



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 QUALIFICATIONS PS- #1005 ARCHITECTURAL AND ENGINEERING SERVICES FOR CONSTRUCT NEW CAMBRIA LIBRARY, PROJECT #320028

October 17, 2008

The County of San Luis Obispo is currently soliciting proposals for professional services for Architectural and Engineering Services for the Construction of New Cambria Library.

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 informalities.

If your firm is interested and qualified, please submit eight (8) copies of your proposal by 4:00 p.m. on November 26, 2008 to:

County of San Luis Obispo
Debbie Belt Central Services
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.

DEBBIE BELT
Buyer - Central Services Division
dbelt@co.slo.ca.us

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Fees and Insurance

- a. Propose total fixed fees to complete project as described under Project Scope.
- b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000 General Liability Insurance and \$1,000,000 of Professional Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.
- c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.
- d. INDEMNIFICATION CLAUSE FOR DESIGN PROFESSIONALS:

DESIGN PROFESSIONALS INCLUDE:

1. Licensed Architect
2. Licensed Landscape Architect
3. Registered Professional Engineer

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 indemnity 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.

PROJECT SCOPE

A. INTRODUCTION

The County of San Luis Obispo will conduct its design program in a manner best serving the interest of the County and its constituents. Prime elements of interest are:

1. Serviceability and durability of structures.
2. Design standards policy adherence.
3. Comprehensiveness of services.
4. Timeliness of delivery.
5. Total cost of projects.

It is the intent of this Request for Qualifications to establish the specifications, terms and conditions governing the selection of a professional architectural firm(s) to provide architectural and engineering services to the County of San Luis Obispo. All submittals shall be in the form and formatted as specified in this RFQ section titled "**Proposal Format and Content**".

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.

B. SCOPE

The County of San Luis Obispo is seeking qualified providers of architectural and engineering services for **Library – Cambria – Construct New Library, 320028**. The total construction cost is estimated to be \$2.4 million dollars.

The project consists of the construction of a new library building located at 800 Cornwall Street, Cambria. The construction shall include a new library facility at approximately 5,000 square feet, site work and on site parking. The site is within the Coastal Zone. Sustainable design, LEED's guidelines, life cycle costs and value added design to generate cost efficiencies shall all be considered.

The exact scope of services required by the County will be set forth in the Agreement between the County and the Architect(s); a copy of the County's Standard Agreement and a copy of the proposed Agreement with the specific scope requirements will be forwarded to the short-listed firms.

It is the intention of the County to subsidize a design competition among short-listed firms and award a contract based on the outcome of the competition. Budget and schedule hard stops will be designed into the contract at appropriate milestones to be determined at the time of the design competition.

C. PROPOSAL FORMAT AND CONTENT

A qualifying application must have all the following points:

1. Understanding of and Approach to the Project

- a. Provide a summary of your approach to the project.
- b. List the required information expected from the County by major task.
- c. Indicate participation the firm will require from the County staff.
- d. Provide a description of the organizational structure and staffing to be used for the project, including an organizational chart. Identify the specific individual that the County will interface with on the various facets of the project.
- e. Submit a complete U.S. General Services Administration's Standard form SF 254 (overall profile of your firm).

2. List of Similar Completed Projects

- a. Provide a list and description of similar projects completed (constructed) within the last six years of similar scope and complexity.
- b. Provide a list and description of projects currently under design/construction of similar scope and complexity.

3. A Listing and Resumes of Individuals

- a. Provide the number of in-house staff employed by the firm.
- b. Provide the resume of the Project Architect to be assigned to the project and the plan for his/her replacement.
- c. Provide the resume of the specific individual from the structural consulting firm to be assigned to the project and list of projects he/she completed within the last three years.
- d. Provide the resumes of the balance of the consulting team.

4. Experiences in Controlling Project Cost/Design Schedule

- a. Provide a statement of the firm's philosophy with respect to cost and budget control during the design phase of the project, demonstrating experience and ability to design to a given budget.
- b. Provide a list and description of similar projects completed (constructed) within the last six years indicating:
 1. The date the design contract was awarded.
 2. Bid opening date and bid cost spreadsheet for each project including a list of bid alternates.
 3. If re-bid was necessary.
 4. Awarded amount.

5. Construction start and completion dates.
6. Change order history for each project identifying the reason for the change order (i.e. owner request, errors, omissions, site conditions).
7. Name, address and telephone number of:
 - a. Owner representative who was directly involved during the construction phase.
 - b. Superintendent and contracting firm that performed the work.
8. List and amount of pending and/or resolved claims, if any, associated with the above projects.

5. **Financial Standing**

- a. Amounts and carriers of both general and professional liability insurance.

6. **Quality Control**

- a. Provide an outline of quality control and in-house procedures to coordinate the work of your consultants during the design phase of the project. The outline should describe: Your system of compiling information; frequency of team meetings; method of documenting team meetings; procedures for distributing information to team members; and procedures for verifying and guaranteeing that approved items are incorporated in the final Construction Documents.
- b. Provide a statement as to how you will manage the flow of information between members of the team; The County, users of the facility, the public, the County's consultant and your consultant.

You may wish to submit under a separate attachment a sample of your quality control and coordination documents.

7. **Statement of Qualifications**

- a. Provide statement of qualifications and strengths the firm believes will single out their firm as the best firm to accomplish this project. Include specific A/E experience for projects of similar scope and complexity.

8. **List of References**

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

D. SITE VISIT

There will be an opportunity for prospective providers to attend a site visit and representatives from the County will be available to answer questions. Interested providers will assemble on site at 800 Cornwall Street, Cambria CA, on November 12, 2008 at 12:00 pm.

E. BASIS OF SHORT-LISTED FIRMS

The short-list of firms will be based on criteria and guidelines established by the County. The short-list 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. Short-listed firms must be willing to enter into a subsidized design competition.

The successful short-listed firms must demonstrate and document successful experience within six years prior to the date of this RFQ for similar types of projects.

The successful firms must show a demonstrated ability to predict, estimate, and control project costs during the design phases of the project.

The successful firms must show a demonstrated ability to meet established project design milestone dates.

F. CONTACT PERSON

Creed F. Bruce, Capital Projects Coordinator
General Services, Architectural Division
1087 Santa Rosa Street
San Luis Obispo, CA 93408
Telephone: 805.781.4154 FAX: 805.781.5215
E-mail: 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 County staff, Board members or members of the Friends of the Cambria Library with questions or suggestions regarding this Request for Qualifications. Any undue pressure or badgering of County's personnel may result in disqualification of the proposer.

G. ADDENDA

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

H. CALENDAR OF EVENTS

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

October 17, 2008	Issue RFQ
November 12, 2008	Site Visit
November 26, 2008	Responses received, begin evaluations

I. RFQ SUBMITTAL AND SELECTION

1. Request for Qualifications, consisting of eight (8) copies must be received by mail, recognized carrier, or hand delivery not later than **4:00 pm, November 26, 2008**
Late proposals will not be considered.
2. All correspondence should be directed to:

San Luis Obispo County
Department of General Services
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: Debbie Belt
Telephone: (805) 781-5903
3. Costs of preparation of RFQ will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified firms will follow an approved County procedure for selecting short-listed firms.
6. This request does not constitute an offer of employment or a contract for services.
7. The County reserves the option to reject any or all proposals, wholly or in part, received in response to this request.
8. The County reserves the option to retain all proposals, whether selected or rejected; or costs for returning proposals will be the responsibility of the architectural firm.
9. The County reserves the right to select the short-listed firms which present Qualifications which, in the judgment of the County, will best achieve the desired results.

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- 10.** 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.
- 11.** Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
- 12.** The County encourages all Consultants responding to the Request for Qualifications to attend the initial site visit; due to budget constraints the County will be unable to provide individual guided tours.
- 13.** 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 RFQ.