



Request for Qualifications

Progressive Design-Build Services

Marin County Fire Headquarters Project

Qualifications Due:

Tuesday, April 28, 2026, at 2:00 p.m.

County Project No. 41C2413

Qualifications must be submitted via BidExpress to:
<https://www.bidexpress.com/businesses/53528/home>

Complete Request for Qualifications documents can

also be found at: [County of Marin Contracting](#)

[Opportunities Website](#)

Exhibits

Exhibit A:	Previous Experience Template
Exhibit B:	SOQ Form
Exhibit C:	Conflict of Interest Policy
Exhibit D:	Progressive Design-Build Contract – SAMPLE
Exhibit E:	Community Engagement and Coordination Requirements
Exhibit F:	Program Charter
Exhibit G:	Vision Framework
Exhibit H:	CEQA
Exhibit I:	Project Labor Agreement
Exhibit J:	Feasibility Study and Cost Estimate
Exhibit K:	Price Proposal Form
Exhibit L:	Non-Collusion Affidavit
Exhibit M:	Iran Contracting Act Certification
Exhibit N:	Certification Regarding Russian Sanctions

I. INTRODUCTION

The County of Marin (“County”) is soliciting statements of qualifications (“SOQ”) from design build entities (“DBE” or “Design-Builder” or “Design-Build Entity”) consisting of contractors and licensed architectural and engineering (“A&E”) firms in order to establish a pre-qualified shortlist of DBEs eligible to submit price proposals (“Proposals”) for the planning, design, and construction of the Marin County Fire Headquarters.

This Request for Qualifications (“RFQ”) is intended to assist the County in determining which firms are responsible and sufficiently qualified to meet the County’s anticipated needs for the Project.

All interested DBEs (“Respondents”) must submit an SOQ on the form and in the format required by the County. After the SOQs have been evaluated, the County will short-list three and up to five of the highest rated Respondents. Respondents that have been shortlisted in accordance with the process outlined herein will be invited to submit a Proposal for progressive design build services. Short-listed Respondents will then be invited to interview with the selection committee (“Selection Committee”).

The Proposals will be evaluated as set forth in this RFQ to identify the successful Design-Builder to whom the Design-Build Contract (“Contract”) for the Project will be awarded based on a determination of which DBE is most qualified for the Project. A more detailed description of the selection process is set forth herein.

The County reserves the right to find any SOQ or Proposal that is incomplete or otherwise fails to respond to all requirements of this RFQ as non-responsive and to give it no further consideration. The County also reserves the right to request clarification and/or additional information from any Respondent.

Neither this RFQ nor the identification of qualified Respondents for any purpose creates any obligation whatsoever, either express or implied, for the County to award any contract. Any capitalized term herein not defined, shall have the meaning set forth in the General Conditions of the Contract.

II. VENDOR SELECTION TIMELINE

SOQ Due Dates:

The Respondent must submit all required documents via **BidExpress** at <https://www.bidexpress.com> no later than **2:00pm local time on Tuesday, April 28, 2026**. Attachments should be in PDF form and the Respondent's name should be included in the file name. All SOQs shall be clearly marked "*RFQ 41C2413 – Marin County Fire Headquarters Project – Progressive Design-Build Services – Submission*".

It is the Respondent's responsibility to verify submission prior to that deadline. The County will not be responsible for any technical problems or submission failure. Failure to submit all required documents by the SOQ due date and time may constitute an incomplete SOQ and may be grounds for disqualification.

The County reserves the right to reject any and all SOQs and to elect not to shortlist Respondent. The County also reserves the right to request clarification of information from the Respondent.

Respondents are responsible for ensuring that SOQs are complete. Following opening of SOQs, the County will evaluate and score all SOQs and will identify and notify those Respondents that have qualified for short listing.

Proposal Due Date – For Short-listed DBEs Only

In a sealed box or other container, shortlisted Respondents shall submit seven (7) hard copies and a separate electronic (pdf) copy of the Proposal on a flash drive, no later than **2:00pm local time on Tuesday May 19, 2026**, to

Marin County Public Works Department
3501 Civic Center Dr STE 304, San Rafael, CA 94903
Attn: Fabiola Guillen
Email: fabiola.guillen@marincounty.gov

Proposals sent in hard copy only, emailed, delivered to the wrong location, or faxed, will not be considered. Proposals not received by the deadline will not be considered. The County assumes no responsibility if the Proposal is not timely received.

Proposals will not be opened/reviewed until the Proposal deadline. Respondents are responsible for ensuring that Proposals are complete.

Mandatory Pre-proposal Conference

A mandatory pre-proposal conference will be held on **April 7, 2026 at 11 a.m.**, at 5800 Sir Francis Drake Blvd., San Geronimo, CA.

Attendance for duration of meeting is mandatory for all Respondents. Failure to attend will render any Proposal non-responsive and ineligible for award.

Interview

The Selection Committee will interview the short-listed Respondents and provide them an opportunity to clarify and elaborate on the written material previously submitted in the SOQ as well as their overall project approach and proposed cost. The County will provide the date, time, agenda, and location on the invitation

to the interview.

Milestone Dates:

The RFQ procurement is expected to progress according to the following timeline, but the County reserves the right to change key dates and actions as the need arises:

<i>Release of RFQ</i>	March 30, 2026
<i>Mandatory Pre-Proposal Conference</i>	April 7, 2026 at 11 a.m.
<i>Submission of Questions Deadline</i>	April 14, 2026
<i>Issuance of Addenda</i>	April 21, 2026
<i>SOQ Submission Deadline</i>	April 28, 2026
<i>Announcement of Short-listed Respondents</i>	May 12, 2026
<i>Proposal due date</i>	May 19, 2026
<i>Interviews of Proposing Firms</i>	Week of June 1, 2026
<i>Tentative Notice to Proceed Date</i>	July 8, 2026
<i>Project Completion Date</i>	December 2028

III. PROJECT DESCRIPTION

The County of Marin is initiating the development of a new fire station and support facilities in the San Geronimo Valley, located at 5800 Sir Francis Drake Boulevard. Following a multi-year effort to acquire the property, the County is now prepared to advance into the design phase for the new station and associated facilities. This facility will serve as the operational headquarters, supporting the deployment and storage of additional fire apparatus, rescue equipment, and training functions for the Marin County Fire Department and its regional partners.

Construction of the new station and primary facilities will be concentrated on the parcel commonly known as the clubhouse site. Early community engagement indicates a preference to locate new building footprints within the existing parking lot and clubhouse area. This updated location of building sitting on the clubhouse parcel differs from the site plan published as part of the initial studies and due diligence. The final design, including any changes such as adjustments to the building siting, remains undecided and subject to both additional environmental review and approval by the Board of Supervisors.

The existing Marin County Fire Department headquarters in Woodacre continues to play a critical role within the County. Historically serving as both the administrative hub (with administrative offices since relocated to Los Gamos Dr. San Rafael) and an essential service fire station, it provides all-risk emergency response. The campus, comprised of multiple buildings dating back to the 1940s, supports fire protection and emergency services for communities including Nicasio, Lucas Valley, Forest Knolls, Lagunitas, San Geronimo, Woodacre, Fairfax, and greater county staffed by a combination of full-time and seasonal personnel.

Over time, the function of this facility has expanded to align with the Department's evolving mission. In addition to fire suppression, MCFD supports Fire Prevention, Emergency Medical Services (EMS), Training, Search and Rescue and logistical operations such as warehouse services and fleet maintenance. The site also plays a key role in wildland fire response, providing mutual aid throughout Marin County and across the greater Bay Area.

As one of six contract counties with the State of California, MCFD is responsible for wildland fire prevention and protection across more than 200,000 acres of State Responsibility Area and approximately 80,000 acres of federal land. The Department also hosts critical state and national response resources, including CAL OES Urban Search and Rescue Task Force 1 and CAL OES Swift Water Rescue Team 11.

In recent years, MCFD has experienced significant growth in both staffing and service demands. The Department now employs 148 full-time personnel and more than 150 seasonal staff, representing a substantial expansion in operational capacity. The existing facilities are no longer sufficient to accommodate this growth, necessitating the development of a new headquarters to support current and future needs.

The Project program envisions a comprehensive public safety, park and community facilities that integrates emergency response, operations, training, logistics, and community space and functions. The headquarters fire station will be organized around a fire station designed for rapid response and supported by specialized areas for medical equipment storage, specialized equipment storage and cleaning, equipment maintenance, and operational support. Administrative and operational spaces will include offices with workstations for fire personnel. Living quarters will provide kitchen, dining, dayroom, fitness, laundry, and sleeping accommodations designed to support extended shifts while maintaining proximity to response areas. Supporting building systems, storage, and infrastructure will be integrated throughout the facility.

The broader campus will include a fleet maintenance facility for apparatus and equipment servicing, a warehouse and reserve apparatus building for storage and logistics, and dedicated training facilities consisting of classrooms and indoor and outdoor training environments. Collectively, these components are intended to create a cohesive, efficient campus that supports both departmental operations and community needs.

In addition to its core public safety function, the Project will consider opportunities to support broader community needs identified through public input. These include maintaining safe public access through the site, including connections that support Safe Routes to School connecting valley communities; accommodating trailhead access and parking supporting the surrounding open space and park systems; and incorporating flexible indoor and outdoor gathering areas for community use. Additional considerations include space for community-serving functions such as a rural health clinic presence, food pantry operations, and facilities that enhance valley-wide resilience and disaster preparedness.

For additional details of the Project, please see the following:

- Exhibit E Community Engagement and Coordination Requirements
- Exhibit F Program Charter
- Exhibit G Vision Framework
- Exhibit H CEQA
- Exhibit I PLA
- Exhibit J Feasibility Study and Cost Estimate

The documents in Exhibits F, G, H, and J are considered [Reference](#) Documents and are [provided to](#)

Respondents for informational purposes about the Project. The Contract Documents provide further information about Reference Documents.

The expected cost of the Project, inclusive of both design and construction, is not to exceed \$71,000,000.

The Project is anticipated to achieve final completion, including close-out, by December 2028. Liquidated damages in the amount of **\$5,000 per calendar day** will be assessed for each day of delay beyond the contractually defined Final Completion Date.

The selected Design-Build Entity (DBE) must hold a current and valid California Contractor's License, Class B, in good standing with the California Contractors State License Board and must be registered with the Department of Industrial Relations (DIR). All architectural and engineering firms, including their principal engineers, must be licensed in the State of California and remain in good standing.

IV. SCOPE OF WORK / DELIVERABLES

The selected DBE will be responsible for, among other things, all design, permitting, obtaining agency review and approval (including, without limitation, authorities having jurisdiction), construction, and close-out of the Project, in accordance with the Contract Documents and the design criteria provided by the County. Such services are described in the Contract Documents and include, but are not limited to:

- Provide project management of DBE's work activities from design to permitting and agency approvals through completion of construction and close-out of the Project.
- Collaborate with the County to fully program the Project, including but not limited to confirmation of operational needs and spatial requirements. Provide full design and engineering services (including, without limitation, geotechnical and survey services) necessary to complete the design and secure approval for the Project from all agencies (including, without limitation, the Governmental Body, Bay Area Air Quality Management District, Graton Rancheria, and the California Department of Fish and Wildlife) and in accordance with the Contract Documents. Design services generally required are evaluation of the site and other Project-related information; development of design criteria documents; preparation of a preliminary schedule and preliminary estimate; coordinating and obtaining all planning permits; preparing design development documents, including supporting the County's design review process; attending design review meetings and resolving review comments to the satisfaction of the County; preparing construction documents; securing design approval from the Governmental Body and other agencies; preparing bid packages and bidding the trade work (as addressed further below); preparing and submitting an acceptable Guaranteed Maximum Price ("GMP") proposal within the County's expected cost range for the Project and based on the bids/proposals received for the trade work; and performing all construction administration services through final completion of the Project.
- CEQA: Coordinate and support the County's CEQA consultant for preparation and submission of any required updated CEQA documents. At a minimum, the Design-Builder will provide: cut-and-fill/grading calculations, stormwater plans, building massing visuals, septic system design and locations, and updated site plans (preliminary acceptable). The environmental process is anticipated to take approximately two months to complete.
- Community Outreach: Attend and participate in a minimum of three (3) community engagement public meetings, coordinating with the County Project team. Support the development of community and public-

facing messaging and communications. Review, evaluate, and incorporate community feedback into design and construction strategies. Prepare and provide design visualizations and presentation materials for community engagement events. Reference Exhibit E for additional details and responsibilities.

- Provide accurate and timely estimates of Project costs. Project costs include all costs necessary for the DBE to design and build this project.
- Developing the GMP will include some or all of the following, without limitation: value engineering, detailed cost estimating during the design phase to meet the County's budget, development of the different trades' scopes of work, bidding, preparation of a GMP proposal, and compliance with Public Contract Code 22185.6. A minimum of three bids is expected for each trade, except that, for work to be performed by the Design-Builder or any prequalified subcontractor listed in the Proposal, the Design-Builder shall submit sufficient information to establish that its price is competitive and reasonable for the area. Each trade shall be vetted through a process approved by the County.
- If a GMP is accepted by the County and the selected DBE, provide all remaining design services and construction work necessary to complete the Project. Construction services generally required include, but are not limited to, the following: execution of subcontracts; provide on-site support and logistics, including but not limited to temporary construction office trailers and equipment; self-perform, supervise and direct the work; ensure a safe project/site; participate in project meetings; manage the construction costs, including ensuring requested use of contingencies and allowances meet the contract requirements prior to submission of a request for approval to the County Representative; coordinate the work with the different subcontractors in an efficient manner; update the monthly and 3-week look-ahead construction schedules; coordinate equipment commissioning, start-up, and acceptance testing; training; prepare record construction documents; and close-out of the Project.
- Provide construction planning, phasing and scheduling during design and through construction completion.
- Develop and maintain a Project schedule that incorporates all tasks and approvals of all involved parties necessary to complete the Project within the contract durations.
- Provide preconstruction and construction quality control.
- All trade procurement shall be in accordance with applicable California Public Contract Codes, including but not limited to California Public Contract Code 22185.

V. ADDITIONAL CONSIDERATIONS

A. Questions and Other Communication Regarding the RFQ:

Respondents shall submit questions regarding any ambiguity, uncertainty, or other perceived flaw in this RFQ via BidExpress to: <https://www.bidexpress.com/businesses/53528/home>, no later than **2:00pm local time on Tuesday April 14, 2026**.

Except as provided in this RFQ, communication with the County regarding the substance of the RFQ or any SOQ is prohibited until the County announces the short-listed Respondents or rejects all SOQs and discontinues the design-build process, and communication regarding the substance of any Proposal—other

than during the Pre-proposal conference or interview process described herein, including without limitation with the Selection Committee—is prohibited until the County announces its intent to award the contract for the Project or rejects all Proposals and elects not to re-bid the Project as a design-build project.

Notwithstanding the foregoing, potential Respondents may direct inquiries to both of the following:

Paul Swallow at paul.swallow@marincounty.gov

AND

Maja Loncar at maja.loncar@marincounty.gov

All inquiries are to be emailed with the subject line of **RFQ #41C2413 Marin County Fire Headquarters Project**

The County may reply to questions, which may be combined or restated for clarity, by addenda. Addenda will be uploaded to <https://www.bidexpress.com/businesses/53528/home>. It is the responsibility of each Respondent to check the County website for updated information prior to the SOQ due date or Proposal due date. The County is not responsible if any Respondent does not receive any email communication or otherwise, including an addendum. Questions received after the deadlines noted in this RFQ may not be answered. Only questions answered by a formal written addendum will be binding.

The County will not respond to any question unless it is submitted in writing. The County shall be bound only by written responses to questions contained in an addendum to the RFQ. Oral responses, or email responses, shall not be binding on the County.

The County will consider suggested changes to the Contract. Proposer must explain the rationale for proposed revisions and the associated benefits to the County. Proposers are encouraged to suggest revisions that would improve the parties' understanding of risk allocation and improve clarity of any terms of the Contract where ambiguities or uncertainties may arise in their application or interpretation. Any suggested changes to the Contract must be submitted in writing via BidExpress prior to the deadline in this RFQ for submitting questions. County reserves the right to revise the Contract and issue a revised Contract via addendum. County has no obligation to consider reservations, qualifications, or revisions to the Contract included in Respondent's SOQ.

B. Appeal Procedures

(a) Waiver; Effect of Failure to Protest or Appeal

The protest and appeal procedures and time limits set forth in this section are mandatory and constitute any protestor's sole and exclusive remedy in the event of an appeal or protest. A protestor's failure to timely complete the protest or appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute waiver of any right to further pursue the protest or appeal, including filing a California Government Code claim or legal proceedings. These provisions are included in this RFQ expressly as consideration for such waiver and agreement by any protestor.

(b) Protest Contents of RFQ

If any Respondent has questions, concerns, or needs clarifications about the contents of the RFQ, they must submit a written question in accordance with this RFQ. If Respondent is not satisfied with County's response, they may protest the contents of the RFQ. Any such protest shall be limited to Respondent's unresolved question, concern, or requested clarification submitted by the designated deadline for questions.

Protests based on the content of the RFQ shall be submitted in writing to County no later than 5:00 p.m. on the third (3rd) business day after the issuance of the final addendum . The notice of protest must be submitted in writing via email to Paul Swallow at paul.swallow@marincounty.gov and Maja Loncar at maja.loncar@marincounty.gov. Any protest submitted untimely will be rejected by County as invalid.

Any protest must include the following:

- The name, address, and telephone number of the person representing the protestor;
- A detailed statement of the legal and/or factual grounds for each material issue identified in the protest; and
- All factual and legal documentation in sufficient detail to establish the merits of the protest.

Any matters not set forth in the protest shall be deemed waived. County will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. County will provide the protestor with a written statement responding to the protest. Action by County relative to the protest will be final and not subject to appeal or reconsideration.

(c) Protest Selection of Respondent

A Respondent may protest the selection of the highest ranked firm at the conclusion of the RFQ process. Any protest by someone other than a Respondent who submitted a SOQ will be subject to summary rejection without further consideration and the person or entity will have no right to any relief. Protests based on the selection of the highest ranked firm shall be submitted in writing to County no later than 5:00 p.m. on the fifth (5th) business days after receipt of notification of County's intended selection. The notice of protest must be submitted in writing via email to Paul Swallow at paul.swallow@marincounty.gov and Maja Loncar at maja.loncar@marincounty.gov. Any protest submitted untimely will be rejected by County as invalid and Respondent's failure to timely file a protest will waive Respondent's right to protest.

Respondent's protest must include the following:

- The name, address and telephone number of the person representing Respondent;
- A detailed statement of the legal and/or factual grounds for each material issue identified in the protest; and
- All factual and legal documentation in sufficient detail to establish the merits of the protest.

Any matters not set forth in the protest shall be deemed waived. County will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. County will provide the protestor with a written statement responding to the protest. Action by County relative to the protest will be final and not subject to appeal or reconsideration.

C. Investigation of Respondent's Qualifications:

The County may investigate the qualifications of, and/or information provided by, all firms under consideration to confirm any part of the information furnished by the Respondents or any Respondent's responsibility by, among other things, contacting project references, visiting referenced facilities, accessing public information, contacting independent parties, or any other means. Qualification of Respondents will be reviewed based on the submitted

SOQ and any other information available to the County. The County reserves the right to request additional information at any time, which, in its sole opinion, is necessary to assess, among other things, whether the Respondent's competence, number of qualified employees, business organization, and financial resources appear adequate to perform the required services for the County.

D. Reservation of the County's Rights:

The County reserves the right to find any SOQ or Proposal that is incomplete, not in the required format, or otherwise fails to respond to all requirements of this RFQ non-responsive, and to give it no further consideration. The County reserves the right to waive, without limitation, any immaterial deviation, defect, or irregularity in an SOQ or Proposal, any immaterial deviation from the requirements of this RFQ. The County may request and seek clarification and/or additional information from any Respondent.

The County reserves the right to short-list any number of Respondents based on the County's sole discretion and judgment of the qualifications and capabilities of the Respondents, applying the evaluation and selection criteria stated herein. The County also reserves the right to cancel the RFQ at any time; modify any requirements contained within the RFQ; request a revised response from all Respondents; issue a new RFQ; reject all SOQs or Proposals; hold meetings and conduct discussions and correspondence with Respondents; extend the deadline to submit final Proposals; seek or obtain data from any source that has the potential to improve the understanding and evaluation of responses to this RFQ; and waive any deficiencies, irregularities, or technicalities in considering and evaluating the Proposals. Neither this RFQ, nor the identification of short-listed Respondents creates any obligation whatsoever, either express or implied, for the County to award any contract.

By responding to this RFQ, Respondent acknowledges and consents to the County's reservation of rights in this RFQ.

E. Addenda:

In its discretion, the County may, at any time, issue one or more addenda to this RFQ revising or clarifying requirements of this RFQ, which may include extending the date that SOQs are due and/or responding to questions about this RFQ. The County will post all addenda to <https://www.bidexpress.com/businesses/53528/home>. Respondents are responsible for verifying that they have obtained all addenda. Each Respondent must, in its SOQ or Proposal, acknowledge each Addendum that has been issued. **Failure to acknowledge any addendum in the SOQ may render the Respondent ineligible to be short-listed. Failure to acknowledge any addendum in the Proposal may render the Respondent ineligible for further consideration.** In no event shall the County be responsible for any failure of a Respondent verify that it has received all addenda.

F. Cost of Responding to the RFQ:

Each Respondent is responsible for any and all costs that it incurs in connection with responding to this RFQ, including, without limitation, costs associated with preparation and submission of an SOQ or Proposal and expenses associated with responding to further inquiries from the County. The County will not reimburse any Respondent for any such costs or expenses.

G. Privacy and Confidential Information:

The County will open and review SOQs privately to avoid disclosure of the contents to competing Respondents prior to and during the review and evaluation process.

All SOQs and all Proposals submitted in response to this RFQ will become the exclusive property of the County and will become public records that may be subject to disclosure under California Public Records Act Government Code sections 7920.000 et seq. ("Act"). Information in a submitted SOQ that is not a public record pursuant to the Act shall not be open to public inspection.

Proposals and SOQs shall be held confidential by the County and shall not be subject to disclosure until after either the County has selected the successful Respondent or has elected not to proceed with this design-build procurement. Except as otherwise required by law and the Act, the County will not disclose trade secrets or proprietary financial information submitted that has been designated confidential by the Respondent. County will have no liability to any Respondent or other party as a result of any public disclosure of any SOQ or Proposal. Any such trade secrets or proprietary financial information that a Respondent believes should be exempted from disclosure shall be specifically identified and marked as such in the SOQ or Proposal. Respondent shall clearly label and stamp the specific portions of the SOQ or Proposal that the Respondent considers confidential and state the specific provision in the Act which provides the exemption as well as the factual basis for claiming the exemption. Blanket-type identification by designating whole pages or sections shall not be permitted and shall be invalid. The specific information must be clearly identified as such.

Upon a request for records regarding a Proposal or SOQ, the County will notify the Respondent of the request of a specific time when the records will be made available for inspection. If the Respondent identifies any information in its SOQ or Proposal as "proprietary, trade secret, or confidential commercial or financial" that the Respondent determines is not subject to public disclosure, and requests the County to refuse to comply with the records request, then the County will consider whether it believes the information is exempt from disclosure under the Act. By submitting an SOQ or Proposal, Respondent acknowledges that County may determine in its sole and absolute discretion whether information that Respondent considers confidential is subject to disclosure as a matter of law, including the Act, and Respondent waives any challenge to the County's decision in this regard. Respondent shall indemnify, defend and hold harmless County, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of information submitted by Respondent.

Notwithstanding the foregoing, Respondent recognizes that the County will not be responsible or liable in any way for claims or losses that Respondent may suffer from the disclosure of information or materials to third parties.

After selection of the successful Respondent, the County reserves the right to use concepts proposed by any Respondent.

H. Nondiscriminatory Employee

The County is an equal opportunity employer. The successful Respondent agrees that there shall be no discrimination in employment against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, marital status, family status, or other prohibited category in connection with or related to the performance of the Contract.

I. Conflict of Interest

The County has established guidelines for organizational conflicts-of-interest, further detailed in the Conflict-of-Interest Policy which applies to progressive design-build projects and is attached hereto as Exhibit C and incorporated by reference. It is the Respondent's responsibility to assess whether they have a conflict-of-interest, consistent with all applicable law, rules, and regulations that would prevent them from performing work for the

County relating to this Project.

VI. CONTRACT PARAMETERS

A. Prevailing Wages and Public Works Registration:

Notice is hereby given that this Project is a public works project within the requirements of Division 2, Part 7, Chapter 1 of the California Labor Code. As a result, the successful DBE shall be required to pay its workers on this Project a sum not less than the general prevailing rate of per diem wages and not less than the general prevailing rate for holiday and overtime work for work of a similar character in the locality in which the Project is performed, as provided under California Labor Code Sections 1726-1861. These rates are set forth in a schedule that may be found on the California Department of Industrial Relations homepage (www.dir.ca.gov). In addition, a copy of the prevailing rate of per diem wages will be made available at the County's office upon request. Design-Builder also shall be required to post copies of prevailing wage rates at the job site. The Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Respondents and any members of its design-build team identified in the SOQ also must be registered with DIR pursuant to Labor Code Section 1725.5 by the due date for SOQs. Failure of a Respondent to be registered by that date may render its SOQ non-responsive and preclude a Respondent to be short-listed to submit a Proposal.

B. Project Labor Agreement and Public Contract Code section 2600:

This Project is subject to the County of Marin-San Geronimo Fire Headquarters Project- Project Labor Agreement ("PLA"). The selected DBE and all subcontractors subject to the PLA's requirements must become signatory to the PLA by execution of the Agreement To Be Bound form include as Attachment A to the PLA. A copy of the PLA, which includes the Agreement to be Bound form in Attachment A, is attached to this RFQ as Exhibit I.

Design-Builder must deliver to the County executed Contractor Agreement(s) to be Bound to the PLA for all subcontractors subject to the PLA in the form of Attachment A to the PLA. Design-Builder agrees to deliver to the County an executed Agreement to be Bound to the PLA for all subcontractors subject to the PLA in the form of Attachment A to the PLA prior to the commencement of work for any such subcontractors.

The PLA will bind the selected Design-Builder and all subcontractors performing work on the Project to use a "skilled and trained workforce," as defined in Public Contract Code section 2600.

C. Subcontractors:

As part of developing the GMP, the selected Design-Builder shall establish pricing for trade and specialty work through a public competitive subcontractor selection process set forth in more detail in the Contract attached as an exhibit hereto. The selected Design-Builder shall, among other things, provide public notice of the availability of work to be subcontracted, provide a fixed date and time on which the subcontracted work will be awarded, and identify the basis for award of the trade contract work. Subcontractors bidding and selected for work shall be afforded the protections of the Subcontractor Listing Law.

D. Payment and Performance Bonds:

The successful Design-Builder will be required to provide payment and performance bonds in the amount of 100% of the GMP prior to beginning any construction work on the Project.

E. Budgets / Costs:

The County will require an open book policy with the selected Design-Builder. The County, through itself or its authorized agents and consultants, shall have access to, without limitation, design information, subcontractor/supplier information (bids, actual contracts, associated change orders, and correspondence), value engineering back-up, contingency breakdown and tracking, general conditions breakdown and tracking, actual costs for bonds and insurance, all of selected Design-Builder's financial and cost records for the Project, and all other information required of Design-Builder in the Contract Documents.

F. Securities In Lieu of Retention:

At the request and expense of the successful Respondent, eligible securities shall be accepted in lieu of retention payments to insure performance under the Contract, pursuant to Public Contract Code Section 22300. Said securities shall be deposited prior to the submission of DBE's first construction progress payment application.

VII. SOQ FORMAT AND CONTENT

Respondents must submit a fully completed form attached as **Exhibit B** hereto and provide all required materials in the format specified. Respondents must submit information for 1) the General Contractor, and 2) the Designer of Record. **Exhibit B must be signed under penalty of perjury by the General Contractor and Designer of Record, or the Respondent's SOQ will not be evaluated.**

Portions of **Exhibit B** shall be scored "Pass/Fail." Other questions in Exhibit B shall be used for evaluation purposes.

Additionally, the County may, in its sole discretion, contact references provided by Respondents on **Exhibit B**.

The SOQ should be clear, concise, complete, well organized, and demonstrate both Respondent's qualifications and its ability to follow instructions.

SOQ submittals are to be submitted via the County website and shall not exceed **twenty-five (25)** pages, with a minimum type size of 12-point Times New Roman or equivalent. Material must be in 8 ½ x 11-inch format. 11" x 17" pages will not be accepted. The Submittal Cover, Table of Contents, tabs, addenda (if any), Exhibit A forms, completed Exhibit B, Financial Statements, Bonding Capacity Verification, and resumes (not to exceed 1 page each), are excluded from the page count. Each section below shall be bookmarked. **QR codes and website hyperlinks will not be considered.**

All Respondents shall follow the order and format specified below. Please tab each section of the SOQ and bookmark the pdf to correspond to the numbers shown below under "Body of Submittal."

1. Submittal Cover

Include the RFQ's title and submittal due date, the name, address, e-mail address, fax number, and telephone number of Respondent, including each member of the Design-Builder. Include Respondent's point of contact with contact information including email address.

2. Table of Contents

Include complete and clear listings of heading and pages to allow easy reference to key information and bookmark

sections reflected in the Table of Contents.

3. Body of Submittal and Points

For purposes of the following, “associates” shall mean an entity’s officers, directors, qualifying individual(s) for a contractor, and owners of more than 10% of the company.

For purposes of the following, “Contractor” generally shall refer to the Respondent.

The following sections should be included in the order listed	Max Points
<p>1. A cover letter signed by an officer of Respondent or signed by another person with authority to act on behalf of and bind Respondent.</p> <ul style="list-style-type: none"> • Indicate contact person(s) for the Project. • The letter shall clearly indicate that the individual(s) signing for the Respondent has carefully read and understands the requirements of this RFQ, and that, if shortlisted, Respondent intends to submit a Proposal for the Project. • If Respondent is a joint venture, a principal or officer of each member of the joint venture must sign the cover letter. • The cover letter shall include a certification in substantially the following form: “By submitting this SOQ, [Respondent] hereby commits that, if selected to submit a Proposal for the Project and if selected as the Design-Builder, it and its subcontractors at every tier will comply with the Project Labor Agreement. [Respondent] certifies under penalty of perjury, under the laws of the State of California, that all information provided in its SOQ, including without limitation in exhibits and attachments thereto, is true and correct.” <p>Failure to include such a certification may make the SOQ non-responsive and unavailable for short listing.</p>	<p>Pass/Fail</p>
<p>2. Acknowledgement of all issued addenda. It is the responsibility of Respondents to check the County’s website to ensure that they have received all addenda.</p>	<p>Pass/Fail</p>
<p>3. Completed Exhibit B SOQ Form.</p>	<p>Pass/Fail</p>
<p>4. For an SOQ to be considered complete, all of the following Pre-Qualification Documents must be submitted by the Respondent:</p> <p><u>Financial Statement</u> The Respondent’s latest copy of audited or reviewed financial statements, no more than two years old, with accompanying notes and supplemental information must be submitted in a sealed envelope. Financial statements that are not either reviewed or audited are not acceptable. A letter verifying availability of a line of credit is not an acceptable substitute for the required financial statements.</p> <p><u>Bonding Capacity Verification</u> A notarized statement from an admitted surety insurer (approved by the California Department of Insurance) authorized to issue bonds in the State of California which</p>	<p>Pass/Fail</p>

<p>confirms the Respondent’s current bonding capacity and states that the current bonding capacity of the Respondent is sufficient for the Project must be submitted in PDF format. Notarized statements must be from a surety company, not an agent or broker.</p> <p><u>Verification of Adequate Insurance Coverage</u> A signed statement from the Respondent’s insurance company, on company letterhead, confirming the Respondent’s insurance company can provide Respondent sufficient insurance for the Project. This must be submitted in PDF format.</p> <p><u>Exhibit L Non-Collusion Affidavit</u></p> <p><u>Exhibit M Iran Contracting Act Certification</u></p> <p><u>Exhibit N Certification Regarding Russian Sanctions</u></p>	
<p>5. Identify Respondent’s experience working together as a team in designing & constructing up to five (5) public works projects for a public agency, preferably in California, in the last 10 years. Please include brief project description, project delivery method, original contract amount for construction and final contract amount for construction (with explanation, if appropriate), and names and contact information of owner representatives for each of the projects.</p> <p>Do <u>NOT</u> include projects that were limited to planning and/or feasibility only.</p> <p>Recent and similar project experience are favorable.</p> <p>Use Previous Experience template provided in Exhibit A.</p>	<p>25 Points</p>
<p>6. Identify Respondent’s General Contractor experience with constructing five (5) public works projects for a public agency, preferably in California, in the last 10 years. Please include brief project description, project delivery method, original contract amount for construction and final contract amount for construction (with explanation, if appropriate), and names and contact information of owner representatives for each of the projects.</p> <p>At least one (1) project must be the construction of a new fire station.</p> <p>Do <u>NOT</u> include projects that were limited to planning, subcontracted work, and/or feasibility only.</p> <p>Recent and similar project experience are favorable.</p> <p>Use Previous Experience template provided in Exhibit A.</p>	<p>50 Points</p>

<p>7. Identify Respondent’s Designer of Record’s experience with designing five (5) public works projects for a public agency, preferably in California, in the last 10 years.</p> <p>Please include brief project description, project delivery method, original contract amount for construction and final contract amount for construction (with explanation, if appropriate), and names and contact information of owner representatives for each of the projects.</p> <p>At least one (1) project must be the design of a new fire station.</p> <p>Do <u>NOT</u> include projects that were limited to planning and/or feasibility only.</p> <p>Recent and similar project experience are favorable.</p> <p>Use Previous Experience template provided in Exhibit A</p>	<p>50 Points</p>
<p>8. Identify the Key Personnel proposed to work on the Project, including the following information:</p> <ul style="list-style-type: none"> • Name • Position on the Project • Employer • Applicable licenses and certifications (including DBIA certification) • Key responsibilities • Relevant experience, including any experience on projects involving one or more other Key Personnel <p>Attach resumes (in an appendix) for each identified Key Personnel. Resumes shall be limited to one (1) page. Projects referenced on resumes should include contract value, start and finish dates, delivery method, and role in the project.</p> <p>At a minimum, the above information shall be provided for the following Key Personnel:</p> <ol style="list-style-type: none"> a. Project Principal/Executive in Charge b. Project Manager c. Design Integration Manager d. Project Estimator e. Project Superintendent f. Lead Project Scheduler g. Architect Principal/Executive in Charge h. Architect’s Lead Designer i. Architect Project Manager <p>By listing Key Personnel, Respondent is committing that they will be provided in the roles specified if Respondent is selected for the Project. Key Personnel may fulfill multiple roles listed above. No substitution of personnel identified will be allowed without the County’s approval.</p>	<p>45 Points</p>

<p>9. Describe the proposed Design-Builder. At a minimum, include the following:</p> <ul style="list-style-type: none"> a. Describe the proposed organization and the roles and responsibilities for the firms for both design and construction. b. Provide an organizational chart, showing the proposed team’s organizational structure with lines identifying participants who are responsible for major functions to be performed and their supporting relationships in managing, designing and constructing the Project. c. Describe the Design-Builder's ability to self-perform construction work. Proposed self-perform work shall be limited and approved strictly by the Owner as described in the attached Contract. 	<p>30 Points</p>
<p>10. Describe Respondent’s proposed approach and methodology to providing progressive design-build services to the County, including how Respondent will effectively complete the project on schedule and within budget, including, without limitation:</p> <ul style="list-style-type: none"> • Describe how the Respondent would manage the Project during design. Include discussion of all trades you plan to include and discuss how you will involve those trades. • Discuss how you will work collaboratively with the County during design. • Describe experience with and strategy for cost estimating and ensuring that actual construction costs are reasonably close to the final pre- construction estimate. Describe your process for value engineering or other cost saving strategies if construction costs exceed the County’s construction budget. • Describe the proposed processes for handing field problems and assuring the Designer of Record’s involvement throughout the construction period. • Describe the process for interacting with the County and their consulting team to ensure conformance with the design criteria and intent for the Project. • Describe processes for cost control, managing the project budget and dealing with out-of-scope work items. • Describe capabilities for project scheduling. Include software programs utilized and experience of personnel in these programs. Discuss briefly the plan for scheduling of this Project, both during design and in construction. • Describe the worker safety program and how construction safety would be managed for the Project. Provide Workers’ Compensation experience history. • Describe how the Design-Builder will comply with the PLA and the associated “skilled and trained workforce requirements,” including stating whether the Contractor operates its own State-approved apprenticeship program. • Include any creative methodology or technology that Respondent uses, or unique resources that Respondent can offer. Topics should include discussion of experience with innovative project delivery techniques likely to promote the goals 	<p>110 Points</p>

<p>of the County.</p> <ul style="list-style-type: none"> • Schedule. Provide an initial design/construction schedule indicating a Project completion date of no later than December 31st, 2028, including close-out and including key milestones such as, but not limited to (a) completion of each phase of design services, (b) approvals of the County, (c) approvals of the Governmental Body and other applicable agencies, (d) start of construction, (e) completion of major construction elements, (f) substantial completion of construction, (g) final completion of construction, and (h) closeout. <p>Emphasis should be placed on the team’s ability to work in a deeply collaborative manner as part of the County’s team, and specifically how this will change the individuals’ roles from those typically required in public works construction.</p>	
<p>11. Technical Design Expertise. Provide a narrative describing technical expertise and experience of the proposed team by design discipline, including architectural, structural, mechanical, electrical, landscaping, and any other disciplines deemed critical, specifically addressing how that expertise applies to the Project. Highlight any areas of particular expertise distinguishing the design team from other design teams. Explain how the design team’s expertise will result in a project that is the best value for the County.</p>	<p>20 Points</p>
<p>12. Construction Expertise. Discuss how Respondent’s team’s experience with design-build projects for a public agency in California will result in a project that is the best value for the County, including how that experience will ensure an on-time completion and a GMP within the County’s stated budget. Highlight any areas of particular expertise or experience distinguishing Respondent from other competitors, including with reference to other experience with new fire stations.</p>	<p>20 Points</p>

TOTAL Maximum Points: 350 Points

VIII. PROPOSAL FORMAT AND CONTENT – FOR SHORT-LISTED DBEs ONLY

Submission of a Proposal signifies the shortlisted Respondent’s careful examination of all RFQ documents and complete understanding of the nature, extent, and location of the Project to be performed and commitment to develop a design for which a GMP can be constructed within the County’s cost range for the Project.

The Proposal should be clear, concise, complete, well organized, and demonstrate the Respondent’s ability to follow instructions.

The Proposal must include the following, fully completed documents, which forms are attached hereto:

- Price Proposal. The Price Proposal shall follow the format identified in Exhibit K. The selected Design-Builder shall assume the GMP will be negotiated at the conclusion of the design development phase. **Pricing for design phase services, phase 1, shall include costs up to and including the design development phase.**

The following sections should be included in the order listed	Max Points
1. Cover page, including acknowledgment of all addenda issued after notification of short-listed DBEs. It is the responsibility of Respondents to check the County website to ensure that they have received all addenda.	Pass/Fail
2. Price Proposal	50 Points

TOTAL Maximum Points: 50 Points

IX. SELECTION PROCESS

The purpose of this RFQ is to enable the County to develop a short-list of Respondents who will be invited to submit Proposals and shall be evaluated for final selection so that the County may select the most qualified firm that provides the best value to the County and with whom the County intends to contract for the design and construction of the Project. A review and selection committee composed of key County officials will review and evaluate all SOQs based on the scoring criteria identified in this RFQ. The total scores will be used to rank the Respondents and to create the short list of up to three Respondents. The Selection Committee shall discuss whether to include up to the next two highest rated Respondents on the short list. Respondents not on the short-list will not be eligible for further consideration on this Project.

For short-listed DBEs, SOQ scores shall factor into the total Proposal score.

After Proposals are received from the short-listed DBEs, the Selection Committee will review and evaluate all Proposals based on the scoring criteria identified in section VIII. After the selection team scores all Proposals, each Proposal shall be assigned a score for each factor that is the average of the individual evaluators' scores for the factor, and a total score shall be assigned to each Proposal based on the sum of the individual factor scores.

Compliant Price Proposals will be scored in accordance with information provided in the Price Proposal form. A maximum of **50 points** may be earned on the Price Proposal allocated as follows:

Design Phase Services – Phase 1	25 Points
Construction Bonds and Insurance	5 Points
Fees	20 Points

The lowest price for each category shall receive the maximum points. The Selection Committee shall evaluate pricing in the Proposal and determine scoring for each price factor.

Following the price proposal scoring above, the selection committee will conduct in-person interviews with the Respondents. The interview will be worth up to an additional **100 points**, assigned as an average of the committee members' scores. Each interview will consist of a 15-20 minute presentation by the Respondent, followed by approximately a half hour of questions, for a total of 45 to 50 minutes per interview. The following Key Personnel will be required to attend the interview: Project Principal/Executive in Charge, Project Manager, Project Superintendent, Design Integration Manager, and Lead Architect. Respondents may lose up to half of the interview points if any required Key Personnel do not attend. Other key partners may also attend the interview.

Upon completion of the County's evaluation of all factors for all Proposals, the County shall add the SOQ score, the Price Proposal score, and the Interview score to get a total Proposal score, and shall rank responsive Proposals

in accordance with the evaluation criteria set forth above and determine the most qualified Design-Builder.

	Max Score
SOQ	350 Points
Price Proposal	50 Points
Interview	100 Points
Total Proposal Score	500 Points

In the event of a tie, the Respondent with the higher Price Proposal score shall be ranked higher. If the County elects to proceed with award, then the award of the contract shall be to the Design-Builder who is determined, in writing by the County, to be the most qualified.

Upon determination of the most qualified Respondent, the County will meet with Respondent to review its SOQ and Proposal, to reconfirm that the SOQ and Proposal conforms to all minimum requirements established herein, and negotiate a Contract with Respondent. If the negotiation of the Contract, with the highest ranked Respondent, is not successful, the County reserves the right to terminate the negotiations and begin negotiations with the next highest ranked Proposer. This right shall be continued until a satisfactory Contract can be negotiated or until the County elects to reject all SOQs and Proposals. After negotiating a Contract, County staff will make the final recommendation to the County Board of Supervisors concerning the Contract. The County Board of Supervisors has the final authority to approve or reject the Contract.

If the selected Design-Builder fails to execute the Contract and/or provide the required insurance within **one week** of the award, then the County may, in its sole discretion, award the Contract to the second highest ranked Design-Builder. If the second highest ranked Design-Builder fails to timely execute the Contract and/or provide the required insurance, then the County may, in its sole discretion, award the Contract to the third ranked Design-Builder.

END OF RFQ #41C2413