

**CITY OF PALM SPRINGS  
NOTICE INVITING PROPOSALS FOR DESIGN-BUILD PROJECT  
CITY HALL AND POLICE DEPARTMENT COOLING TOWERS  
CITY PROJECT NO. 20-22**

**N-1 NOTICE IS HEREBY GIVEN** that proposals from qualified firms to provide the City with comprehensive design-build services for the City Hall and Police Department Cooling Towers, City Project No. 20-22, will be received by the Office of Procurement and Contracting of the City of Palm Springs, California, until **3:00 P.M. on October 14, 2020** at which time they will be opened and read aloud. The engineer's estimate range is \$190,000 to \$210,000

**N-2 SCOPE OF SERVICES:** The scope of work generally includes all professional design-build services in order to provide new, fully functional, cooling tower equipment, complete, in place and fully integrated with existing HVAC systems, including, but not limited to: Removal and replacement of the existing roof mounted cooling towers with in-kind units (or approved equals), at Palm Springs City Hall (1 unit), and the Palm Springs Police Department (2 units); The design, specification, procurement, delivery and installation of the new cooling tower systems at each facility; Preparation and submission of any necessary plans, specifications or documents, as required, to obtain building permits from the Palm Springs Building and Safety Department (no-fee); Provision and maintenance of temporary equipment, as necessary, to maintain function of the existing HVAC systems during construction/replacement of existing units; Any/all appurtenant work necessary to complete the replacement of the existing cooling towers with in kind units (or approved equals), and ensure proper function of the new equipment, fully integrated, as a part of the existing HVAC systems.

**N-3 CONTRACTOR'S LICENSE CLASSIFICATION:** The Contractor shall possess a valid **Class B or C-20** contractor license at the time of submitting bids.

**N-4 PROJECT LOCATION:** 3200 E. Tahquitz Canyon Way (City Hall) and 200 S. Civic Drive (Palm Springs Police Department), in Palm Springs, California.

**N-5 OBTAINING DOCUMENTS AND ADDENDA:**

- a) A digital copy of said Contract Documents is available without charge on-line at: [https://www.dropbox.com/sh/cz0sl5whw1d5ik/AAA2L9AM7fX3\\_BUo3INLIs3ba?dl=0](https://www.dropbox.com/sh/cz0sl5whw1d5ik/AAA2L9AM7fX3_BUo3INLIs3ba?dl=0)
- b) Upon downloading the bid documents, Bidders shall contact the Engineering Division by e-mail at [bidinfo@palmsspringsca.gov](mailto:bidinfo@palmsspringsca.gov), or by phone at (760) 323-8253, to officially register as a Bidder for this project. You must provide your company name, address, phone, contact person and e-mail address. ***Bidders are encouraged to register to ensure receipt of any Addenda issued by the City.***
- c) This Notice Inviting Proposals, the Plan Holders List, and other related information for this project can be found on-line at the City's webpage at: <http://www.palmssprings-ca.gov/government/departments/procurement-contracting>

**N-6 QUESTIONS:** All technical questions regarding this project and request for proposals shall be addressed in writing to [bidinfo@palmsspringsca.gov](mailto:bidinfo@palmsspringsca.gov). Deadline for

questions is **3:00 P.M. Wednesday, October 7, 2020**. Addenda will be issued to provided clarifications or any changes in scope.

**N-7 PROPOSAL FORMAT:** This solicitation is in a request for proposal format. Accordingly, the proposal shall include the following:

- a) A total price to complete the scope of work
- b) A scope of work of all items that is included in your total price, and if necessary any items excluded in your total price
- c) A proposed schedule, including lead times to obtain materials, to complete the project
- d) Examples of up to three (3) recent projects completed that is similar in size or scope and demonstrates your qualifications, experience and ability to provide the requested scope of work.

**N-8 BID SECURITY:** each bid shall be accompanied by a certified or cashier's check or Bid Bond in the amount of 10 percent of the total bid price payable to the City of Palm Springs.

**N-9 ADDRESS AND MARKING OF PROPOSALS:** All proposals must be received in the Division of Procurement and Contracting, City of Palm Springs, 3200 E. Tahquitz Canyon Way, Palm Springs, CA, 92262. The envelope shall be plainly marked in the upper left hand corner with the name and address of the bidder and shall bear the words "Proposal for" followed by the name of the Project, and the date and hour of opening Proposals. The certified cashier's check or Bid Bond shall be enclosed in the same envelope with the Proposal.

**N-10 AWARD OF CONTRACT:**

- a) The City reserves the right after opening bids to reject any or all bids, to waive any informality (non-responsiveness) in a bid, or to make award to the most qualified responsive, responsible bidder, and reject all other bids, as it may best serve the interest of the City.
- b) As a condition of award, the successful bidder will be required to submit payment and performance bonds and insurance.
- c) As a condition of award, the contractor and any subcontractor listed on the bid must be registered with the Department of Industrial Relations pursuant to Section 1725.5 of the California Labor Code.
- d) Proposals will be evaluated on
  - a. Cost 50%
  - b. Qualifications, Experience and Similar Projects 50%

**N-11 BIDS TO REMAIN OPEN:** The Bidder shall guarantee the Total Bid Price for a period of 120 calendar days from the date of bid opening.

**N-12 MANDATORY PRE-BID MEETING:** In order to submit a proposal for this project attendance at the Mandatory Pre-Bid Meeting is required. This meeting will be held on **9:00, AM, Wednesday, September 30, 2020**. The meeting location will be at the front of Palm Springs City Hall located at 3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262. The purpose of this mandatory meeting is to ensure that all bidders are familiar

with the project site and all existing conditions prior to submitting proposal. Due to COVID-19 all participants are required to provide and wear masks during the meeting and remain socially distanced. Please note that following the meeting all questions are to be submitted in writing no later than 3:00 PM, Wednesday, October 7, 2020, in accordance with section N-6 above.

By   
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Joel Montalvo, MPA, P.E.  
City Engineer

Date 09/14/2020