



C o u n t y o f S a n L u i s O b i s p o

General Services Agency

Janette D. Pell, General Services Agency Director

Helen McCann, Department Administrator

REQUEST FOR PROPOSALS PS-#1002 SIGN CONSULTANT SERVICES FOR SAN LUIS OBISPO HEALTH CAMPUS RENOVATIONS

September 16, 2008

The County of San Luis Obispo is currently soliciting proposals for professional services for Sign Consultant Services for San Luis Obispo Health Campus Renovations.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informality.

If your firm is interested and qualified, please submit seven (7) copies of your proposal by 3:00 p.m. on October 15, 2008 to:

County of San Luis Obispo
Phill Haley, General Services Agency
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Creed Bruce at (805) 781-4154.

PHILL HALEY
Buyer – General Services Agency
phaley@co.slo.ca.us

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County of San Luis Obispo RFP PS- #1002 September 16, 2008
SIGN CONSULTANT SERVICES FOR SAN LUIS OBISPO
HEALTH CAMPUS RENOVATIONS

TO: ALL PROSPECTIVE PROPOSERS
SUBJECT: LOCAL PROPOSERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal Request for Proposals for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law or, other law or regulation precludes this local preference.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate RFP's (Request For Proposals) considering the local vendor preference described above. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective proposers are encouraged to quote the lowest prices at which you can furnish the items or services listed in County proposals.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual: _____ Title: _____

Signature: _____ Dated: _____

1. INTRODUCTION

The Department of General Services, representing the Board of Supervisors of the County of San Luis Obispo, is seeking a qualified Consultant for planning, design development, construction documents and installation of a wayfinding sign system for the Health Agency facility. The San Luis Obispo Health Campus is located at 2180 and 2178 Johnson Avenue, San Luis Obispo, CA.

This Request for Proposals intends to establish the specifications, terms and conditions governing the selection of a firm to provide Sign Planning and Design Consulting services to County of San Luis Obispo. All submittals shall be in the form and format as specified in this RFP section entitled "Proposal Format and Content".

2. PROJECT DESCRIPTION

The proposed project is located at 2180 and 2178 Johnson Avenue, San Luis Obispo. The project consists of generating a wayfinding signage system for the Health Campus. The program will include all interior and exterior signage including roadway, parking and building identification for the facility. All sign designs shall be similar to the signs at the new County Government Building at 1055 Monterey, San Luis Obispo, CA. All signs are to meet all ADA and Fire safety regulations.

See the attached site plan – Exhibit A - for indications of buildings to be included in the scope of design.

3. SUMMARY OF SCOPE OF WORK

The Sign Consultant shall provide a comprehensive sign program and shall include wayfinding, planning, design, construction documents and installation observation. The Sign Consultant shall work with the County Project Coordinator and essential county staff as directed by the Project Coordinator.

Description of the scope of work is described as follows:

A. Planning and Project Development.

Services under these phases may include:

1. Collaborate with county staff to review project scope. This shall include project development meetings with county staff to occur a minimum of once every two weeks for a total of 3 meetings.
2. Assess the facility site to determine design criteria for all of the signs in the program.
3. Develop budget forecast to determine the level of sign construction, materials, operation and confirm sign design will satisfy budget restraints.
4. Develop project program outlining all the steps required to implement the project.
5. Establish project schedule beginning at the notice to proceed and forecast through notice of completion.

6. Deliverables for the Planning and Project Development phase of the project shall include records and minutes for all of the meetings, written summary of the design criteria, budget forecast, program and project schedule. Deliverables in this phase may be in the form of either 8/12 x 11 typed pages or PDF electronic copies.

B. Design Development.

1. Collaborate with county staff to review project scope. This shall include design development meetings with county staff to occur a minimum of once every two weeks for a total of 3 meetings.
2. Expand project program into a comprehensive design and produce schematic design drawings indicating site locations of signs, vocabulary and sign types. The design drawings are to be suitable to be used by the Project Coordinator to indicate approval of the sign design.
3. Prepare an accurate total construction cost estimate.
4. Coordinate all of the required City, County, agency and / or community reviews, approvals and permits.
5. All signs are to comply with any and all City, County, State, and Federal sign regulations including ADA and Fire / life safety regulations.
6. Deliverables for the Design Development phase of the project shall include all notes and minutes from the design meetings, design drawings (size to be determined), cost estimate and documentation for any approvals and permits. Deliverables in this phase may be in the form of either 8/12 x 11 typed pages or PDF electronic copies.

C. Construction Documents and Bidding.

1. Develop construction documents for bidding purposes. This shall include both drawings and specifications suitable to solicit multiple bids. The construction documents shall include information describing the wayfinding system, sign locations, vocabulary schedule, installation instructions and specifications.
2. Assist the County in marketing the construction project and advertising for bidders. Attend pre-bid conferences.
3. Assist the County in issuing addenda as appropriate to interpret, clarify, expand or amend the bidding documents.
4. Assist the County in evaluating proposals by bidders to substitute materials and equipment prior to the bid date.
5. Assist the County in evaluating bids, bid protests and with the recommendation to the Board of Supervisors for Award of Bid.
6. Assist the County in preparation of the Notice to Proceed.
7. Deliverables shall consist of reproducible construction documents in a booklet format at 8 ½ x 11 and 11 x 17 inches suitable for bidding and construction.

D. Construction Phase

1. Coordinate compliance with design concepts, review and approve shop and installation drawings submitted by the contractors.
2. Observe installation insuring that the work is accomplished in conformance with the Contract Documents, schedules and costs.
3. Coordinate RFI's between the County and installers.
4. Assist the County in determining amounts of progress payments due, based upon percentage of completion of the work and recommendation of issuance of payments by the County.
5. Oversee project closeout including punch lists and corrections, manuals and guarantees.
6. Deliverables shall include memos and minutes from any construction meetings, copies of any coordination instructions or shop drawing reviews, field notes from job site observations and copies of responses to RFI's. Deliverables in this phase may be in the form of either 8/12 x 11 typed pages or PDF electronic copies.

A qualified Sign Consultant will be able to provide the services listed above and identify any further services necessary to ensure a timely and cost-effective completion of the project. It should also be noted that firms that provide consultant services will **not** be permitted to bid for the installation of the project if selected as the Sign Consultant by the County.

4. REQUIRED PROPOSAL FORMAT AND CONTENT

A qualifying application must address all the following points, in the following order:

A. Understanding of and Approach to the Project

1. Provide a summary of your approach to the project. Discuss activities during each phase of the design and construction process.

B. List of Similar Completed Projects

Provide a list and description of secure facilities projects completed (constructed) within the last seven (7) years of similar scope and complexity in which your firm was an active participant as the Construction Manager.

C. Experiences in Controlling Project Cost and Design and Construction Schedules

1. Provide a list and description of large facility projects completed (constructed) within the last seven (7) years indicating:
 - a. The date the design contract was awarded.
 - b. Construction budget.
 - c. Bid opening date and low bid amount spread sheet for each project

- d. Awarded amount.
- e. Construction start and completion dates.
- f. Name, address and telephone number of:
- g. Owner representative who was directly involved during the construction phase.
- h. List and amount of pending and/or resolved claims, if any, associated with the above projects.

D. Statement of Overriding Qualifications

Provide a definitive statement of qualifications and strengths the firm believes will single out their firm as the best firm to accomplish this project.

E. List of References

In addition to references required under "Experiences in Controlling Project Cost/Design Schedule", provide client references from recent related projects (within the last five years), including name, address and phone numbers of Chief of Maintenance, Superintendent, etc.

Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed non-responsive by the evaluation committee and eliminated from further consideration.

5. SITE VISIT

A pre-proposal meeting will be held Wednesday, October 1, 2008 at 10:00 a.m. at the Health Campus, 2180 Johnson Avenue, San Luis Obispo. A tour of the site and facility will be conducted followed by a question & answer period. Interested firms are strongly urged to attend prior to submitting responses to this RFP.

6. BASIS OF AWARD

The award of the contract will be based on criteria and guidelines established by the County. The award will be made after a careful evaluation by the selection committee and will be based on demonstrated competence as well as what is in the best interests of the County as determined by the committee.

The successful firm must demonstrate and document successful experience within three (3) years prior to the date of this RFP on Commercial and Government facilities.

The proposing firm should be capable of providing sign consultant services with special emphasis on cost, schedule and document control and management of information.

It is the County's desire to employ individuals from a qualified firm that exhibit pro-active leadership and good planning.

By Board of Supervisors' policy, local professionals who maintain fully staffed offices in the County shall be given preference if quality, service and all other relevant factors are equal.

7. INDEMNIFICATION CLAUSE FOR DESIGN PROFESSIONALS:

To the fullest extent permitted by law, Consultant shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, or other losses that may be asserted by any person or entity, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant and/or its agents, employees or sub consultants. The obligation to indemnify shall be effective and shall extend to all such claims or losses in their entirety. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

8. INSURANCE

The selected consultant will be required to provide proof of general commercial liability insurance coverage in the amount of \$500,000.

9. ADDENDA

Any addenda to this Request for Proposals will be mailed or sent by facsimile to all potential firms who have been issued a copy of the RFP. Questions asked and not answered during the site tour will be recorded and responses mailed to all interested providers.

10. CONSULTANT SELECTION PROCEDURE

- A. A Selection Committee will be formed in accordance with the policies of the San Luis Obispo County Board of Supervisors. The Selection Committee will consist of representatives from General Services Department, County Administrative Office, Sheriff's Department, and may include an architect, planner designer or other professional from the private sector.
- B. The Selection Committee will review the proposals of all firms responding to the RFP based on the established evaluation criteria.

11. SCHEDULE

The following is a schedule of events that the project is expected to follow. These dates are considered flexible at this time.

- A. October 15, 2008 by 3:00 PM Proposals due to General Services

12. FEES

- A. Compensation for Basic Services shall be based upon the lump sum amounts for each Phase contemplated under the Scope of Services.
- B. The fee for the Scope of Services shall be paid in proportion to the following fee distribution:

**PLANNING AND PROJECT DEVELOPMENT
DESIGN DEVELOPMENT
CONSTRUCTION DOCUMENTS AND BIDDING
CONSTRUCTION**

- C. Provide a listing of costs for other expenses such as mileage, per diem, weekend and holiday work.
- D. Submit an itemized fee schedule as the basis for extra services.
- E. The Consultant shall comply with Labor Code Section 1720, as amended in 1999, which requires employees engaged in certain specific work classifications be paid the prevailing wage rate found by the State of California Director of Industrial Relations.

13. RFP SUBMITTAL AND SELECTION

- A. Request of Proposals, consisting of seven (7) copies must be received by mail, recognized carrier, or hand delivery not later than **3:00 pm on October 15, 2008**.

Late submittals will not be considered.

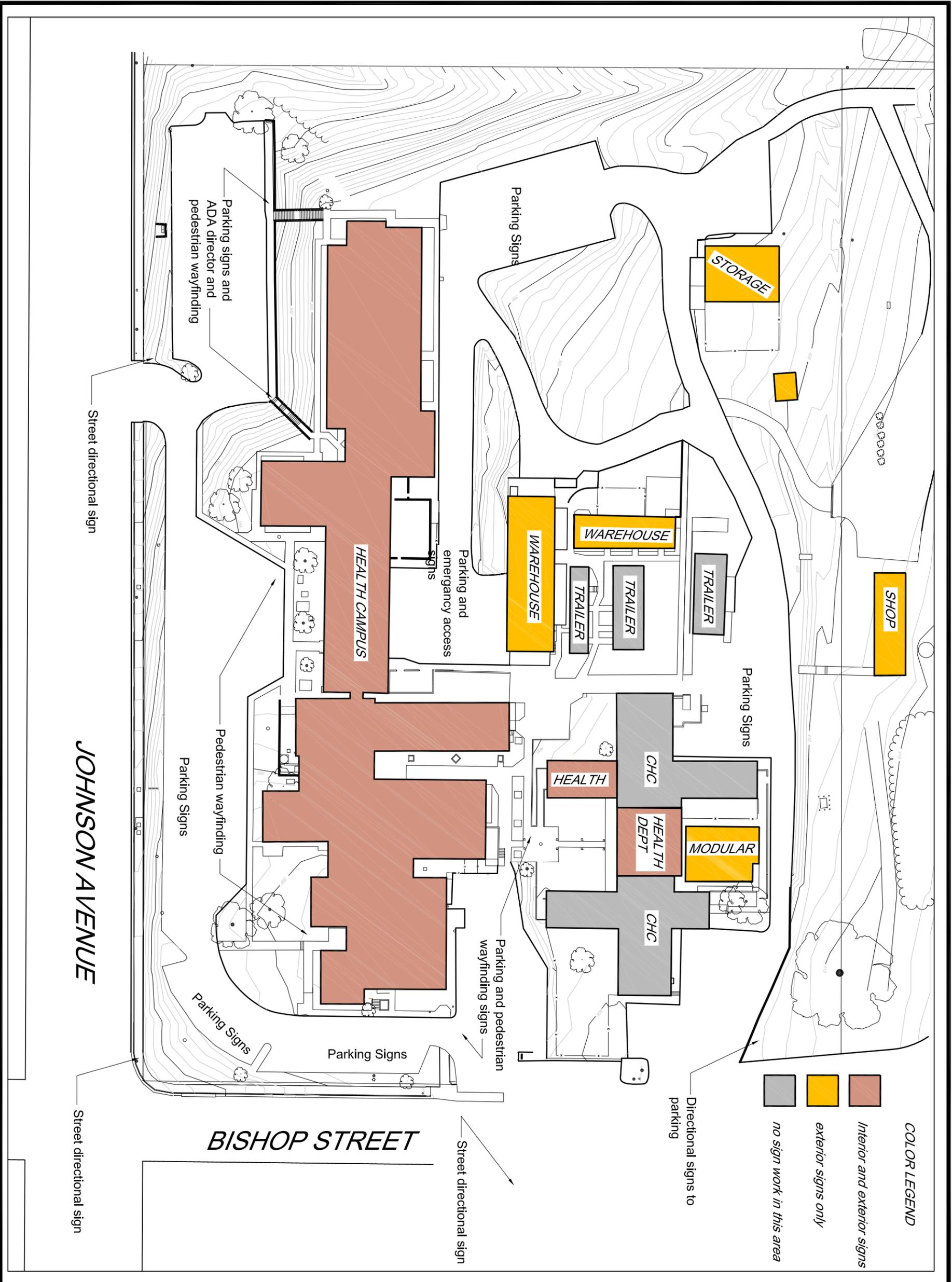
- B. Costs of preparation of RFP will be borne by the proposer.
- C. Selection of qualified firms will follow an approved County procedure for awarding professional contracts.
- D. This request does not constitute an offer of employment or a contract for services.
- E. The County reserves the option to reject any or all proposals, wholly or in part, received in response to this request.
- F. The County reserves the option to retain all proposals, whether selected or rejected; or costs for returning proposals will be the responsibility of the Sign Consultant firm.
- G. The County reserves the right to award the contract to the firm which presents the proposal, which, in the judgment of the County, best accomplishes the desired results.
- H. All proposals shall remain firm for One Hundred Eighty (180) days following closing date for receipt of proposals. After One Hundred Eighty days, the County will enter into negotiations to determine additional time related costs.
- I. The method of selecting a consultant shall include procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price to the County.
- J. If the County decides to interview applicants, a second tour of the project site may be arranged for those selected to be interviewed. The County encourages all Consultants responding to the Request for Proposals to attend the initial site visit; due to budget constraints the County will be unable to provide individual guided tours.
- K. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers. All communication between proposer and the County shall be through the individuals identified in the RFP.

14. CONTACT PERSON

Creed Bruce, Capital Projects Coordinator
Department of General Services
County of San Luis Obispo
1087 Santa Rosa Street
San Luis Obispo CA 93408
805.781.4154
805.781.5215 fax
cbruce@co.slo.ca.us

If the above person is not able to immediately answer questions, an answer will be found and communicated to interested proposers (if appropriate), or the person asking the questions will be directed to the proper person to answer the question.

Interested firms shall not contact other County staff with questions or suggestions regarding this Request for Proposals.



COUNTY OF
SAN LUIS OBISPO
DEPARTMENT of
GENERAL SERVICES

No.	Revisions	Date	By

County Facility: _____

Drawn By: _____
 Checked By: _____
 Client Approval: _____
 Date: _____

CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS PRIOR TO COMMENCING WORK. REPORT ANY DISCREPANCIES TO THE OWNER.

Project Title: **Health Campus Signage**
 Sheet Title: **Site Plan**

Sheet Number: _____
Sign - 1
 of _____ Sheets

File No. W:\cadd\proj\Health Campus\CAD - Content\Health Campus 24\CAD - Content\Sign RFP 2.aug
 Project No. **320002**