



**MARINWOOD COMMUNITY SERVICES DISTRICT  
FIRE DEPARTMENT**

**REQUEST FOR PROPOSALS**

**MARINWOOD FIRE STATION:  
BUNKROOM CONVERSION PROJECT**

**777 MILLER CREEK ROAD  
SAN RAFAEL, CALIFORNIA 94903  
(UNINCORPORATED MARIN COUNTY)  
APN: 164-260-35**

**RFP ISSUE DATE: JANUARY 21, 2025**

**PROPOSAL DEADLINE: FEBRUARY 21, 2025**

MARINWOOD COMMUNITY SERVICES DISTRICT

**MARINWOOD FIRE STATION  
BUNKROOM CONVERSION PROJECT**

SAN RAFAEL, CALIFORNIA  
(UNINCORPORATED MARIN COUNTY)

**Owner:** Marinwood Community Services District  
775 Miller Creek Road  
San Rafael, CA 94903  
Eric Dreikosen, District Manager  
Phone: (415) 479-7751  
Email: [eric@marinwood.org](mailto:eric@marinwood.org)

**Architect:** Jochum Architects  
7 Anton Way  
Novato, CA 94945  
Dave Jochum, Principal  
Phone: (415) 761-9301  
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## **INTRODUCTION**

The Marinwood Community Services District (District), a local government agency, is seeking proposals from qualified contractors to provide services for our Marinwood Fire Station Bunkroom Conversion Project (Project). The Project entails construction and conversion of an existing single-room dormitory-style bunkroom into a room consisting of three (3) separated sleeping quarters in accordance with approved construction plans.

The Marinwood Fire Station is staffed 24/7 by up to three (3) professional firefighters.

## **PROJECT WEBSITE AND PROSPECTIVE CONTRACTORS LIST**

This RFP and all associated construction plans, specifications, and other associated attachments and/or exhibits, including potential addendums for the Project shall be posted to the District's website at: <https://www.marinwood.org/contracts-rfp>

It is the responsibility of prospective contractors for checking the website for the issuance of any addendums. Contractors may be added to the Prospective Contractors List by submitting an email to Marinwood CSD District Manager Eric Dreikosen at [eric@marinwood.org](mailto:eric@marinwood.org).

## **PROJECT INFORMATION**

The Project is located at Marinwood Fire Station, 777 Miller Creek Road, San Rafael, CA.

The planned timeframe for commencement is March 2025 and completion within 30 calendar days of Award of Contract.

Required building permits have been secured by Owner.

In accordance with Public Contract Code, due to estimated construction cost this project is not subject to formal bidding procedures and/or sealed bids.

## **SCOPE OF WORK**

Furnishing of all required labor, materials, transportation, equipment, incidentals, and other services for construction and conversion of existing single-room bunkroom to room consisting of three (3) separated sleeping quarters in accordance with approved construction plans, including but not limited to framing, drywall, paint, electrical and HVAC.

## **PROJECT BUDGET**

The estimated construction cost is: \$60,000.

## **CONTRACTOR LICENSE AND REGISTRATION REQUIREMENTS**

**License.** This Project requires a valid California contractor's license for the following classification(s): B- General Building Contractor. Contractor's and Subcontractor's CSLB license number shall be included in the Contractor's Proposal.

**DIR Registration.** Owner will not accept a Construction Proposal from or enter into a Contract with a Contractor, without proof that the Contractor and its Subcontractors are currently registered with the California Department of Industrial Relations ("DIR") to perform Public Works projects under Labor Code Section 1725.5, subject to limited legal exceptions. DIR registration numbers for the Contractor and each Subcontractor shall be included in the Contractor's Proposal.

## **PREVAILING WAGE REQUIREMENTS**

**General.** This Project is subject to the prevailing wage requirements applicable to the locality in which the Work is to be performed for each craft, classification or type of worker needed to perform the Work, including employer payments for health and welfare, pension, vacation, apprenticeship, and similar purposes.

**Rates.** These prevailing rates are available online at <http://www.dir.ca.gov/DLSR>. Each Contractor and Subcontractor must pay no less than the specified rates to all workers employed to work on the Project.

**Compliance.** The Contract will be subject to compliance monitoring and enforcement by the California Department of Industrial Relations, under Labor Code Section 1771.4.

## **PROPOSAL CONTENT**

- A. Total Project cost including breakdown of cost components and subcontractor costs.
- B. All proposals must include, but are not limited to, the following:
  - 1. A list of not less than three (3) references for similar projects completed, including name of agency/organization, contact person, phone number and/or email.
  - 2. A list of each subcontractor, if any, to be used on the project including name, location, classification of work to be performed, CLSB license number and DIR registration number.
  - 3. Anticipated project implementation start date and completion date. Final project implementation start date will be identified and mutually agreed upon between the Contractor and the District upon selection and award of proposal.

## **SITE VISITS**

There will be no pre-scheduled site visit meeting. To schedule a site visit please contact the District Manager, Eric Dreikosen (Phone: 415-479-7751, Email: [eric@marinwood.org](mailto:eric@marinwood.org)). The District reserves the right the schedule site visits with multiple contractors present at the same visit. Contractors are responsible for verifying site conditions. No allowances will be made if a Contractor fails to adequately examine the location before submitting a proposal.

## **REQUESTS FOR INFORMATION**

All requests for clarification or additional information regarding this RFP and the guidelines, construction plans and specifications found within must be submitted via email to the District Manager, Eric Dreikosen, at [eric@marinwood.org](mailto:eric@marinwood.org). Any requests received less than three (3) days before bids close cannot be answered. Responses to all requests posed by prospective contractors will be posted by Addendum on the District's webpage prior to the proposal submittal deadline. Any addendum will be considered a part of the RFP and will be incorporated therein.

## **PROPOSAL SUBMITTAL**

Contractor's Construction Proposal must be submitted to the District via email to [eric@marinwood.org](mailto:eric@marinwood.org) or delivered in person to the Marinwood CSD Administrative Office located at 775 Miller Creek Road, San Rafael, CA 94903. Proposals will be accepted until February 21, 2025. All Proposals will be reviewed when and as received.

Each contractor is solely responsible for all of its costs to prepare and submit its proposal and by submitting a proposal waives any right to recover those costs from Owner.

All Construction Proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submittal deadline date.

By submitting a Proposal pursuant to this RFP, Contractor is indicating willingness to enter into an Agreement with Marinwood Community Services District and is agreeing to furnish the insurance certificates, endorsements, and Bonds as required by the Agreement and this RFP. Contractor understands that failure to sign the Agreement and/or provide the insurance certificates, endorsements and bonds will cause District to terminate the award.

## **PROPOSAL EVALUATION AND SELECTION**

### **A. EVALUATION PROCESS**

The District will review the proposals and determine the top Contractor. Evaluation of proposals will include but not be limited to the following consideration factors:

1. Responsiveness to the RFP and the criteria
2. Ability to meet established budget
3. Satisfactory reference checks
4. Contractor's availability to begin and complete project

## **B. SELECTION PROCESS**

The District reserves the right to negotiate a final Agreement based on fair and reasonable compensation for the scope of work, services and equipment proposed. An interview may be requested to aid in the selection of a Vendor. The award will be made to the qualified Contractor whose proposal is deemed most advantageous to the District; all factors considered.

The District anticipates selecting a qualified contractor and entering into an Agreement with said contractor within two weeks of the proposal submittal deadline.

## **C. OTHER CONSIDERATIONS**

This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. No payment of any kind will be provided to a Contractor for responding to this RFP. The District is not bound to select any of the Contractors submitting proposals, and may, at its discretion, waive any irregularities in Proposals and their submittal. The District reserves the right to reject any or all proposals, and to reissue the RFP in part or in its entirety.

The District reserves the right to cancel or modify, for any or no reason, in part or in its entirety, this RFP including, but not limited to, selection schedule, submittal date, and submittal requirements, without prior notice. Notification of revisions to the RFP will be made by addendum posted on the District's project RFP webpage.

The District reserves the right to verify the information received in the Proposal. If a Contractor knowingly and willfully submits false information or data, the District reserves the right to reject that Proposal. If it is determined that a contract was awarded as a result of false statements or other data submitted in response to this RFP, the District reserves the right to terminate the contract. The District reserves the right to request additional information at any time from any and all Contractors which the District deems necessary to evaluate Proposals.

## **CONTRACT AGREEMENT, BONDS, INDEMNITY AND INSURANCE**

### **A. CONTRACT AGREEMENT**

The awarded Contractor will be required to enter into contract with the District relating to the work to be performed. A sample contract template is available on the District's project RFP webpage.

## **B. CONTRACT BOND DOCUMENTS**

The Vendor whose proposal is accepted shall furnish Performance and Labor & Materials bonds to Marinwood Community Services District (at no expense to the District), executed by a responsible surety in a form acceptable to the Marinwood Community Services District.

The Performance Bond shall be in an amount equal to one hundred percent (100%) of the total final project cost amount as agreed upon by the selected Contractor and District.

The Labor and Materials Bond shall be in an amount equal to one hundred percent (100%) of the total final project cost amount as agreed upon by the selected Contractor and District.

## **C. INDEMNITY AND INSURANCE REQUIREMENTS**

Indemnity: Contractor shall effectively protect and guard Marinwood Community Services District, its officers, agents, and employees, from any liability as a consequence of any willful act, negligent act or non-negligent act or omission by the Contractor, any of the Contractor's employees or agents, or any subcontractor, and shall be responsible for any and all damage, injury, or death to persons, or damage to property. Contractor shall indemnify, defend and hold Marinwood Community Services District and associated consultants from any and all claims, suits, actions, costs, and liability ensuing in connection with the performance of the contract, or failure to protect the safety of workers or the general public, regardless of the existence of or degree of fault or negligence on the part of the Marinwood Community Services District or the Contractor, subcontractor, or any employee of any of these, other than the active negligence of the Marinwood Community Services District, its officers, or employees or consultants.

Commercial General Liability: The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The District shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability: Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation: The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to District prior to commencement of work.