

**CITY OF PLACERVILLE**  
**REQUEST FOR PROPOSALS**



**Architectural Services**  
**for Phased Tenant Improvements at**  
**681 Main Street City of Placerville, California**

Released on June 5, 2026

Due by June 29, 2026, or before 3:00 p.m.

Thank you for your interest and participation in the proposal process. For any questions regarding the RFP or the program, please contact Carole Kendrick, Director of Development Services, by phone at (530) 642-5569 or email at [ckendrick@cityofplacerville.org](mailto:ckendrick@cityofplacerville.org).

City of Placerville  
Development Services Department  
Attention: Carole Kendrick, Director of Development Services  
3101 Center Street  
Placerville, CA 95667

## **Submittal Procedures**

Sealed proposals for this RFP will be received by the City at City Hall, City of Placerville, 3101 Center Street, Placerville, California 95667, until 3:00 p.m., May 29, 2026.

Proposals shall be emailed to the Director of Development Services at [ckendrick@cityofplacerville.org](mailto:ckendrick@cityofplacerville.org) as a PDF document and submitted as three (3) complete paper copies with original signatures addressed to the City of Placerville at the above stated address. The proposal envelopes shall be marked "Professional Services for Contract Building Official Services." Late, facsimile, or emailed proposals (except for the required PDF) will not be accepted.

The work includes the furnishing of all professional services including all labor, materials, and equipment required for the job in accordance with this Request for Proposal and other contract documents (attachments to the RFP). Such documents will be on file with the City and are available and may be obtained at City Hall at 3101 Center Street, Placerville, California prior to the submittal deadline.

---

The City reserves the right to reject all proposals; to reject any proposal which is incomplete or irregular; to determine which proposal is, in its judgment, the qualified Consultant; and to waive any informality or minor irregularity of any proposal.

## CONTENTS

1. INTRODUCTION .....	4
2. PROJECT BACKGROUND AND DESCRIPTION .....	4
3. SCOPE OF ARCHITECTURAL SERVICES .....	5
4. AGGRESSIVE PROJECT SCHEDULE (TENTATIVE) .....	5
5. PROPOSAL SUBMISSION REQUIREMENTS .....	6
6. EVALUATION CRITERIA .....	6
7. CONTRACT AND TERMS.....	6
8. ATTACHMENTS.....	7
9. QUESTIONS .....	7

## 1. INTRODUCTION

The City of Placerville is seeking qualified architectural firms to provide comprehensive architectural and engineering design services for phased tenant improvements at 681 Main Street to consolidate and relocate all City services into this facility.

Critical Project Objective: The City intends to have the Police Department, Public Works Administration, and Parks Department relocated and operational at 681 Main Street by January 2027.

---

## 2. PROJECT BACKGROUND AND DESCRIPTION

Location: 681 Main Street, Placerville, CA 95667

Building Information:

The building at 681 Main Street (also known as the Relles Building or Wilkinson-Hupcey Building and Mid-Town Mall) was constructed in the early 1950s (circa 1955). It is not a designated historic resource. It has historically served various commercial, office, retail, and medical uses (including laboratory and clinic spaces operated by Marshall Medical). It is currently occupied by a mix of tenants and is located in downtown Placerville.

Key Project Parameters:

- Primarily interior tenant improvements (no major exterior additions proposed).
- Elevations may be updated (limited facade improvements allowed).
- Phased construction to maintain City operations with minimal disruption.
- Project leadership: City Manager and Development Services Department.

Priority Phasing: The first phase must prioritize the build-out of spaces for the Police Department, Public Works Administration, and Parks Department to support their targeted move-in by January 2027.

Property Assessment Note: The attached assessment is cursory, and some areas were not accessible. The selected firm will perform a thorough investigation during the Programming phase.

---

### 3. SCOPE OF ARCHITECTURAL SERVICES

The selected Architect will work under the direction of the City Manager and Development Services Department with a strong emphasis on accelerated delivery and prioritized phasing.

#### Phase 1: Programming & Phasing Strategy

- Detailed existing conditions assessment
- Prioritized programming for Police, Public Works Administration, and Parks
- Comprehensive phasing plan with January 2027 move-in target

Subsequent Phases: Schematic Design through Construction Administration (with overlapping/fast-tracked packages as needed).

---

### 4. AGGRESSIVE PROJECT SCHEDULE (TENTATIVE)

- RFP Issued: June 5, 2026
- Pre-Proposal Site Walk: June 17–18, 2026
- Proposals Due: July 1, 2026
- Interviews: July 8–10, 2026
- Architect Selection & NTP: July 14–21, 2026
- Programming & Full Existing Conditions Assessment: 6–8 weeks from NTP
- Schematic Design: 10–12 weeks from NTP
- Phase 1 Construction Documents: 3.5–4 months from NTP
- Phase 1 Construction Start: October/November 2026
- Police, Public Works Admin & Parks Move-In: January 2027
- Full Project Substantial Completion: 12–15 months from NTP

---

## 5. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be submitted as one PDF via email to the Director of Development Services Department at: [ckendrick@cityofplacerville.org](mailto:ckendrick@cityofplacerville.org)

Subject Line: “681 Main Street Phased Architectural Services RFP – [Firm Name]”

Proposals must include:

1. Cover Letter (1 page)
2. Firm Qualifications & Experience (maximum 10 pages)
3. Project Team Resumes
4. Detailed Project Approach (explicitly addressing the January 2027 move-in target)
5. Fee Proposal (not-to-exceed, broken down by phase)
6. Insurance Certificates & References

---

## 6. EVALUATION CRITERIA

<b>Criteria</b>	<b>Weight</b>
Accelerated Phased Renovation Experience	25%
Project Team Qualifications	20%
Phasing & Ability to Meet January 2027 Target	25%
Overall Project Understanding	15%
Fee Proposal	15%

---

## 7. CONTRACT AND TERMS

The project will be managed and led by the City Manager and Development Services Department. A modified AIA B101 Owner-Architect Agreement or equivalent City standard agreement with phased authorizations will be used.

General Procurement Terms: The City of Placerville reserves the right to reject any or all proposals, to waive any irregularities or informalities in the proposals, and to select the

proposal that is determined to be in the best interest of the City. All proposers shall comply with applicable conflict of interest laws and the City’s policies regarding ethical conduct in procurement.

---

## 8. ATTACHMENTS

- Assessment of Property at 681 Main Street (cursory/preliminary)
  - 2025 California Fire Code Ordinance & Findings of Fact documents
- 

## 9. QUESTIONS

All questions must be submitted in writing by June 24, 2026, to both: Carole Kendrick ([ckendrick@cityofplacerville.org](mailto:ckendrick@cityofplacerville.org)) and Joseph Wren ([jwren@cityofplacerville.org](mailto:jwren@cityofplacerville.org)).

Responses will be issued as addenda to all prospective firms.