

County of El Dorado

Facilities Division



Request for Proposal

for

Bridging Documents

for the

SB81Local Youthful Offender Rehabilitative Financing Program – New Placerville Juvenile Hall Facility Project

Submittal Deadline:

November 5, 2019 not later than 2:00 PM (PST)

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1.0 INTRODUCTION

The County of El Dorado (County) is soliciting sealed proposals from highly qualified firms to provide Bridging Documents (BD) for the New Placerville Juvenile Hall Facility to be located at 300 Fair Lane in Placerville, California.

The County will award a single contract for the work to be performed. The County will also select, under a separate Request for Proposal (RFP), a qualified Design-Build team to complete the development of the on-site construction.

This RFP includes a description of the evaluation and selection process, Scope of Work, proposal requirements and insurance requirements. Direct all inquiries regarding this RFP in writing to:

El Dorado County, CAO Procurement & Contracts Division
Attn: Michele Weimer
2850 Fairlane Court
Placerville, CA 95667

-or-

michele.weimer@edcgov.us

Do not contact County departments or other County staff directly. Information provided by other than the above contact may be invalid and proposals 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 RFP, written addenda will be issued. Any amendment to this RFP is valid only if in writing and issued by County, Procurement and Contracts Division. Verbal conversations or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this RFP are invalid.

All addenda for this RFP will be distributed via email from Procurement & Contracts to the proposers.

It is the proposer's sole responsibility to monitor their email inbox for possible addenda to this RFP. Failure of proposer to retrieve addenda shall not relieve him/her of the requirements contained therein. Additionally, failure of proposer to return a signed addendum, when required, may be cause for rejection of his/her proposal.

2.0 TENTATIVE PROJECT SCHEDULE

The following represents the tentative schedule for this RFP and subsequent Design/Build process. **All dates are subject to change (tentative on approval timeframe from all governing agencies).**

RFP Issuance	September 24 th , 2019
Pre-Proposal Conference at EDC	October 3 rd , 2019 1:00 – 2:00
Deadline for Final Questions	October 10 th , 2019
Proposal Submission Deadline	November 5 th , 2019
Proposal Evaluations and (possible) Interview Sessions	November 12 th - November 26 th
Contract Award by Board of Supervisors	December 2019
Notice To Proceed	December 2019
Project Documents Prepared by BD Team	December 2019 - June 2020
Prequalification Process of D/B Entity	June 2020 - August 2020
RFP Process for D/B Entity	September 2020 - November 2020
D/B Contract (Design & Construct)	November 2020 - April 2022
New Placerville Juvenile Hall Facility Completion Date	April 2022
Commissioning Process and Move-in	April to May 2022

3.0 PRE-PROPOSAL CONFERENCE

A pre-proposal conference has been scheduled for **October 3, 2019 at 1:00 pm** at the following location:

Planning Commission Room
El Dorado County
Building C
2850 Fairlane Ct.
Placerville, CA 95667

Interested firms will have opportunity to submit questions regarding the requirements outlined in this RFP. While attendance is not mandatory, interested proposers are highly encouraged to attend. In order to make the meeting more effective for all participants, attendees should read this document thoroughly prior to the meeting.

Meeting notes will be issued in the form of a written addendum to the RFP. A list of attendees will be distributed.

4.0 PREVAILING WAGE REQUIREMENTS

Certain services described herein are considered "public works" as defined by California Labor Code Section 1720 et seq. Any Consultant awarded a contract as the result of this RFP 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, including any and all sub-consultant services contracts.

5.0 BACKGROUND

5.1 General

El Dorado County has historically operated two juvenile detention facilities: (1) a 1971, 40-bed Placerville Juvenile Hall on the west slope, and (2) a 2004, 40-bed South Lake Tahoe Juvenile Treatment Center on the east slope of the County. The Placerville Juvenile Hall was closed in 2019 due to facility condition and code compliance issues.

A 2014 Juvenile Hall Needs Assessment Study has shown that the most pressing need confronting the local El Dorado County juvenile justice system is replacement of the aged, antiquated and now closed nearly 50 year old Placerville facility. The assessment indicated that expansion or renovation of existing space was not cost effective, lacked adequate program space and was not consistent with today's juvenile treatment practices; it therefore recommended replacement of the existing facility.

Senate Bill 81 (2007) provided grant funding to local governments for the expansion, replacement or renovation of existing juvenile hall/treatment facilities.

On September 12, 2014 the Board State of Community Corrections (BSCC) issued a Request for Proposals for Senate Bill 81, Round Two program funding.

On December 2, 2014, after a presentation to the El Dorado County Board of Supervisors, the County Board authorized the submission of the funding application to the BSCC and adopted Resolution #231-2014 for the proposal for funding from a maximum construction award of \$9.6 million.

On December 19, 2014 the application for funding was submitted to the BSCC per El Dorado County Resolution #231-2014.

On April 13, 2015 a letter was received from BSCC stating that on April 9, 2015 El Dorado County was issued a conditional award of \$9.6 million for a 40 bed facility.

On March 10, 2016 Chief Probation Officer, Brian Richart, requested of the BSCC a scope change to reduce the original proposal from a 40 bed facility to 20 bed facility..

On June 28, 2016 the El Dorado County Board amended Resolution #231-2014 for the first time, to reflect the conditions for the project, including identifying the site selected at 300 Fair Lane Road in Placerville, to provide a commitment of county funds and to acknowledge the change in scope from a 40 bed facility to a 20 bed facility.

On December 6, 2016 the El Dorado County Board amended Resolution #231-2014 for the second time to authorize a total County contribution of \$1.2 million.

On December 28, 2017 the El Dorado County Board amended Resolution #231-2014 for the third time to authorize a total County contribution of \$1,559,340 and an \$11,159,340 total project budget.

On February 6, 2019 the El Dorado County Board debated changes to scope and re-confirmed the previous authorization for the construction of a 20-bed facility, and increased the current General Fund cost by \$4.8 million, for a total not to exceed total project cost of \$15.5 million.

The project is to include the design and construction of a new juvenile detention facility of approximately 14,000 square feet on county-owned land at 300 Fair Lane, in the city of Placerville. The new facility will provide housing, program, healthcare, custody, administrative and support space, visitation, food service, and a vehicle sally port. In addition, the project includes the demolition and removal of the existing old jail building.

The new housing area will house up to 20 male and female youthful offenders. The program and support spaces are expected to include a multipurpose/contact visitation area; shared day room; medical examination and group therapy rooms; bakery; kitchen; laundry area; intake and booking area; and public lobby area. The project will also provide an outdoor recreation area, and staff and visitor parking spaces. It is the intent that the design will incorporate considerable natural light and a simplified housing design that will contain “home-like” features and finishes.

The overall scope of work for this project includes the following:

- Phase 1: Project Initiation
- Phase 2: Assessment Validation and Program Completion
- Phase 3: Bridging Documents
- Phase 4: RFQ Development
- Phase 5: RFP Development / Procurement
- Phase 6: Estimating
- Phase 7: BSCC, DGS, DOF, SPWB, CDCR, SFM Approvals
- Phase 8: Procurement Support
- Phase 9: DBE Conformance to Bridging Design
- Phase 10: DBE Team Construction

5.2 Building Program

The New Placerville Juvenile Hall Facility will include, but not be limited to, the design elements as outlined in the Vanir Operational Assessment and Facility Study dated August 30, 2013.

5.3 Site

The proposed project site APN: 325-240-21-100.

6.0 DOCUMENTS AVAILABLE FOR REVIEW

The following documents are available for proposing firms:

- VANIR needs assessment
- Due Diligence package
- New schematic facility designs
- New civil/site plans (in process)
- Current FIL/Fire information
- CEQA docs
- Existing "as-builts"
- Asbestos & Lead Inspection of existing building
- Original SB81 RFP

7.0 SCOPE OF WORK

Consultant shall furnish the architectural and engineering design services to produce a fully developed set of prescriptive bridging documents for the New Placerville Juvenile Hall Facility for the County of El Dorado Probation Department. This includes all the personnel, subcontractors, materials, equipment, and architectural/engineering services necessary for the County of El Dorado to secure complete design-build packages for the construction of the New Placerville Juvenile Hall Facility. Services shall include, but not be limited to, performing the services, tasks and work outlined below:

Phase 1 – Project Initiation: Preparation and initial deliverables required for the Project kick-off meeting with County team. Organize and review all the relevant documentation that County has available regarding Project establishment, due diligence, geotechnical reports, topographical surveys, historic construction documents, site/civil, and wet/dry utilities.

- Review all original Project documents and historic construction documents, site plans, and specs for all utility connection points.
- Identify goals, objectives, and expectations.
- Establish project vision and program statement.
- Develop a detailed Project timeline and work plan for the overall project.
- Schedule and finalize tentative dates to facilitate efficient program meetings with building users and all stakeholders.

Phase 2 – Assessment Validation and Program Completion: The intent of this phase is to determine the functional and operational requirements, validate or adjust any previous programming assumptions, including program interviews with any necessary Facilities staff, Probation staff, or other recommended stakeholders. It is additionally the intent to identify and evaluate all existing site conditions, including access (pedestrian, vehicle, emergency), survey boundaries, topography, utility access points and easements, available geotechnical engineering analysis, topographical surveys, utility information, due diligence reports, and any mitigation criteria. Identify and provide the solution needed to correct any potential issues the County may encounter during this phase. Further objectives are as follows:

- Document spatial requirements and relationships for the use in preparation of the design documents.
- Have a thorough understanding of the existing site conditions to ensure that all historic construction documentation information is correct.
- Ensure that all potential strategies and costs for site/civil/structural are understood.
- Develop and submit all required questionnaires and agendas for all meetings scheduled one (1) day prior to meeting with the Probation staff and County Facilities staff.
- Develop and submit meeting minutes for every scheduled weekly meeting held, within three (3) business days from the conclusion of the meeting, to the designated El Dorado County representative for approval and distribution to the entire County of El Dorado Team.
- Verify preliminary outline, space program, and plans with Probation staff and County Facilities staff.
- Walk site with consultants/engineers and County's appropriate staff.
- Investigate all existing wet/dry infrastructure, confirm/establish required capacities, and make any necessary recommendations or corrections.
- Evaluate condition of service roads and all existing site infrastructure.
- Identify code and regulatory issues involving various agency reviews including but not limited to: the State Fire Marshal, the Board State of Community Corrections, the California Department of Corrections and Rehabilitation, the El Dorado County Building/Planning Department, and any relevant issues involving the American Disability Act (ADA).
- Each engineering discipline to locate all utility connection points and confirm that the site has the capacity to sustain the new Juvenile Hall.
- Coordinate with all utility companies associated with the project to validate due diligence assumptions and make any necessary corrections.
- Special electrical study of security electronic systems, panels, Graphic User Interface (GUI) systems and hardware, existing program requirements and hardware for all electronic communications, video, locks, in adjacent jail, and any other relevant systems or equipment.

Phase 3 - Bridging Documents: Phase 3 shall further develop and define the interior and exterior space plans and relationships to incorporate all the program requirements. Consultant shall create bridging documents suitable for County to obtain design/build proposals through a public agency procurement process. Documents shall provide quantitative information, qualitative information, conceptual drawings, site layout, as well as direction to Design Build Entity (DBE) teams to establish/provide Guaranteed Maximum Pricing (GMP). This information shall be required for the establishment of accurate cost estimates prior to issuance of the Request for Qualifications (RFQ) or Requests for Proposals (RFP). Documents need to allow latitude for the later selected or prospective design/build team to find ways to save time and money, but should clearly state requirements that are essential to County. The clarified design intent shall become the basis of design for prospective design/build teams. Consultant shall confirm the Project meets budgetary, programmatic, and sustainability goals. Consultant shall perform final code check of approved schematic design. Develop/produce final bridging documents including performance/technical specifications, electronic security, data, fire, reflective ceiling/lighting plans, and detailed room schedules design narratives for each discipline describing functional priorities, quality levels, aesthetic requirements, design criteria, basic design loads, and requirements to meet applicable building codes.

- Architecture: Develop building, interior space, and site models for County review, including sightlines, massing, and adjacencies, to allow informed decisions. Develop performance specifications for office, specialized space, security, and any essential service requirements. Develop preliminary finish schedules, including design materials, and color boards. Develop all necessary facility hardening design parameters.
- Structural: Develop any necessary critical calculations to ensure minimal compliance as well as any vertical height requirements.
- Mechanical, Electrical, Plumbing, Fire Sprinklers, and Fire Alarm: Define and set system service parameters for basic systems, specialized systems. Design special electrical systems, security hardware, fixtures, electrical, low voltage, panels, building management system (BMS), graphic user interface (GUI), data, video, and radio. Establish energy design goals and performance criteria.
- Specialized Equipment: Develop design parameters for specialized systems and equipment design constraints. Provide design performance criteria to integrate the facility with specialized equipment including but not limited to: Security equipment, cameras, access controls, and generators.
- Landscape: Develop a conceptual landscaping and irrigation design narrative.
- Civil / Site Design: Develop design parameters for site design that include CEQA, Board State of Community Corrections (BSCC), the California Department of Corrections and Rehabilitation (CDCR), Department of Finance (DOF), Department of General Services (DGS), State Fire Marshal (SFM), Americans with Disabilities Act (ADA) approval constraints, drainage, utilities, traffic, acoustical, site balance, and access. Prepare proposed site parcel concepts and access to public right of way and utility infrastructure.
- Produce engineering documents to indicate building points of connections, all site or offsite points of connection, and suggested runs for all utilities/disciplines.
- All designs shall comply with the ADA design standards and ADA Accessibility Guidelines (ADAAG).

- Meet with the State Fire Marshal (SFM) for schematic level plan review and obtain any necessary approvals.
- Signage: Provide a signage narrative.
- Create preliminary specifications with preferred systems, minimum performance criteria, and compatible products.
- Packaging and distributing all electronic CAD and REVIT drawings for distribution to the DBEs.
- Create schematic design layout documents and plans for all FF&E requirements.
- Produce required documents for giving uniform quantitative and qualitative information and direction to DBE teams to establish Bid Pricing.
- Develop a detailed, defensible, and justifiable construction cost estimate confirming in writing that Consultant agrees the Project can be achieved within budget and on time.
- Attend any necessary meetings and receive any necessary approvals with any various governing jurisdictions of authority.
- Bridging Document phase to be substantially completed within sixteen (16) weeks from issuance of the Notice to Proceed.

Deliverables:

- Final bridging documents in CAD/REVIT, PDF and hard copies.

Phase 4 – RFQ Development: The objective of this phase shall be to assist County with RFQ development as follows:

- Develop a preliminary architectural report (PAR) to help attract potential design-build teams during the procurement phase of this Project. This includes a detailed narrative of the Project, including elevations and site plan that County can use to solicit potential bidders.
- Assist with contractor invitation as well as the Project description. Information shall include description of County, description of the Project, any known expectations and any other necessary background information.
- Assist in developing any necessary selection criteria and weighting. The goal is to keep the RFQ process transparent and easily understood by participants as well as the general public.

Phase 5 – RFP Development/Procurement: The objective of this phase shall be to assist County with RFP development as follows:

- Assist County staff to develop Division 00 (Procurement and Contracting Requirements) and Division 01 (General Requirements) specifications and documents/exhibits necessary to submit to the Board State of Community Corrections (BSCC) and the California Department of Corrections, Rehabilitation (CDCR), or any other necessary jurisdiction of authority for approval.
- Consultant team's Project Director/Manager shall assist with any necessary support during the DBE selection and contracting process.
- Assist with identifying general terms and conditions (GTC); assist in developing any

necessary templates to provide bidders a framework to follow when they consider making a bid.

- Assist with any desired pre-qualification requirements and questionnaires. Additionally assist with any necessary non-disclosure agreements (NDA) or confidentiality letters that may be necessary prior to a prospective DBE or supplier receiving plans, specifications, or documents which may be considered restricted.
- Assist with any necessary Architectural/Engineering (A&E) or Question/Answer (Q&A) support during the bid phase.
- Attend and assist in presenting plans and budgets to El Dorado County Board of Supervisors.
- Assist with review/comments on RFP prepared by Consultant and County.
- Assist in developing best value criteria and scoring criteria.
- Assist in reviewing qualifications and in the selection of design/build (D/B) teams.

Phase 6 – Estimating: Estimating services shall be provided throughout the duration of this Project. Services shall include but not be limited to:

- Consultant shall provide any necessary 3-page format construction estimates as required by the BSCC or other government agencies including but not limited to those required for the final approval of the bridging documents.
- Consultant shall provide detailed, defensible, and justifiable support for the 3-page and other estimates. Information shall include a detailed breakdown of all Construction Specifications Institute (CSI) divisions including all calculations in an Excel format.
- Consultant shall ensure data from the information and estimates provided shall coordinate with the updated Budget Summary Table as requested by the BSCC or other government agencies.
- Consultant shall provide any necessary change order estimating services.

Phase 7 – Board State of Community Corrections (BSCC), Department of General Services (DGS), Department of Finance (DOF), State Public Works Board (SPWB), the California Department of Corrections and Rehabilitation (CDCR), State Fire Marshal (SFM)

Approvals: Provide and perform the following:

- Consultant shall prepare and submit all required plans and documents for the State BSCC, DGS, DFS, SPWB, CDCR, and SFM for review and approval.
- Consultant shall revise and resubmit as required until final approvals are obtained from all the State agencies that are involved with the Project with no additional costs to the County.

Phase 8 – Procurement Support: Evaluate D/B final architectural, Mechanical/Electrical/Plumbing (MEP), civil, low voltage, and security electronic responses and proposals and assist with interviews and confidential meetings with the DBE teams while they are developing their responses to the RFP.

- Attend pre-bid conference/presentations as necessary.
- Consult with County concerning the determination or acceptability of D/B proposed substitute materials and systems proposed by D/B bidders.
- Consult with County concerning the determination or acceptability of D/B proposed changes in design or approach. Submit clarifications as appropriate.
- Assist in the evaluation of the bids, project schedules, and submissions. Review bids versus the weighted factors and develop a Bridging Document Consultant team response for County-designated selection team.
- Consultant team's Project Director/Manager shall review proposals and participate in the design build team interviews and recommendation process. If all proposals exceed the available project budget the Consultant shall be responsible for any necessary re-design work at their sole expense to bring project into budget. Consultant would again participate in the revised RFP process.
- Respond to questions of County selection team as appropriate. Assist, as necessary, presenting any relevant DBE selection information to the El Dorado County Board of Supervisors.
- Contractor shall remain independent as outlined in County Conflict of Interest policy pertaining to design-build work.

Phase 9 – DBE Conformance to Bridging Design: Consultant shall assist and consult with County by reviewing D/B designs and construction documents to assure compliance with bridging documents design intent.

- Act as liaison between County, authorities with jurisdiction, the D/B architect and engineers, and the stakeholders to assure compliance with design intent, applicable codes, and construction standards.
- Participate in weekly design meetings.
- Review D/B team's 50%, 90%, and 100% design submittals, and prepare written recommendations as appropriate.
- Provide peer review of design-builder's mechanical/electrical/plumbing/fire (MEPF), architectural, and any other special systems design and calculations.
- Review and respond to requests for information (RFI) for design intent.

Phase 10 – DBE Team Construction:

- Respond to phone calls and questions regarding design intent advice, substitution requests and RFI, and submittals for conformance to the requirements of the Bridging Documents.
- Participate in weekly construction meetings.
- Provide Substantial/Final Completion assistance.

- Assist in developing a Project punch list and following a final walk thru.
- Assist in coordination and review of closeout and commissioning vendors and documents.
- Assist in the review of DBE's REVIT model and final as-builts.

8.0 OTHER PROJECT CONSULTANTS

- 8.1** The environmental analysis associated with this project is not included in the Bridging Architects scope of work. The County will be responsible for all processing necessary for the project environmental approvals. The results of this process, as well as required mitigation measures, will be incorporated by the Bridging Architect into the performance criteria documents to convey this information to all qualified Design/Build entity proposers.
- 8.2** The boundary and topographic survey and geotechnical analysis associated with this project is not included in the Bridging Architects scope of work. The County will contract with separate consultants as necessary for this work. Results of this process, as well as site features and recommended site construction work, will be incorporated into the Bridging Documents to convey this information to all qualified Design/Build entity proposers.
- 8.3** The materials testing and special inspection services associated with this project will be contracted separately by the County with an independent consultant during the design of this project.

9.0 FEES AND TENTATIVE CONSTRUCTION BUDGET OUTLINE

- 9.1** The selected firm will be required to submit billings on a monthly basis, based on the project-specific Consultant Services Agreement between the Consultant and the County.
- 9.2** Travel time required by the Consultant to reach the designated meeting place or County staff office shall be included in all quoted fees and shall not be billed separately.
- 9.3** There shall be no reimbursable expenses on this project unless associated with additional services to be approved in writing, in advance, by the County.
- 9.4** Fees and other related project "soft costs" are not included in the project construction budgets presented below.
- 9.5** Fee estimates shall be presented in the following format:

Phase	Description	Fee Type	Total
1	Project Initiation	Fixed	
2	Assessment Validation and Program Completion	Fixed	
3	Bridging Documents	Fixed	
4	RFQ Development	Fixed	
5	RFP Development / Procurement	Fixed	
6	Estimating	Fixed	

7	BSCC, DGS, DOF, SPWB, CDCR, SFM Approvals	Fixed	
8	Procurement Support	Fixed	
9	DBE Conformance to Bridging Design	Fixed	
10	DBE Team Construction	Fixed	
TOTAL ESTIMATED FEE			

9.6 Construction Budget:

The total project cost must be less than \$15.5 million (**\$15,500,000**) including site work, building construction, architect/engineering fees, permits, design/construction contingencies, County management, project management, testing, inspections, bonds, insurance or any other cost directly associated with the design and construction of the new facility.

10.0 PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Failure to include all of 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. Excessive information will not be considered favorably. The document shall be 8-1/2 inches by 11 inches in size or shall be folded to that size.

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

10.1 Cover Letter with the following information:

- Title of this RFP
- Name and Mailing Address of Firm (include physical location if mailing address is a P.O. Box)
- Year the firm was established
- Type of organization of firm (partnership, corporation, etc.)
- Firm's organization structure, its constituent parts and size variation of staff in the past five years
- Contact person including telephone number, fax number, e-mail address, and physical mailing address
- A statement by submitting firm requesting protection of proprietary information if necessary. All proposals may be considered public information. Subsequent to award of this RFP, 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 if any portion of their submittal should be treated as proprietary and not released as public information.

- 10.2 Signatory Requirements:** In order to receive consideration, 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 Consultant to adhere to the provisions described in this RFP and a commitment to enter into a binding contract.** Submittals shall be signed by one of the following representatives:
- If the respondent is a **partnership**, submittal 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.
 - If the respondent is a **corporation**, the submittal 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.
 - If the respondent is an **individual** doing business under a firm name, the submittal shall be signed in the name of the individual doing business under the proper firm name and style.
- 10.3 Qualifications:** A synopsis of each proposed team member's qualifications and experience with public or government projects of similar type and size as described in this RFP, including length of service with the firm and resume. Include an organization chart of the proposed staff to be assigned to this project. For all sub-consultants to be used provide firm name, area of expertise, the names of individual staff assigned to this project and their role on the team.
- 10.4 Experience of Firm:** A narrative of the firm's qualifying background and experience with public or government projects of similar type and size as described in this RFP.
- 10.5 Design/Build Process Experience:** A narrative with examples of demonstrated experience and performance of the Master Architect role in Programming, Performance Criteria, and Outline Specification process within the Design/Build project delivery method for either public or privately funded projects.
- 10.6 Proposed Work Plan, Time Schedule and Workload:** Provide a work plan description addressing all scope of work tasks along with a proposed timeline schedule reflecting each task and its deliverables and identifying appropriate progress checkpoints along with draft or interim deliverables. Also provide a narrative of firm staffing size, current firm workload, and with consideration of the firm's current projects, confirm the firm's ability to perform the scope of work as described herein.
- 10.7 References for Past Performance:** Provide a narrative of past performance and service. Include at least three references of related projects, including contact person with current direct phone number along with a brief description of the project.

10.8 Deliverables: Describe your firm's ability to provide deliverables in the required formats:

- a. Drawings in CAD & Revit
- b. Word documents in Microsoft Word
- c. Spreadsheets in Microsoft Excel
- d. Schedules in Microsoft Project or Primavera
- e. Bluebeam and BIM
- f. Databases as necessary for compiling, storing and accessing the Project records in a commonly available format.

10.9 Cost Proposal: Provide a total cost proposal (not to exceed) for all services to be delivered, including a breakdown of costs itemized for each Task as defined in the Scope of Work. This cost proposal shall follow the format as provided in Section 9.5 of this RFP and shall encompass the complete proposed project costs for meetings and project expenses for reproduction, postage, mileage, travel time and all related miscellaneous expenses. Also provide an hourly rate schedule for all assigned team members, including hourly rates for participation in public meetings.

10.10 Required Statements: Include statements of assurance regarding the following requirements:

- Non-substitution for the designated members of the proposed staff members and subcontractors without prior approval by the County
- Non-conflict of interest
- Non-collusion affidavit
- Statement listing of litigation and/or claims related to past projects for the past ten years
- Ability to fulfill the indemnification and insurance requirements contained in the Sample Contract. Please note that actual certificates of insurance are not required as part of your submittal.

11.0 PROPOSAL SUBMITTAL INSTRUCTIONS

11.1 Submit one (1) original, six (6) hard copies and one (1) electronic copy via USB drives, of your proposal not later than the time and date indicated on the cover page of this RFP. All submittals shall be submitted in a sealed envelope or container and clearly marked with the RFP number and title on the outside of the parcel.

11.2 Proposals shall be submitted ONLY to:

**El Dorado County, CAO Procurement & Contracts Division
2850 Fairlane Court
Placerville, CA 95667**

- 11.3** The County shall not be responsible for proposals delivered to a person or location other than specified herein. Proposals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting proposals delivered to a person or location other than that specified above.
- 11.4** Faxed or emailed proposals shall not be accepted.
- 11.5** Late submittals may not be accepted or considered.
- 11.6** All submittals, whether selected or rejected, shall become the property of the County and shall not be returned.
- 11.7** The County 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.
- 11.8** All costs associated with proposal preparation shall be borne by the offeror.
- 11.9** In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any amendment to this RFP is valid only if in writing and issued by County.
- 11.10** All proposals shall remain firm for one hundred twenty (120) days following the closing date for the receipt of the submittals.

12.0 EVALUATION PROCESS

Proposals will be evaluated by a selection committee and the firms submitting the most highly rated proposals may be invited for interviews. The following evaluation criteria and rating schedule will be used to determine the firm that provides the best value:

	Evaluation Criteria	Maximum Possible Points
A.	Qualifying background and relevant experience of firm, consultants and personnel, in similar public and government projects.	15
B.	Experience working with the BSCC, CDCR, DGS, DOF, SFM as a Bridging Architect within the Design/Build project delivery method.	25
C.	Proposed work plan, project schedule and workload capacity to perform as evidenced by the firm size and current workload.	20
D.	Past performance and service (reference checks)	15
E.	Cost	25
	TOTAL POSSIBLE POINTS	100

13.0 SELECTION PROCEDURE

- 13.1** Proposals will be reviewed for responsiveness. A selection committee will then evaluate responsive proposals in accordance with the above criteria. The firm(s) submitting the highest rated proposals may be invited for an interview. Interviews will be conducted

solely at the County's option. The County reserves the right to select the most qualified firm solely on the content of the proposal. If the County chooses to conduct interviews, the firm's proposed Project Manager shall represent the firm at the interview. After evaluation of the interviews, the Committee will recommend the firm with the highest overall value, based on evaluation score, for approval by the Board of Supervisors.

- 13.2 The County reserves the right to make an award without further discussion of the submittal with the submitter. Therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual may propose.
- 13.3 The County reserves the right to award a contract to the firm or individual who, in the sole judgment of the County, presents the most favorable response to this RFP pursuant to the evaluation criteria indicated above.
- 13.4 The County reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.
- 13.5 In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern. The County reserves the right to reject any and all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.

14.0 ASSURANCE OF DESIGNATED PROJECT TEAM

The proposer shall assure that the designated staff, including sub-consultants are used for the work described in this RFP. Departure or reassignment of, or substitution for, any member of the proposed project team or sub-consultant(s) shall not be made without the prior written approval of the County.

15.0 GENERAL TERMS AND CONDITIONS

- 15.1 **Protests and Appeals.** The protest shall be submitted in writing to the Manager of Procurement and Contracts within seven (7) calendar days after such aggrieved person or company knows, or should have known, of the facts giving rise thereto.
- 15.2 **Standard Contract:** Upon completion of the evaluation and recommendation for award, the selected firm will be required to execute a Consultant services agreement, a sample of which is included. 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.
- 15.3 **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 County. 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 County, 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.

- 15.4 Non-Appropriation:** The County may terminate any resulting contract in writing at any time without further liability other than payment of debt incurred for work performed prior to dated notice of termination.
- 15.5 Conflict of Interest:** The Consultant shall warrant that no official or employee of the County 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 County.
- 15.6 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.
- 15.7 Indemnification and Insurance Requirements:** The County's standard indemnification and insurance requirements are provided in the sample contract.

****Note:** Exhibits will be provided in final released version of this Request for Proposal******