

**THE INLAND VALLEY DEVELOPMENT AGENCY
REQUEST FOR QUALIFICATIONS
FOR
DESIGN/BUILD OF CERTAIN TENANT IMPROVEMENTS LOCATED
AT 1111 E. MILL STREET, BUILDING 1, SAN BERNARDINO, CA 92408**

FEBRUARY 23, 2009

The Inland Valley Development Agency (IVDA) invites interested parties to submit a response to this Request for Qualifications (RFQ) for certain Design/Build tenant improvements located at 1111 E. Mill Street, Building 1, San Bernardino, California, 92408. This facility is formally known as the Defense Finance Accounting Service (DFAS) Facility.

I. INTRODUCTION

The IVDA has a certain tenant scheduled to assume occupancy by Monday, June 15, 2009, on the 1st floor of the Building 1, located at 1111 E. Mill Street, San Bernardino, California, 92408.

II. STATEMENT OF WORK

The tenant requires approximately 32,000 square feet of tenant improvements for an occupancy date of June 15, 2009.

A. Construction Work

The project involves the remodel of the 1st floor and the addition of internal office walls within this area to provide separate work areas for staff. A second component of the project involves the demolition of certain existing interior offices and portions of the primary work area. The selected Design/Build contractor shall perform all general contractor services associated with the tenant improvement project on the 1st floor in accordance with the Drawings/Plans attached hereto as set forth in Section II. B. of this RFQ. The selected Design/Build contractor shall oversee the work of all subcontractors as required for this project.

B. Drawings/Plans

The following Drawings/Plans are attached to this RFQ and made a part of this RFQ as though fully set forth herein:

Exhibit "A"	Project Location Aerial
Exhibit "B"	Conceptual Space Plan (CP-1)
Exhibit "C"	Demolition Plan (BP-1)
Exhibit "D"	New Construction - Remodeled Plan (BP-2)

It is the obligation of the selected Design/Build contractor to obtain all necessary building and city permits and any other similar approvals.

C. Job Meetings

Weekly job meetings will be required during the course of construction. Meetings will be held on the project job site or at the IVDA Conference Room, 294 S. Leland Norton Way, Suite 1, San Bernardino, during regular business hours of 8:00 a.m. – 5:00 p.m., at regular weekly meetings on a day to be determined by the IVDA.

Required Attendees at job meetings:

1. Design/Build Contractor's Superintendent and Project Manager
2. Director of Redevelopment and Transportation or Designated Representative
3. Architect
4. City of San Bernardino Building and Safety Official

D. Schedule

A performance schedule illustrating an ability to comply with the required occupancy date of June 15, 2009, must be submitted with the response to this RFQ.

E. Subcontractor/Subconsultants Requirements

Any response to this RFQ must include a list of all subcontractors and subconsultants that will be part of your Design/Build team, if any, along with a completed Subconsultant/Subcontractor Information Sheet (provided herewith) for each listed subcontractor and/or subconsultant.

III. GENERAL INFORMATION

The submission requirements for the response to this RFQ are set forth below. Each response to this RFQ shall constitute an irrevocable offer for ninety (90) business days following the deadline for its submission.

Any reference to days in this RFQ shall mean business days unless otherwise specified.

A. 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 additionally insured on the general liability policy. Coverage equal to \$2,000,000.00 combined single limit for each occurrence and \$2,000,000.00 aggregate is required.
3. A Minimum of \$2,000,000.00 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 than \$1,000,000.00 combined single limit per accident for bodily injury and property damage covering owned, non-owned and hire vehicles.

B. Submission Requirements

To be considered responsive, any response to this RFQ must contain the following, referenced by number and in the order below. Responses which fail to address each of the Submission requirements listed below may be deemed non-responsive and may not be further considered at the discretion of the IVDA.

1. A brief description of the history and organization of the Design/Build principal consulting entity and organizational structure and that of any proposed subconsultants and subcontractors.
2. Copies of business licenses, professional certifications or other credentials, together with evidence that the principal entity of the Design/Build team, if a corporation, general partnership or limited liability company is in good standing and qualified to conduct business in California.
3. A Company Information Sheet (provided herewith) must be completed and submitted with the response to this RFQ.
4. Each Design/Build team shall submit within their response to this RFQ a description of the compensation and the manner of payment for each member of the Design/Build team that includes all aspects of the project management, construction management, general contractor, engineering and architectural services requested under this RFQ. It is assumed that the selected Design/Build team will then coordinate with the prospective tenant in determining and finalizing all design plans for the tenant improvements and the selected Design/Build team members will then be responsible for obtaining all permits as may be required by the City of San Bernardino. Additionally, the selected Design/Build team will be required to competitively bid each item of construction work and purchase of materials substantially similar to those processes as would be required by the IVDA as a California public agency if the IVDA were issuing and approving each construction contract and purchase of materials. State of California prevailing wage law shall apply on all aspects of the work to be performed as to the tenant improvements. The final contract of the IVDA with the selected Design/Build team will have provisions to ensure that prevailing wages are paid as required under California law with remedies available to the IVDA for any failure to properly comply with the prevailing wage requirements.
5. A description of similar projects completed by the principal Design/Build team within the past three (3) years.

6. Qualifications, background and experience of the Project Director and other staff proposed to work on the project.
7. References, including contact information, from organizations that have utilized the services of the Design/Build team for similar projects/installations within the last twelve (12) months.
8. A general description of the techniques, approaches and methods to be used in completing this project.
9. A description of the chronology for completing the work, including a time line and deadlines for each task with the intent to deliver possession of the completed tenant improvements no later than Monday, June 15, 2009.
10. A detailed construction schedule outlining a delineation of all work to be completed during regular working hours. Said construction schedule should include all trades involved in the project. Provide a list of all subcontractors proposed for the project including two references for each subcontractor whose project cost will total \$15,000 or more.
11. All responses to this RFQ shall be received at the following address no later than 4:00 p.m. local time, Thursday, March 5, 2009:

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

12. Interested firms shall submit an original and five (5) copies of their response by the deadline stated above. The response shall be no more than 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 eleven (11) points, except for figures and tables. Over-sized pages not to exceed 11" x 17" may be included; however, pages larger than 11" x 17" shall count as two (2) pages. Cover sheets, table of contents and resumes are excluded from the page count.
13. Responses which arrive after the deadline for submission, for any reason, will disqualify the firm.
14. Responses shall be sealed within one (1) envelope and be clearly marked **"DESIGN/BUILD OF CERTAIN TENANT IMPROVEMENTS LOCATED AT 1111 E. MILL STREET, BUILDING 1, SAN BERNARDINO, CA 92408."**

C. Rejection of Responses

The IVDA reserves the right in its sole discretion to reject any or all responses to this RFQ in whole or in part, without incurring any cost or liability whatsoever. All responses will be reviewed for completeness as to the submission requirements listed herein. If a response fails to meet a material requirement of this RFQ, or if it is incomplete or contains irregularities, the potential response may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements of this RFQ.

Immaterial deviations may cause a response to be rejected. The IVDA may or may not waive an immaterial deviation or defect in a response. The IVDA's waiver of an immaterial deviation or defect shall in no way modify this RFQ or excuse a party submitting a response from full compliance with the RFQ requirements.

Responses that contain false or misleading statements may be rejected if, in the IVDA's opinion, the information was intended to mislead the IVDA regarding a requirement of this RFQ.

D. Evaluation Process

The IVDA reserves the right to determine the suitability of responses on the basis of the ability of a Design/Build team submitting a response to comply with the administrative requirements, technical requirements, the review panel assessment of the quality and performance of the materials and professional services proposed, and compliance with the time schedule.

This RFQ does not commit the IVDA to awarding a contract. All Design/Build teams shall bear all costs incurred in the preparation of the responses and participating in the response evaluation process. The IVDA reserves the right to reject any and all responses, to accept the responses it considers most favorable to its interest in its sole discretion, and to waive minor irregularities. The IVDA further reserves the right to issue subsequent RFQ's when such procedure is considered by the IVDA to be in its best interest.

E. Selection Process Schedule

The proposed schedule for this project is as follows:

RFQ Packets Available	February 24, 2009
Mandatory On-Site Walk-thru	March 3, 2009 at 9:00 a.m.
Last Day to Submit Questions (via e-mail, only)	March 4, 2009 at 2:00 p.m.
Responses to RFQ Submittal Deadline	March 5, 2009 at 4:00 p.m.
Notice of Selected and Recommended Firm	March 6, 2009
Contract Awarded by IVDA Board	March 11, 2009
Kickoff Meeting	March 16, 2009

F. Award and Execution of Contract

On or about March 6, 2009, it is in the intent of the IVDA to commence contract negotiations with the most qualified firm able to provide all services identified in this RFQ. However, the IVDA reserves the right to accept or reject any or all responses and/or re-solicit or cancel the procurement process if deemed to be in the best interest of the IVDA. Design/Build teams shall be responsible for any and all expenses incurred in the preparation of the response to this RFQ. The selected firm will enter into an IVDA Standard Construction Agreement.

Questions regarding the IVDA's award of a contract on the basis of responses to this RFQ, or on any other matter in connection with the selection process, should be addressed in writing via e-mail to Mr. Alex Estrada, Director of Redevelopment and Transportation, at astrada@sbdairport.com, with the words "RFQ for DFAS" entered in the subject line.

When written notice is required in this RFQ, the notice must be sent by U.S. mail and/or either express delivery service, facsimile, e-mail or personal delivery.

F. Errors in this RFQ

If a Design/Build team discovers any ambiguity, conflict, discrepancy, omission or other error in this RFQ, the Design/Build team should immediately provide the IVDA with written notice of the problem and request that this RFQ be clarified or modified. Without disclosing the source of the request, the IVDA may modify this RFQ prior to the date fixed for submission of responses by issuing an addendum and posted on the IVDA's website at www.sbdairport.com. Questions shall be directed to Mr. Alex Estrada, Director of Redevelopment and Transportation, at astrada@sbdairport.com, with the words "RFQ for DFAS" entered in the subject line.

If prior to the dated fixed for submissions, a Design/Build team knows of or should have known of an error in this RFQ but fails to notify the IVDA of the error, the Design/Build team shall submit their response at its own risk, and if awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

G. Questions Regarding this RFQ

If a question relates to the proprietary information or any other aspect of its response and the question would expose proprietary information if disclosed to competitors, the Design/Build team may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the Design/Build team must submit a statement with their question explaining why the question is sensitive. If the IVDA concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the IVDA does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the perspective Design/Build team will be notified.

A Design/Build team who believes that one or more of the RFQ requirements may be deemed onerous or unfair, or unnecessarily precludes less costly or alternative solutions, may submit a written request that this RFQ be changed. The written request must set forth the recommended change and reason for proposing the change. The

IVDA must receive any such request no later than five(5) days before the deadline for submitting responses.

H. Addenda

The IVDA may modify this RFQ prior to the date fixed for submission by posting on the IVDA website at www.sbdairport.com. If any Design/Build team determines that an addendum necessarily restricts its ability to submit a response, it must notify the IVDA in writing no later than five (5) days before the deadline for submitting responses.

I. Withdrawal and Resubmission/Modification of Responses

A response may be withdrawn at any time prior to the deadline for submitting responses by notifying the IVDA in writing of its withdrawal. The notification of withdrawal must be signed by the Design/Build team. The Design/Build team may thereafter submit a new or modified response, provided that the new or modified response is received at the IVDA no later than the deadline.

New or modified responses submitted in any other manner, oral or written, will not be considered. Responses cannot be changed after the deadline for the submittal of the responses.

J. News Release

News releases pertaining to the award of a contract may not be made without the prior written approval of the IVDA.

K. Disposition of Materials

All materials submitted to the IVDA with responses to this RFQ will become the property of the IVDA and will be returned only at the IVDA's option and at the expense of the Design/Build team. One copy of each response will be retained for the IVDA's files and become a public record. Specific limited pages of a response, not including proposed cost and compensation, may be marked as proprietary and confidential. The entire response cannot be deemed as confidential. Consent of the Design/Build team will be requested before release of such pages to non-IVDA personnel. By submitting a response, a Design/Build team agrees to these terms and waives any right to pursue a cause of action for damages incurred as a result of the release of any information contained in the response.

IV. Attachments

Page 8 of 9	Company Information Sheet
Page 9 of 9	Subcontractor/Subconsultant Information Sheet
Exhibit "A"	Project Location Aerial
Exhibit "B"	Conceptual Space Plan (CP-1)
Exhibit "C"	Demolition Plan (BP-1)
Exhibit "D"	New Construction - Remodeled Plan (BP-2)

COMPANY INFORMATION SHEET

LEGAL NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

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
