



City of Carson
Purchasing Division
701 E. Carson Street
Carson, CA 90745

NOTICE OF REQUEST FOR PROPOSALS (RFP): 23-025

Notice is hereby given that the Purchasing Manager of the City of Carson will accept proposals for:

HISTORIC STRUCTURE REPORTING FOR CARSON CITY HALL

| | |
|--|--|
| ISSUE DATE: | 07/13/23 |
| PRE-PROPOSAL MEETING (OPTIONAL) | 07/25/23 10:00 AM |
| QUESTIONS DEADLINE: | 07/27/23 02:00 PM |
| PROPOSALS DEADLINE: | 08/03 10/23 04:00 PM |

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY

SUBMIT ELECTRONIC PROPOSALS TO: <https://pbsystem.planetbids.com/portal/32461/portal-home>

No late proposals will be accepted. Proposals received after the deadline established will not be considered for this project.

All questions or request for interpretation regarding this solicitation must be submitted online through PlanetBids within the date and time specified. Bidders are not to contact City personnel or Elected Officials with any questions or clarifications concerning this solicitation other than through PlanetBids. Any City response for this solicitation not posted through PlanetBids is unauthorized and will be considered invalid.

To view other bidding opportunities from the City of Carson, please visit:
<http://ci.carson.ca.us/Finance/Bidding.aspx>.

Josilla Togiola
Purchasing Manager
July 13, 2023

A. SUMMARY

The City of Carson, California (“City”) is requesting proposals from a qualified consultant or consulting team to develop a public educational program focused on Carson City Hall and its significant role in Black Modernism in the 1960’s and 1970’s through its lead architect, Robert Kennard. One element of the project, a Historic Structure Report (HSR), would provide a foundation of documentation and information about City Hall and its architectural team, notably Kennard, and also architectural guidance on future construction projects.

It is the City’s desire to continue to use City Hall for general municipal functions including offices, ceremonies, and public meetings and the City will use the HSR as a comprehensive planning tool for the proactive maintenance of and future restoration and rehabilitation of the building. Carson recognizes the significant and unique character and architectural history of its City Hall and is committed to ensuring it will be enjoyed and used by future generations. Toward that end, the City intends to commission an HSR that will include a current condition assessment and plan for future maintenance and restoration that are appropriate for the architectural style, historic character, and period materials originally associated with the building.

The consultant or members of the consulting team shall meet the Secretary of the Interior’s “Professional Qualifications Standards” (36 CFR Appendix A to Part 61) for Architectural History and Historic Architecture and shall be capable of conducting a historic structures assessment that meets the approval of the National Trust for Historic Preservation’s “Conserving Black Modernism” program guidelines. The City of Carson was incorporated in 1968 because residents wanted local land use control. As an unincorporated area mainly populated by persons of color, Carson became the region’s dumping ground for undesirable land uses: oil wells, refineries, landfills, auto wrecking yards, and a huge County-operated wastewater treatment plant. Finally, in 1967, leaders secured the County’s approval to incorporate and in 1968, residents voted to incorporate Carson. Demographically, Carson has always been very diverse with a strong African American presence plus Asian-Americans (mainly Filipinos), Pacific Islanders, and Latinos.

City Council wanted to create an iconic City Hall that was modern but referenced its Spanish Rancho past. Some Modernism was already present in Carson: after the civil unrest in Los Angeles in 1965, then-Governor Pat Brown ordered that the new Cal State campus, under development on Palos Verdes Peninsula, be moved closer to the affected communities of Watts and Willowbrook, and a new campus was created in Carson. First generation Black Modernist A. Quincy Jones was named the campus architect.

After incorporation, the City contracted with Robert Kennard to design City Hall with his former colleague from Richard Neutra’s firm, Robert Alexander, and landscape architect Frank Sata. One of Alexander’s most notable projects was the redesign of the LA County Museum of Art in the 1980s. He was also known for his work on residential projects, and as one of the founders of the Alexander Construction Company, builders of the well-known Alexander Homes in Palm Springs. Sata’s notable projects include the Japanese Garden at the Tillman Water Reclamation Plant in Van Nuys and the Garden of the Phoenix at the Chicago Botanic Garden. As a multi-racial team, they reflected the demographics of the new city.

The City Hall architecture itself features an open interior with rich materials and simplified outside forms. Three wings create a “Y” shape, and elements of the design seem nautical, with the sides of the building like ship’s windows with outriggers, with the City Council offices perched above the front plaza like a captain’s bridge on a ship. The interior main staircase ascends toward a nautilus-shaped atrium, and nearly all the interior walls are polished teak, like on a yacht. Part of the HSR would be to identify if these elements are typical of Kennard’s work or are unique to Carson.

Robert Kennard was in the second generation of African American architects, inspired by Paul R. Williams and A. Quincy Jones. Born in Los Angeles, he founded his firm there in 1957, beginning with residential design and completing some 40 residences through the early 1960s. One of his first homes, the Zeiger Residence, has been designated as a City of LA Cultural-Historic Monument. Mr. Kennard worked under Neutra and his own firm, Kennard Design Group, is the oldest African American architecture firm in Los Angeles. In the mid-1960s he shifted his practice to public work. He was a founding member of the National Organization of Minority Architects and was a board member of the national and state AIA groups.

Carson does not have a Local Register, nor has the City applied for County or State landmark designation. The main aim of completing the HSR on City Hall is that it is needed to be able to undertake the public educational campaign to raise the awareness of historic preservation in the community, with the goal of creating a local landmarking process. The public educational materials will come directly from the HSR. It would only be with significant local community support (from Carson residents, not just preservation advocates from outside) that serious consideration of a historic designation could occur.

A more detailed description of the information included in the City's Conserving Black Modernism grant is included as Appendix A.

The City of Carson reserves the right to make changes in the RFP as it may deem appropriate. Any and all changes in the RFP shall be made by written addendum, which shall be issued to all prospective proposers who have been issued or obtained a copy of the RFP. No oral changes will be permitted. Addenda issued during the proposal process will become a part of the original proposal. All request for proposals must be submitted by the date and time established for the opening of request for proposals. The City of Carson reserves the right to take any action considered to be in the best interest of the City of Carson.

No proposal may be withdrawn for a period of ninety (90) days once proposals have been opened by the Purchasing Manager.

No contract exists on the part of the City until the City Council has made the award and a professional services contract has been fully executed. The award, if made, will take place approximately within ninety (90) calendar days after the scheduled proposal opening date.

The City reserves the right to reject any and all proposals received or any parts therein, and to be the sole judge of the merits of each proposal received.

This RFP does not commit the City of Carson to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City. At such time a selection is made, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are defined by the consultant as business or trade secrets, and marked "Trade Secret," "Confidential," or "Proprietary," or if disclosure is required under the Public Record Act. Any changes to the RFP requirements will be made by addendum.

B. PROPOSER REQUIREMENTS

Proposers who do not meet the minimum qualifications will be disqualified. Project team members must meet the Secretary of the Interior's "Professional Qualifications Standards" (36 CFR Part 6) in the fields of Architecture and/or Architectural History. This project shall be based on the following standards and recommended approaches:

1. The Secretary of the Interior's Standards for the Treatment of Historic Properties;
2. The Preparation and Use of Historic Structures Reports, Preservation Brief 43;
3. The Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation;
4. The Secretary of Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.

B. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals must be submitted electronically via Planet Bids no later than **08/03/2023 @ 4:00 PM PST**. It is the Proposer's responsibility to ensure their proposal documents are properly and timely uploaded onto the City's online bid management system. Proposals that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Proposer's sole responsibility to contact the City's online bid management provider (Planet Bids at 818-992-1771) to resolve any technical issues related to electronic bidding. The City will only receive bids which were transmitted successfully by the deadline established.

Consultants shall submit a proposal limited to a maximum of twelve (12) double-sided pages exclusive of cover letter, resumes, and references. The proposal shall be organized in the following format and shall include the information in the below outline:

The Proposal must include the following sections, numbered in accordance with the table below. **Every Proposal must include the Proposer's name and the City's Request for Proposal No. 23-025**

| Required Proposal Sections and Documents | | |
|--|---|----------|
| 1 | <p>Cover Letter The cover letter must be signed by an officer of the firm authorized to execute a contract with the City. The primary contact should be identified, and phone number, email, and mailing addresses provided.</p> | Required |
| 2 | <p>Subcontractor List (if applicable) Include the subcontractor's qualifications and the nature and extent of work to be performed by each subcontractor.</p> <p>Consultant shall include certified SBE and/or DBE firms as sub-consultants. The percentage required is 15%. Invoices will be paid based on the demonstrated utilization of the SBE/ DBE included in each invoice. The consultant's proposal shall describe the good-faith efforts that were taken to include a certified SBE and/or DBE for completion of one or more tasks associated with the scope of work</p> | Required |
| 3 | <p>General Qualifications and References The consultant shall provide a summary of the consultant's qualifications, general information about the firm, location of office(s), years in business and areas of expertise. The consultant shall provide a brief description of projects that involved a similar scope of services. Consultant shall provide an example of a similar study prepared by the firm or proposed team. Consultant shall provide a list of references for the firm and any subconsultants, including the names, addresses, email</p> | Required |

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| | addresses, and telephone numbers of recent clients, preferably other public agencies for which consultant has done similar work. Include a list of specific projects associated with each reference, date work was performed, cost, and key personnel involved. See attached Client Reference List (download from PlanetBids) | | | | | |
| 4 | <p>Key Staff</p> <p>The consultant shall identify key staff and include a description of their abilities, qualifications, and experience. Attach resumes of key staff that will be assigned to this project. Include a proposed project management structure and organizational chart. Identify any portion of the scope of work that would be subcontracted. Include firm qualifications (brief) and key personnel, telephone number, email address and contact person for all subcontractors. The City reserves the right to approve or reject all consultants, internal staff performing consulting services, or subconsultants proposed by the consultant.</p> | Required | | | | |
| 5 | <p>Cost Proposal</p> <p>The cost proposal shall include all labor costs, overhead costs, subconsultant costs, and an itemized list for direct expenses. Costs must be shown in a matrix format, by task grouping, and show hours per staff member, base labor rates, overhead, and profit rates.</p> <p>Include all pricing information relative to the engagement on Contract Services Agreement, Appendix “B”, Exhibit “C” (download from PlanetBids)</p> | Required | | | | |
| 6 | <p>Project Understanding</p> <p>Consultant shall describe its understanding of the project and the implications of their recommendations over time. Include information about the City of Carson; its history; residential, commercial, and industrial changes over the years; growth impacts; the vision and mission of the City.</p> | Required | | | | |
| 7 | <p>Project Approach and Workplan</p> <p>Consultant shall describe its detailed work approach and methodology. If deemed appropriate, Consultant shall expand on the scope of work and include those items as Optional Tasks. Optional Tasks would assist in accomplishing the overall objectives of the project, and provide suggestions which might enhance the results or usefulness of the study. Include all deliverables at each stage of the project, assumptions about the number of meetings needed with City staff and meetings with other stakeholders to complete the Scope of Work. Consultant shall also include a schedule of work.</p> | Required | | | | |
| 8 | <p>Certificate of Insurance</p> <p>Consultant shall submit a copy of its existing commercial liability insurance detailing their current level of coverage. Be advised that the selected consultant shall be required to provide the following insurance coverage prior to the City issuing a Notice to Proceed:</p> <p>Commercial general liability at least as broad as</p> <table border="0"> <tr> <td>ISO CG 0001 (per occurrence)</td> <td>1,000,000</td> </tr> <tr> <td>(General aggregate)</td> <td>2,000,000</td> </tr> </table> <p>Commercial auto liability at least as broad as</p> | ISO CG 0001 (per occurrence) | 1,000,000 | (General aggregate) | 2,000,000 | Required |
| ISO CG 0001 (per occurrence) | 1,000,000 | | | | | |
| (General aggregate) | 2,000,000 | | | | | |

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|----|---|----------|
| | ISO CA 0001 (per accident) 1,000,000 Errors and omissions liability (per claim and aggregate) 1,000,000 Workers' compensation statutory | |
| 9 | Affidavit of Non-Collusion and Non-Discrimination (download from PlanetBids) | Required |
| 10 | Federal Lobbyist Requirements (download from PlanetBids) | Required |
| 11 | Debarment and Suspension Certificate (download from PlanetBids) | Required |

C. QUESTIONS AND ADDENDUMS

The City of Carson reserves the right to make changes in the Request for Proposal as it may deem appropriate. All changes in the Request for Proposal shall be made by written addendum, which shall be issued to all prospective proposers who have been issued or obtained a copy of the Request for Proposal. No oral changes will be permitted. Addendum issued during the proposal process will become a part of the original proposal.

ONLY the City’s Purchasing Manager may be contacted regarding this solicitation. No other City officers, agents, employees or representatives have authority to respond on behalf of the City. Contact with unauthorized City personnel or elected officials during the selection process or may result in disqualification.

All project scope questions must be posted to Planet Bids by the due date listed on the cover page of this Invitation. The City will coordinate responses and post them to Planet Bids 5 days prior to the bid deadline for all interested proposers to review.

For all other inquiries/questions, please reference the table below:

| | Type of Question | Contact | Contact Info |
|---|------------------------------|-------------------------------------|---|
| 1 | Those related to the Project | Planet Bids | Post directly to Planet Bids |
| 2 | Use of Planet Bids | Planet Bids | (818) 992-1771 |
| 3 | City’s Purchasing Process | Josilla Togiola, Purchasing Manager | jtogiola@carsonca.gov 310-830-7600, Ext. 1237 |

D. PRE-PROPOSAL MEETING

Pre-proposal Presentation (OPTIONAL): July 25, 2023

Pre-proposal RSVP Deadline: July 24, 2023 @ 6:00PM via email to jtogiola@carsonca.gov
Pre-proposal meeting time: 10:00AM
Pre-proposal meeting location: Council Chambers at Carson City Hall, 701 E. Carson St, 90745 (Building tour to follow)

Pre-proposal meetings are held for the purpose of presenting the City's key topics, goals, and objectives for the project. In addition, the meeting will serve to answer proposer questions. The pre-proposal meeting for this RFP is not mandatory. There will be a pre-registration process and proposers will be sent a link to the meeting. Firms that intend to attend one of the pre-proposal site visits must notify Josilla Togiola, Purchasing Manager, through email jtogiola@carsonca.gov by the Pre-Proposal RSVP deadline. The email subject line shall state "CARSON CITY HALL PRE-PROPOSAL VISIT." The firm's intent to attend the pre-proposal site visit should include the number of people attending along with the name, address, telephone, and email address for the firm's contact person.

E. OTHER REQUIREMENTS

The City's form contract is required (see Contract Service Agreement). Specific requirements are outlined in the form contract.

The majority of the work as required herein must be performed by the awarded contractor. The work may not be subcontracted to another contractor unless the subcontractor has been included in the Proposal, or a substitution has been approved in writing by the City's Contracting Officer in advance of work performed.

Awarded contractor and subcontractors (if applicable) must pay the City's business license tax and submit required insurance documents prior to execution of the contract.

F. COST PROPOSAL

Contractors must provide everything necessary at their own expense including, but not limited to labor, materials, and equipment required to perform and complete the required work.

The lump sum proposal price must include all necessary labor, materials, and fees to complete the work required by Project Scope and Specifications. Permits, licenses and fees must be obtained at the awarded Contractor's sole expense. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay Sales Tax on the purchase of items, which must be included as a separate line within the total proposal price.

The following costs will not be allowed: additional charges for newly added content pages since website is updated on a daily basic,; Additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

Include hourly rates for additional work which may be authorized by the City's Contract Officer.

G. PROPOSAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT

All proposals will be opened publicly in the Office of the City Clerk on the date and time noted on the

Notice of Request for Proposals. Proposals will be considered confidential until a contract recommendation is made to City Council.

Job Location: **City Hall, 701 E. Carson St., Carson, CA 90745**

| Anticipated Procurement Schedule (Subject to Changes) | | |
|--|--|----------------------|
| 1 | Award of Contract | August 2023 |
| 2 | Contract Execution & Notice to Proceed | August 2023 |
| 3 | Begin Engagement | August 2023 |
| 4 | Complete Engagement | June 30, 2024 |

H. EVALUATION CRITERIA

The City Council's Ad Hoc Economic Development Subcommittee anticipates holding interviews with respondents prior to a final selection of the project consultant. Such interviews may be conducted in person or by electronic means such as Zoom. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

The basic elements of the Consultant selection process are as follows:

A. Evaluation of Submittals.

The proposals will be evaluated and ranked by the City based on the percentages listed BELOW. The selection will be made directly from those who submit a complete proposal. Incomplete proposals will not be reviewed. The City will notify all consultants that submit proposals of the evaluation results upon award of the contract. Top ranked firms will be invited to an interview with the project management committee. The selected firm will enter into agreement with the City based on the attached agreement template (Appendix B). Proposal Evaluations will be made in accordance with CMC § 2611 (b) and (c).

No contract exists until the City Council has made the award, and the contract has been fully executed.

The City of Carson reserves the right to reject the proposals, request additional information or take any other action considered to be in the best interest of the City of Carson.

Specific evaluation criteria is as follows and is detailed further below:

| No. | Description | Weight |
|------------|---------------------------------------|---------------|
| 1 | General Qualifications and References | 15% |
| 2 | Key Staff | 20% |
| 3 | Project Understanding | 20% |
| 4 | Project Approach and Workplann | 30% |
| 5 | Cost Proposal | 15% |
| | Key Total | 100% |

J. OTHER REQUIREMENTS

This project is funded by a grant from the Conserving Black Modernism Program of the National Trust for Historic Preservation, and funded by the Getty Foundation.

1. All project work and expenditures must comply with National Trust for Historic Preservation standards as described in Section E. of this RFP.
2. The project work must be the original work of the consultant. If the work of others is used as background information, it shall be appropriately credited to the originator.
3. The consultant shall retain all project records until July 31, 2025 and provide access to such records to the Project Manager and the City.
4. The Historic Structure Report shall include a credit line acknowledging the grant funding.

APPENDIX A.

Narrative for Application to Conserving Black Modernism Grant Program

APPENDIX B.

Long Form Contractual Services Agreement Template

