

Navarro-by-the-Sea Center
for Riparian and Estuarine Research

PO Box 1269, Mendocino, CA 95460
www.navarro-by-the-sea-center.org

14 January 2015

To All Interested Contractors

**SUBJECT: Request for Proposal to Provide
Outdoor Interpretive Displays and ADA Access Improvements
California Coastal Commission Whale Tail Grant Funded Project
Navarro-by-the-Sea/Captain Fletcher's Inn
Navarro River Redwoods State Parks**

Dear Interested Contractors:

Navarro-by-the-Sea Center for Riparian and Estuarine Research (NSCR) is requesting a proposal from your firm to provide construction services at Navarro-by-the-Sea in Navarro River Redwoods State Park. This Request for Proposals (RFP) provides background information on the efforts to restore the historic Captain Fletcher's Inn at the mouth of the Navarro River in Mendocino County, outlines our requested scope, cost, and summary of relevant experience, and identifies a proposal deadline.

Background

NSCR is a registered 501(c)3 non-profit whose primary purpose is to promote education and interpretive activities at Navarro River Redwoods State Park, supporting scientific and historic research of the original town of Navarro, the Navarro estuary system, and the larger Navarro watershed, and presentation of these subjects to the public. We are a small group of dedicated volunteer Board Members, with no Executive Director or any paid staff, and a small annual budget generated primarily from donations and membership in our standing committee, "The Charles Fletcher Society". Our primary focus since incorporation in 2000 has been to stabilize and rehabilitate the historic Captain Fletcher's Inn (ca. 1865) near Navarro Beach. Eventually when rehabilitated, Captain Fletcher's Inn (Navarro Inn) will serve as an interpretive center to share the natural and cultural history of the area with the visiting public.

Working in conjunction with the Mendocino District of California State Parks, we have prepared Interim Operational Guidelines for the Navarro-by-the-Sea area, developed construction plans with the our consulting architect, and have implemented most of the work defined as part of the Stabilization Project. This work was funded by a grant from the California Cultural and Historical Endowment (CCHE) and other generous public and private donors. Detailed information on NSCR and the work accomplished under the CCHE grant is available at our website at www.navarro-by-the-sea-center.org.

NSCR was also successful in securing a grant from the California Coastal Commission (CCC) as part of the Whale Tail program. This CCC grant-funded work included preparation of site plans and interpretive design for seven permanent outdoor display panels, an identification sign, and

associated ADA access, as well as installation of the fabricated signage. California State Parks is covering the costs of fabricating the seven interpretative display panels as a match. If funding is available, the CCC grant-funded work will include construction of a wooden ramp into the west door of the Inn. This RFP has been issued to receive proposals and bids from qualified contractors to accomplish the CCC grant-funded work.

Scope of Services

NSCR is requesting that you provide a response to this RFP, as detailed below, including a cover letter, Statement of Qualifications, and completed Bid Form. Tasks to be completed under the base bid include: 1) installation of concrete ADA-compliant pathways; 2) installation of a single AC, ADA-compliant parking stall and associated signage; 3) installation of interpretative displays, others signs and redwood bollards; 4) relocate and anchor logs to define vehicle access area; 5) placement of limited fills along the ADA-compliant concrete pathways and aggregate in the parking area; and 6) compliance with Best Management Practices in the Erosion Control Plan. If sufficient funds are available, alternate tasks from the base bid (see Sheet L-2 in Site Plan) include: 1) substituting concrete instead of AC for the single ADA-compliant parking stall; 2) construction of a wooden porch and ADA-compliant ramp up to the west door of the Inn; and 3) construction of a roof over the wooden porch to the west door (optional bid task).

The NSCR website (www.navarro-by-the-sea-center.org) contains all relevant materials to be reviewed by all contractors who intend to respond to this RFP. All relevant materials can be viewed by clicking on the "CCC Grant and Bid Documents" page. A summary of the relevant on-line materials consist of:

- **RFP** with attached Bid Form and Schedule of Bid Prices
- **Site Plans** prepared by 2M Associates, showing Base Bid and Add-Alternate components of the work. These consist of the Cover Sheet (Sheet L-1), Site Plan (Sheet L-2), Layout Plan (Sheet L-3), Grading Plan (Sheet L-4), Scoring Plan (Sheet L-5), Details & Notes (Sheet L-6), and Details (Sheet L-7). Concrete coloring and surface treatment shall conform with Detail 1 on the Scoring Plan (Sheet L-5).
- **Erosion Control Plan** prepared by IL Welty in 2010 for the larger Stabilization Project. But restrictions on access to protect adjacent wetlands, provide for straw and sterile seed reinstallation, and adherence to Best Management Practices shall be complied with as part of the project.

The response to this RFP shall include a 1) Cover Letter, 2) Statement of Qualifications, and 3) completed Bid Form (see attached Bid Form and Schedule of Bid Prices) indicating cost, anticipated schedule, and any optional probono or in-kind contributions your firm is willing to make in performing the work. Additional details in the requirements for the response to this RFP are provided below under Response to RFP. Factors to consider and understand in preparing your response to this RFP include the following:

- All work will be performed in a highly sensitive location with nearby wetlands that must be avoided, that the Navarro Inn is a historic structure listed on the National Register of Historic Places and that any damage or removal of historic elements shall be avoided during construction, and that the contractor understands the possible complications associated with a project of this nature.
- Electric power is available from the nearby Inn and will be provided at no cost for construction-related activities. Non-potable water is also available in the vicinity for filling tanks and other uses, but that potable water is not available at the site.

- Proposed schedule detailed in Bid Form shall identify anticipated start and completion dates, or number of days or weeks to perform specific tasks where dependent on tasks to be completed by others.
- All required insurance statements and certifications shall be provided electronically as a pdf prior to initiation of any construction.
- Cost estimates in final contract shall separate anticipated labor and expenses, and shall identify subtasks relevant to the role of your firm (i.e. concrete work and/or ramp construction).
- Billing shall follow NSCR guidelines to ensure reimbursement from CCC, identifying task performed, summary of work completed for billing cycle, and total contract amount.
- Understand that payment for services rendered may only be made by NSCR after we have received reimbursement from CCC for expenditures beyond our available line of credit.
- Any substantive clarifications to the identified scope or other aspects of this RFP may be shared with other interested contractors.
- NSCR may choose to not select from any of the responding contractors for any reason and reissue a new RFP.
- Any optional in-kind donations and/or pro bono services to assist NSCR in meeting its objectives in rehabilitating the Inn should also be identified on the attached Bid Form, either as part of your initial proposal or for unforeseen services that may arise during the process. A donation to NSCR is not required to submit a response to this RFP, but some firms have indicated a willingness to contribute and this could be a factor in awarding the contract.

Mandatory Pre-Bid Meeting

A mandatory pre-bid meeting will be held for all interested contractors at **10A.M. on Friday, January 23, 2015**. The meeting will be held on-site. Specifics on the Base Bid and Add-Alternates will be reviewed, and questions answered.

Response to RFP Submittal Instructions and Deadlines

The response to this RFP shall include a 1) Cover Letter, 2) Statement of Qualifications, and 3) completed Bid Form (see attached Bid Form and Schedule of Bid Prices) indicating cost, anticipated schedule, and any optional probono or in-kind contributions your firm is willing to make in performing the work.

Within two days of receipt of this RFP, any interested contractors shall initially respond by email to beach127@aol.com that they have received the RFP and intend to provide a full response and completed Bid Form by the deadline.

The response to this RFP shall consist of the following:

- (a) **Cover Letter** introducing your firm and any subcontractors, listing any attachments, and including the following closing statement...*“I/(We) have reviewed and understand the RFP, Site Plans for the CCC Outdoor Interpretative Displays and ADA Access Improvement Project, and Bid Documents, are qualified and equipped to perform all requested tasks in compliance with local, state and federal regulations, meet all specified certification, licensing, insurance and liability requirements, and have provided a bid and schedule for performing construction work specified in the completed Bid Form.”* (**one page maximum**)
- (b) **Statement of Qualifications** providing a description of relevant qualifications of the firm and key individuals involved in the identified tasks demonstrating their capabilities that will lead to

a successful project, with a minimum of at least five years of experience in concrete and general contracting services. This shall include background qualifications and certifications, and a brief summary of at least three relevant projects with reference contact information. References for the three relevant projects shall include name, phone, and email for the client. Resumes of key staff may be attached to the proposal but are not required (**two pages maximum not including optional resumes**).

- (c) **Completed Bid Form** for all tasks to be undertaken by your firm. This shall include all identified tasks (**see attached Bid Form**), and shall indicate a schedule for completing of selected tasks. If applicable, optional pro bono services shall be indicated by total amount and number of hours, and any in-kind contribution shall be indicated by item and total value. A donation to NSCR is not required to submit a response to this RFP, but some firms have indicated a willingness to contribute and this could be a factor in awarding the contract(s). If any in-kind donations and/or pro bono services are included as part of your response, these should be separate from reimbursable labor and expenses on the Bid Form, and will be considered as part of the proposal review process.

Responses to this RFP must be received by NSCR no later than **5 PM on Monday, February 2, 2015**.

Responses to this RFP with completed Bid Forms and Schedule of Bid Prices should be submitted electronically as a single pdf document to beach127@aol.com. Submittal of any hard copy responses must be made in advance of the deadline of February 2, 2015. Proposal cover letters should be addressed to:

James Martin, Board President
NSCR
PO Box 1710
Mendocino, CA 94560

Responses will be reviewed during the following week with a goal of selecting the contractor(s) by Friday, February 6, 2015. The contractor would receive written authorization to proceed, with the intent that construction would be initiated immediately after award of contract and goal to complete construction before **Friday, March 13, 2015**.

Factors to consider and understand in preparing your response to this RFP include the following:

- All work will be performed in a highly sensitive location with nearby wetlands that must be avoided, that the Navarro Inn is a historic structure listed on the National Register of Historic Places and that any damage or removal of historic elements shall be avoided during construction, and that the contractor understands the possible complications associated with a project of this nature.
- Electric power is available from the nearby Inn and will be provided at no cost for construction-related activities. Non-potable water is also available in the vicinity for filling tanks and other uses, but that potable water is not available at the site.
- Proposed schedule detailed in Bid Form shall identify anticipated start and completion dates, or number of days or weeks to perform specific tasks where dependent on tasks to be completed by others.
- All required insurance statements and certifications shall be provided electronically as a pdf prior to initiation of any construction. Insurance requirements are detailed below.
- Cost estimates in final contract shall separate anticipated labor and expenses, and shall

identify subtasks relevant to the role of your firm (i.e. concrete work and/or ramp construction).

- Billing shall follow NSCR guidelines to ensure reimbursement from CCC, identifying task performed, summary of work completed for billing cycle, and total contract amount.
- Understand that payment for services rendered may only be made by NSCR after we have received reimbursement from CCC for expenditures beyond our available line of credit.
- Any substantive clarifications to the identified scope or other aspects of this RFP may be shared with other interested contractors.
- NSCR may choose to not select from any of the responding contractors for any reason and reissue a new RFP.
- Any optional in-kind donations and/or pro bono services to assist NSCR in meeting its objectives in rehabilitating the Inn should also be identified on the attached Bid Form, either as part of your initial proposal or for unforeseen services that may arise during the process. A donation to NSCR is not required to submit a response to this RFP, but some firms have indicated a willingness to contribute and this could be a factor in awarding the contract.

Insurance Requirements

All contractors and subcontractors involved in the work performed shall meet the following insurance requirements and shall name both "NSCR, its officers, agents, and employees and State of California (STATE), its officers, agents, and employees" as additional insured. The additional insured endorsement is to be provided with the certificate, and shall identify "Lease No. 641.144.52011" on all statements and certificates.

(a) Commercial General liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage combined. The policy shall include coverage for liabilities arising out of premises operations, damages to rented premises, products/completed operations, personal/advertising injury, independent contractors and liability assumed under an insured contract. The coverage limit for damages to rented premises shall be no less than \$300,000.

(b) Commercial Auto with a limit not less than \$1,000,000 each accident. NSCR and the STATE are to be an additional insured with respect to liability arising out of automobiles owned, hired and non-owned. The additional insured endorsement is to be provided. If a separate certificate from that for General Liability, it shall also be issued by an insurance company with a Best Insurance Guide rating of not less than "A-" and "VI".

(c) Workers' Compensation with statutory limits, and Employers' Liability of not less than \$1,000,000. The policy is to be endorsed with a waiver of subrogation in favor of NSCR and the STATE. The waiver of subrogation endorsement is to be provided with the certificate. The certificate is also to show the STATE's lease number and be issued by a company with a rating of not less than "A-" and "VI".

(d) Environmental/Pollution liability with a limit of not less than \$1,000,000 occurrence and \$2,000,000 aggregate shall be provided by those subcontractors performing work related to the abatement of hazardous materials, such as, but not limited to, asbestos and lead. Said policy shall include coverage for the transportation of hazardous materials. The same additional insured and certificate requirements as above apply.

We look forward to receiving your responses to this RFP, and the possibility of working with you in moving forward with this exciting project. Please feel free to contact me at 510-393-0770 or by email at beach127@aol.com if you have any questions regarding this RFP or would like to discuss any aspect of the project.

Sincerely,

Navarro-by-the-Sea Center



James A. Martin
Board President

Attachments: Bid Form and Schedule of Bid Prices

BID FORM
NAVARRO-BY-THE-SEA
Outdoor Interpretive Displays and ADA Access
California Coastal Commission Whale Tail Grant-Funded Project

TO THE PROJECT REPRESENTATIVE, for Navarro by-the-Sea Center for Riparian and Estuarine Research. in response to the Request for Proposals (RFP) for the following work:

NAVARRO-BY-THE-SEA - Outdoor Interpretive Displays and ADA Access

the undersigned Bidder hereby proposes and agrees to execute the required Contract, should it be awarded to said Bidder, and to do all the work and furnish all the materials therefore all in accordance with the Site Plan, scope, and qualifications referred to in said RFP and at the prices named in the attached Schedule of Bid Prices.

The undersigned declares: That it is the Bidder (or by holding the position below indicated is authorized to execute this Bid Form on behalf of the Bidder); that said Bidder submits this Bid; The undersigned declares under penalty of perjury that all representations made on this Bid Form are true and correct.

Executed on _____, 2015

Telephone Number

Name of Firm or Corporation

(signed) Bidder or Authorized Representative

Position in Firm or Corporation

Address of Firm or Corporation

Zip Code

Contractor's California License No.

License Expiration Date

END OF DOCUMENT

SCHEDULE OF BID PRICES

NAVARRO-BY-THE-SEA

Outdoor Interpretive Displays and ADA Access

Bidder's Firm Name

Street Address

City State Zip Code

(Area Code) Telephone No.

Email Address

Bidders must Bid on all Base Bid and Add-Alternate Bid Items itemized below, with the exception of Add-Alternate Bid Item A-4, which is an optional bid item.

Entries must be in permanent ink or typed.

The undersigned, having examined all referenced documents including the Site Plan and Request for Proposals (RFP), understanding the terms and conditions of the Contract Documents and the local conditions affecting the performance and costs of the Work, and having fully inspected the Site in all particulars, hereby proposes and agrees to fully perform the Work as indicated on the Site Plan and RFP, and in accordance with the requirements of the Contract Documents, and for the following prices:

Refer to the Site Plan, RFP, and Erosion Control Plan for complete Bid Item information. Bid prices shall include mark-ups for overhead and profit, indicate Unit Price for Item, specify Schedule from written Notice to Proceed or prior Item affecting completion, and identify any optional contribution of probono work and/or in-kind contribution for Project for each Item, if applicable.

Bid Item	Bid Item Description	Unit*	Unit Price	Schedule (list days/weeks to complete Item from written Notice to Proceed	Optional probono (total amount and number of hours) and/or in-kind contribution (item and total value)
BASE BID					
1	Mobilization Max. 5% of the total sum of all Base and Add-Alternate Bid Items.	L.S.			

Bid Item	Bid Item Description	Unit*	Unit Price	Schedule (list days/weeks to complete Item from written Notice to Proceed	Optional probono (total amount and number of hours) and/or in-kind contribution (item and total value)
2	Install, construct and complete Base Bid items as indicated in Site Plan, described in RFP, consistent with Erosion Control Plan, and directed by Project Representative from NSCR. This shall include installation of gravel parking, asphalt parking stall, seven interpretive displays (interpretive panel base and display panels only provided by State Parks), identification sign (sign only provided by NSCR), 19 wood posts (posts only provided by State Parks), ADA sign and concrete wheel stop, relocated existing sign, driftwood barriers, imported compacted fill, and buried pipes, among other specific items called for in Site Plan.	L.S.			
ADD-ALTERNATES					
A-1	Provide 19 6"x6"x5' redwood posts for installation in Base Bid (see Detail 7 on Sheet L-6), if item not provided by State Parks.	L.S.			
A-2	Install concrete ADA parking stall instead of asphalt (see Sheet L-2 for location). Show net increase/decrease in cost from Base Bid using asphalt for this item.	L.S.			
A-3	Install accessible ramp with railings, porch, steps, and gravel landing (see Sheet L-2 for location and Sheet L-7 for details).	L.S.			

Bid Item	Bid Item Description	Unit*	Unit Price	Schedule (list days/weeks to complete Item from written Notice to Proceed	Optional probono (total amount and number of hours) and/or in-kind contribution (item and total value)
A-4	Install porch roof using salvaged porch posts and using specifications from Stabilization Project for all materials and design (see Navarro Inn Stabilization Plan dated May 16, 2011, Details 2, 3 and 9 in Sheet A7.2, Detail 1 in Sheet A7.2, and Specification Section 07311, Asphalt Shingles). Note that only and porch posts will be provided by NSCR (shingles will match existing porch shingles and are not as specified in Subsection 07311, Part 2.1.A). The two porch posts are salvaged and will be attached in a secure fashion to porch as agreed upon with Project Representative from NSCR without compromising their historic character.	L.S.			
BASE BID PRICE (summation of Items 1 AND 2 above, rquired bid)					\$
ADD-ALTERNATE ITEM A-1 (required bid)					\$
ADD-ALTERNATE ITEM A-2 (required bid)					\$
ADD-ALTERNATE ITEM A-3 (required bid)					\$
ADD-ALTERNATE ITEM A-4 (optional bid)					\$
TOTAL REQUIRED BID PRICE (Base Bid + Add-Alternates A-1, A-2, A-3)					\$
TOTAL REQUIRED BID PRICE + OPTIONAL ADD-ALTERNATE A-4 (include only if Add-Alternate Item A-4 has been bid, otherwise leave blank)					\$

*Note: LS = Lump Sum

The Project Representative reserves the right to award to the responsible Bidder(s) who submits the lowest responsive Bid based on:

- a. The Bid Price for Base and Add-Alternate items separate or together as Total Bid Price.
- b. The determination that the qualifications of the Bidder meets the requirements cited in the RFP.
- c. Affirmative responses from listed references.
- d. Schedule consistent with specified goals in RFP.
- e. Consideration of optional probono and/or in-kind contribution amounts.

The Bidder acknowledges and agrees that this Bid, if not withdrawn prior to the scheduled time for receipt of Proposals and Bids, shall not be withdrawn for a period of 60 days thereafter.

Time allowed for completion of all Work shall be the number of calendar days as specified above, beginning with and including the official date of Notice to Proceed as established by the Project Representative regardless of whether the Contract is awarded under the Total Bid Price or any combination of Bid Prices, notwithstanding the need to complete all Base Bid tasks prior to deadline specified in RFP.

Bid submitted by:

_____(seal)
Name of Firm, Corporation, Partnership or Joint Venture

Names of All Partners, if Partnership

State of Incorporation, if Corporation

Signature of Bidder or Authorized Representative

Date of Bid 2015

Name and Title of Authorized Representative

Note: If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

END OF DOCUMENT