



Website:  
[www.beaumontca.gov](http://www.beaumontca.gov)

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# Request for Proposals for A Facility Condition Assessment For 500 Grace Avenue

**Non-Mandatory Pre-Bid Walk: September 12, 2024, 10-11 a.m.**

**Questions Due By: September 17, 2024 at 5:00 p.m.**

**Proposals Due By: September 30, 2024 at 5:00 p.m.**

**Contact:**

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**RFP Available:**

[www.publicpurchase.com](http://www.publicpurchase.com) or  
<https://www.beaumontca.gov/949/Bids-and-RFPs>

## **1. INTRODUCTION**

The City of Beaumont ("City") requests written responses to a Request for Proposal (RFP) for Facility Condition Assessment services for the City-owned building at 500 Grace Avenue (500 Grace). The selected consultant will be one that has demonstrated experience and professionalism in the preparation of Facility Condition Assessments on schedule and on budget.

Responses must conform to the requirements of this Request for Proposal (RFP). The City reserves the right to waive any irregularity in any proposal, withdraw or amend this RFP or reject any proposal that does not comply with this RFP or City policies.

## **2. THE CITY OF BEAUMONT**

The City was incorporated in November 1912 and is located in the San Geronio Pass portion of western Riverside County. It is bounded on the west by Calimesa and unincorporated areas, on the north by unincorporated county areas (Cherry Valley), on the south by unincorporated county areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City's boundary is approximately 30 square miles.

The City of Beaumont is rated one of the safest cities in southern California. The City has its own police department. Fire and paramedic services are contracted through Riverside County. The City of Beaumont has been one of the fastest growing cities in California over the past 15 years and has a current population of 54,690. An average of 500 new homes have been permitted annually since 2013 and the population has grown by approximately 1,500 residents each year. Beaumont has seen significant growth in its quality of workforce with educational levels and technical skills. The community has also seen growth in its household income levels. As a result of this growth, the City must continue to provide residents with the quality of life they expect. This involves expanding park and recreational amenities, maintaining a quality police force to keep pace with growth, construction of regional surface transportation projects, and to perform economic development activities to diversify the city's tax base and increase employment opportunities in the region.

### **The City Government**

The Beaumont City Council is comprised of five Council members, each sharing equal voting powers on all items coming before the Council. Council members are elected to at-large positions for four-year terms, with elections held in November of even-numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro Tem for one year but no more than two consecutive years.

The City Council provides legislative and policy direction to the City Manager, who implements their decisions to direct the activities of the City. The City Council responds to issues and concerns of the community by allocating resources, developing policies, and formulating strategies that

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support the vitality and economic viability of the City. All of their decisions must be made at public meetings.

The City Council appoints the City Manager and City Attorney and members of all advisory boards, commissions, and committees. The City Council also serves as the Board of Directors for the Beaumont Financing Authority, Beaumont Utility Authority, and the Beaumont Parking Authority.

**3. BACKGROUND**

Founded at the turn of the 20th century, Beaumont is proud of its rich history and rural charm. The town served as a welcome “stopping-off point” for early travelers making their way from the Mohave desert to Los Angeles, and later for L.A. residents eager to vacation in Palm Springs. Some, however, set down roots, drawn by the beautiful mountain vistas; clean, crisp air; and the abundance of cherry and apple orchards.

Beaumont provides the very best of rustic, rural beauty and charm, combined with the planned growth, abundant recreational opportunities, and rich community life offered by the finest Southern California cities. The progressive city of over 54,000 people, sits at 2,612 feet in elevation between Riverside and Palm Springs in the Inland Empire. The city operates 18 city-owned parks, including a 20-acre sports park as well as an extensive trails system. The Beaumont School District, with 12 schools, has an outstanding reputation, and it ranks highly in the Pass Area. The city is rounded out with various local service clubs, a state-of-the-art community recreation center, a library, two four-star golf courses, and multiple churches.

The City interacts with numerous other government agencies, including but not limited to the California Department of Parks and Recreation, the California Department of Transportation, the County of Riverside, Riverside County Transportation Commission (RCTC), California Department of Housing and Community Development, the Federal Railroad Administration, the U.S. Economic Development Administration, and the U.S. Department of Justice.

**4. SCOPE OF WORK**

The intent of this Request for Proposal (RFP) is to secure the services of a qualified professional firm (Consultants) to prepare a Facility Condition Assessment to provide the City with an understanding of necessary Building Code and building system upgrades to 500 Grace to allow it to serve as a small business incubator, which may include a restaurant, brewery, and unrelated office tenants. The selected consultant will be one that has demonstrated experience and professionalism in the preparation of this type of evaluation and cost estimation.

Consultant must be proactive and knowledgeable of all regulations required for project acceptance. Consultant shall be an advisor, advocate, and produce a product with the best interest intended for the City within the required schedule and budget.

The Scope of Service is included as Attachment A and is intended to identify the City’s initial



expectations and requirements. Consultants may suggest modifications to the proposed Scope of Services and shall expand the scope to include additional and/or optional tasks if deemed necessary to execute and facilitate the proposed services to complete the Project. At a minimum, the specific tasks identified in Attachment A are to be included in the proposed Scope of Services.

**9. TERM**

The initial term of the agreement shall be for the period of one (1) year from the commencement date. Unless otherwise agreed to by the parties or as may be required by law, any renewal shall be based on the same prices, terms and conditions as the initial term.

**10. PROPOSAL REQUIREMENTS**

The proposal shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below.

- A. Cover Letter: Maximum of two (2) pages serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the RFP shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant, under penalty of perjury, that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.
- B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services contemplated. Provide a discussion on how the objectives of the scope of services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by City prior to signing the agreement with City).
- C. Approach: The firm’s approach to delivering the scope of services. Provide a description of the firm’s approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks.
- D. Firm Profile: Provide a description of the firm, including number of professional



personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of particular expertise, etc.

- E. Location of principal office that will be responsible for the implementation of this contract.
- F. Proposed Team: Provide a summary description of all personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects. The proposal must name a project manager. In addition to this summary, full resumes must be provided.
- G. References: Provide at least three (3) references from previous cities, counties or other agencies for similar work completed within the last five (5) years, which include: name, address, contact person and phone number for the agency, length of time services were provided, staff assigned to each project by your firm, and a description of the services provided. All submitted materials shall become the property of the City of Beaumont.
- H. Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Services should be presented in a logical format that can be easily attached to the Professional Services Agreement (Exhibit B). Any additional items not mentioned above in the list but needed to get to full design and construction shall be included in the proposal as additional items for consideration.
- I. Project Schedule: Provide a comprehensive Critical Path Method (CPM) schedule describing the nature and estimated timeline of proposed work objectives and milestones. Gantt chart preferred.
- J. Cost proposal: Provide detailed cost of services in a separate sealed envelope.

Costing should include:

- Provide a table with estimates based on information outlined in this RFP for Tasks 1.1, 1.2, 1.3, 1.4 and 2.
- Fixed prices, including out-of-pocket expenses, for all costs associated within the scope of this proposal
- Additional billable costs for non-specified tasks
- Total fees and expenses for the entire scope of the project
- Any area which proposers believe should be included in the scope of work in this proposal, but which is not stipulated in this RFP, and identifies the costs associated with the services rendered.

Please note, Proposers shall be expected to preplan to make cost saving reductions wherever possible. Pricing shall be all-inclusive of the document imaging and quality



control process (prep, naming, OCR, folder creation, organization, re-fastening/binding content, etc.).

- K. Any other information which should be considered, such as any special services or customer service philosophy which define your firm’s practice.
- L. The firm will be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker’s compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Beaumont as additional insured. The proposal shall state whether such insurances will be in force at time of contract execution.

**11. SUBMITTAL**

XXX – Planet Bids submittal information

All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 25 pages, using minimum 12-point font size. Electronic submittals of the proposal will not be accepted.

***\*DUE DATE FOR QUESTIONS IS TUESDAY, SEPTEMBER 17, 2024 BY 5:00 P.M.\****

All questions shall be submitted through PlanetBids. Answers will be posted on the same website to allow all users to review the City’s responses to all questions within one (1) week of the question due date.

**By proposing on this project, you are indicating that you agree to all terms and conditions of the City’s Professional Services Contract, which is attached to this RFP as Attachment C.**

**12. CONFIDENTIALITY**

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses will be regarded as public record and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

**13. AMENDMENTS TO REQUEST FOR PROPOSALS**

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.



**14. CITY OF BEAUMONT RIGHTS AND OPTIONS**

This RFP does not commit the City of Beaumont to award a contract or to pay any cost incurred with the preparation of a proposal or contract for services described herein.

The City may, in its sole discretion and without any obligation to act reasonably, reject any and all proposals, waive informalities and minor irregularities in any proposal reviewed, negotiate with any qualified source submitting a proposal, extend deadlines, and/or request additional information. Subsequent to negotiations, prospective consultants may be required to submit revisions to their proposals. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering into final contract.

The City reserves the right to postpone selection for its own convenience, to withdraw this RFP at any time, and to reject any and all proposals without indicating any reason for such rejection. As a function of the RFP process, the City of Beaumont reserves the right to remedy technical errors in response to the RFP and to modify the published scope of services and scope of work. Proposals submitted in response to the RFP will not be returned.

**15. CONFLICT OF INTEREST**

The Consultant shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

**16. PROPOSAL EVALUATION/SELECTION**

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City’s needs. City staff will use the following criteria to evaluate the proposals:

- |  |                                     |
|--|-------------------------------------|
| 1. Understanding the scope of services and completeness of RFP | Available Points = 20               |
| 2. Related experience and demonstrated skills                  | Available Points = 30               |
| 3. Approach to performing this type of service                 | Available Points = 40               |
| 4. Cost and Cost Effectiveness                                 | Available Points = 10               |
|  | <b>Total Points Available = 100</b> |

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City’s adopted procedures. The City reserves the right to reject any and all proposals.

**Attachments**



- A. Scope of Services
- B. 500 Grace Floor Plan
- C. Template Contract





**ATTACHMENT A: Scope of Services**

**1.1. Pre-Assessment Preparation**

- **Document Review:** Review existing building plans, previous inspection reports, maintenance records, and any relevant documentation.

**1.2. On-Site Assessment**

- **Structural Assessment:** Inspect the building’s foundation, framing, roof structure, and exterior walls for signs of deterioration, damage, or structural deficiencies.
- **Mechanical Systems Assessment:** Evaluate the HVAC systems, including heating, ventilation, and air conditioning units, for performance and compliance with current standards.
- **Electrical Systems Assessment:** Assess the building’s electrical systems, including wiring, panels, outlets, and lighting, for safety, functionality, and capacity to support a business incubator environment.
- **Plumbing Systems Assessment:** Inspect plumbing fixtures, piping, and water supply systems for leaks, compliance with codes, and functionality.
- **Interior and Exterior Condition:** Review interior finishes (walls, floors, ceilings), exterior conditions (siding, windows, doors), and general aesthetics for any signs of wear or damage. Include identification of all load bearing walls.
- **Safety and Accessibility:** Examine fire protection systems, emergency exits, and accessibility features to ensure compliance with local codes and standards for safety and accessibility.

**1.3. Modernization and Upgrade Needs**

- **Code Compliance:** Identify any code compliance issues related to current building codes and standards, including ADA (Americans with Disabilities Act) compliance.
- **Energy Efficiency:** Evaluate opportunities for improving energy efficiency, including insulation, windows, and energy-efficient lighting and HVAC systems.
- **Technology Integration:** Assess the potential for integrating modern technology, such as high-speed internet infrastructure and advanced communication systems, essential for a business incubator.

**1.4. Reporting**

- **Condition Report:** Provide a comprehensive report detailing the condition of each assessed system and component, including photographs, observations, and findings.



- **Repair and Modernization Plan:** Develop a prioritized action plan with recommended repairs, upgrades, and modernization measures, including a phased approach if applicable.
- **Cost Estimates:** Provide detailed cost estimates for each recommended action, including immediate repairs, medium-term upgrades, and long-term modernization needs.
- **Recommendations:** Offer recommendations for maintenance practices and future monitoring to ensure the building remains in good condition.

## 2. Deliverables

- **Pre-Assessment Report:** Summarize document review findings
- **On-Site Assessment Findings:** Detailed observations and findings from the on-site assessment.
- **Condition Report:** Comprehensive report on the building’s condition.
- **Repair and Modernization Plan:** Prioritized list of repairs and modernization actions.
- **Cost Estimates:** Detailed cost breakdown for recommended actions.
- **Final Report:** A consolidated document including all findings, recommendations, and cost estimates.

## 3. Assumptions and Exclusions

- **Assumptions:** Access to all areas of the building will be provided, and no hidden conditions affecting the building’s condition will be discovered.
- **Exclusions:** This assessment does not include detailed design or engineering services for repairs or modernization beyond the scope of the FCA.



# **Attachment B:**

## **500 Grace Avenue Floor Plan**



# **Attachment C:**

# **Professional Services Contract**