liability claims in which the consultant was involved during the past ten (10) years.

Insurance – The Request for Proposal shall include a statement that if selected to complete the design, bidding support services and construction support services the Architect shall provide the following insurance coverage for this project. The Insurances required for this project are as follows:

- | | |
|-----------------------------------|-------------|
| 1. General Liability Insurance | \$2,000,000 |
| 2. Automobile Insurance | \$1,000,000 |
| 3. Errors and Omissions Insurance | \$2,000,000 |

G. COMPENSATION – FEE SCHEDULE

The Architect shall itemize the fee amounts for the Scope of Services as listed below including a lump sum reimbursable fee amount. The itemized fee amounts including the lump sum reimbursable fee, along with the sum of the fees shall be included with the proposal. The reimbursable fee amount shall include the costs for reproduction, (delivery fees such as federal express, UPS, postage, etc.), milage and similar reimbursable expenses. The Architect shall include the annual hourly rate schedule and reimbursement form with the proposal.

- 1. Kick Off Meeting _____

- 2. Schematic Design _____

- 3. City Council Presentations _____

- 4. Preparation of Design
Development plans _____

- 5. Preparation of Construction
Documents Plans _____

- 6. Preparation of Final Bid/
Construction Documents _____

- 7. Bidding Support Services _____

- 8. Construction Support Services _____

- 9. Reimbursables _____

- TOTAL FEE ITEMS 1 THROUGH 9 \$ _____

The City of Holtville reserves the right to reject any and all proposals. The City of Holtville is not responsible for the cost to prepare or submit this proposal.

H. SELECTION CRITERIA

The City of Holtville Evaluation Committee will review the proposals and recommend the proposal which receives the highest points be awarded the contract by the Holtville City Council. The Selection Criteria is as follows:

Item No.	Item	Maximum Total Points
1	Proposed approach to project completion and project understanding	10
2	Previous experience with similar projects.	10
3	Qualification of Key Architectural Staff	10
4	Ability to complete the project design with bid ready plans within the allowed stipulated time period	10
5	Reference evaluation. Satisfaction of previous clients	10
6	Proposal Fee	10
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Total Maximum Points		60

I. PROCEDURES FOR SUBMISSION

Architectural Firms wishing to be considered for the design, bidding support services and construction support services for this project should forward responses to the Holtville City Manager at the following address and with the following reference:

Mr. Nick Wells
City of Holtville
City Manager
121 West Fifth Street
Holtville, California 92250

Re: City of Holtville – Fire Station Proposal for Architectural Services

Six (6) hard copies of the proposals and a pdf of the proposal must be received at the above address no later than 5:00 P.M., Pacific Standard Time, on February 28th, 2023.

The proposals shall be enclosed in a sealed envelope or box and be plainly marked on the upper left-hand corner with the name and physical address of the Architecture Firm submitting the proposal.

J. ATTACHMENTS

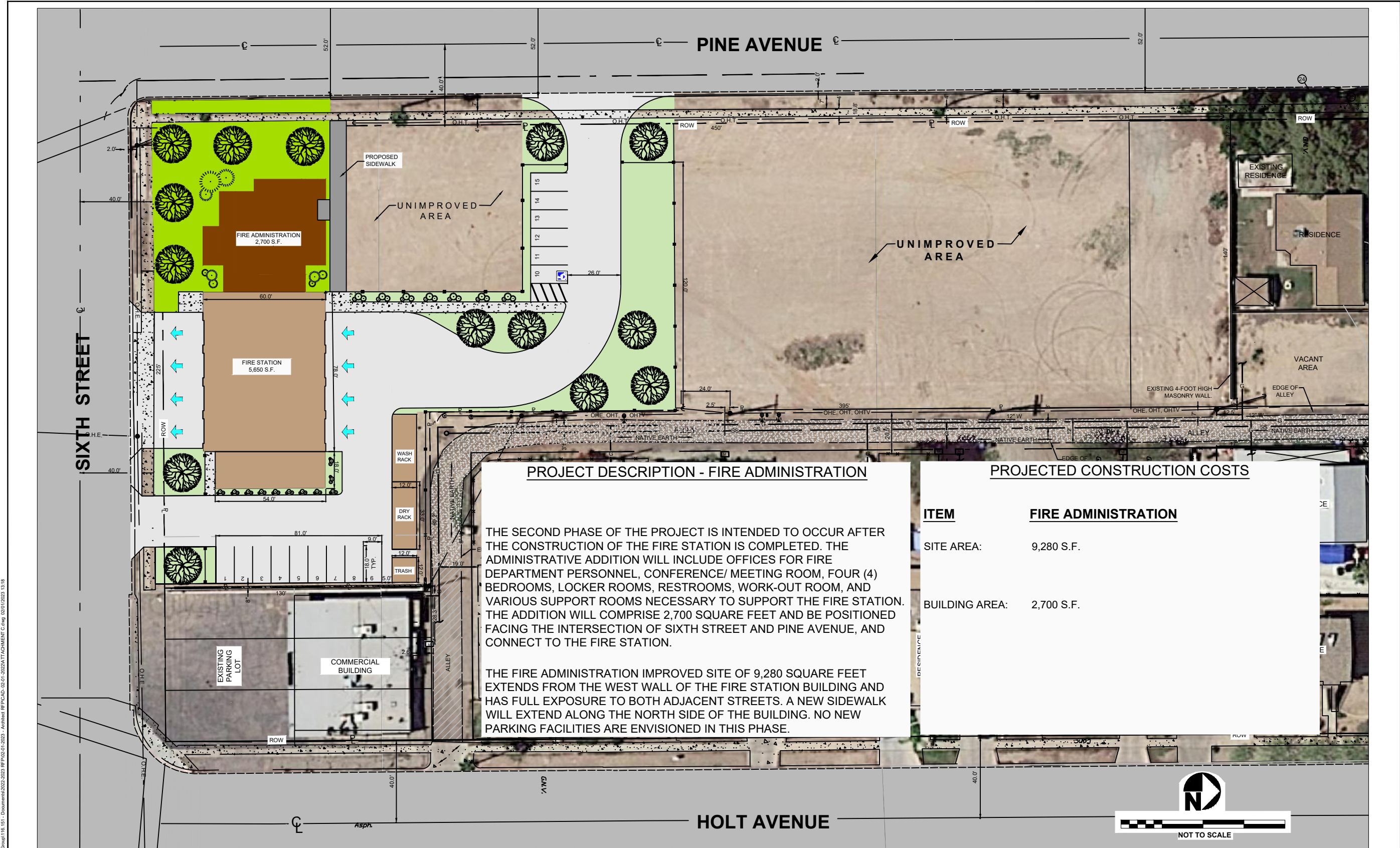
Attachments to this proposal include the following:

<u>Attachment Designation</u>	<u>Description</u>	<u>Schematic Plan Sheet</u>
A	Existing Site Schematic Plan	1
B	Fire Station Schematic Plan	2
C	Fire Administration Building Schematic Plan	3



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<p>The Holt Group, Inc. ENGINEERING • PLANNING • SURVEYING</p> <p>EL CENTRO OFFICE 1601 N. Imperial Ave. El Centro, CA 92243 (760) 337-3883</p> <p>BLTYHE OFFICE 201 E. Hobbsway Blythe, CA 92225 (760) 922-4658</p>	<p>OWNER OF PROPERTY: CITY OF HOLTVILLE 121 WEST FIFTH STREET HOLTVILLE, CA 92250</p> <p>ASSESSORS PARCEL NUMBER: 045-204-015 & 016 LOTS 22 THROUGH 45 OF BLOCK 20 IN THE CITY OF HOLTVILLE</p>	<p>PROJECT : HOLTVILLE FIRE STATION AND ADMINISTRATION BUILDING FOR NEW FIRE STATION AND ADMINISTRATION BUILDING</p> <p>SIXTH STREET AT PINE AVENUE CITY OF HOLTVILLE, CALIFORNIA</p>	<p>DATE : 02 - 07 - 2023</p>	<p>SHEET CONTENT :</p> <p>EXISTING SITE</p> <p>PROJECT TITLE: CITY OF HOLTVILLE FIRE STATION AND ADMINISTRATION BUILDING</p>	<p>SHEET 1 OF 3 SHEETS JOB NO. 116.151</p>
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PROJECT DESCRIPTION - FIRE ADMINISTRATION

THE SECOND PHASE OF THE PROJECT IS INTENDED TO OCCUR AFTER THE CONSTRUCTION OF THE FIRE STATION IS COMPLETED. THE ADMINISTRATIVE ADDITION WILL INCLUDE OFFICES FOR FIRE DEPARTMENT PERSONNEL, CONFERENCE/ MEETING ROOM, FOUR (4) BEDROOMS, LOCKER ROOMS, RESTROOMS, WORK-OUT ROOM, AND VARIOUS SUPPORT ROOMS NECESSARY TO SUPPORT THE FIRE STATION. THE ADDITION WILL COMPRISE 2,700 SQUARE FEET AND BE POSITIONED FACING THE INTERSECTION OF SIXTH STREET AND PINE AVENUE, AND CONNECT TO THE FIRE STATION.

THE FIRE ADMINISTRATION IMPROVED SITE OF 9,280 SQUARE FEET EXTENDS FROM THE WEST WALL OF THE FIRE STATION BUILDING AND HAS FULL EXPOSURE TO BOTH ADJACENT STREETS. A NEW SIDEWALK WILL EXTEND ALONG THE NORTH SIDE OF THE BUILDING. NO NEW PARKING FACILITIES ARE ENVISIONED IN THIS PHASE.

PROJECTED CONSTRUCTION COSTS

ITEM	FIRE ADMINISTRATION
SITE AREA:	9,280 S.F.
BUILDING AREA:	2,700 S.F.



The Holt Group, Inc.
ENGINEERING • PLANNING • SURVEYING

EL CENTRO OFFICE
1601 N. Imperial Ave.
El Centro, CA 92243
(760) 337-3883

BLYTHE OFFICE
201 E. Industrialway
Blythe, CA 92225
(760) 922-4658

OWNER OF PROPERTY:
CITY OF HOLTVILLE
121 WEST FIFTH STREET
HOLTVILLE, CA 92250

ASSESSORS PARCEL NUMBER: 045-204-015 & 016
LOTS 22 THROUGH 45
OF BLOCK 20 IN THE CITY OF HOLTVILLE

PROJECT:
HOLTVILLE FIRE STATION AND ADMINISTRATION BUILDING
FOR
NEW FIRE STATION AND ADMINISTRATION BUILDING
SIXTH STREET AT PINE AVENUE
CITY OF HOLTVILLE, CALIFORNIA

DATE : 02 - 07 - 2023

SHEET CONTENT:
FIRE ADMINISTRATION

PROJECT TITLE:
**CITY OF HOLTVILLE
FIRE STATION AND
ADMINISTRATION BUILDING**

SHEET
3
OF **3** SHEETS
JOB NO.
116.151

February 7, 2023

Project: City of Holtville – Fire Station Improvement Project – THG Project Number 116.151

Design Consultant Procurement and Design Phase Schedule

Item	Item	Schedule
1	Advertise the Architectural Request for Qualification	February 7 th , 2023
2	Architectural Request for Qualification Statements Due	February 28 th , 2023
3	Holtville Selection Committee meets to review proposals and select Architectural Design Consultant	March 1 st , 2023
4	Holtville City Council approves Award of Contract to Architectural Design Consultant at regularly scheduled Council Meeting	March 13 th , 2023
5	Kickoff Meeting with Architectural Design Consultant	March 17 th , 2023
6.	Architectural Design Consultant Completes Project Design	March 17 th , 2023 thru December 15 th , 2023