

Request For Proposals – General Contractor Services - Tenant Improvements San Diego Natural History Museum

Submission Deadline: 5:00 pm, 23 May 2013

Pre-Bid Meeting: 2 May 2013, 8:45 am at SDNHM, 1788 El Prado, San Diego.

Description of project

The San Diego Natural History Museum is building and installing a new core exhibition on the west side to the museum's second floor. *Coast to Cactus in Southern California* (formerly, "Habitat Journey") will present and interpret our present day habitats of our region. The exhibition has been divided into a "California" section and a "Traveling Exhibit" section (2WestNorth), with the California section as the primary focus of California state funding.

The 2nd floor west wing is undergoing renovation to update electrical, mechanical and structural systems before installation of the new exhibition. The intent of this RFP is to obtain fixed price proposals from general contractor with experience renovating historical buildings to work with SDNHM to complete renovation of this space.

The California section covers approximately 8,000 square feet (including 1000 square feet of mezzanine). The capital costs of this renovation has been funded by Prop 84 funding of the California State Parks & Recreation; it is a prevailing wage job and contractors must comply with the General Provisions for state bond projects.

The 2WestNorth section covers approximately 3,000 square feet at the north end of the 2West wing. The renovation work of this section is funded privately, so is not part of the Prop 84 project. However, SDNHM expects to have some economies of scale and labor evident due to the completion of this work at the same time as the California section (compared to an entirely separate work effort). This 2WestNorth section will not be finished to the same level of detail as the California section.

General schedule/major milestones for this project:

September 2011	Design Development starts
June 2012	Architect hired (Zagrodnik+Thomas Architects, LLP)
November 2012	75% architectural drawings completed
January 2013	Exhibit Fabrication & Installation contract awarded
May 2013	General contractor selected
May-June 2013	Final review & completion of 100% drawings; Contract with general contractor signed
June 2013	Permit process begins
Sept-Dec 2013	Renovation and shellwork to be completed

The San Diego Natural History Museum is seeking an experienced general contractor to provide the necessary services to renovate the structural, mechanical and electrical components of the space according to drawings and plans completed by ZTA and the exhibit team. Included in the work is some finishing of walls and floor spaces, particularly for the California section.

The 2nd floor west wing is part of an historic building, and the design, materials and procedures must be appropriate to maintain the historic integrity of the space. The project resides in a Museum setting, thus special precautions will need to be taken while working in the museum to control noise levels

during open hours and dust levels at all times. All work on-site may need to be supervised/monitored by security staff to protect the museum, its collections and the contractor. Access to some areas of the museum may need to be arranged in advance.

Architectural drawings will be provided electronically. These should be used as the basis for fee proposals. Materials that have been specified reflect parameters required for either historic building or exhibit design requirements. Our design philosophy is to create exhibits with materials and methods that help us meet and exceed requirements for our LEED existing building operational status and that meet the Americans with Disabilities Act requirements; facility renovations are designed to maximize energy efficiency and use of sustainable materials when possible.

Labor Compliance Program

This contract is subject to the state of California regulations for contracts and expenditures of public bond funds. As part of these requirements, and pursuant to California Labor Code Section 1771.5, SDNHM has an application for its Labor Compliance Program filed with the state to fulfill requirements affecting prevailing wage issues for work completed on-site. The LCP was approved by the California Department of Industrial Relations on November 16, 2012. The successful bidder shall be responsible for complying with the provisions of the SDNHM's LCP, including the standard provisions requiring payment of prevailing wages, maintenance and submission of weekly certified payrolls and corresponding documents, and the hiring of apprentices as appropriate. The SDNHM LCP is managed by: Marty Glaske, Gafcon, 701 B Street, Ste 1600, San Diego, Ca 92101; for information concerning the SDNHM Labor Compliance Program, call Mr. Glaske at 619-231-6100 or Paisley S. Cato, SDNHM, 916-255-0241.

Scope of services to be provided

Contractor must be able to provide project management and services to complete renovation as required on schedule. Renovation is scheduled to begin September 16, 2013, and all renovation must be finalized by January 3, 2014 for review and approval by SDNHM; final punch list items must be completed within 10 days.

The architectural and engineering documents provided with this RFP describe in as much detail as possible at this time, the renovation of this space. Cost estimates have been completed by two independent cost consultants, and SDNHM anticipates the tenant improvements for the California and 2WestNorth sections to be approximately \$150-170/gross square foot and \$70-75/gross square foot respectively. The contractor will be expected to assist the Museum in cost containment by recommending a work plan and materials that would make the most effective use of available dollars, providing the highest quality and most effective exhibit space. The Museum will negotiate with the selected contractor for a not-to-exceed price based on the submitted fee proposal; the contract will use the AIA Document A102-2007 Standard Form of Agreement as the basis for contract.

The contractor will establish a work plan and schedule to ensure timely completion of the project. The schedule shall be prepared by the contractor shall be submitted in reproducible form and discussed with the architectural and exhibit teams before a final schedule can be approved. Regular meetings, updates, or phone calls with the architect and SDNHM team are essential for ongoing communications.

The contractor shall furnish labor, materials and equipment required to perform the work as specified for renovation. Subcontractors or specialized vendors must be approved in advance by SDNHM.

Guarantee and warranty

The contractor must provide insurance and show an ability to be bonded. The contractor must guarantee and warranty all products, work and services for one year after remedial work is completed. The contractor shall provide training on maintenance and upkeep of installed mechanical or electrical components.

Documentation

Before closeout, the contractor shall provide all equipment manuals and warranty, written maintenance manuals, electronic and hard copies of drawings, printed information on materials, and products and systems.

Terms of contract

- Right to No or Partial Award
 - We retain the right to not award a contract for this project for any reason.
 - We retain the right to award a contract for only one section of the 2West wing (for example, only the California section or only the 2WestNorth section).
- Cancellation
 - We retain the right to cancel the project for any reason.
- Vendor selection and Contract award
 - The senior management of the San Diego Natural History Museum will direct the selection process and the awarding of the contract; the recommended firm and proposal will be reviewed and approved by the museum's Board of Trustees.
 - SDNHM is not obligated to select the lowest bid, but the best qualified and best fit for the project.
- Schedule for submissions and proposal review
 - Electronic copies of plans and specifications are available; contact pcato@sdnhm.org.
 - A walkthrough of the space to be renovated will be provided at a pre-bid meeting to all firms that wish to submit a proposal. Hard copies of plans and specifications will not be provided at the walkthrough.
 - Date of walkthrough for all parties: Thursday, May 2, 2013; 8:45am.
 - All proposals are due no later than May 23, 5pm. Any proposals received after this deadline will not be accepted.
 - Evaluations of proposals will begin immediately thereafter.
- On site interviews may be scheduled at the discretion of the review team. The SDNHM Board of Trustees will review and must approve the recommended winning proposal.

Proposal Submittal

Please organize your submittal in the order of the items below, providing a concise presentation of your firm's capabilities to satisfy the requirements of this request. Format your response on 8.5"x11" paper. **Provide 1 electronic copy and 3 complete printed sets of the proposal to SDNHM no later than 5:00pm, May 23, 2013.**

Include the following:

General Contractor qualifications

- 1) Firm profile, including;
 - a. Current California contractor license number.
 - b. Identify key personnel for this project; provide list of relevant qualifications
- 2) Identify primary subcontractors and profile their qualifications for this job;
 - a. include relevant California licensing numbers.
- 3) List and describe your experience with similar work, highlighting tenant improvements in museum settings, and/or in historical buildings
 - a. Provide up to 3 recent, successfully completed similar projects;
 - b. Indicate record in meeting budgets and schedules;
 - c. Indicate experience with projects funded by state bonds;
 - d. Supply three references with current contact information from recent clients
- 4) Provide the name and contact information of your firm's bonding company.

Fees and Workplan

- 1) Proposed workplan with scheduling of tasks;
- 2) Itemized costs and a suggested payment schedule;
 - a. To ensure transparency in use of California Prop84 funds, costs for the California and 2WestNorth sections MUST be listed separately.
 - b. A sample template for listing fees is provided; please clarify modifications or changes to the template categories.

Proposals will be reviewed according to the following criteria:

- Technical capability
- Demonstrated success having completed tenant improvements in a museum setting and/or historical building;
- Established record in meeting budgets, and schedules;
- Demonstrated interest in Museum's mission;
- Fee proposal. Fees must be competitive. Museum is not obligated to accept the lowest bid.
- Reputation for thoroughness and client responsiveness as demonstrated through client references

Deliver to the San Diego Natural History Museum no later than 5pm, May 23, 2013 to:

Paisley S. Cato, Ph.D.
Coast to Cactus in Southern California Project Manager
San Diego Natural History Museum

mailing address: PO Box 121390, San Diego, CA 92112-1390
street address (for FedEx, UPS): 1788 El Prado, San Diego, CA 92101
phone number: 619-232-3821

TEMPLATE for FEE PROPOSAL				
		8,000 sq.ft. Coast to Cactus	3,000 sq.ft. 2WestNorth	Total
general requirements				
site work, demolition				
metals				
wood, plastics				
thermal, moisture protections				
doors, windows				
finishes				
lift				
fire protection				
plumbing				
hvac				
electrical				
communications				
electronic safety, security				
subtotal - direct cost				
fee				
bonds & insurance				
total proposed cost				
cost per gross sq. ft.				
NOTES:				

San Diego Natural History Museum - mission, purpose and vision:

Our Mission

To interpret the natural world through research, education and exhibits; to promote understanding of the evolution and diversity of southern California and the peninsula of Baja California; and to inspire in all a respect for nature and the environment.

Our Purpose

- *To emphasize this unique and diverse region while maintaining a global perspective;*
- *To collect and preserve scientific specimens for research and as a continuous record of the changing world for future generations;*
- *To serve as a center for the scientific study of biological diversity and evolution;*
- *To provide dynamic leadership in natural history and environmental education through exhibits, publications, and educational programs, striving to make this outreach relevant to all the people of the San Diego region;*
- *To foster cooperative efforts in natural history research and education throughout our region.*

Our Vision

The San Diego Natural History Museum will be the premier collections-based environmental education and natural history research resource in our region. We will provide programs that are timely, user-friendly, and relevant to the real-life needs of the diverse populations of the San Diego-Baja California region today and tomorrow.

Questions

Project-related questions may be submitted in writing, via email, until noon, 20 May 2013 to pcato@sdnhm.org. Responses will be provided via email to all vendors who attend the pre-bid meeting.

Terms

This RFP has been prepared solely to solicit proposals and is not a contract offer. We retain the right to not award a contract for this project for any reason. We retain the right to cancel the project for any reason. The only document that will be binding on SDNHM is the contract duly executed by SDNHM and the successful applicant after the completion of the selection process and the award and negotiation of the contract. SDNHM will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal.

Documents available online (contact Paisley S. Cato at pcato@sdnhm.org for access):

1. Exhibit Floor Plan for California section (on 2 West);
2. Architectural plans prepared by Zagrodnik + Thomas Architects, LLP (as of 23 April, 2013);
3. Specifications documents (as of April 23, 2013)
4. Building documents – previous work relating to 2West of SDNHM;

NOTE: These documents are property of SDNHM and made available only for use with this Request For Proposals; all documents are works in progress and are not to be considered final; all measurements should be assumed to be estimates. Documents are confidential, for use only by respondents to this RFP.