

County of Calaveras

State of California

**REQUEST FOR
PROPOSAL to provide
Topographical Surveying,
Due Diligence and Arborist
Services for a New Adult
Detention Facility and
Sheriff's Administration
Building including 911
Dispatch Center and
Emergency Operations Center
in Calaveras County, CA**

RFP-ADF-3



RFPRFQADF3@CO.CALAVERAS.CA.US

WWW.CO.CALAVERAS.CA.US

Due Date: February 17, 2009

Calaveras County requests Proposals from firms with experience, capability, and qualified available staff to provide Topographical Surveying, Due Diligence and Arborist Professional Services for Design and Construction of a New Adult Detention Facility that will contain 160 inmates in double bunked cells and 80 inmates in dormitory style housing totaling a 240 bed Adult Detention Facility including support and programming spaces, a Sheriff's Administration Building including 911 Dispatch Center and Emergency Operations Center of approximately 48,000 square feet.

Initial services will center on Surveying the recently acquired 57 acre tract of land directly North of the existing Government Center and the existing Government Center property, an arborist services to survey the existing trees for size, species, condition and mitigation required for new construction and provide Due Diligence services to meet the state requirements for property ownership.

If your company intends on responding to this Request for Proposal (RFP), please complete and fax this form to: Captain Eddie Ballard and Undersheriff Michael Walker at 209-754-6581 by no later than 3:00 pm on February 4, 2009. This form must be completed and returned promptly to ensure that you are included on the distribution list to receive all addenda and other miscellaneous information regarding this project.

_____ Our firm intends to respond to this RFP.

_____ Our firm does not intend to respond to this RFP.

Company Name:

Address:

Phone ()

Fax ()

Contact Person:

Contact email:

Please fax this completed form by no later than 3:00 pm on February 4, 2009, to ensure that you are included on the information distribution list

Table of Contents

I. Introduction 4

 A. Purpose.....4

 1. Background4

 2. Schedule4

II. General Instructions.....4

 A. Selection Process4

 1. Request for Qualifications4

 B. Submittal Instructions.....5

 C. Information Regarding Scope of Work during the Project6

III. Proposal Submission Format and Requirements 6

 A. Firm Description6

 B. Experience7

 C. Project Team.....7

 D. Insurance Requirements7

 E. Rate Schedule8

IV. Consultancy Services8

V. Additional Conditions 9

I. Introduction

1. Background

The Calaveras County Board of Supervisors invites Proposals, from firms with the experience, capability, and qualified available staff to provide Topographical Surveying, Due Diligence and Arborist Professional Services for Design and Construction of a New Adult Detention Center, Sheriffs Administration Building including 911 Dispatch Center and Emergency Operations Center.

The site is directly North of the Animal Services Buildings and adds 57 acres to the existing Government Center. The Consultant shall survey the existing Government Complex and the new 57 acres. Survey shall show all existing improvements including buildings both permanent and temporary, pavement, landscaping, all utilities both above ground and below, all rim elevations and invert elevations, direction of drainage flows, contour lines, point elevations on pavement and gutters, etc.

The arborist shall determine the species and size of each tree on the 57 acre site impacted by new construction activities and determine the health or conditions of each tree to determine the mitigation requirements for replacement of healthy trees cut down for the new facilities.

Environmental documentation has been completed by EDAW. However, additional investigations will be necessary to further define the mitigation issues listed in the Mitigated Negative Declaration. Surveyors and Arborists firms responding to this RFP are expected to be thoroughly familiar with this document.

2. Schedule

Completion of this project is anticipated within 42 months of award of the contract. This schedule is based on the current project scope and budget and anticipated durations for design and construction of the project.

It will be the responsibility of the successful Surveyor to complete their work within 60 days after award.

II. General Instructions

A. Selection Process

Selection of the Consultant will be based on qualifications and fee proposal with consideration given for local bidder preference.

1. Proposals Due:

No later than
3:00 PM, February 17, 2009.

B. Submittal Instructions

1. Responses to this RFP will be received until 3:00 PM February 17, 2009.
2. Proposals shall be printed on standard (8 ½" x 11") paper, in 11 point Arial narrow font.
3. Preprinted material should be referenced in the submittal and included as labeled attachments within the page limit.
4. Tabs for ease of reference should divide sections.
5. Number each side of each page consecutively, including letter of interest, brochures, licenses, resumes, supplemental information, etc.
6. Submittals must be limited to 30 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Any, or all, submittals exceeding the 30-page limit shall be disqualified as non-responsive.
7. Provide (1) original and (9) copies of the Proposal; include with each of the 10 printed submissions either a magnetic or optical media such as a CD, DVD or USB "thumb drive", containing a PDF file of the printed submission.

A Selection Committee consisting of five Committee members will perform evaluation of submitted Proposals. The County reserves the right to change the composition of the Selection Committee at the County's sole discretion without prior notice to Responding Firm.

The Committee will include designees of the Sheriff's Department, the County Administrator's Office and other stakeholders.

Proposals shall be submitted to:
Robert C. Lawton
County Administrative Officer
County of Calaveras
Government Center, Suite 31
891 Mountain Ranch Road
San Andreas, CA 95249

Responding Firms shall not contact any members, or employees, of the owner regarding this RFP, evaluation of responses to this solicitation, or selection process from the time the RFP is issued until the time a notification of intent to award is announced.

No Proposals submitted in response to this RFP will be accepted after the time set for receipt of the responses. Proposal packages submitted via facsimile, telegraph, email or mailgram shall be rejected.

It is the responsibility of each Responding Firm to examine the entire RFP, seek clarification in writing, and review their submittal for accuracy before submitting. Once the submission deadline has passed, all submissions will be final. The owner does not intend to request clarification from any Responding Firms relative to their Proposal submission, but reserves the right to do so if additional clarifying information is needed and such a request is deemed, at the County's sole discretion, to be in the County's best interest.

Any submitted Proposal shall remain valid for sixty days after the Proposal due date or until the County executes a contract, whichever is sooner. The County may, in the event the selected Responding Firm fails to perform and/or the contract is terminated within forty-five days of its initiation, request the Responding Firm submitting the next acceptable Proposal to honor its submitted Proposal.

It is the Owner's intent to minimize the cost to Responding Firms in responding to this solicitation, so Responding Firms are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not impress the reviewers. The County is seeking thoughtful, tightly focused Proposal packages that document the Responding Firm's suitability for this Project and understanding of the Project and Owner. If multiple firms are proposing as one team, each of those firms must describe relevant experience and qualifications of proposed personnel

Questions relating to the RFP must be submitted in writing to:

Captain Eddie Ballard
County of Calaveras
Calaveras County Sheriffs Department
891 Mountain Ranch Road
San Andreas, CA 95249

RFPRFQADF3@CO.CALAVERAS.CA.US

The deadline for submission of questions relating to this RFP shall be 3:00 PM, February 10, 2009. All questions submitted in writing prior to the deadline will be compiled and answered in writing. A copy of all questions and answers will be posted on the County web page at:

WWW.CO.CALAVERAS.CA.US

Responses can be found at County of Calaveras home page, New Adult Detention Facility.

C. Information Regarding Scope of Work

See Attached AIA G601 Document for Outline of Expected Services

III. Proposal Submission Format and Requirements

In preparing the Proposal, Firms shall present their information consistent with the following outline, using the category headings, item numbers and the order of presentation set forth below.

A. Firm Description

1. Describe the ownership and current principals of the firm and any other firm that proposes to become part of this proposal and define what office this project will be produced and administered out of.
2. Describe the firm's range of services relative to this RFP.
3. Describe the firm's history relative to providing Professional Services for topographical

surveying, due diligence and arborist related services.

4. Please list any litigation your firm and/or team members are currently engaged in. Describe the firm's experience with previous litigation with owners, construction managers, subcontractors and architects.

B. Experience

1. Provide examples of specific experience for county facilities of similar size.
2. Provide an owner reference familiar with your performance on the project. It is the Proposing Firm's responsibility to ensure the listed contact is current with a correct phone number.
3. List the individual(s) who served as the Project Manager/Key Staff. Please note whether or not this individual is still employed with the firm.
4. List the services provided for each project and the relevance to this project.

C. Project Team

1. Please designate the specific individuals to fill the following key roles on your team:
2. Please provide current resumes listing relevant project experience.
3. Please identify the individual who, from project start to finish, will be the leader of the team and the principal point of contact between the firm and the Owner.

D. Insurance Requirements:

During the term of any Agreement resulting from this solicitation, the consultant shall obtain and maintain comprehensive general public liability insurance, Workers' Compensation/Employers' Liability Insurance as required by the State of California, professional liability insurance and automobile liability insurance. The comprehensive general liability insurance shall include broad form property damage insurance.

1. The limits of such insurance shall be no less than \$1,000,000 per occurrence for the general liability insurance; \$1,000,000 for the Workers' Compensation/Employers' Liability insurance per accident for bodily injury or disease; \$1,000,000 per occurrence for the professional liability insurance; and \$1,000,000 combined single limit for each accident for the automobile liability insurance.
2. Said policies shall remain in force through the term of any Agreement resulting from this solicitation.
3. The county, its elected representatives, officers, agents, employees and volunteers shall be named as additional insured on all but the professional liability insurance.
4. Any deductibles or self-insured retentions must not exceed \$5,000, with the exception

- of professional liability insurance where a \$100,000 deductible is required.
5. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County Contact Person.
 6. Insurance is to be placed with insurers with a California admitted surety.
 7. Any insurance maintained by the county shall apply in excess of, and not contribute with, insurance provided by the consultant's liability insurance policy.
 8. Prior to starting work under any Agreement resulting from this solicitation, the consultant shall provide the County with original endorsements reflecting the coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf.
 9. During the term of any Agreement resulting from this solicitation, the consultant shall provide the County Contact Person with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage.

E. Rate Schedule

Include a schedule of hourly rates, for each individual contemplated under the scope of work with your proposal.

IV. Consultancy Services

The services being sought under this RFP are considered professional in nature. Consequently, the evaluation of the responses will be based upon consideration of the demonstrated qualifications and capabilities of the Responding Firms that will result in an award that are in the best interest of the County. Factors to be considered in the evaluation include:

- A. The Responding Firm's capability to deliver the proposed services, as demonstrated on recent projects of similar size, scope, and complexity.
- B. A minimum of three references.
- C. Composition and qualifications of the project team for the services required by the RFP.
- D. Experience with similar projects.
- E. Competitiveness of Hourly Rates and Proposed Reimbursable Expenses

V. Additional Conditions

The Owner reserves the right to reject any or all submittals received, to request additional information, or to extend the deadline for submittals.

Confidentiality of Documents: Upon receipt of a qualification package by the Owner the submittal RFP – TOPOGRAPHIC SURVEYING PROFESSIONAL SERVICES 8

shall become the property of the Owner without compensation to the proponent, for disposition or usage by the Owner at its discretion. The details of the Proposal submitted by responding firms will remain confidential until final award.

Costs to Prepare Responses: The Owner assumes no responsibility or obligation to the Proposing Firms. All costs incurred by a Proposing Firm in responding to this RFP will be borne by Proposing Firm.

Equal Employment Opportunity: During the performance of this Contract, the Consultant agrees as follows: The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap.

Conflict of Interest: The Selected Firm must provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest prior to contract signing. The statement of disclosure must be voluntarily signed by the Selected Firm and may be grounds for rejection if not executed by the Selected Firm. The specific nature and extent of the disclosure statement will be determined during the negotiation phase.

End of RFP

Attachment: [AIA G601 Document Outline of Expected Services](#)