



# REQUEST FOR PROPOSALS

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**JUDICIAL COUNCIL OF  
CALIFORNIA**

**REGARDING:**

*Adaptive Re-Use Strategy for the  
Downtown Placerville Main Street  
Courthouse*

*RFP Number: REFM-2015-02-DM*

**PROPOSALS DUE:**

*March 30, 2015*

**NO LATER THAN 5 P.M. PACIFIC TIME**

RFP Title: *Re-Use Strategy for the Downtown Placerville Main Street Courthouse*  
RFP Number: *REFM-2015-02-DM*

**Date:** March 6, 2015

**To:**  
Interested Parties

**From:**  
Judicial Council of California  
Real Estate and Facility Management

**Project Title:**  
Re-Use Strategy for the Downtown Placerville  
Main Street Courthouse  
RFQ/P Number: REFM-2015-02-DM

**Send Proposals To:**  
Judicial Council of California  
Attn: Ms. Nadine McFadden  
Business Services, 6th Floor  
455 Golden Gate Avenue  
San Francisco, CA 94102  
*(Indicate RFQ/P number and project name  
on lower left corner of envelopes)*

**Contact:**  
[solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov)

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## **1.0 BACKGROUND INFORMATION**

- 1.1 The Judicial Council of California (JCC) has proposed to build a new courthouse for the El Dorado Superior Court. If the new courthouse project is approved, the existing Main Street courthouse in downtown Placerville will be vacated and the County will retain ownership of the building.

In an effort to assist with the re-use of the courthouse building, the JCC is partnering with the City of Placerville and the County of El Dorado to develop a realistic adaptive re-use strategy. This RFP is for a re-use strategy that the city and county may use for future planning and decision making.

- 1.2 The Main Street Courthouse is located at 495 Main Street in downtown Placerville. It was originally constructed in 1912 and is approximately 19,000 square feet. It is three stories and has four courtrooms.

The City of Placerville is centrally located between Sacramento and South Lake Tahoe. Accessibility to Placerville is via State Highway 49 and U.S. Highway 50, along one of the most traveled corridors in California. Main Street is part of the downtown historic district in the City of Placerville. Downtown Placerville is a classic California "gold rush" town named after the placer gold deposits found in its' river beds and hills in the late 1840's. Placerville's treasured heritage is reflected in the historical, nineteenth century architecture of its downtown core. In addition, Placerville is the county seat and the center of financial, commercial, and civic activity.

- 1.3 In September 2014, both the County Board of Supervisors, and the Placerville City Council took action authorizing the establishment of a "Blue Ribbon Committee" to address the re-use and re-purposing of the Main Street Courthouse. The Committee will be comprised of ten business and public representatives from the greater Placerville area. This RFP is for proposals to facilitate and provide analysis to the Blue Ribbon Committee to develop a re-use strategy for the successful re-use of the Main Street courthouse.

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The JCC seeks the services of a person or entity with expertise in the development of successful re-use strategies for historic buildings located in a historic district. The Scope of Work should describe the plan for guiding the Blue Ribbon Committee in developing a successful re-use strategy, as well as the resources needed to accomplish the proposed strategy. The strategy may include the following:

- A description of the type of studies and/or surveys necessary to develop a realistic re-use strategy for the building, including:

- A retail analysis or survey to determine the highest and best use for the courthouse building; and
- A building survey to identify the potential physical barriers to re-use.
- Identification of key barriers to re-use.
- Facilitation of Blue Ribbon Committee meetings.
- Recommended strategies for removing regulatory barriers, streamlining approvals, and providing incentives to make building re-use easier to accomplish.
- Identification of potential grant funding for a realistic re-use scheme.
- A recruitment strategy based on the retail analysis and/or surveys as well as the target uses identified by the Blue Ribbon Committee.

In addition to the proposed re-use strategy, the Scope of Work should identify major benchmarks and/or deliverables as well as a timeline for accomplishing the benchmarks and/or deliverables. The proposal shall identify phases of work for which the JCC has the option to terminate the process at the conclusion of each phase.

### 3.0 TIMELINE FOR THIS RFP

The JCC has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the JCC.

EVENT	DATE
RFP issued	March 9, 2015
Pre-proposal Conference (conference call)	March 13, 2015
Questions and answers posted	March 20, 2015
Latest date and time proposal may be submitted	March 30, 2015 by 5 p.m.
Evaluation of proposals ( <i>estimate only</i> )	April 6, 2015
Notice of Intent to Award ( <i>estimate only</i> )	April 20, 2015
Negotiations and execution of contract ( <i>estimate only</i> )	April 30, 2015
Contract start date ( <i>estimate only</i> )	July 1, 2015
Contract end date ( <i>estimate only</i> )	December 31, 2016

#### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: JCC Master Agreement with Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JCC Standard Form agreement.
Attachment 2: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JCC requires in order to process payments and must be submitted <i>by the winning Proposer</i> .

#### 5.0 PAYMENT INFORMATION

The cost proposal should include the following:

- A line-item description of the potential deliverables, as well as the firm fixed price associated with each deliverable;
- Expenses (including travel expenses) will be reimbursed by the JCC; and
- Progress payments will be allowed, based on the percent completed.

While a budget has not been established for this Scope of Work, the JCC does not have an unlimited budget and may need to identify selective deliverables only, based on cost, in order to feasibly pursue a final contract.

## 6.0 PRE-PROPOSAL CONFERENCE

The JCC will hold a pre-proposal conference on March 13, 2015. The pre-proposal conference will be a conference call on March 13, 2015 at 3:00 p.m. Interested parties should call the following number:

Toll free # 1-877-820-7831  
Participant Code: 326556

Attendance at the pre-proposal conference is optional. Proposers are strongly encouraged to attend.

## 7.0 SUBMISSIONS OF PROPOSALS

- 7.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 7.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
  - a. The Proposer must submit **one (1) original and five ( 5 ) **copies**** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the JCC in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
  - b. The Proposer must submit **one (1) original and five ( 5 ) **copies**** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the JCC in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
  - c. The Proposer must submit an electronic version of the entire proposal either via email or USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.

7.3 Proposals must be delivered by 5 p.m. on Monday, March 30, 2015 to:

Judicial Council of California  
Attn: Nadine McFadden, Administrative Coordinator  
Finance – Business Services Unit  
455 Golden Gate Avenue, 6th Floor  
San Francisco, CA 94102

***(Indicate RFP Number and Name of Your Firm at lower left corner of envelope.)***

7.4 Late proposals will not be accepted.

7.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email. The electronic version may be submitted via email, but a printed copy is still required.

## **8.0 PROPOSAL CONTENTS**

8.1 Technical Proposal. The following information must be included in the technical proposal. Please limit items a-e below to a maximum of 12 pages. Do not exceed the page limit. Excessive marketing materials are not required and will not be viewed as adding to the qualifications of the Proposer. A proposal lacking any of the following information may be deemed non-responsive.

- a. Cover Letter to include the Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract. (one page Cover Letter)
- b. Cover Letter to also include the name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP. (one page Cover Letter)
- c. For each key staff member on the proposed team: a one-page resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities. Please do not include more than four resumes. (four pages total)
- d. A one-page description of four similar projects completed by the proposed team. Please include the names, addresses and telephone numbers of the four (4) clients for whom the Proposer has conducted similar services. The JCC may check references listed by the Proposer. (four pages total)

- e. Proposed method to complete the work. Please see Section 2.0 above. (three pages total)
  - f. Acceptance of the Terms and Conditions.
    - i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.
    - ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
  - g. Certifications, Attachments, and other requirements.
    - i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
    - ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
    - iii. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.
- 8.2 Cost Proposal. The following information must be included in the cost proposal.
- i. A detailed line item budget showing total cost of the proposed services.
  - ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
  - iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.



## 9.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the JCC reserves the right to negotiate extensions to this period.

## 10.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The JCC will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the JCC will post an intent to award notice at <http://www.courts.ca.gov/rfps.htm>.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	20
Credentials of staff to be assigned to the project	15
Experience on similar assignments	15
Cost	50

## 11.0 INTERVIEWS

The JCC may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the JCC's offices in Sacramento, or in downtown Placerville. The JCC will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JCC will notify eligible Proposers regarding interview arrangements.

## 12.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

**PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE**

**10.500 OF THE CALIFORNIA RULES OF COURT.** The JCC will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JCC’s right to disclose information in the proposal, or (b) requiring the JCC to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

### **13.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

The State of California requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBE's). Proposers are subject to this participation goal. If a Proposer is selected under this RFP to enter into an agreement with the Judicial Council, the Judicial Council will require that the Proposer participate in the DVBE program at this level. Participation will be documented in the DVBE Compliance Form provided with this RFP. Information about DVBE resources that may assist you in formulating your DVBE program can be found on the Executive Branch’s internal website at: <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx> or by calling the Office of Small Business and DVBE Certification at 916-375-4940.

### **14.0 PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. Protests must be received no later than five (5) business days after the protesting party receives notice that the Judicial Council did not award it the contract.

Protests must be sent to:

Judicial Council of California – Business Services  
ATTN: Protest Hearing Officer  
455 Golden Gate Avenue, Sixth Floor  
San Francisco, CA 94102