



**REQUEST FOR PROPOSAL  
EMERGENCY OPERATIONS FACILITY PROJECT  
FOR MARIN COUNTY  
(OUTLINE)**

**RESPONSE DUE DATE: MONTH DAY, 2010**

# TABLE OF CONTENTS

## **I. INTRODUCTION**

- a. PURPOSE OF PROCUREMENT

## **II. DEVELOPMENT OBJECTIVES**

- a. OVERALL
- b. DESIGN

## **III. FINANCIAL CONSIDERATIONS**

## **IV. DEVELOPMENT PROGRAM REQUIREMENTS / CONSIDERATIONS**

## **VI. SUBMITTAL REQUIREMENTS**

- a. Executive Summary & Statement of Authority to Bind
- b. Project team and structure
- c. Architectural submittal
  - i. Project Concept Summary
  - ii. Development Approach and Schedule
  - iii. Phase I schematic plan
  - iv. Phase I & II conceptual plan
  - v. Drawing / Model Requirements
- d. Price submittal
  - i. Soft Costs
  - ii. Hard Costs
  - iii. Financing
- e. Community Outreach Plan

## **V. SELECTION PROCESS AND EVALUATION CRITERIA**

- a. Overview
- b. Evaluation Process
- c. Honoraria

## **VII. DECLARATIONS AND ADDITIONAL INFORMATION**

## **VIII. ATTACHMENTS**

- ATTACHMENT A – SITE INFORMATION
- ATTACHMENT B – EOF PROGRAM OF REQUIREMENTS
- ATTACHMENT C – PERFORMANCE SPECIFICATIONS
- ATTACHMENT D – PROGRAM EIR
- ATTACHMENT E – MARIN COUNTY CIVIC CENTER MASTER DESIGN GUIDELINES
- ATTACHMENT F – VOICE / DATA SPECIFICATIONS
- ATTACHMENT G – DRAFT CONTRACT/DEVELOPMENT AGREEMENT
- ATTACHMENT H – SUBMITTAL FORMS

## 1.0 INTRODUCTION

To enhance emergency service needs of Marin County residents during a major disaster, the County of Marin is planning to construct a new Emergency Operations Facility (EOF) at or near the Marin County Civic Center Campus. This modern facility will be designed to incorporate the latest strategies and techniques in disaster relief, technology and construction. A modern facility meeting "essential services" standards is critical, and required by law, for disaster preparedness planning and response. This means that this building must remain operational and functioning after a major seismic event. The County's Office of Emergency Services is currently located in the Marin County Civic Center building and may be severely hindered in effectively responding to the public safety needs in the event of a major seismic event. Ensuring that our emergency services are secure in the event of a disaster is an important step in saving lives and limiting economic losses.

On July 14<sup>th</sup>, 2009, the Board of Supervisors (BOS) approved a concept of a two-phase building construction approach that initially builds approximately 54,600 SF of essential service space plus approximately 6,500 SF of ancillary space and carport in Phase I <sup>1</sup>and then builds the remaining approximately 27,700 SF of essential service space in Phase II.<sup>2</sup> Even though only the first phase will be built initially, the entire two phases are to be designed as one.

### 1.1 Purpose of Request for Proposal

The Request for Proposal (RFP) represents the final stage of a three-stage procurement process to obtain a highly qualified Design / Development team to produce the County of Marin's new Emergency Operations Facility project. The pre-qualified Finalist teams invited to participate in this RFP have successfully advanced through prior Request for Qualifications (RFQ) and Request for Concept (RFC) stages of the solicitation process and have demonstrated to the County that they have the qualifications, financial strength and design skills and experience necessary to successfully design, partially finance and construct the EOF to meet the County's objectives.

During this RFP stage the Finalist teams will be required to submit designs based upon a detailed Program of Requirements for the EOF facility provided within this RFP. The Project Committee will evaluate these design submission against the goals for the project and for their adherence to the Program. Additionally, teams will be asked to submit cost estimates that must demonstrate the design submitted works within the County's overall project budget. Additional considerations will include the evaluation of a detailed project management plan encompassing the entire project from environmental approval through design and construction, as well as other criteria to be listed in the RFP. The Project Committee will select the final team for an Exclusive Negotiation Agreement (ENA).

### 1.2 Overview of RFP

This RFP is composed of the following parts:

---

<sup>1</sup> Budget allowing, there may the addition in phase one of approximately 7,200 SF to the ancillary building to support fitness and training activities

<sup>2</sup> The team may be requested as a part of Phase I to design and build on the selected site a new Fire Station #7 of approximately 10,800 SF for the City of San Rafael.

## INTRODUCTION (Section 1.0)

This section introduces information about the project and introduces the purpose of this procurement with pertinent details, rules and regulations to follow in subsequent sections and appendices. The respondent is advised to review the entire solicitation before preparing a submittal.

## DEVELOPMENT OBJECTIVES (Section 2.0)

This section provides an overview of the County's functional, financial and design development objectives for the EOF.

## FINANCIAL CONSIDERATIONS (Section 3.0)

This section provides a description the financial goals and considerations the County will be evaluating. This includes a description of,

- The overall budget for the EOF
- The overall financing structure for the EOF, including both County financing and the partial financing to be provided by the "at risk" entity
- The amount of partial financing required by the submitting teams in support of the project and the financial agreement between the County and the respondent's "at risk" entity

## PROGRAM OF REQUIREMENTS OVERVIEW (Section 4.0)

This section provides an overview of the background and issues addressed in the Program of Requirements for the EOF contained in the appendix. The Program and Performance Specifications are the crucial documents for teams to use as the guide and criteria for their RFP design submissions and cost estimates. A fundamental consideration in evaluating designs submitted will be their adherence to the Program and Performance Specifications.

## SUBMITTAL REQUIREMENTS (Section 5.0)

This section introduces detailed instructions on how to prepare a submittal. Additional details may be contained in other sections and appendices. Questions arising during preparation of a submittal should be addressed to the designated project manager, whose contact information appears on the title page of this procurement.

Key information to be addressed in the submission includes the following:

- Project Design Narrative
- Architectural Submission of proposed design for EOF
- Development Schedule and Approach
- Cost Estimate for facility to be constructed to proposed design
- Financing proposal
- Community Outreach plan
- \$50,000 Honoraria for teams not selected at the RFP stage

## SELECTION PROCESS AND EVALUATION CRITERIA (Section 6.0)

This section explains the overall selection process and describes how proposals will be evaluated and ranked.

#### **DECLARATIONS AND ADDITIONAL INFORMATION (Section 7.0)**

This section contains important declarations and additional information the respondent must carefully review. Items include, but are not limited to prerequisites, special conditions, policies, guidelines and requirements that will be incorporated into the Scope of Services and/or contract.

#### **APPEDICES (Section 8.0)**

DRAFT