



Request for Proposal for General Contractor for Preconstruction and Construction Services

CADA Maintenance Facility Renovation
525 S Street
Sacramento, CA

Date Issued:	Friday, 6/13/25
Date Questions Due:	Friday, 06/20/25 at 4:00 pm PT
Mandatory Job Walk:	Monday, 07/14/25 at 9:30 am PT
Date Proposal Due:	Monday, 7/21/25 at 4:00 pm PT
Shortlist Notified:	By Monday, 07/28/25 at 4:00pm PT
Contractor Selection:	By Monday, 08/04/25 at 4:00pm PT
Owner / Developer:	Capitol Area Development Authority (CADA)
Estimated Period of Preconstruction and Construction Contract(s):	August 2025 to June 2026

I. Purpose

The Capitol Area Development Authority (the "Owner"), a public agency that is a Joint Powers Agency of the City of Sacramento and the State of California, has acquired 525 S Street, Sacramento, as its future maintenance yard and office (the "Project"), a 10,700-square-foot building situated on a 26,658-square-foot parcel.

This is a public invitation seeking qualified general contractors to participate in the pre-construction and construction phases of the project alongside Robert Ty Hoblitt Architect (the "Architect") and the Owner. Interested applicants must have experience in renovating concrete structures, as well as office and warehouse environments. The successful General Contractor ("GC") will demonstrate the ability to assist with design, including cost-efficient solutions, be a part of the team during all phases, and understand rehabilitation scheduling, pricing, and logistics.

At the conclusion of the pre-construction phase, the selected General Contractor will be asked to submit a price for completion of construction of the Project, subject to review and approval by Owner.

The Owner desires high participation from local and small business enterprises. Additionally, reporting of these efforts is required at all major pricing milestones.



II. Project Description

1. Scope of Work

The scope of work is depicted in the Concept Drawings dated March 26, 2025 by the Architect, in **Attachment #1**. The Project occupies a lot at the corner of S and 6th Street in Downtown Sacramento. The asbestos and mold abatement has already been completed, and most walls are exposed studs, as well as the flooring being exposed concrete. The roof, any deteriorated roof decking and the rooftop HVAC unit were replaced in 2024. The building is not proposed for expansion. Specifically, the Base Project will consist of:

- On-site and off-site improvements
- Modification and demolition of existing concrete walls
- Modification and build-out of the office space, including removing selected second floor joists for an atrium.
- Addition of railings, cabinetry, and finishes
- Roof insulation
- Addition of fire sprinklers
- Addition of plumbing facilities
- Distribution of HVAC and electrical
- **See Attachment #2, the Scope and Estimate Sheet**, for a scope breakdown; this sheet will also be used for a pricing demonstration.

2. Preconstruction Responsibilities

The CADA preconstruction contract terms and conditions, which include insurance requirements, are attached as **Attachment #3** ("CADA Pre-Construction Contract").

The selected GC will have the following responsibilities during the preconstruction phase:

- Actively participate in design meetings scheduled by the Owner, the Owner's architect, or other Owner representatives.
- Track open items and provide pricing for options and value engineering suggestions.
- Make recommendations on design-build and design-build-assist trades.
- Coordinate design-build trades to work with the Architect and other team members to produce the appropriate drawings



- Assist Owners with necessary information for utilities, public agencies, demolition permits, and coordination with adjacent buildings.
- Perform constructability review and budget update for 100% Design Development. The budget update shall include the GC plan for engaging local companies to participate during construction and shall be completed utilizing **Attachment #2**.
- Provide a final price, including trade summaries and leveling sheets for each trade, with at least three bids per trade (except for specialty trades, which are approved before the bid due date).

3. Construction Responsibilities

This is a two-phase contract. At the conclusion of the Pre-Construction Phase, the selected Contractor will submit a proposed final price to construct the Project. Owner reserves the right, in its sole discretion, to accept or reject the proposed final price. If the price is accepted by Owner, the Owner will enter into a construction contract with the Contractor for the construction phase of the Project. See **Attachment #4** for a sample of the construction contract ("CADA Construction Contract"). Please review, both contracts (Attachments #3 and #4), and confirm in your proposal that they are acceptable.

If the proposed final price is rejected by Owner, Owner reserves the right to issue a separate Request for Proposal (RFP) for Construction Services. If the Owner elects to issue a separate RFP for Construction Services, the Contractor that was selected to provide pre-construction services will be ineligible to submit a proposal for Construction Services.

If the Preconstruction Contractor is selected to perform the Construction, following the execution of the Construction Contract, nothing herein shall be construed to modify or limit in any way the Contractor's obligations under the Construction Contract.

4. Estimated Project Schedule

Design Development	June – July 2025
Construction Documents	August – September 2025
Permitting	September – October 2025
Enter into the GC Construction Contract	October 2025
Construction Start	November 2025



*The schedule is an estimate subject to permit approvals, CADA Board of Directors' approvals, and other financial milestones. Time is of the essence and proposals that facilitate a faster timeline will be looked on favorably.

III. Submittal Requirements

Interested applicants must include in their submission package the following items and other information that address the selection criteria:

- Examples of similar projects (please limit to five)
- Resumes of staff to be assigned as Project Manager, Superintendent, and Preconstruction Manager.
- A list of ALL current projects with their locations, start dates, and estimated end dates.
- A narrative on the following items (maximum 5 pages):
 - your firm's processes for preconstruction services and construction services.
 - your firm's track record and commitment to Racial Equity, Diversity, and Inclusion and your firm's commitment to hiring local businesses
 - your firm's financial capacity, including the ability to obtain a performance and payment bond with an 'A' rating of at least 100% of the contract amount and meet the CADA insurance requirements set forth in the sample Construction Contract.
 - Disclosing any legal action, suit, or threat of legal action/suit affecting your firm or its subsidiaries.
- Proposed preconstruction and construction schedule with durations indicated.
- Fee proposal for preconstruction and construction including a breakdown of your General Conditions, General Requirements, Profit and Overhead (%), Bond (%), and Insurance (%) costs. Break out the preconstruction period fee and present as a separate item. Additionally, an estimate of the work should be included to demonstrate your understanding of the Project's needs. Please include a 3% Construction Contingency. The fee proposal shall be expressed in today's dollars and presented in the format of **Attachment #2, Scope and Estimate Sheet**. Additional rows are allowed. Additionally:
 - A. Self-Performed & Subcontractor Work (please indicate all anticipated self-performed work; all major trades require three bidders even if self-perform capabilities are available)
- Confirmation that the Preconstruction Agreement and Construction Contract templates are acceptable (**Attachments #3 & #4**).
- Confirmation that pre-construction insurance limits are acceptable. Please note that the construction contract may have higher limits.
Signed Notice to Contractors per **Attachment #6**



Please submit all of the above as PDF electronic files. Only electronic submittals will be accepted. Submittals shall be sent to Marc de la Vergne (MdeVergne@cada.org) and copied to Monique Davis-DeRobertis (moniqued@artemis-construction.com).

IV. Selection Criteria for Integrated Construction Services

Applicants will be awarded points on their proposal out of 100 total points based on the following criteria:

- 20 pts - Demonstrate understanding of the project and its goals
- 20 pts - Past performance in delivering similar projects
- 15 pts - Ability to create an executable plan for the inclusion of local businesses
- 10 pts - Quality of proposed project manager, superintendent, and other staff
- 15 pts – Ability to demonstrate reasonable pricing expectations from design drawings
- 15 pts - Reasonableness and competitiveness of general requirements/conditions, insurance/bond, and overhead/profit
- 5 pts - Ability to deliver the project on an efficient and reasonable schedule

The Owner reserves the right to reject any firm for one or more of the following reasons:

- Did not demonstrate the ability to estimate and determine costs for this project type reasonably.
- Did not demonstrate a capacity or necessary experience to complete the project.
- Could not meet contract, bonding, and insurance requirements, as set forth in the sample Construction Contract.
- The submission did not contain all the information requested in the RFP.
- The submission was not received by the required deadline.

V. Selection Schedule / Process

The owner will evaluate the applicants according to the identified scoring criteria above within two weeks of the proposal's due date. The top two or three GCs will be invited to interviews, and the winning applicant will be notified within 7 to 10 days after the interview period.

VI. Attachments

Find all attachments at this [link](#):

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| Attachment #1: | Conceptual Drawings dated March 26, 2025 |
| Attachment #2: | Scope and Estimate Sheet |
| Attachment #3: | General Contractor Preconstruction Agreement template |
| Attachment #4: | CADA Construction Contract template |



Attachment #5: 525 S Street Utility Survey
Attachment #6: Notice to Contractors