



KERN MOSQUITO AND VECTOR CONTROL DISTRICT

**REQUEST FOR PROPOSALS FOR SCHEMATIC DESIGN SERVICES
NEW LABORATORY BUILDING AND MAIN BUILDING REMODEL PROJECT**

RFP ISSUE DATE: January 10, 2025
PRE-PROPOSAL SITE VISIT: January 23, 2025, 1PM PST
RESPONSE DUE: February 4, 2025, 5pm PST
INTERVIEWS: Tentatively scheduled for February 18-20, 2025

TENTATIVE SCHEDULE: Award and services commence March 2025

PROJECT ADDRESS: Kern Mosquito and Vector Control District
4705 Allen Road
Bakersfield, CA 93314

PROJECT SCOPE: Schematic design and support services

RFP ISSUED BY: La Thao, District Manager
Office: 661.589.2744
lathao@kernmosquito.com

EXHIBITS: A: Scope of Services
B: Professional Services Agreement
C: Insurance Requirements
D: As Builts and Existing Property Information

SCHEMATIC DESIGN SERVICES RFP FOR THE NEW LAB AND MAIN OFFICE REMODEL PROJECT

I. INTRODUCTION AND SCOPE OF WORK

Kern Mosquito and Vector Control District (“District”) is an independent special district formed by the residents of Kern County in 1917 to control mosquitoes and protect the health and comfort of local residents. The District currently encompasses 1,657 square miles of Kern County and includes the cities of Arvin, Bakersfield, Shafter, Wasco, and the towns of Buttonwillow and Lamont. Services provided by the District include public health mosquito control and surveillance, and roof rat control. The District has an annual budget of approximately \$6 million. The District is governed by an eight-member Board of Trustees, consisting of one representative from each city in the county and four representing the county at large.

The District invites design firms (“Proposers”) to submit proposals to provide schematic design services to the District for the remodeling of the main office building, removal of an existing mobile trailer (the “trailer office”) and construction of a new Biosafety Levels 2 (BSL 2) laboratory with additional office space (“Project”).

The District will conduct an in-depth evaluation of the proposals submitted and may conduct interviews to determine the most qualified Proposer for the Project. This RFP along with the proposal of the selected design firm will be included in the Contract for the Project following award. The Project budget will be disclosed during the Project pre-proposal conference.

II. SUBMISSION OF PROPOSALS

A. **Format and Contact**

Proposers must submit an emailed electronic pdf of the proposal by **5pm PST on February 4, 2025** addressed as follows:

Kern Mosquito and Vector Control District
Attn: La Thao, District Manager
lathao@kernmosquito.com

The RFP response should include a statement signed by an owner, officer or authorized agent of the Proposer, acknowledging and accepting the terms and conditions of this RFP.

Proposals received late will not be given consideration. The Proposer is responsible to ensure that the proposal is received by the specified RFP deadline. The District will not be responsible for late or incomplete responses due to mistakes or delays of the Proposer. Proposers are responsible for reading this entire RFP and all attachments and exhibits before submitting a Proposal.

Proposers should seek clarification of any requirements that they do not fully understand. All inquiries regarding interpretation of the RFP shall be directed to La Thao lathao@kernmosquito.com for District review and comment. Such inquiries must be submitted in writing no later than 5 business days before the Proposal due date, and questions will be answered in writing. The District doesn’t assume responsibility for verbal instructions or answers to inquiries, unless and until they have been confirmed in writing.

B. **Content**

Proposers should address every item listed in this RFP even if the item was previously addressed in other sections of the proposal. All proposals shall be firm offers, and will so be considered by the District, although the District reserves the right to negotiate terms upon evaluation of the proposals. Proposals will be considered valid offers for a period of ninety (90) days following the RFP close.

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III. SCOPE OF SERVICES

The District is soliciting proposals from qualified licensed design firms (Proposers) to provide a schematic design, supporting documents and deliverables to:

- address the District's current and future operational requirements, building condition and space issues
- facilitate Project review meeting(s) with Kern County and other agencies
- support the preparation of a subsequent Design-Build RFP
- support new utility connection requests as needed

The design shall comply with all environmental requirements; shall be consistent with all Kern County, State and Federal building codes and regulations, including applicable Kern County permit requirements, and any state or local green building requirements. The Proposer shall include as part of its design team any needed professional disciplines, including but not limited to architecture, civil engineering, geotechnical and structural engineering, MEP engineering and ADA expertise.

The Services sought under this RFP are set forth in more detail in **Exhibit A** attached hereto and incorporated herein by this reference. Notwithstanding the inclusion of such Services in **Exhibit A**, the final scope of Services negotiated between the District and the successful Proposer shall be set forth in the Professional Services Agreement ("Agreement") executed by and between the District and the successful Proposer. A copy of the Agreement is attached hereto as **Exhibit B**.

The District will issue a future RFP for Design-Build services. The Proposer is not precluded from being on proposed Design-Build Entity teams. The District will contract directly for other services including environmental, FF&E procurement and special inspection and testing.

IV. PROPOSAL ELEMENTS and EVALUATION CRITERIA

Proposals shall be provided in PDF format and should be concise, well organized and demonstrate qualifications and applicable experience in the following order:

A. Cover Letter / Executive Summary

Summarize the Proposers qualifications specifically related to the Project and requested scope of services. Include Proposer's unique differentiators and benefits. Provide license numbers. Submit a current copy of an insurance certificate or a letter of intent to provide insurance from the issuing company in accordance with the Exhibit C Insurance Requirements.

B. Firm Experience

Demonstration that the firm can successfully provide the services based on having completed projects of a similar nature and complexity as those described herein, with emphasis on design build delivery, new laboratories buildings and office renovation/remodel projects. Provide a description of how the Proposer's experience, technical and professional skills will meet the scope identified in this RFP. Indicate the location of the principal office that will be responsible for completion of the services.

The Proposer shall provide a description of up to five (5) of the most relevant projects of similar nature and complexity as the Project, minimum \$3M project budget and completed within the last ten (10) years to include:

- Role of the firm and description of services
- Services fee amount and total project budget

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- Firms' team members and other firms involved on the project
- Project start and completion dates
- Client contact name, phone and e-mail address

C. Proposed Project Team and Approach

Provide an organization chart indicating the key staff members that will be principally responsible on the Project. Include team member resumes (up to 2-pages each) indicating qualifications and recent project experience. Identify design functions that are likely to be subcontracted and identify the design sub-consultant, including a brief company description, that are anticipated to perform each function, such as civil engineering, geotechnical, structural engineering and MEP engineering.

Describe your approach to execute the Project scope of work, effectively complete the scope of services outlined in the RFP, and method to interface and coordinate with the Project team members and stakeholders. Include a proposed outline of tasks, milestones, and deliverables. In reviewing the scope of services described in Exhibit A, the Proposer may identify additional necessary tasks and is invited to include those within the discussion of its proposed method to accomplish the work.

The selected Proposer must be able to attend and/or facilitate periodic meetings on-site, in-person. Indicate the anticipated number and types of meetings with the District to complete the scope of services and the tasks/goals to be accomplished at each meeting.

D. Fee Proposal

The contract type will be a Time and Materials Not to Exceed. Include a fee proposal with the costs separated into the functional tasks described in the Exhibit A Scope of Services. The fee proposal must identify all key employees and/or classifications to be billed, estimated number of hours and hourly billing rate for each proposed staff member. Provide fees and mark-ups for sub-consultants proposed with your team, and the total not to exceed fee for the Project.

Identify the estimated reimbursable expenses that will be charged to the Project. For the purposes of this RFP, assume services will commence in March 2025 with a target Design-Build RFP to be issued in May 2025.

Provide separate optional add service fees for:

- Design-Build RFP preparation and support services
- Geotechnical assessment and report as required to facilitate the future structural design and permitting for the new Lab building.

E. Non-Mandatory Pre-Proposal Site Visit

A non-mandatory preproposal site visit is scheduled for January 23, 2025 at 1PM PST at the District headquarters located at 4705 Allen Road, Bakersfield CA.

F. Evaluation and Selection Process

The District intends to select a firm evidencing demonstrated competence and professional qualification sufficient to perform the Services, based on the information provided in Sections IV. A-D above. The District reserves the right to reject all proposals, select by proposal review only or interview as needed. The Proposer will be selected on the basis of information provided in the RFP, in-person presentations, and the results of the District's research and investigation.

Proposers shall be evaluated based on qualitative objective factors using the below criteria.

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Additional criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.

1. Responsiveness and Conformance to RFP	5%
2. Firm Experience and Qualifications	25%
3. Proposed Project Team	30%
4. Approach	20%
5. Fee Proposal	20%

After evaluation of the written proposals and ranking of the Proposers, the District will determine which, if any, Proposers may be invited to make a presentation to the District Board of Directors. Selected Proposer(s) will be asked to give a presentation of their approach, introduction of key personnel, fee and ability to fulfill the requirements of the RFP. A final ranking of Proposers will then be developed.

Upon selection of a Proposer, the District will endeavor to negotiate a mutually agreeable professional services agreement with the selected firm. The District reserves the right to contract for services in the manner that most benefits the District. Price and all other factors will be considered. This RFP and all or part of the Proposer's proposal shall become part of the agreement between Proposer and the District.

Negotiations may then be conducted with the Proposer ranked first. If an agreement satisfactory and advantageous to the District can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such an agreement can be negotiated at a fair and reasonable fee. Should the District determine in writing and at its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, an agreement may be negotiated and awarded to that Proposer.

After negotiating a proposed agreement that is fair and reasonable, the District will make the final recommendation to the District Board concerning the proposed agreement. The Board has the final authority to approve or reject the Proposed firm selection and agreement.

V. CONDITIONS AND REQUIREMENTS

- A.** The RFP dates are tentative, and the District retains the sole discretion to adjust the schedule.
- B.** The District reserves the right to request, receive, and evaluate supplemental information and clarifications during its evaluation of proposals, and will conduct this process in a fair and impartial manner.
- C.** The successful Proposer and all employees or agents shall secure and maintain in force such licenses and permits, as are required by law, including a Kern County business license.
- D.** Nothing set forth herein shall be deemed to bind the District to award a contract for the above-described professional Services and the District retains the sole discretion to cancel or modify any part of or all of this RFP at any time without prior notice. Further, the District makes no representations that any agreement will be awarded to any firm submitting a proposal.
- E.** The District reserves the right to reject any or all proposals or portions thereof, to accept a proposal or portion thereof, and to waive any informality submitted in response to this request and to reject any sub consultant or individual working on a Proposer's team.

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- F.** Any changes to the proposal requirements will be made by addendum.
- G.** In any event, the District shall not be liable for any pre-contractual expenses incurred by any proposal or Proposer. This shall include pre-contractual expenses such as preparing the proposal, submitting the proposal, negotiating with the District on any matter related to the proposal or other expenses incurred prior to the date of award for any agreement related to the services herein described.
- H.** No prior, current, or post award verbal agreement(s) with any officer, agent, or employees of the District shall affect or modify any terms or modifications of this request for proposals or any contract or option resulting from this process. The District reserves the right to waive any minor irregularities, informalities, or oversights at its sole discretion. The term “minor” as used herein means any irregularities or oversights that does not materially affect or alter the intent and purpose of this RFP and is not in violation of any State of California rules, laws, and regulations that may apply to this procurement.
- I.** A Proposer must identify and list all copyrighted material, trade secrets, or other proprietary information (“protectable documents”) that the Proposer included in its Proposal which the Proposer believes should be exempt from disclosure under California’s Public Records Act, Government Code Section 6250, et seq. By listing the documents, the Proposer agrees to indemnify, defend, and hold harmless the District, its officers, agents, employees, Board, and representatives from and against any action, claim, lawsuit, or proceeding, including costs and expenses, arising out of or connected with the District’s refusal to disclose the protectable documents to any party making a request for those items. The District will treat any Proposer, who fails to identify documents that the Proposer believes should be exempt from disclosure, as having waived its right to an exemption from disclosure, as the Public Records Act provides.
- J.** All submitted proposals will become public records and, as such, may be subject to the California Public Records Act (PRA) upon request.
- K.** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all electronic media, reports, charts and other documentation submitted by a respondent shall become the property of the District when received. Nothing submitted shall be considered confidential or proprietary.

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EXHIBIT A

PROPOSED SCOPE OF SERVICES

The selected Proposer will serve as the District's professional design consultant in the initial assessment, County and schematic design phases and support the District and District's Construction Manager with selecting a Design-Build by verifying and developing the interior design program for the Project. The selected Proposer will interface with the District, District's Construction Manager and other stakeholders as required to integrate ideas and feedback, as well as potentially participating in presentations to solicit feedback and ensure the design aligns with current and future needs.

GENERAL DESIGN SERVICES

The selected firm will be responsible for ensuring that the design is effectively managed, such that the design services are completed on time and within the forecasted fee. At a minimum the District will expect the Proposer to successfully provide the following services:

- Kick-off Meeting: Selected Proposer shall conduct a kick-off meeting with the District's Project team to review the scope of the project, discuss project goals, project status, team responsibilities, project schedule, current operations and constraints, future needs and operational impacts.
- Identify key design deliverables, tasks and milestones. Develop a design schedule which includes the design deliverables.
- Effectively and proactively communicate with the District, conduct periodic meetings, present design concepts for review and approval at key decision points, and provide design status updates.

FIELD AND DOCUMENT RESEARCH, UTILITY COORDINATION AND TRAILER OFFICE DEMO

- Research and review as-built documents and other available record data. Verify information and provided as a part of this RFP.
- Perform a field survey and document typical and special existing conditions for reference in design. Collect accurate field dimensions as needed to develop as-built documents and complete the design.
- Prepare an initial request for utility information and review to determine the impact of the Project on the various utilities. Make contact with the utility companies having planned services to support the Project. Provide utility coordination documentation to the District.
- Prepare a Bid Package for the demolition and removal of the existing office trailer structure. The Bid Package shall be completed concurrent with the Schematic Design deliverable completion. A Phase I Environmental Site Assessment to be completed separately by the District.

SCHEMATIC DESIGN

- Prepare site plans, floor plans, elevations, test fits and other required information for District design reviews and approvals.
- Develop adjacency diagrams, test fits and/or other diagrams to fully understand the relationships between the various functions and operational spaces of the lab building and main building, and of any other components of the Project and site. These diagrams should illustrate how the operational requirements of the Project will be met.
- The site design scope will include, but not be limited to:
 - Code and zoning analysis of the property, documentation of the natural and built features of the site, and proposed improvements
 - Storm water runoff assessment of existing site conditions and proposed improvements
 - Design of ADA accessible paths of travel from new lab building, the existing main office building, and existing accessible parking

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- Site utilities needed for the new lab building, or modifications to the existing main building. Assessment of code required EV charging stations.
- Assessment of the existing septic tank sanitary sewer system for the proposed improvements
- The building design scope will include, but not be limited to:
 - Architectural and associated engineering design to complete the schematic design. Assume multiple design concepts and revisions will be needed.
 - Coordinate all aspects of the new lab building and existing main building remodel schematic design, including but not limited to code assessment, floor plans, furniture space plan, roof plans, elevations. Also, structural, MEP and lighting design criteria and basis of design, fire protection assessment and fire code criteria. Scope to include the preparation of a geotechnical report as an optional add service.
- Prepare documents to support a Project review meeting with the Kern County Planning Department and other jurisdictional agencies to determine specific local, County, State and Federal requirements. Confirm that the proposed Project is a permitted use and will receive a categorical CEQA exemption.
- Provide a conceptual project budget with the final Schematic Design deliverable.

ADDITIONAL SERVICES

- The District expects to procure the services of a Design-Build Entity to complete the design development, construction documents, permitting and construction phases of the Project. The Proposer will support the District with the Design-Build RFP preparation, issuance and selection process. Anticipate a number of meetings during the RFP and award period (assume 2-months), and to transition the design documents and understanding to the selected Design-Build Entity. Provide the Design-Build RFP support as an additional task and fee in the Fee proposal.
- If the selected Proposer intends to be on a proposed Design-Build Entity team(s), the Design-Build RFP support scope of services will not be required.
- Proposer is encouraged to identify any additional work or changes to this Scope of Services that would be, in its opinion, necessary to complete the Schematic Design of the Project as defined herein. The Proposer may include additional services that in its opinion will improve the efficiency and quality of the Project. If identified, the additional work or services must be included in the proposal but separated out as an additional task in the Fee Schedule.

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EXHIBIT B

PROFESSIONAL SERVICES AGREEMENT

Will be provided

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EXHIBIT C

INSURANCE REQUIREMENTS

The Proposer shall obtain and maintain insurance against claims for injuries to persons or damage to property which may arise out of or in connection with services performed by Proposer or Proposer's agents, representatives, employees or subcontractors.

The insurance will be obtained from an insurance carrier that maintains an A.M. Best Rating of not less than A-.

- A. The Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Proposer, its agents, representatives, employees or subcontractors with limits indicated below:
 - 1. Commercial General Liability Insurance with limits not less than \$2,000,000 per occurrence. If the submitted policies contain aggregate limits, such limits will apply separately to the project or location that is the subject of this Agreement or the aggregate will be twice the required per occurrence limit. The policy shall include coverage for bodily injury, property damage, and clean-up costs arising from pollution. The Commercial General Liability insurance policy shall be endorsed to name the District, its officers, agents, employees, Board, and volunteers as additional insureds and to state that the insurance will be primary and not contribute to any insurance or self-insurance maintained by the District.
 - 2. Automobile Liability Insurance with limits not less than \$1,000,000 per accident for owned, hired, and non-owned automobiles.
 - 3. Workers' Compensation Insurance as required by California Law and Employer's Liability insurance with limits not less than \$1,000,000 per accident for bodily injury or disease. The workers' compensation insurance shall contain an endorsement stating the insurer waives any right of subrogation against the District, its elected and appointed officials, employees, and volunteers.
- B. Other Insurance Provisions: The insurance policies are to contain, or be endorsed to contain, the following provisions:
 - 1. Additional Insured Status: The Kern Mosquito and Vector Control District, employees, officers, directors, volunteers, and agents are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Proposer including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Proposer's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).
 - 2. Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

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3. Errors and Omissions: Language covering Errors and Omissions will be provided by an addendum.

C. Waiver of Subrogation

Proposer hereby grants to District a waiver of any right to subrogation which any insurer of said Proposer may acquire against the District by virtue of the payment of any loss under such insurance. Proposer agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

The Proposer will furnish certificates of insurance and required endorsements to the District prior to the award of the contract. A current copy of an insurance certificate or a letter of intent to provide insurance from the issuing company (including a description of types of coverage and dollar amount limits) shall be submitted with the RFP. The successful Proposer shall submit a Certificate of Insurance (with endorsements) that names the District as additional insured concurrently with the execution of the written agreement and prior to the commencement of any services.

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EXHIBIT D

As-Builts and Existing Property Information

All information supplied by the District including plans and reports are provided without any warranty as to their accuracy or completeness. The District's records contain information provided by others and conditions may have changed since the information was transmitted. The selected Proposer shall verify the accuracy of all pertinent existing information.

The As-Builts and Existing Property Information is included as a separate attachment to this RFP.