INLAND VALLEY DEVELOPMENT AGENCY (IVDA)

REQUEST FOR PROPOSALS (RFP)

FOR

PREPARATION OF PLANS AND SPECIFICATIONS AND ENGINEER'S ESTIMATE FOR INTERNAL ABATEMENT, DEMOLITION, AND BUILDING IMPROVEMENTS FOR BUILDING 48

FEBRUARY 17, 2009

I. PROJECT DESCRIPTION

On November 19, 2008, the Inland Valley Development Agency governing board authorized the advertisement of this Request for Proposals (RFP). The Inland Valley Development Agency (IVDA) invites the submittal of responses to this RFP (hereinafter Responses, Submittals, Proposals) from firms (hereinafter referred to as Consultant and Consultants) interested in providing the preparation of plans and specifications and engineer's estimate for internal abatement, demolition, and building improvements, including the required architectural/engineering services for Building 48. Provided herewith is the scope of work.

II. SCOPE OF WORK (SOW)

A. CONSTRUCTION WORK

As shown in the attached map, Building No. 48 is located at 225 Del Rosa Drive, San Bernardino, CA 92408 (Project). Though this building had been previously occupied by various interim, short-term tenancies, it has been vacant for a number of years. The approximately 28,000 sq ft building has substantial value and reuse potential for administrative office, general office, and meeting facility uses. The City of San Bernardino (City) will serve as the local permitting agency. In order to obtain a certificate of occupancy from the City of San Bernardino, substantive interior abatement, demolition, code compliance, and tenant improvement work is required in order for the building to comply with the current building and fire code requirements and customer requirements. The following rehabilitation work is necessary:

- Interior demolition and abatement
- Utility installations including electrical improvements
- Fire sprinkler system improvements
- HVAC improvements; and general tenant improvements
- Roof repairs
- Landscaping and necessary site work

The proposed Responses to this RFP shall provide Consultant design services for the Project, which shall include the following:

- The development of a comprehensive plan for the project
- Schematic design drawings

- Construction documents including specifications
- Comprehensive construction schedule
- Energy Efficient / Potential LEED certification design package
- Rendering plans, including a final set of presentation renderings that will include material and color board
- Coordination, organization and support for the close out process of the project (warranties and operation manuals)
- As-built drawings and electronic files upon completion of the construction
- Construction administration support services throughout the construction phase.

BASIC SERVICES OF CONSULTANT

The services to be rendered by Consultant shall consist of all such services as customarily performed by a Consultant for the design of the Project, specifically including, but not limited to the following:

- Clearly indicate on the plans and in the specifications, the specific contractor license classification required to perform the work in compliance with the State Contractor's License Board.

- Process all matters relating to this Project through a single point of contact, the Consultant.

- Consult with authorized employees, agents, and representatives of the IVDA and other agencies having jurisdiction relative to the design and construction of the Project.

- Cooperate with other IVDA consultants, as needed.

- Provide recommendations regarding proposed locations of soil borings and/or excavation pits/trenches for the purposes of the Project site's geotechnical investigation and soils testing.

- Make field trips as required to review existing site conditions, and to properly prepare design and construction documents.

- Attend design meetings as scheduled by the Director of Redevelopment and Transportation, prepare minutes of meetings, and distribute within three (3) working days.

- Contract for subconsultants, at Consultant's expense, to the extent necessary for design of the Project, including but not limited to, mechanical, electrical, structural and civil engineers, and landscape subconsultants, all licensed or registered as such by the State of California. All plans and specifications shall be prepared by a Consultant currently licensed by the State of California, and shall be signed and sealed by Consultant.

- Submit subconsultant's names for approval by IVDA, for each professional element of service of the Project. Nothing in the foregoing procedure shall create any relation between IVDA and any subconsultant employed by the Consultant under terms of this RFP or any contract which may be awarded to Consultant as a result thereof.

- Designate a principal or member of Consultant's staff satisfactory to IVDA as the Project Consultant who shall, as long as his or her performance continues to be acceptable to IVDA, remain in charge of the Consultant services of the Project from beginning of preliminary design through completion of construction.

- Obtain and set forth requirements of appropriate authorities, utility companies and other governmental agencies whose jurisdiction affects the design, cost, or construction of the Project.

- Prepare plans and specifications in such form as to comply with the latest applicable laws, building codes and ordinances, including but not limited to the: Americans with Disabilities Act (ADA); Standard Specifications for Public Works Construction (latest edition); Public Contract Code; Division 4 of Title I of the Government Code; CAL-OSHA and the Uniform Building Code (latest edition). All applicable energy requirements shall be met and energy calculations performed.

- Advise IVDA staff of deficiencies in construction of the Project which have developed following the acceptance of the work and prior to expiration of the guarantee period of the Project, and suggest satisfactory methods for corrections for such deficiencies.

PRE-DESIGN SERVICES

Upon written authorization by the Director of Redevelopment and Transportation to proceed with Pre-Design Services, Consultant shall:

- Finalize Project requirements as described fully in the Scope of Work. Pre-Design Services shall include, but not be limited to, the following:

    - Prepare a program addressing all civil, landscape, architectural, structural, mechanical, and electrical Project requirements.

    - Furnish the Director of Redevelopment and Transportation necessary documents and information to use in the processing of the Project's environmental review in compliance with the California Environmental Quality Act ("CEQA").

    - Future needs assessment.

    - Written conceptual cost estimate.

SCHEMATIC DESIGN SERVICES

Upon written authorization by the Director of Redevelopment and Transportation to proceed with Schematic Design Services, Consultant shall:

- Prepare Schematic Documents consisting of, but not limited to, the following: (1) site, architectural, structural, mechanical and electrical floor plans, elevations, cross sections and other required drawings; and (2) outline specifications describing the size, character,

and quality of the entire Project in its essentials as to kinds and locations of materials, type of structural, mechanical and electrical systems.

- Schematic Documents shall be revised by Consultant until an acceptable design concept has been accepted by the Director of Redevelopment and Transportation.

- Prepare and submit for acceptance a written itemized Project Construction Cost Estimate.

DESIGN DEVELOPMENT SERVICES

Upon authorization by the Director of Redevelopment and Transportation to proceed with the Design Development Services, the Consultant shall:

- Based on acceptable Schematic Documents, prepare plot plans, landscape, irrigation, civil, architectural, structural, mechanical and electrical floor, elevations, cross-sections and other required drawings, and outline specifications describing the size, character, and quality of the entire Project in its essentials as to kinds and locations of materials, and type of structural, mechanical, and electrical system.

- Prepare and submit for acceptance a written, itemized Project Construction Cost Estimate listing material, labor total costs based on Design Development Documents.

- Revise Design Development Documents to the satisfaction of the Director of Redevelopment and Transportation.

- The proposed Request for Proposals (RFP) will ask Consultants to submit Proposals for the preparation of Plans, Specifications, and Engineering estimates to bring Building 48 to a fully usable administrative office and available tenant space. Every effort shall be made to implement feasible and cost effective energy efficient building and utility systems and installations.

- The Consultant shall prepare Plans, Specifications, and Engineering Plans (PS&E) and provide Contract Administration Services so that the selected Contractor shall perform all environmental abatement and general contractor services associated with the tenant improvements of Building 48 in accordance with the attached conceptual construction drawings. The Consultant shall prepare Plans and Specifications that will include the following:

  "Vanilla Shell"
  - Potential Lease space, including sheet rock, fire taped walls ready to paint
  - Finished acoustical ceiling
  - Electrical panels with wall outlets and switched ceiling outlets
  - Handicap accessible bathrooms, including toilet, sink and electric water heater
  - Finished storefront, including door and handicap accessible entrance
  - Sealed concrete slab floor
  - HVAC

Common Tenant Improvements

- Walls
- Floor coverings
- Lighting Fixtures
- Specialty Wiring/Communications/Security/Audio Visual
- Interior Decorating
- Furnished
- Shelving
- Counters
- Displays

The actual shell conditions vary and can include more or less than the items above.

TASK 1 PROJECT MANAGEMENT AND QUALITY CONTROL

Consultant shall provide work in accordance with the SOW.

Consultant shall keep good records, provide bi-weekly progress reports, generate meeting minutes, and related items.

Consultant shall keep time records and provide a monthly invoice with accompanying progress report indicating progress achieved during the reporting period in relation to the progress scheduled and costs expended.

TASK 2 DATA COLLECTION

Consultant shall collect existing as-builts, documents, and other information pertinent to this proposed Project. Design elements and information concerning land development (adjacent to the Project), local standards, build-out criteria, utilities and related items will be performed by the Consultant in a timely manner.

Deliverables:

- Pertinent information obtained incorporated into design

TASK 3 PREPARATION OF NECESSARY PLANNING

Consultant shall prepare project documents, as needed, for IVDA reviews, in a timely manner. Consultant will, as directed, submit these documents to the appropriate entities and follow up for the most timely and positive response.

Deliverables:

- Meeting reports from meetings
- Completed planning

TASK 4 SURVEY/BASE MAPPING/UTILITY SEARCH

Consultant will provide necessary research, calculations, GPS observations, field surveying, aerial photography, photogrammetric compilation, data processing, boundary analysis, document analysis and drafting to be used as the basis for civil engineering design of the parking lot and landscaped areas.

Consultant shall request maps and records from utility owners with facilities within the Project limits and field verify the major utilities that are impacted.

There may be the need to coordinate with the City of San Bernardino Municipal Water Department and other utilities, and others as required by the project.

Design Survey:

For public and staff parking lot, accurately locate planimetric and topographic features including but not limited to: curbs, gutters, swales, driveways, signs, trees, hydrants, manholes, valves, catch basins, power poles, all visible surface utilities, finish surfaces, as well as obtain additional design quality elevations.

- Locate drainage structures within Project limits, tie and dip all related inlets and manholes
- Locate and dip all sewer manholes indicating inlets/outlets and flow directions.

TASK 5 PLANS, SPECIFICATIONS AND ESTIMATE

There are special considerations that need to be addressed during the PS&E preparation.

PS&E Coordination with Others:

Consultant shall coordinate its surface public and staff parking lot design with adjoining roadway improvement projects. This coordination shall include access points such as driveway locations to this Project.

Coordination with others may also include additional project stakeholders as identified by the IVDA.

Drainage:

The purpose of the drainage engineering shall be to identify drainage impacts affecting the Project and determine the drainage improvements required by the surface parking lot improvements, including storm water runoff treatment facilities. The approach shall consist of the preparation of a Storm Water Data Report (“SWDR”) as part of this task. Preparation of the SWDR will define the appropriate types of Best Management Practices (BMP’s) for the Project. Costs for the BMP’s shall be identified including any additional Right-of-Way as may be required.

The plans that are anticipated as part of this PS&E effort include:

Building 48:

- Horizontal Control

- Plan layouts
- Typical Sections
- Demolition Plans
- Construction Details
- Summary of Quantities
- Drainage plan, profile, details
- Utilities
- Signing/Striping
- Lighting
- Landscaping and Irrigation
- Fencing
- Access Control / Security
- Audio Visual / Acoustical

60% Design Deliverables:

- Five (5) sets of half-size (11" X 17") plans
- Three (3) hard copies of special provisions and estimate
- Two (2) copies of Draft Drainage Report provided in "Progress Print" before Final Submittal package

Final PS&E Deliverables:

A Final PS&E design package will be prepared and submitted to IVDA for approval that incorporates comments received from the IVDA and City. Consultant assumes it can proceed with the Final PS&E while the IVDA and City perform its concurrent review of the 60% design package.

- One (1) original Full Size (24"x36") set of signed bond copies
- One (1) original Half Size (11"x17") set of signed bond copies
- Twelve (12) (11"X17") copies of final design plans
- Three (3) copies of final cost estimate and quantity calculations
- Two (2) copies of final design calculations
- Twelve (12) copies of Special Provisions
- Three (3) copies of Approved Drainage Report
- Three (3) copies of Approved SWDR
- Electronic copies of all plans, specifications, and estimates on a CD

Deliverables:

- Thirty (30) sets of complete Bid Packages.
- Pre-bid conference notice, sign-in sheet and summary report.
- Recommendations report on construction bids submitted

TASK 6 CONTRACT ADMINISTRATION - SUBCONSULTANTS

Consultant shall be involved with the subconsultant pre-bid and bidding phases for this Project.

Consultant shall perform the activities required to undertake and accomplish a complete Bid Package.

Consultant shall conduct a review of plans, specifications and engineer's estimate for clarity, compatibility, and provide changes in same for minimizing contractor change orders and extra work claims. Bid results will be analyzed by Consultant and recommendations furnished to selected Contractor on the award of contract(s). Consultant shall review contract documents, including assisting in arranging and conducting a mandatory Pre-Bid Conference. Consultants shall conduct weekly meetings with Contractor and review and recommend any proposed change orders.

III. COST PROPOSAL

Consultant shall provide a complete, detailed and itemized fee proposal for provision of services necessary for completion of the Scope of Work described herein. The IVDA will utilize the Scope of Work and fee proposal as the basis for negotiation of contract terms for provision of such services.

IV. SCHEDULE

Consultant shall provide a complete, detailed and itemized schedule for completion of the key elements of the Scope of Work to include, in addition, a timetable for the completion of work necessary. A mandatory pre-submittal conference will be held on Thursday, March 5, 2009, 9:00 a.m., at 225 Del Rosa Drive, San Bernardino, CA 92408.

All revisions, addendums or Requests for Information (RFI's) will be posted on our website at www.sbdairport.com. It is the responsibility of the Consultant to check for any updates

RFP ORGANIZATION AND CONTENTS

The Response to RFP may be organized in any manner the Consultant wishes. It should include the name and location of the designated Consultant and a general organization chart showing the names of the key personnel to be assigned to the Project. The Consultant, or his authorized representative, shall be available to the IVDA throughout the duration of the Project.

In addition, to be considered responsive to this request, the following information shall be included within the submitted Proposal:

- Company profile including contact information (brief).
- Company Information Sheet completed with Consultant's company information and a completed Subcontractor Information Sheet for each subcontractor Consultant shall employ to assist with this Project. (Not counted as part of the page limit.)
- Location of the proposed office of work (brief).
- Prime consultant description of the firm's history and operations especially as it relates to work in the area (no more than one page).
- Relevant firm experience on similar projects.
- Proposed Project Organization and staffing – name the proposed Consultant, additional key team staff, and subconsultants (no more than two (2) pages).

- Resumes of Key Personnel outlining relevant experience. (Not counted as part of the page limit).
- Provide list of recent and relevant experience of the Consultant and other key staff members relevant to similar projects and projects in the area. Any change to the proposed Consultant and other staff critical to the success of the assignment shall require the prior written approval of the IVDA. The Consultant shall acknowledge this requirement in its Proposal.
- Availability of Consultant and key staff for this effort (brief).
- Five (5) recent references (past three (3) years) for the Consultant for similar work in San Bernardino or Riverside counties (brief).
- A brief description of the subconsultant's experience related to that portion of the Project for which the subconsultant will be responsible (brief).
- Subconsultant key personnel and resumes for subconsultant personnel (resumes are not counted as part of the page limit).
- Provide a discussion of the project approach to deliver the scope of work and the key tasks that will be required to deliver the Project. Include discussion of unique methods or techniques, which could result in time savings during design and/or savings in construction cost (not more than four (4) pages).
- Schedule for completion for the Project. State the assumptions used.
- Overall discussion (effort, general tasks, and general schedule) and commitment by the Consultant to get assigned projects to a point of bid advertisement.

INSURANCE REQUIREMENTS

Should a contract be awarded to your firm, you must comply with the following insurance provisions:

1. Insurance coverage must be provided by a company that is admitted to write in California and has a rating of A: VIII by A.M. Best & Company.
2. An endorsement naming the IVDA as additional insured on the general liability policy. Coverage equal to $1,000,000 combined single limit for each occurrence and $2,000,000 aggregate is required.
3. A minimum of $1,000,000 aggregate combined single limit in professional liability insurance.
4. Workers' compensation insurance as required by the Labor Code of the State of California.
5. Automobile liability insurance not less that $100,000 combine single limit per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.

SUBMISSION REQUIREMENTS

A. All submittals shall be received at the following address no later than 2:00 P.M. on Thursday, March 19, 2009.

Submit Response to Request for Proposals to:

Inland Valley Development Agency
294 S. Leland Norton Way, Suite 1
San Bernardino, CA 92408
Attn: Ms. Kelly Berry, Clerk of the Board

B. Interested Consultants shall submit an original and five (5) copies of its Submittal by the deadline stated above. The Proposal shall be no more that fifteen (15) single-sided sheets of standard 8 ½" x 11" paper, and all pages shall be three hole punched. Fonts shall generally be no less than 11 pts., except for figures and tables. Over-sized pages can be included, but will count as two (2) pages. Cover sheets, table of contents and resumes are excluded from the page count.

C. Submittals which arrive after the deadline, for any reason, will disqualify the Consultant.

D. Submittals shall be sealed within one (1) envelope and be clearly marked **"PREPARATION OF PLANS AND SPECIFICATIONS AND ENGINEER'S ESTIMATE FOR INTERNAL ABATEMENT, DEMOLITION, AND BUILDING IMPROVEMENTS FOR BUILDING 48."**

PROPOSAL EVALUATION AND SELECTION

A Consultant Selection Committee comprised of representatives from the City of San Bernardino and Inland Valley Development Agency staff will be appointed to evaluate Proposals received.

AWARD OF CONTRACT

It is the intent of IVDA staff to award a contract to the most qualified Consultant that can provide all of the services identified in this RFP document. However, the IVDA reserves the right to accept or reject any or all Submittals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the IVDA. Consultants shall be responsible for any and all expenses incurred in the preparation of Submittals. The selected Consultant to be awarded a contract will enter into an agreement with the IVDA using an IVDA standard consultant contract.

PUBLIC RECORD

Consultant's attention is drawn to the fact that all submitted Proposal documents are subject to the California Government Code Section 6250 et. seq., commonly known as the Public Records Act. Information contained in the Proposals may be made public after the review process has been completed in recommendation for award to the IVDA Board.

TERMS AND CONDITIONS:

- This RFP does not commit the IVDA to award a contract or contracts, to defray any costs incurred in the preparation of a Response to this RFP, or to procure or contract for services.
- All submitted Responses to this RFP become the property of the IVDA as its public record.

All Responses to RFP's may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

- The IVDA reserves the right to reject all submittals. Selection is dependent upon the negotiation of mutually acceptable contracts with the successful Consultant.

- The IVDA reserves the right to cancel, in part, or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the IVDA cancels or revises the RFP, all Consultants of record wishing to submit a Response to this RFP will be notified in writing by the IVDA.

- Selection announcements, contract awards, and all data provided by the IVDA shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the IVDA Director of Redevelopment and Transportation.

- The IVDA reserves the right to request additional information and/or clarifications from any or all Consultants submitting Responses to this RFP.

COMPANY INFORMATION SHEET

LEGAL NAME OF COMPANY: _____

TYPE OF BUSINESS (Check One):

[ ] CORPORATION [ ] LIMITED LIABILITY COMPANY

[ ] PARTNERSHIP [ ] JOINT VENTURE

[ ] INDIVIDUAL

[ ] INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME

[ ] OTHER_____

STATE OF INCORPORATION OR FORMATION:

_____

PRINCIPALS/OFFICERS/PARTNERS OF COMPANY (List All Principals/Officers/Partners, Including Joint Venture Partner, Managing Partner, as well as investors/investment companies):

Name	**Title**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY WHO IS(ARE) AUTHORIZED TO SIGN PROPOSALS AND RELATED DOCUMENTS:

The Company has authorized and hereby designates the following individual(s) to execute proposals and related documents:

_____ _____
Type or Print Name Title

_____ _____
Type or Print Name Title

SUBCONTRACTOR/SUBCONSULTANT INFORMATION SHEET

SUBCONTRACTOR/SUBCONSULTANT LEGAL NAME:

_____

ADDRESS:_____

TELEPHONE:_____ FAX:_____

TYPE OF WORK TO BE PERFORMED BY SUBCONTRACTOR/SUBCONSULTANT:

_____

TYPE OF BUSINESS (Check One):

[ ] CORPORATION [ ] LIMITED LIABILITY COMPANY

[ ] PARTNERSHIP [ ] JOINT VENTURE

[ ] INDIVIDUAL

[ ] INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME

[ ] OTHER_____

STATE OF INCORPORATION OR FORMATION:

_____

PRINCIPALS/OFFICERS/REPRESENTATIVE(S) (List All Principals and Officers, Including Joint Venture Partner and Managing Partner):

Name	**Title**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SELECTION PROCESS SCHEDULE

The proposed schedule for this project is as follows:

RFP's Available	February 17, 2009
Mandatory Pre-submittal Meeting	March 5, 2009 at 9:00 a.m., 225 Del Rosa Drive, San Bernardino CA, 92408
RFP Proposals Due	March 19, 2009, 2:00 p.m.
Review proposals and short list firms for interview	March 23 – 27, 2009
Notice of Firms to be Interviewed (Optional)	March 30 – April 3, 2009
Interviews (Optional)	April 6 – 10, 2009
Notice of Selected and Recommended Firm	April 22, 2009
Contract(s) Awarded by IVDA Board	April 22, 2009
Kickoff Meeting	May 5, 2009

Addendums, revisions or clarifications will be posted on the IVDA's website www.sbdairport.com. It is the responsibility of all potential respondents to monitor the website for any such addendums.

Any questions regarding this Request for Qualification should be directed to:

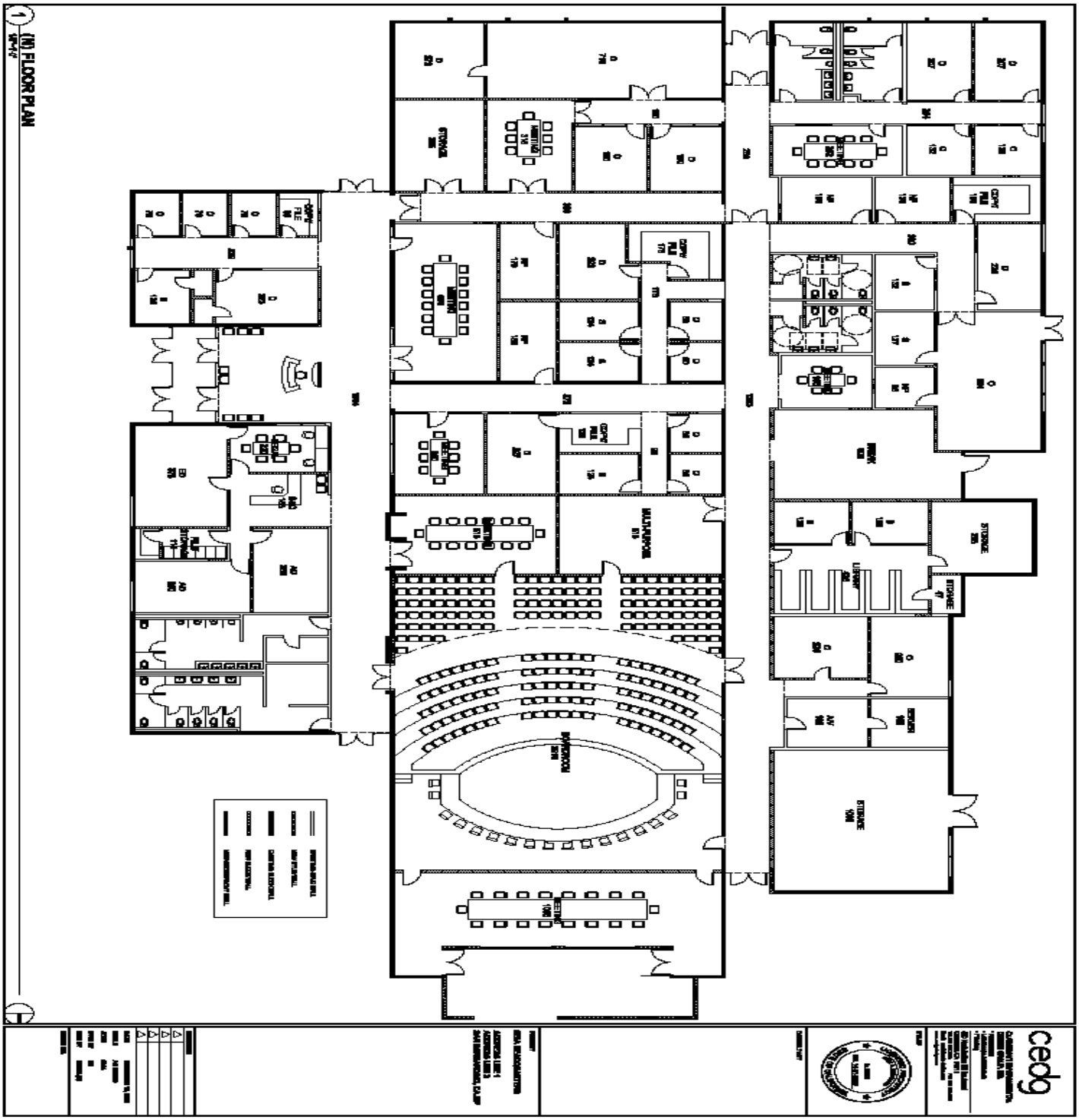
Mr. Alex Estrada
Director of Redevelopment and Transportation
Inland Valley Development Agency
294 S. Leland Norton Way, Suite 1
San Bernardino, CA 92408
(909) 382-4100 ext. 231
Fax: (909) 382-4106
aestrada@sbdairport.com

Exhibit - A

Abatement and Internal Demolition and Building Improvements for Building 48

Description:

Conceptual Drawing



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