



Request for Proposals (RFP)

Camp Pollock Myrtle Johnston Lodge Kitchen Remodel Project -
Design, Permitting, Demo and Install

Introduction

This Request for Proposals (RFP) solicits proposals from qualified, licensed, and bonded General contractors to remodel an existing kitchen within the Myrtle Johnston Lodge at Camp Pollock. The Sacramento Valley Conservancy (SVC) was awarded funds through the American River and Community Reinvestment State Fund, and has received additional private donations, to improve public amenities and infrastructure at Camp Pollock.

The Sacramento Valley Conservancy (SVC) is the long-term manager of the 11-acres at Camp Pollock, which is owned by the California State Lands Commission. The site is managed in accordance with the American River Parkway Plan, a guiding document which is overseen and implemented by the Director of the Sacramento County Department of Parks and Recreation.

SVC began managing Camp Pollock in 2013. The site serves more than 6,000 visitors each year for public and private events. After completing a major renovation to the Myrtle Johnston Lodge in 2016, these numbers have rapidly grown as surrounding community members discover this hidden gem. SVC is consistently implementing site improvements that improve access for users, increase educational opportunities and encourage community engagement.

The remodel in 2016 did not include the kitchen. With the property now hosting more weddings, banquets, and high-end events—whose fees are vital for offsetting annual property maintenance costs—there is a critical need to provide a space for on-site food preparation. Youth summer camp pancake breakfasts and food literacy classes will also use the new kitchen at low to no cost, as SVC is committed to supporting fellow local nonprofits.

SVC is a 501(c)(3) nonprofit land trust founded in 1990 on two basic principles: open lands are necessary for quality of life and we must care for the land today so future generations may enjoy its physical and spiritual benefits tomorrow. SVC's mission is to preserve the beauty, character and biodiversity of the Sacramento Valley landscape by protecting and stewarding natural and working lands, and scenic open space.

Scope of Services

SVC (“client”) is seeking to hire a qualified, licensed, and bonded General contractors to remodel an existing kitchen. The individual or entity (“contractor”) to provide design, permitting, demolition, and install services to remodel the existing kitchen space. Scope of work is to include but is not limited to:

1. Removal and proper disposal of existing cabinetry, countertops, and appliances.
2. Removal and proper disposal of exiting tile floor, which may require asbestos abatement.
3. Working with client to design a new kitchen that is functional and within budget.
4. Knowledge of and ability to obtain all necessary permits.
5. Installation of new cabinetry, countertops, and shelving to optimize workspace.
6. Upgrade of lighting and kitchen appliances to modern, energy-efficient models.
7. Installation of new flooring and backsplash.
8. Plumbing and electrical upgrades as necessary to meet current building codes and safety standards.
9. Installation of adequate ventilation systems to ensure proper air circulation and compliance with health regulations.

Bid Submission Requirements

Interested contractors shall include the following combined into a single pdf:

Cover Letter – Include RFP project name and contractor information, including proof of license, insurance and bonding.

Technical Approach – Your proposed approach to the project and brief description of design ideas, materials and timeline for completion.

Background – Briefly describe your background and qualifications, including resume(s) and electronic examples or links to similar work or products.

Budget – Provide a detailed budget of itemized costs, including labor, materials, permits and any additional fees or optional upgrades.

References – Provide contact information for two professional references.

Timeline

- RFP Release **March 15, 2024**
- Pre-bid meeting **TBD** - Attendance-optional with an unstructured Q&A session and time to access the kitchen space. RSVP to info@sacramentovalleyconservancy.org
- Proposals must be received by **May 6, 2024**
- Selection will be made by **May 20, 2024**
- Services Agreement to be complete by **May 31, 2024**
- **Project demo-install preferred August 1 – September 15**

The criteria and scoring system will be based on the following:

1. Qualifications and Experience. Scoring based on the likelihood that it will meet the requirements of the Scope of Project. Please note any business or specialty certifications in your background information. (30 points).
2. Technical Approach Evaluation. Scoring based on a thorough and detailed approach (35 points).
3. Budget. Each proposal will be rated on its proposed cost-efficiency and fit to the grant task (30 points).
4. Please provide two professional references. (5 points)
5. Final proposals will be selected by a project committee.

Please submit a complete proposal (details above) on or before **May 6, 2024**.

Please submit clarification of the specifications contained in this RFP by **April 30, 2024**.

Contact: Kelly Hopkins, Executive Director Sacramento Valley Conservancy

Email: khopkins@sacramentovalleyconservancy.org, cc
info@sacramentovalleyconservancy.org

General Terms and Conditions

The Contractor will be required to execute a services agreement and must meet all of the terms of the insurance requirements. A sample services agreement can be provided upon request.

Assumptions

- The contractor will be required to post payment and performance bonds for 100% of the contract amount, maintain a minimum of \$1 million in commercial general liability insurance which names SVC, the City of Sacramento and the State of California as additional insureds, maintain a minimum of \$1 million auto liability insurance, and maintain worker's compensation insurance which includes a waiver of subrogation.
- The contractor must warrant that the Project improvements will be free from any defects in materials and workmanship for a period of one (1) year following the date of final acceptance. The contractor's warranty may exclude damages or defects caused by: (i) ordinary wear and tear of the Project improvements under normal usage, (ii) abuse or neglect by other persons, (iii) vandalism and acts of God, and (iv) City employees and agents.
- Pursuant to Labor Code Section 1773, SVC requires the awarded contractor and subcontractors to pay their construction workers not less than the general prevailing rate of wages for such workers' craft or trade, as determined by the Director of the Department of

Industrial Relations (DIR) as of May 24, 2022. In accordance with state laws and DIR's regulations, at a minimum these requirements include that the contractor and all of its subcontractors must be certified with the DIR, the Project is registered with DIR, daily reports describe the work performed, workers have been interviewed to insure proper classification, verification of fringe benefit and if applicable overtime payments occurs, apprentices were requested, and training fund payment is made. SVC will require a contract that requires the winning contractor to abide by these Prevailing Wages.

- SVC requires the contractor to commence design phase of the Project no later than three (3) months after contract award, unless an extension is approved by the City and if applicable the State, and thereafter shall ensure that the contractor diligently works to complete construction of the Project in a timely and efficient manner on or before the contract completion date. Kitchen remodel must be completed by December 1, 2024.

Project Location: Camp Pollock, 1501 Northgate Blvd, Sacramento CA 95815

