City of Rancho Cordova
Department of City Manager's Office

REQUEST FOR PROPOSAL

For

PROFESSIONAL SERVICES

For

ARCHITECTURAL DESIGN SERVICES FOR THE RANCHO CORDOVA COMMUNITY AND CULTURAL CENTER

Release Date: September 14, 2026

Submittal Deadline: October 2, 2026, before 5:00 pm

City of Rancho Cordova
2729 Prospect Park Dr
Rancho Cordova, CA 95670
(916) 851-8785

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Attachments:

A - Sample Professional Services Agreement

B - 8.25.2026 Worksession_Community Center

C - 2026-08-26 Rancho Cordova Feasibility Study Final

D - 2026-06-10 RCCCACL Stakeholder Presentation

E - 10845-10875-3188 VSP - CC - Location Map

1.0 RFP GENERAL INFORMATION AND SCHEDULE

1.1. PROJECT BACKGROUND

The City of Rancho Cordova has been exploring opportunities to develop a community and cultural facility capable of supporting performing arts, community events, educational opportunities, nonprofit organizations, technology and innovation, and other community-serving activities. Previous planning efforts evaluated development of a purpose-built cultural arts facility. Based on cost, implementation considerations, and opportunities presented by existing properties, the City subsequently began evaluating adaptive reuse as an alternative approach.

The City has identified an existing two-building office campus at as the preferred location for the project located at 10845 and 10875 International Drive in Rancho Cordova. The current concept is to transform the 154,000 sq ft office campus into an interconnected community destination while retaining and adapting the existing structures. Preliminary planning and feasibility work has established an initial vision, identified potential uses, evaluated existing building conditions, and developed preliminary test fits and concepts. The City is now prepared to advance the project into the Schematic Design Phase.

1.2. RFP GENERAL INFORMATION

The selected consultant will work closely with City staff, technical experts, community stakeholders, and potential programming and operating partners to validate the program and develop a coordinated, feasible, and cost-informed schematic design. The City anticipates completing schematic design by mid to late March 2027.

The consultant or consultant team should have a strong knowledge of the County of Sacramento and City of Rancho Cordova design & development standards.

All interested parties shall submit Statements of Qualifications in accordance with the requirements and deadlines outlined in this RFQ.

Do not contact any City staff for inquiries regarding this RFQ. All inquiries and request for clarification must be submitted through the Question & Answer section of this project on OpenGov. Information relating to this RFQ received in any other manner should be considered invalid and Statements of Qualifications which are submitted in accordance with such information may be declared non-responsive.

In the event that it becomes necessary to revise any part of this RFQ, a written addendum will be issued. Any amendment to this RFQ is valid only if in writing and issued by the City of Rancho Cordova.

Verbal conversations or agreements with any officer, agent, or employee of the City that modify any terms or obligations of this RFQ are invalid.

Submittals received after the time and date specified above will be considered nonresponsive. No late submittals will be accepted.

Any submittals received prior to the due date and time specified for proposals may be withdrawn or modified by clicking the "Unsubmit Proposal" button in OpenGov. To be considered, however, the modified submittal must be re-submitted within the timeframe shown above.

This RFQ does not commit the City of Rancho Cordova to award a contract, to pay any costs incurred in the preparation of the Statement of Qualifications for this request, or to procure, or contract for services. The City reserves the right to accept or reject any or all Statements of Qualifications received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of City to do so.

Respondents are advised that any resulting contract will not be in force until approved by the Rancho Cordova City Council and fully executed by the City. A sample Professional Services Agreement is included with this RFQ.

1.3. RFP SCHEDULE

The City's **TENTATIVE SCHEDULE** is as follows:

RFP Issued:	September 14, 2026
Last Day to Submit Questions:	September 22, 2026, 5:00pm
City Responses to Questions:	September 28, 2026
Proposal Due Date:	October 2, 2026, 5:00pm
Evaluation of Proposals:	October 5- October 9, 2026
Interviews (If Necessary):	October 13 - 14, 2026
Final Consultant Selection:	October 15, 2026
Council Approval Date:	Tentatively October 26, 2026 or November 2, 2026

2.0 GENERAL REQUIREMENTS

2.1. PREVAILING WAGE

Should any of the the services described herein be considered “public works” or be governed by a prevailing wage as defined by California Labor Code Section 1720 et seq. If a consultant is awarded a contract, they shall be responsible for compliance with all applicable prevailing wage laws, as well as any and all applicable state or federal wage laws for services under the Consultant’s contract.

2.2. ASSURANCE OF DESIGNATED PROJECT TEAM

Proposer shall assure that the designated project team, including sub-consultants, is used for the City Project. Departure or reassignment of, or substitution for, any member of the designated team or sub-consultant(s) shall not be made without the prior written approval of the City.

3.0 SCOPE OF WORK

The Consultant shall perform professional services for architectural firms or consultant teams to provide architectural, engineering, programming, specialty design, cost estimating, and related professional services for schematic design of a new community and cultural center campus. . The Consultant shall prepare reports and develop schematic design in accordance with the latest California Building code, Sacramento County and City standards, and other appropriate documents.

The selected consultant will be expected to manage and control costs and resources, and complete work in adherence to the agreed upon Project schedule and will assign a Project Manager who will act as the City’s primary contact and will be entirely responsible for project management activities throughout the life of the Project (including subconsultant work, if applicable). The following tasks area suggested breakdown of Project tasks and should be incorporated into the fee schedule under the appropriate activities.

3.1. PROJECT VISION

The City's goal is to create a flexible, welcoming, and highly utilized community campus that brings together multiple community functions rather than creating a collection of isolated, single-purpose facilities. The campus is envisioned as a destination where residents may attend a performance, participate in a class, use library or technology resources, attend a community meeting, access nonprofit services, participate in an event, or gather informally.

Potential program elements currently under consideration include:

- A flexible (299-seat) black box theater and associated performing arts spaces;
- A smaller (99-seat) performance, rehearsal, or flexible black box space;
- Back-of-house theater facilities, including dressing rooms, green room, storage, loading, production support, studios, rehearsal rooms, and related functions;

- A large banquet, event, or community gathering space capable of accommodating approximately 500 - seat banquet style, 900-seat conference style;

- Catering, warming, or commercial kitchen facilities (re-use of existing/ potential addition);

- Library services and spaces for Generational Learning amongst children, teens, and adults;

- Technology, innovation, digital media, podcasting, makerspace, and coworking facilities;

- Flexible classrooms and multipurpose spaces;

- Nonprofit and community organization meeting and collaboration spaces;

- Administrative and operational support areas

- Storage, building support, and facility management spaces; and

- An activated approximately 5-acre outdoor space featuring a flexible community plaza and outdoor amphitheater capable of supporting markets, festivals, concerts and performances, community events, outdoor programming, food trucks and vendors, and everyday gathering and recreation.

The program is preliminary and is expected to be tested and refined during schematic design.

3.2. SCHEMATIC DESIGN PHASE SCOPE OF SERVICES

The City anticipates that the selected consultant will provide the following services. Respondents are encouraged to recommend modifications or additional tasks based on their experience with comparable projects. These additional tasks shall be listed as "Alternate Adds", separate from the Base Bid proposal.

Task 1: Project Initiation and Existing Conditions Review

Review available feasibility studies, programming materials, preliminary test fits, and other project documentation. Conduct a kickoff meeting, provide a detailed project schedule denoting all major milestones and define the decision-making process taking into consideration necessary City timelines. Identify major structural, MEP, fire/life safety, accessibility, envelope, utility, circulation, parking, loading, technology, code, and other adaptive reuse constraints or risks. Perform a job walk of the existing spaces prior to first meeting. Coordinate with City Staff for access. Validate existing building and site conditions to the level necessary to complete the Schematic Design.

Task 2: Program Validation, Operations, and Stakeholder Input

Validate the preliminary program, space needs, adjacencies, capacities, shared-use

opportunities, operational requirements, and specialized facility needs. Incorporate considerations for access, hours of operation, staffing, security, events, loading, storage, food service, technology support, facility rentals, and simultaneous uses. Facilitate focused input from city staff, subject-matter experts, potential operators, arts and cultural organizations, library representatives, nonprofits, veterans organizations, technology and education partners, and other stakeholders identified by the city. Consultant should expect to plan, coordinate and facilitate up to two in person, evening, stakeholder meetings throughout the process and participate in one city council meeting.

Task 3: Performing Arts, Technology, and Specialty Space Planning

Develop schematic requirements for performing arts and other specialty spaces. The team shall include appropriate theatrical, acoustical, audiovisual, lighting and technological expertise. Address seating and performance configurations, sightlines, acoustics, lighting and rigging, control spaces, front- and back-of-house functions, rehearsal and support areas, loading, storage, makerspace, digital media, podcasting, coworking, flexible training, and building-wide technology infrastructure. Identify specialized infrastructure that should be incorporated early to avoid costly future modifications.

Task 4: Site, Outdoor Plaza, and Campus Design

Develop a cohesive site and outdoor space concept for the approximately 5-acres, connecting both buildings and creating an active, flexible community destination that supports everyday use and a wide range of special events. The concept should include an outdoor plaza and amphitheater capable of supporting performances, concerts, community gatherings, and other programmed activities. The plan should address:

- pedestrian circulation
- building and site entrances
- outdoor gathering and performance areas
- markets and festivals
- event infrastructure
- shade
- seating
- landscaping
- lighting
- wayfinding
- public art

- food trucks and temporary vendors
- utilities and power
- loading and service access
- emergency access
- parking
- bicycle facilities
- and connections to the surrounding area.

The design should consider how the approximately 5 acres of outdoor space can accommodate multiple activities and events while creating a cohesive relationship between the buildings, amphitheater, plaza, and other outdoor amenities.

Task 5: Schematic Design and Campus Identity

Prepare and evaluate schematic design alternatives addressing building organization, program distribution, circulation, major structural interventions, architectural character, interior and exterior public spaces, indoor-outdoor relationships, flexibility, constructability, and phasing. Following City direction, advance a preferred concept that transforms the existing office campus into an identifiable civic and community destination. Provide renderings and other visualization materials suitable for City decision-makers, stakeholders, funding partners, and the public.

Task 6: Building Systems, Code, Sustainability, and Resilience

Develop preliminary structural and building systems concepts and a code analysis addressing occupancy, construction type, fire and life safety, accessibility, exiting, change of occupancy, seismic considerations, and other major regulatory issues. Identify practical sustainability and resilience strategies, including energy efficiency, electrification, water conservation, heat mitigation, indoor environmental quality, durable materials, renewable energy, battery storage, and emergency operations, as appropriate.

Task 7: Cost Estimating and Value Management

Provide schematic-level cost estimating with clearly documented assumptions, escalation, contingencies, soft costs, and exclusions. Costs shall distinguish major components, including base building improvements, structural and seismic work, MEP systems, performing arts improvements, technology and audiovisual systems, FF&E, site and plaza improvements, and specialty equipment. Prepare a preliminary estimate for the 60% Schematic Design checkpoint and a final estimate at completion. Identify value management strategies as needed to align scope and budget.

Task 8: Phasing and Implementation Strategy

Develop a recommended phasing and implementation strategy addressing Phase 1 and

Phase 2 improvements, campus-wide infrastructure, temporary conditions, utility sequencing, construction access, potential continued occupancy, long-lead equipment, future-proofing, funding considerations, and opportunities to avoid duplicative work.

3.3. SCHEMATIC DESIGN PHASE PERFORMANCE SCHEDULE

The City anticipates completing Schematic Design by March 2027. The selected Consultant shall provide a detailed project schedule demonstrating its ability to meet the following milestones:

Contract Award: November 2026

Notice to Proceed: November/December 2026

November 2026 | Project Initiation and Program Validation
• Project kickoff and review of existing documentation
• Existing conditions and technical review
• Program validation and stakeholder coordination
• Confirmation of project goals and design criteria

December 2026 - January 2027 | Concept Development
• Development and evaluation of building and site concepts
• Program distribution and space planning
• Performing arts, specialty space, and outdoor plaza concepts
• Preliminary building systems and phasing analysis
• Selection of preferred design direction

February 2027 | 60% Schematic Design
• 60% Schematic Design package
• Preliminary cost estimate
• Preliminary phasing strategy
• City review and direction

March 2027 | Final Schematic Design
• Incorporation of City direction
• Final Schematic Design package
• Final cost estimate and phasing strategy
• Renderings and presentation materials
• Final Schematic Design report

Final Schematic Design Completion: Mid to Late March 2027

The schedule is preliminary and may be adjusted by the city. Respondents shall provide a proposed schedule demonstrating their ability to meet or improve upon the City's anticipated performance schedule.

3.4. SCHEMATIC DESIGN PHASE DELIVERABLES

The selected consultant shall provide, at minimum:

60 Percent Schematic Design Package

- Updated architectural program;
- Site plan;
- Schematic floor plans;
- Preliminary building sections and elevations;
- Performing arts concept;
- Preliminary structural approach;
- Preliminary MEP and infrastructure approach;
- Outdoor placemaking concept;
- Architectural character concepts;
- Preliminary phasing plan;
- Preliminary schematic cost estimate;
- Key project risks and decisions; and
- Presentation materials.

Final Schematic Design Package

- Final validated architectural program;
- Existing conditions and code summary;
- Site plan;
- Floor plans;
- Building sections and elevations;
- Structural concept;
- MEP and infrastructure concepts;
- Performing arts planning package;
- Technology and audiovisual infrastructure concept;
- Outdoor plaza and landscape concept;
- Interior concepts for major public spaces;

- Exterior architectural concepts;
- Sustainability recommendations;
- Accessibility and security strategies;
- Final phasing plan;
- Implementation schedule;
- Final schematic cost estimate;
- Value management recommendations;
- Project risk and decision log;
- Renderings of major interior and exterior spaces; and
- Final schematic design report.

All drawings and supporting materials shall be provided to the City electronically in PDF and native editable formats.

3.5. CONSULTANT TEAM QUALIFICATIONS

The City is seeking a multidisciplinary team with demonstrated expertise in complex civic and community facilities.

The proposed team should demonstrate experience in:

• Adaptive reuse;
• Community and civic centers;
• Performing arts and theater facilities;
• Libraries and/or learning environments;
• Flexible event and multipurpose facilities;
• Public-sector projects;
• Community engagement;
• Operational planning;
• Sustainable design;
• Cost estimating; and
• Phased construction.

The City anticipates that the team may include, at minimum:

• Prime architect;
• Project manager;
• Programming specialist;
• Interior designer;
• Theater planning consultant;
• Acoustical consultant;

• Audiovisual/technology consultant;
• Structural engineer;
• Mechanical engineer;
• Electrical engineer;
• Plumbing engineer;
• Civil engineer;
• Landscape architect;
• Code/accessibility specialist;
• Security/access control specialist;
• Sustainability consultant; and
• Cost estimator.

Respondents may recommend additional specialty consultants based on the proposed approach.

3.6. OPTIONAL FUTURE DESIGN SERVICES

The City intends to evaluate the selected Consultant and proposed team with consideration for potential continuation of architectural and engineering services beyond Schematic Design.

At the City's sole discretion, the City may elect to retain the selected Consultant for subsequent phases of the Project, including Design Development, Construction Documents, permitting and agency coordination, bidding support, construction administration, and other related professional services.

The scope and fee for any subsequent phase will be negotiated separately based upon the Consultant's hourly billing rates provided in response to this RFQ and the specific scope and level of effort authorized by the City.

Selection under this RFQ does not guarantee authorization of services beyond Schematic Design. The City reserves the right to authorize some, all, or none of the subsequent services or to procure such services separately if determined to be in the City's best interest.

3.7. CITY PROVIDED DOCUMENTS

The City will make available existing project information in its possession that may be relevant to the Consultant's performance of the work. Available information may include, but is not limited to:

• Feasibility studies and preliminary programming;
• Prior conceptual plans, test fits, and presentations;
• Existing building and site plans;
• Available structural, mechanical, electrical, plumbing, and building condition information;
• Available surveys, utility, property, and site information;
• Prior cost estimates and preliminary budget information;
• Stakeholder engagement materials and summaries;
• City Council and Commission presentations and direction;

• Available environmental, accessibility, code, and other due diligence information; and
• Electronic or native project files, where available.

The Consultant shall review and utilize existing information to the extent appropriate and shall identify any additional information or investigation necessary to complete Schematic Design. City-furnished information is provided for reference, and the Consultant shall be responsible for verifying information necessary for its design.

4.0 MISCELLANEOUS

The Consultant shall support the City in any post-completion dispute, rendering reasonable assistance, providing access to its records, but is not intended to retain independent experts.

Staff meetings of the Consultant shall not be considered as part of services for which payment will be made. Only meetings fully dedicated to the project can be billed.

Time required by the Consultant to reach the designated work site shall not be considered part of the services for which payment will be made.

Costs associated with vehicle, phone and computer shall be included in Consultants hourly rate and no separate reimbursable request will be allowed.

Billing shall be on a monthly interval as designated by the City. Billing documentation shall include percent complete and percent spent on each billing task.

There shall be no reimbursable expenses on this project unless approved in writing, in advance, by the City.

The City will not provide office space for Consultant staff. If additional accommodations are needed by the Consultant, Consultant shall be responsible for obtaining the additional accommodations at no cost to the City.

The City will make available existing project information in its possession that the City determines is relevant to the Consultant's performance of the Scope of Services.

The City will assign a City Project Manager for all projects associated with this RFP to assist/direct the Consultant.

Department of Industrial Relations – SB 854 Compliance - Consultant shall comply with the Public Works Contractor Registration Law – SB 854 as required by the Department of Industrial Relations.

5.0 PREPARATION OF REQUEST FOR PROPOSAL - REQUIRED CONTENT

Each response to this RFP shall include the information described in this section. Failure to include all the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFP. The document shall be organized as follows:

Information provided in the following sections is **not to exceed 10 pages** and shall be 8-1/2 inches by 11 inches in size. Font size shall not be less than an 11 point.

All Proposals shall contain the following elements, and in the order given:

5.1. COVER LETTER

A. Name and Mailing Address of Firm; and

B. Contact Person, Email Address and Telephone Number; and

C. A statement that the submitting firm shall perform the services as described in the **Scope of Work**; and

D. RFQs and submitted Proposals may be considered public information. Subsequent to conclusion of the RFQ process, all or part of any Proposal may be released to any person or firm who may request it. Therefore, proposers may request in their Cover Letter to have any portion of their submittal treated as proprietary and not released as public information. However, proposers should be aware that all such requests may be subject to legal review and challenge.

E. The letter shall include a description of the firm's current workload and their ability to meet the proposed project schedule.

F. All addendums received must be acknowledged in the transmittal letter.

The cover letter shall be addressed to:

Ashley Kobe
Administrative Analyst
City Manager's Office Department
City of Rancho Cordova
2729 Prospect Park Dr
Rancho Cordova, CA. 95670

5.2. SIGNATORY REQUIREMENTS

The Cover Letter must be signed by an officer empowered by the Consultant to sign such material and thereby commit the Consultant to the obligations contained in the RFP response. **Further, the signing and submission of a response shall indicate the intention of the vendor to adhere to the provisions described in this RFP and a commitment to enter into a binding contract.** As such, submittals which are signed:

- For a **partnership**, shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the Proposal a Power-Of-Attorney evidencing authority to sign Proposals, dated the same date as the Proposal and executed by all partners of the firm; OR

- For a **corporation**, shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer; OR

- By an **individual** doing business under a firm name, shall be signed in the name of the individual doing business under the proper firm name and style.

5.3. EXECUTIVE SUMMARY

Provide a general overview of the firm's management style and attitude towards success and include a brief narrative of the firm's understanding of the scope of services and how the firm's professional approach will contribute to success.

5.4. EXPERIENCE OF FIRM

Provide a summary of the firm's experience with projects of similar size and scope. The summary should include a minimum of three related projects, including dates and brief descriptions of the projects.

Include references for three of the projects stated in your summary, including contact person and phone number and a brief description of the project that clearly demonstrates your firm's abilities. Below is a list of project components the Consultant should include to demonstrate their firm's experience.

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

Consultants are encouraged to described and/or outline the complexities of the project and the firm's project management approach on the related projects.

5.5. CONSULTANT(S) ORGANIZATION CHART

Identify specific staff members to be assigned. Include the firm's organization structure, its constituent parts, and size variation of employees in the past 5 years.

List any subconsultant(s) that your firm proposes to utilize on this project. Include an organization chart of the proposed staff and subconsultant(s) to be assigned to this project.

Once a Consultant has been selected, replacement of designated key personnel will not be permitted without written consent by the City.

5.6. QUALIFICATIONS OF PROPOSED STAFF

Provide a brief summary of the qualifications/experience of each team member, including sub-consultant(s), preferably not more than one page per team member. Provide resumes and references for all key team members.

Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

(Resumes are to be included in an Appendix and are not part of the 10 page limit).

5.7. PROJECT UNDERSTANDING AND APPROACH

Describe the team's understanding of the City's project, including key opportunities, challenges, and decisions that should be resolved during schematic design.

Describe the proposed approach to:

- Program validation;
- Adaptive reuse;
- Stakeholder engagement;
- Performing arts planning;
- Operational planning;
- Cost control;
- Phasing; and
- Managing the four-month design schedule.

5.8. SCHEDULE AND AVAILABILITY

Provide a preliminary four-month schematic design schedule identifying major activities, workshops, deliverables, City review periods, the 60 percent checkpoint, and final schematic design.

Identify any anticipated constraints on the availability of key personnel.

5.9. HOURLY RATE SCHEDULE

Provide a current hourly billing rate schedule for the prime Consultant and all proposed subconsultants, identifying applicable personnel classifications and disciplines. The hourly rates will serve as the basis for negotiating the Schematic Design contract and, if authorized by the City, subsequent Design Development, Construction Documents, and related professional services.

5.10. REFERENCES

Provide project references (minimum of three to a maximum of five) for related projects, including date of project, contact person and phone number. Preference is given to project references that have directly worked with proposed staff.

5.11. REQUIRED STATEMENTS

Include statements of assurance regarding the following requirements:

- Non-substitution for designated members of the proposed staff members and subcontractors (if any) without prior approval by the City (**Assurance of Designated Project Team section of this RFQ**);
- Non-conflict of interest (**See General Terms & Conditions Section of this RFQ**);
- Non-collusion (**See General Terms & Conditions Section of this RFQ**);
- Ability to fulfill the indemnification and insurance requirements contained in the Sample Contract (**See General Terms & Conditions Section of this RFQ**). Please note that actual certificates of insurance are not required as part of your submittal.
- Non-Discrimination – Firm's compliance with the Non-Discrimination provisions as described in the attached Sample Contract.

6.0 SUBMITTAL INSTRUCTIONS

Proposals are due before 5:00 pm on Friday, October 2, 2026 and shall be submitted online through the City's OpenGov portal located at:
https://procurement.opengov.com/portal/cityofranchocordova

Proposals submitted in a manner other than stated above will not be considered duly delivered or timely.

Faxed and/or emailed Proposals will not be accepted.

Late submittals will not be accepted or considered.

All submittals, whether selected or rejected, shall become the property of the City of Rancho Cordova and will not be returned.

The City of Rancho Cordova reserves the right to waive minor defects and/or irregularities in Proposals and shall be the sole judge of the materiality of any such defect or irregularity.

All costs associated with Proposal preparation shall be borne by the Proposer.

7.0 EVALUATION CRITERIA

Proposals will be reviewed for completeness and responsiveness, and responsive Proposals will be screened by a selection committee in accordance with the above criteria. The firm(s) submitting the most highly-rated Proposals may be invited for interviews if required.

The City reserves the right to reject any or all Proposals, or to waive minor irregularities in said Proposals, or to negotiate minor deviations with the successful firm.

The following criteria and rating schedule will be used to determine the most highly qualified firm(s):

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Qualifications and Experience of Proposed Firm**	Points Based	15 *(15% of Total)*
2.	**Qualifications and Experience of Proposed Staff**	Points Based	25 *(25% of Total)*
3.	**Project Understanding and Approach**	Points Based	25 *(25% of Total)*
4.	**Approach to Four-Month Schedule and Project Management**	Points Based	15 *(15% of Total)*
5.	**Adaptive Reuse, Performing Arts, and Operational Expertise**	Points Based	15 *(15% of Total)*
6.	**References**	Points Based	5 *(5% of Total)*

8.0 GENERAL TERMS & CONDITIONS

8.1. STANDARD CONTRACT

If a contract is recommended for award, the selected firm will be required to execute a Professional Services Agreement, a sample of which is included with this RFP.

Proposers are advised to carefully review the attached contract. Any proposed exceptions, alterations, or amendments shall be specified in your submittal, the nature of which may affect the evaluation of your submittal and the perceived ability to successfully award a contract to your firm/individual.

8.2. INDEPENDENT CONTRACTOR

At all times the Consultant shall represent himself/herself to be an independent contractor offering such services to the general public and shall not represent himself/herself, or his/her employees, to be an employee of the City of Rancho Cordova. Therefore, the Consultant shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the City of Rancho Cordova, its officers, agents, and employees, harmless from and against, any and all loss, cost (including attorney fees), and damage of any kind related to such matters.

8.3. OWNERSHIP OF INFORMATION

All reports, documentation, and material developed or acquired by the Consultant as a direct requirement specified herein shall become the property of the City of Rancho Cordova. The Consultant shall agree and understand that all discussions with the Consultant and all information gained by the Consultant as a result of the Consultant's performance under the contract, shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the City of Rancho Cordova.

8.4. NON-APPROPRIATION

The City may terminate any resulting contract at the end of any fiscal year, June 30th, without further liability other than payment of debt incurred during such fiscal year, should funds not be appropriated by its governing body to continue services for which the contract was intended.

8.5. CONFLICT OF INTEREST

The Consultant shall warrant that no official or employee of the City has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the City.

8.6. NON-COLLUSION

Firms submitting Proposals shall warrant that their offer is made without any previous understanding, agreement or connection with any person, firm or corporation submitting a separate Proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. This condition shall not apply to Proposals which are submitted by firms who have partnered with others to submit a cooperative Proposal that clearly identifies a primary contractor and the associated sub-

contractors.

8.7. INDEMNIFICATION & INSURANCE REQUIREMENTS

Consultant shall comply with the City's standard indemnification and insurance requirements as provided in the sample contract.

8.8. PROTESTS AND APPEALS

Any actual or prospective proposer, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the Director of Public Works. The protest shall be submitted in writing to the Director of City Manager's Office, within seven (7) calendar days after such aggrieved person or company knows, or should have known, of the facts giving rise thereto.

9.0 PROPOSER QUESTIONNAIRE

9.1. PROPOSAL WITHOUT COST*

Please Upload your proposal **WITHOUT ANY COST INFORMATION** here. You will be prompted to upload your Cost Information in another location.

NOTE: Including Cost Information in your upload here may cause your proposal to be deemed non-responsive.

*Response required

9.2. SEPARATE COST FILE*

The fees/costs portion of your proposal should **NOT** be attached and uploaded with the rest of your Proposal. All cost/fees/pricing schedule information should be attached separately **HERE**.

NOTE: Failure to upload your cost information in the proper manner may cause your proposal to be deemed non-responsive.

*Response required

9.3. ADDITIONAL INFORMATION (IF NEEDED)

For any additional information requested or required by any of your provided answers please upload that additional documentation here.

9.4. PROPOSER CONFIRMATION*

By confirming here and submitting a proposal, Proposer confirms their authority (and has uploaded necessary documentation proving such) to execute this Proposal in its entirety as submitted and enter into a contract on behalf of the Company Name stated

in said Proposal. Such confirmation will be understood as certification by the Proposer that they have completely read and understand this Request For Proposals in its entirety including any and all Addenda released prior to the time of submittal.

☐ Please confirm

*Response required