

City of Capitola
Prequalification Invitation for Design Build Project
Police Department Facility Improvements

The City of Capitola requests prequalification submissions on or before **4:00 p.m. Thursday, July 16, 2024** from qualified firms interested in providing Design Build services described below for the following project:

POLICE DEPARTMENT FACILITY IMPROVEMENTS

The existing Capitola Police Department Locker Room Facilities, located at 422 Capitola Avenue, Capitola, CA 95010, require renovation. Design-Build firms or design-build teams that have been prequalified by the City in response to this Request for Qualifications (“RFQ”) will be eligible to submit proposals in response to the City’s subsequent Request for Proposals (“RFP”) for the Project.

The Design Build firms/teams must be appropriately licensed and registered in the State of California for architectural, engineering, and construction services as needed to complete the Project. In addition, firms/teams must have completed both design and construction/renovation of at least 3 public facilities within the last five years.

Experience with at least three (3) locker room facilities is preferred. Additionally, experience with at least three (3) public works projects under Public Contract Code § 2601 is preferred. The Design Build firms/teams must be registered with the Department of Industrial Relations (“DIR”) as required by law. The selected Design Build firm/team will be required to comply with the Labor Code prevailing wage and shall be required to work cooperatively City staff, any technical consultants retained by the City for the Project, and the community, to facilitate timely and professional completion of the Project.

The selected firm will be required to; 1) enter into an Agreement for Contract Services with the City of Capitola; 2) design locker room renovations with input from facility users and prepare appropriate construction documents; 3) renovate the locker room facilities based on the firm’s proposal; and 4) complete the construction on-time and on- budget. The City has a budget of approximately \$65,000 for design and construction of this project.

The existing locker room facilities were constructed around 1976, with additional improvements made in 2011. The men's locker room is approximately 380 square feet, housing 27 lockers, restroom fixtures, and a shower. The women's locker room is approximately 236 square feet, with 11 lockers, restroom fixtures, and a shower. Building layout from 2011 are attached to this Prequalification Invitation.

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Requested improvements include, but are not limited to:

- Reconfigure the layout for better space optimization.
- Install modern, water-efficient toilets.
- Replace old sinks with new, durable, and water-saving models.
- Ensure adequate ventilation to prevent mold and mildew.
- Include charging stations inside lockers for electronic devices.
- Modify benches or seating areas near the lockers.
- Ensure the facilities are fully accessible to all personnel, including those with disabilities.

Preliminary "Wish List" Items for Facilities Renovation:

- Replace existing flooring with durable, easy-to-clean, and non-slip materials.
- Improve lighting with energy-efficient, bright, and evenly distributed fixtures.
- Reallocation of locker room space and adjacent areas will be considered as part of this renovation.

The facilities improvements shall be designed to enhance functionality and usability, tailored to the specific needs and operations of the police department.

Completed Prequalification RFQs must be submitted electronically (in pdf file) no later than 4:00 p.m. Tuesday, July 16, 2024. Prequalification RFQ submission documents will not be accepted after the due date and time. No supplemental data or additional project information will be accepted after due date and time unless specifically requested by the City of Capitola. No hard copies will be accepted.

Design Build firms/teams must agree to comply with all City of Capitola RFP and Contract Conditions for the project.

The City of Capitola reserves the right to reject any or all responses to this notice.

Each Consultant may be required to show evidence of its equal employment opportunity policy. The successful firm and their subconsultants will be required to follow the nondiscrimination requirements set forth in the Bidding Documents and to pay prevailing wages at the location of the work.

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RFQ Schedule

The City anticipates the general schedule/milestones below; however, this is not a schedule-based contract. These dates are estimates and may change.

▪ Release RFQ for prequal for facilities improvements	June 28, 2024
▪ Request for Information Due	July 11, 2024
▪ Last day for City to issue addenda to RFQ	July 12, 2024
▪ Prequalification Submissions Due	July 16, 2024 4:00 PM
▪ Notice to Prequalified Respondents	July 18, 2024
▪ Anticipated release of RFP to requalified respondents	July 19, 2024
▪ Mandatory Pre-bid Inspection	July 23, 2024 10:30 AM
▪ Deadline for Questions	August 5, 2024
▪ Proposal Submission Deadline	August 8, 2024 4:00 p.m.
▪ Interviews (if needed)	Week of August 12, 2024
▪ City Approvals	August 22, 2024
▪ Consultant(s) Under Contract; Design Work Begins	September 1, 2024
▪ 100% Plans and Specifications	December 1, 2024
▪ City Approval of Plans and Specifications	January 2025
▪ Construction	Winter 2025

Contact Information

**Oral, telegraphic, facsimile, or telephone SOQs will not be accepted. SOQs received after this date and time will not be accepted.

To prequalify Design Build firms/teams will complete and submit The City’s Prequalification Questionnaire for Design Build Projects.

Contact Information for Questions/Communications

All requests, questions or other communications regarding this RFQ shall be made in writing to the City via email only. Address all communications to:

Project Manager

Jessica Kahn
Public Works Director
jkahn@ci.capitola.ca.us

Questions about this RFQ are required to be submitted via email to Project Manager by July 11, 2024 at 5:00 p.m. Questions submitted after the due date or via phone will not be accepted. All substantive questions and answers will be posted below (PDF format) and distributed to applicants.

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Submittal Information

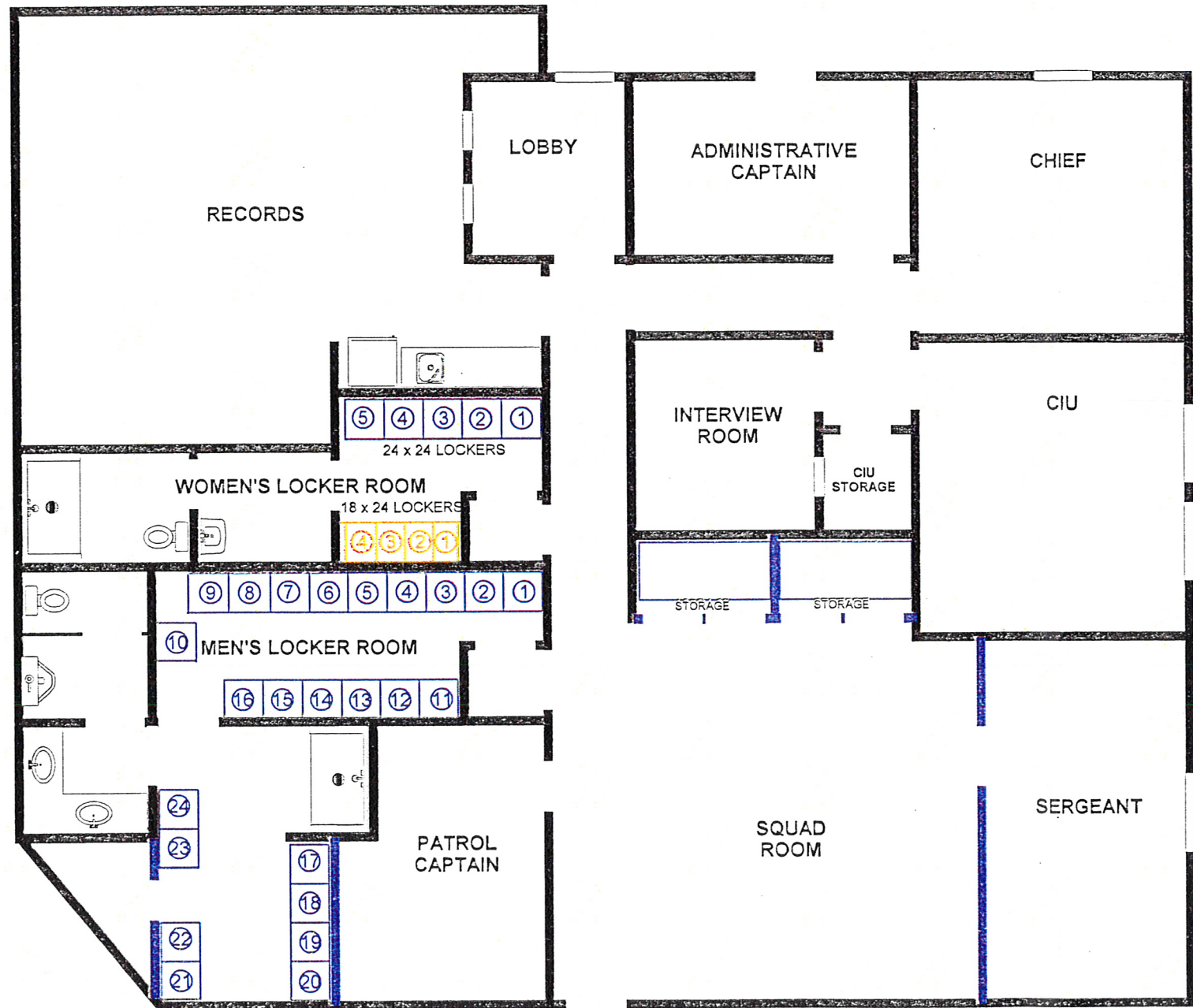
Please **email a PDF copy** of your proposal at your earliest convenience, but no later than **4:00 p.m. on Tuesday, July 16, 2024** to:

Project manager: jkahn@ci.capitola.ca.us

Subject Line: Prequalification Invitation for Design Build Project Police Department Facility Improvements

Please note, the City will not accept incomplete questionnaire proposals or proposals time stamped after the submittal due date and time.

No late questionnaire proposals will be accepted for any reason. No exceptions will be allowed.



PROPOSED

Reviewed for
Code Compliance
Signed.....
Date.....
Permit No.....