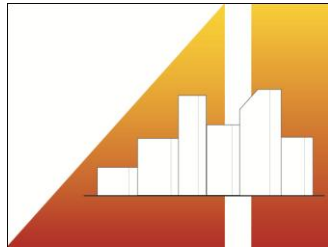


ANAHEIM REDEVELOPMENT AGENCY



REQUEST FOR QUALIFICATIONS (RFQ)

FOR CONTRACTOR PREQUALIFICATION

OF THE

HISTORIC ANAHEIM CITRUS PACKING HOUSE RESTORATION

PROPOSAL DUE DATE

August 20, 2010

2:00 pm

LOCATION TO SUBMIT RFQ:

**Anaheim Redevelopment Agency
Attn: Mark Brownrigg, Project Manager
Anaheim West Tower
201 S. Anaheim Blvd., Suite 1003
Anaheim, CA 92805**

Background

The Anaheim Redevelopment Agency (Agency) is seeking qualified Historic Restoration Building Contractors for the restoration of the Anaheim Citrus Packing House (Packing House).

The Agency will utilize a two-part selection process for the Contractor ultimately selected to perform this work. The two parts are:

- Part I - Pre-qualification of General Contractors
- Part II - Bid submittals by Pre-Qualified Contractors

Objectives

The objective of this pre-qualification process is to evaluate and select qualified, responsible Contractors to bid on the historic restoration of the Anaheim Citrus Packing House. All General Contractors responding to this Request for Qualifications will be evaluated. All pre-qualified responsive General Contractors will be invited to participate in Part II, the bid process.

In September 2010, the City of Anaheim will contact all pre-qualified Contractors to bid on Part II.

Contractor's Pre-Qualifications Statement

All interested General Contractors are required to submit a statement of qualifications that answers all addresses in detail all sections required. Pre-qualification will be determined by the Agency based on the evaluation criteria set forth herein. Qualified responsive Contractors will be notified by the Agency and then invited to submit bids in accordance with the City of Anaheim Public Works bid documents for the historic restoration of the Anaheim Citrus Packing House.

Current cost estimate for the restoration of the Packing House is \$6,000,000 (Six Million Dollars). **Federal Community Development Block Grant (CDBG) will be funding this historic restoration. Therefore, all Federal Section 3 and Davis Bacon Wage requirements will be required and enforced.**

Bid Submittal

The Agency anticipates providing Requests for Bids to the pre-qualified Contractors in late summer 2010. The pre-qualified Contractors will be invited to attend a mandatory pre-bid meeting and job walk as part of the bidding process.

Contractor Award

It is anticipated that a contract for the construction restoration of the Packing House shall be awarded in Fall 2010. Construction is anticipated to start in late 2010. All bids will be publicly opened and read aloud and final selection of the contractor will be determined based on the lowest responsible bid price. The City reserves the right to reject any or all proposals.

Request for Qualifications Submittal Proposal Format

RFQ's are to be submitted as follows:

- A. Submit 3 copies.
- B. Organize contents in sections as follows

Tab 1 – Table of Contents

Tab 2 – Company Overview

Tab 3 – Preliminary Plan of Action (services provided)

Tab 4 – Company Fact Sheet and Executive Resumes:

History, data about firm, number of employees, licenses, ability to provide payment and performance bonds, etc.

Tab 5 – Project Experience:

- a) Historic Restoration Projects that were constructed according to *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- b) Municipal Projects,
- c) Include relevant Project photographs.
- d) Include contact persons, contract values, and completion dates.
- e) Include original project costs and number of change orders and associated costs.
- f) Provide a minimum of five (5) projects total for items a and b above, \$4,000,000 and up, completed in the past ten (10) years.

Tab 6 – Staff:

Organization chart with action specific staff proposed with resumes. Assume construction starts in late 2010.

Tab 8 – Appendix – Include all forms and other supporting documents.

Submittals

The deadline for submission of the Contractor's Pre-Qualification Statement is **August 20, 2010 at 2:00pm**. Contractors shall submit five copies of the completed Contractor's Pre-Qualification Statement in a single package clearly labeled "**Historic Anaheim Citrus Packing House Restoration - Contractor Pre-Qualification Statement**" addressed to the following:

Anaheim Redevelopment Agency
Attn: Mark Brownrigg, Project Manager
201 S. Anaheim Blvd., Suite 1003
Anaheim, CA 92805

The RFQ will be publicly opened and the Contractor's names read aloud on August 20, 2010 at 2:00pm in the Agency conference room located at 201 S. Anaheim Blvd., Suite 1003, Anaheim, CA 92805. Contractor's Pre-Qualification Statements, which are mailed or hand-delivered, must be sent to the address indicated on the formal notice to the Contractors. Additional sections or sheets may be added as needed to provide full disclosure of the information requested. Failure of the contractor to adhere to any requirements of the Pre-Qualification Statement may be cause for rejection.

Acceptance of Conditions

A letter of transmittal must accompany each Pre-Qualification Statement submittal that provides statements affirming the Contractor's acceptance of the following conditions:

- a. The building is eligible for Listing on the National Register of Historic Places.
- b. There are funding requirements that mandate compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- c. The governing code is 2007 California Building Code with specific application of Title 24, Part 8.
- d. Any or all parts of the submitted proposal may be included in all subsequent contracts between the selected Contractor and the City.
- e. All information submitted shall be considered firm and binding.
- f. The Agency in its sole discretion, may require whatever evidence is deemed necessary relative to the Contractor's financial stability and ability to complete this project.
- g. The Agency reserves the right to request further information from any Contractor, either in writing or orally. Such requests will be addressed to the

Contractor's responsible managing office indicated in the Contractor's cover letter.

- h. The Agency reserves the sole right to judge the Contractor's representation whether written or oral.
- i. The evaluation team will review and evaluate the Contractor's Pre-Qualification Statement and upon completion of the review will recommend qualified, responsive Contractors to participate in Part II of the process.
- j. Federal Section 3 and Davis Bacon prevailing wages will be required on this project.
- k. This process does not commit the Agency to award any contracts and the Agency is not liable for any costs incurred by the Contractor in the preparation and submission of any proposals.

Truth and Accuracy Representations

False, incomplete or unresponsive statements in connection with the Contractor's Pre-Qualification Statement may be sufficient cause for rejection. The evaluation and determination of the fulfillment of this requirement will be the Agency's responsibility and its judgment shall be final.

Changes or Modifications

The Agency reserves the right to interpret or change any provision of the process at any time prior to the submittal due date. Such interpretations or changes shall be in the form of addenda. Such addenda will become a part of this process and may become a part of any resulting contract. Addenda shall be made available to each person or organization. Should addenda require additional information not previously requested, a Contractor's failure to address requirements or such addendum may result in the proposal not being considered. If an extension is required for submission of information required by any addendum the Agency will select the new submission date.

Public Records Act

Responses to this process become the exclusive property of the Agency. At such time the Agency recommends the award of a construction contract, all proposals submitted in response to this request will become a matter of public record and shall be regarded as public record. Exceptions are those elements in each proposal which are trade secrets as that term is defined in Government Code Section 6254.7(d) and which are also marked as "TRADE SECRET, CONFIDENTIAL OR PROPRIETARY". The Agency may disclose any such records, including those so marked, if the Agency deems such disclosures to be required by law or if such disclosures are ordered by a court. The Agency shall not be liable or responsible for any such disclosure. Contractors who indiscriminately identify

all or most of their proposals exempt from disclosure without justification may be deemed unresponsive.

Evaluation Process

General Requirements for Consideration of Proposal

A Contractor must adhere strictly to the format for proposals outlined in this request. Each section of the response must be specifically labeled as to the section of the request that is being addressed. Upon receipt of the information as specified, the Agency will select qualified Contractors to participate in Phase II. The selection process for Phase I shall be based on the evaluation criteria set forth in the following paragraph as it applies to the responses submitted. The Agency reserves the sole right to judge the Contractor's representations, whether written or oral, stating the qualifications and proposals submitted. The Agency may reject any and all Contractor's Pre-Qualification Statements and/or Phase II proposals.

Evaluation Criteria

The Agency will use certain criteria as guidelines to assess the qualifications of the Contractors submitting proposals. Evaluation Criteria shall include, but not necessarily be limited to, the following:

- a. Demonstrated prior successful experience in managing historic building restoration construction projects of similar (or larger) scope, size, and complexity, following The Secretary of the Interior's Standards for the Treatment of Historic Properties.
- b. Demonstrated prior successful experience in historic restoration construction projects and of other public projects in compliance with the Public Works Laws and in dealing with public entities.
- c. Size, experience, and effectiveness of Contractor's organization in managing construction of the project. The firm's references, from both clients and architects, will be considered.
- d. Demonstrated ability of Contractor to implement schedule and cost control systems appropriated for this level of construction effort.
- e. Ability of Contractor to provide adequate skilled workers, experienced subcontractors, and sufficient seasoned supervision necessary to complete the project.
- f. Contractor's record of litigation, arbitration and claims.

- g. Demonstration and recognition of firm as a licensed General Contractor.
- h. Possess a California “B” Contractors License, which is current and in good standing with the California Contractors State License Board.
- i. Resumes of personnel to be directly involved in the project including principal(s), and all others expected to perform work on the project as a part of the “Construction Management Team.”
- j. Identify current workload of firm and personnel assigned to the project.
- k. Experience of the proposed personnel with similar facilities, budgets, and schedules.
- l. The ability to provide payment and performance bonds. Note that a Bid Bond will be required.

Responsibility of the General Contractor

The General Contractor will be expected to work with the Agency and its assigned representative towards accomplishing its goal of restoring the Historic Anaheim Packing House. The General Contractor will work with the Agency to complete the project on time and within budget. The General Contractor will be expected to provide support to the owner in terms of value engineering, document and billing processing, and overall construction management.

Pre-Construction Phase

Services provided in association with pre-construction activities that relate to organization and development of the project prior to the start of construction.

Construction Phase

Services provided in association with General Contractor activities that relate to projects constructed by Sub-contractor(s) and commencing between the contract award and the pre-construction meeting and continuing thirty-five (35) days beyond the final filing of the Notice or Notices of Completion, at which time the one year warranty period begins. Examples:

1. **Pre-construction Conference.** The General Contractor will attend, in conjunction with the Agency, City Building Inspectors, and the Architect, a pre-construction orientation conference for the benefit of the successful contractor which will serve to orient the contractor to the various reporting procedures and site rules prior to the commencement of actual construction.

2. **Submittal Procedures.** The General Contractor will be provided with the Agency's submittal requirements and will be required to establish and implement procedures for submittals and maintain logs and files and other necessary documentation to meet the County requirements.
3. **Contractor's Progress Payment, Request for Change (RFC), & Change Order (CO).** The General Contractor will be provided with the forms for Contractor's Progress Payment, Request for Change, and Change Orders and will be required to establish and maintain logs and files and other necessary documentation to meet the City requirements.
4. **Job Site Meetings.** The General Contractor will attend weekly job-site progress meetings, and will record, transcribe, and distribute minutes to all attendees, the Agency, the Architect and other appropriate parties.
5. **Coordination of Technical Inspection and Testing.** The General Contractor will coordinate with the City's inspector/building, inspector/soils inspectors all testing required by the Contract and/or building department, or other third parties. All technical inspection reports will be in a format approved by the City Building Department and will be distributed to the City Building, Grading, or other department.
6. **Construction Observation.** The General Contractor will observe the progress of the work and advise the City of any deviations, defects, or deficiencies observed in the work. The General Contractor's observation duties shall include reasonable diligence to discover work that is not in compliance with the contract documents. The General Contractor shall be responsible for the techniques and sequences of construction and safety precautions incidental thereto, and for performing the construction work in accordance with the contract documents.
7. **Master Construction Schedule.** The General Contractor will continue to update the master construction schedule and distribute the updated master schedule to the Agency, Architect, and other appropriate parties.
8. **Construction Progress Review.** The General Contractor will review the progress of construction with the sub-contractors, observe work in place and properly storage of materials on a monthly basis, and evaluate the percentage complete of each construction activity as indicated in the construction schedule.
9. **Monthly Contractor Payment.** The General Contractor will prepare monthly billing. This activity will be an integral part of the monthly progress report updates. However, if it should later be found that a contractor has failed to comply with the provisions of his contract with the County in any

way or detail, such failures, and subsequent compliance will be the sole responsibility of the General Contractor.

10. **Request for Change (RFC) & Change Order (CO) Processing System.** The General Contractor will follow the guidelines set forth by the City for Request for Change (RFC) & Change Orders (CO) and provide information as required for each in a monthly report.
11. **Project Status Reports.** The General Contractor shall prepare and distribute a weekly, biweekly, and monthly cumulative Project Status report, including photo documentation.
12. **Equipment Instruction Manuals.** The General Contractor shall provide to the City all written material such as operations and maintenance manuals, warranties, and guarantees for all equipment installed in the project.
13. **As-Built Documents.** The General Contractor will keep a set of “Red Lined Drawings” (As-Built documents) updated weekly and provided to the Architect at the end of the project.
14. **Training Sessions.** The General Contractor will coordinate and schedule training sessions for the City maintenance and operations personnel and will assure that the Contractor’s obligations in providing this training are fulfilled.
15. **Substantial Completion.** In conjunction with the Agency and Architect, the General Contractor will make a determination of the remaining work necessary for substantial completion and submit it to the City for review. In the event of remaining incomplete items the General Contractor will be issued a letter of substantial completion with the exceptions noted.
16. **Administration of the Project.** The General Contractor is responsible for:
 - a. Providing full-time on-site administration of the project.
 - b. Observing the materials and equipment being incorporated into the work to assure that they are handled, stored, and installed properly and adequately, and are in compliance with the contract documents for the project. Report to City regarding these activities. Collaborate with the City’s independent inspection and testing consultants.
 - c. Observing the sub-contractors’ work to verify that all authorized changes are properly incorporated in the project. Report to City regarding these activities.

- d. Identifying problems encountered in accomplishing the work and recommending appropriate action to the County to resolve these problems with a minimum effect on the timely completion of the project.

The General Contractor shall not issue instructions contrary to the agreement between the Agency and the General Contractor, or between the Agency and the Architect. All changes to the agreements between the Agency and the General Contractor shall be by Change Order executed by the Agency.

17. **Computerize the Construction Schedule.** The General Contractor will prepare the detailed master program as well as the master construction schedule utilizing appropriate computer software. This information will be the basis for all future reports reflecting actual project progress during the construction phase.
18. **Monthly Construction Schedule Updates.** The General Contractor will prepare and distribute monthly construction updates. After an evaluation of the actual progress as observed by the General Contractor, scheduled activities will be assigned percentage-complete values in conjunction with each prime contractor. The report will reflect actual progress as compared to schedule progress noting variances. This report will also be the basis for determining implementation of certain City prerogatives concerning progress of the project, when required.
 - a. Recovery Schedule. If requested by the Agency, the General Contractor shall prepare a recovery schedule. This recovery schedule will reflect the corrective action and extraordinary efforts to be undertaken by the General Contractor.
 - b. Final Completion. The General Contractor, in conjunction with the Architect, will, at the conclusion of all corrective action of all punch list items, make a final comprehensive review of the project and make a report to the Agency which will indicate whether the General Contractor and the Architect find the work performed acceptable under the contract documents and the relevant project data.

Post construction phase

1. **Final Project Report.** At the conclusion of the project, the General Contractor will prepare final project accounting and closeout reports of all above indicated report systems such as RFC, Change Order, Submittal logs as well as the monthly project reports. These reports will summarize for historical purposes any items that are not self-explanatory. All equipment instruction manuals and warranty information collected by the General Contractor will be transmitted to the Architect for approval.

All Phases

1. Other duties as required and agreed to by the Agency and the General Contractor under the Agreement.

Any questions or comments regarding this Request for Qualification shall be submitted in writing via email to Mark Brownrigg, Anaheim Redevelopment Agency, 201 S. Anaheim Blvd., Suite 1003, Anaheim, CA 92805. Email MBrownrigg@anaheim.net