



# **CITY OF RIO VISTA**

## **REQUEST FOR PROPOSAL**

**For**

**CONSULTANT FOR THE REMODEL**

**OF THE**

**RIO VISTA EMERGENCY OPERATION CENTER**

**PROPOSALS MUST BE RECEIVED AT:**

**CITY OF RIO VISTA  
CITY HALL  
1 Main Street  
Rio Vista, CA 94571**

# **TABLE OF CONTENTS**

- I. INTRODUCTION**
- II. PROJECT OVERVIEW**
- III. SCOPE OF WORK**
- IV. WORK TO BE PROVIDED BY THE CITY**
- V. PROPOSAL FORMAT**
- VI. CONSULTANT SELECTION**

# **GENERAL PROJECT INFORMATION**

## **CITY OF RIO VISTA EMERGENCY OPERATIONS CENTER REMODEL**

### **I. INTRODUCTION**

The City of Rio Vista is soliciting proposals from qualified consultants to perform consulting services to develop the City of Rio Vista's plans, specifications, and budget for the remodel of the current Emergency Operation Center, (EOC), located in the Community Room at the Fire Department. The consultant will be responsible for having the project comply with all facets of the 2009 EOC Grant Guidance. The project will be configured so that the fire chief can serve as the project manager.

### **II. PROJECT OVERVIEW**

In 2009 the City of Rio Vista was awarded a FEMA non-competitive grant of \$150,000 to remodel the existing Community Room/ EOC at the fire station located at 350 Main Street, Rio Vista. The joint use of this room is to be continued with the remodel, but the EOC functions are to be enhanced to allow for better utilization during an actual EOC activation.

### **III. SCOPE OF WORK**

Staff has compiled a list of each of the needed enhancements for not only the current room, but also those area's that will play a crucial part in the functionality of an activated EOC. Those enhancements are detailed in the following, and are not necessarily listed in the order of importance. This order will be determined by the Fire Chief in conjunction with the consultant during the budget process. Although efforts have been made to make this list all inclusive, there may be other features and equipment that will need to be added, as recommended by the consultant and approved by staff.

#### **Community Room:**

1. Move the exterior wall outward approximately 3' feet, staying beneath the current roof.
2. Install a systems wall that will allow for two separate offices when provided with a folding wall in the space that will be created by the expansion. System wall to have glazing at the upper level
3. Two work stations and book shelves in the two offices created.
4. Sheet rock installed over existing block wall that will create a chase for any wiring and data that will be needed to be added.
5. Saw cut floor to allow floor monuments for electrical and data, as poles will not be permitted.
6. Remove existing kitchenette area and install new cabinets with sink, and counter top. Provide for a microwave oven, and instant hot water.
7. Create new storage in the space created by the reconfiguration of the kitchenette.
8. Remove existing water heater and install a tank less water heater to create more storage.

9. New lighting
10. New carpet and tile flooring
11. Install horizontal sliding white board.
12. All electrical power to be backed up with current emergency generator.
13. Overhead projector mount
14. Electric screen.
15. Podium provided with controls for all AV, lighting, and screen.
16. Relocation of existing Video Conferencing equipment in conjunction with new flat screen TV
17. A minimum of two Flat screen TV's provided for connecting to ICS computers.

#### **Chief's Office:**

1. Extend the exterior wall to coincide with the Community Room Extension.
2. Glazing sized to allow for more useable wall space.
3. Add book shelves.
4. Electrical to be backed up with generator.
5. Flat screen TV provided.
6. Carpeting

#### **Reception Area:**

1. One work station created at the front door.
2. Modification of the glazing between reception and the Captains Office.

#### **Captains Office:**

1. Create two new work stations with filing capability and overhead storage.
2. New carpeting.
3. Create a two person HAM operators position in the closet adjoining this office, with overhead storage for equipment and supplies. Adequate electrical provided
4. Ham radio antenna to be brought into this area.
5. Modify the existing copy machine area for better utilization of space, including storage
5. Electrical to be backed up with generator.

#### **Electrical and Communications Vault:**

1. Insure that 100% of the electrical needs of the Rio Vista Fire Station are provided by the backup generator. Any capacity that remains will be used will be used to power the Montezuma Fire Station.
2. Install an automatic transfer switch.
3. Insure that enough electrical, data and telephone capabilities exist for the proposed remodel.
4. Provide for a connection to the City Hall server using Comcast Cable or Dark Fiber VPN.

2.

### **Emergency Generator and Pad:**

1. Install an approved concrete pad for the existing generator.
2. Review existing wiring connections and bring into compliance with code.
3. Add additional fuel storage to provide for 72 hours of continuation operation.

### **Miscellaneous Considerations:**

1. Folding and nesting tables to be provided in the EOC
2. Data and electrical to be provided in the tables with linking capabilities
3. Chairs for EOC shall be on casters, with arms, adjustable, and stackable
4. Laptop computers provided for each of the ICS disciplines.
5. All work station to be provided with task chairs that are ergonomically adjustable.
6. Computers to be able to project images on the provided flat screen TV's
7. Connection to the City Hall phone system plus a stand-alone phone access.
8. Provide phones that are compatible to those phones currently in use at City Hall...

## **IV. WORK TO BE PROVIDED BY THE CITY**

Consultant will work with City staff to identify and compile pertinent documents and data that provides information required for the development of plans and specifications for the remodel of the existing EOC.

The selected consultant will review and evaluate the information provided by the City for accuracy and completeness, and recommend any necessary modifications so that it meets the requirements of the 2009 EOC Guidance, as provided by FEMA.

## **V. PROPOSAL FORMAT**

The qualification submitted in response to this RFP is an opportunity to present your previous experience and your proposed project team.

The proposal package should contain an executive summary of the proposal, emphasizing the consultant's approach, qualifications, and capabilities. The proposal shall identify all terms and conditions associated with the Price Proposal. All pricing exceptions shall be noted. The proposal should also specifically include the following information, in this order:

3.

1. Detailed Scope of Services to be Provided.
2. Proposed Team of Personnel & Sub-Consultants.
3. Organizational Structure of the Team.
4. Matrix of Personnel Titles with Responsibilities/Duties.
5. Proposed Facilities and Equipment.
6. Firm Background information.
7. Sub-Consultant Background information.
8. Experience with Similar Scoped Projects for Firm, Personnel and Sub-Consultants.
9. References for Firm, personnel and Sub-Consultants.
10. Proposed Performance Schedule.
11. Price Proposal

The consultant shall submit three (3) copies of the above proposal.

## **VI. CONSULTANT SELECTION**

The City will review all proposals submitted and will rank proposals based upon the consultant's understanding of the work to be done, its experience with similar types of work, and the qualifications of its staff. Selection of the consultant will be based upon the proposal ranking. Proposals should provide information in sufficient detail to allow a complete evaluation.

The contract will be negotiated and awarded to the most qualified consultant whose proposal best conforms to the RFP and is, in the opinion of the City of Rio Vista, most appropriate and advantageous to the City.

The City reserves the right to reject any and all proposals and to negotiate terms with any qualified potential consultant. While evaluation and selection of consultants will be strictly qualification based, the City encourages the use of Consultants who provide offices and project personnel located in Rio Vista.

### Selection Process and Schedule:

	<u>Date</u>
1. Release of Request for Proposals	October 20, 2011
2. Proposals Due	November 4, 2011
3. Consultant Selection	November 10, 2011
4. Council Approval of Consultant Agreement ( <i>tentative</i> )	November 17, 2011
5. Authorization to Proceed ( <i>tentative</i> )	November 18, 2011

- Agency Contact:

This will assume that all information requested, and particularly the specific information or information referral the proposer receives, will be consistent, uniform and available to all proposers, to assure the fairness of the RFP process.

- Proposal Submission: All proposals become the property of the City of Rio Vista upon submission. Although the City intends to keep all proposals confidential, the City will not be responsible for materials obtained by other parties, without the consent of the proposer.

- Three (3) copies of the proposal, including any transmittal or cover letter, must be submitted to and received at the City Hall, 1 Main Street, Rio Vista, CA 94571 by 4:00 p.m. on November 4, 2011.