



C o u n t y o f S a n L u i s O b i s p o

General Services Agency

Janette D. Pell, General Services Agency Director

Helen McCann, Department Administrator

REQUEST FOR QUALIFICATION PS- #1069 SIGN DESIGN AND CONSULTING

February 24, 2010

The County of San Luis Obispo is currently soliciting requests for qualification for sign design and consulting.

Each response shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the response. Failure to set forth any item in the specifications without taking exception, may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all responses and to waive any informalities.

If your firm is interested and qualified, please submit [7] copies of your response by 3:00 p.m. on April 1, 2010 to:

County of San Luis Obispo
Phill Haley, GSA Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the request for qualification process, please contact Phill Haley, 805-781-5904. For technical questions and information contact Creed Bruce at (805) 781-4154.

PHILL HALEY
Buyer - PURCHASING
phaley@co.slo.ca.us

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REQUEST FOR QUALIFICATION SUBMITTAL AND SELECTION

1. All responses, consisting of 7 (seven) copies must be received by mail, recognized carrier, or hand delivered no later than 3:00 p.m. on April 1, 2010. Late responses will not be considered.
2. All correspondence should be directed to:

San Luis Obispo County
General Services Agency
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: Phill Haley
Telephone: 805-781-5904
3. Costs of preparation of responses will be borne by the vendor.
4. It is preferred that all responses be submitted on recycled paper, printed on two sides.
5. Selection of qualified vendors will be by an approved County procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all responses, wholly or in part, received by reason of this request.
8. The County reserves the option to retain all responses, whether selected or rejected.
9. All request for qualifications shall remain firm for (180) days following closing date for receipt of RFQ.
10. The County reserves the right to award the contract to the firm who presents the request for qualifications which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.
11. Selection will be made on the basis of the request for qualifications as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the vendors.

REQUEST FOR QUALIFICATIONS FORMAT

A qualifying request for qualifications must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
 - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
 - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
 - a. Summary of approach to be taken.
 - b. Description of the organization and staffing to be used for the project.
 - c. Indication of information and participation the proposer will require from County staff.
 - d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.

**REQUEST FOR QUALIFICATIONS # 1069
SIGN CONSULTANT SERVICES FOR
SAN LUIS OBISPO GENERAL SERVICES AGENCY / BACKFILL PROJECT
PROJECT NUMBER 350002
COUNTY OF SAN LUIS OBISPO
OLD COURTHOUSE AND COURTHOUSE ANNEX**

1. INTRODUCTION

The General Services Agency, representing the Board of Supervisors of the County of San Luis Obispo, is seeking a qualified Sign Consultant for planning, design development, construction documents and installation specifications of a wayfinding sign system for the County Courthouse Campus. The San Luis Obispo County Courthouse Campus is located at 1050 Monterey Street and 1035 Palm Street, also known as the Courthouse Annex and 976 Osos Street, also known as the Old Courthouse, in San Luis Obispo, CA.

This Request for Qualifications intends to identify qualified firms to provide Sign Planning and Design Consulting services to the County of San Luis Obispo. All submittals shall be in the form and format as specified in this RFQ section entitled "Submittal Format and Content".

Each Sign Consultant shall respond to each and every item as set forth in the attached request. Failure to respond to any item in the request may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all responses or waive any informalities.

2. PROGRAM DESCRIPTION

The program consists of generating a wayfinding signage system for the Courthouse Complex. The program will consist of interior signage only. All signs are to meet all current codes, ADA and Fire safety regulations.

3. SCOPE OF WORK

The qualified and selected Sign Consultant will be expected to provide a comprehensive sign program, including but not limited to wayfinding, planning, design, construction documents, submittal review, and installation observation. The Sign Consultant shall work with the County Project Coordinator and essential County Staff as directed by the Project Coordinator.

A qualified Sign Consultant will be able to provide the services listed below and identify any further services necessary to ensure a timely and cost-effective completion of the project. It should also be noted that the firm selected as the Sign Consultant by the County will not be permitted to bid on the manufacture and/or installation of the signs.

Planning and Project Development.

Services under these phases may include:

1. Collaborate with County Staff to review project scope. This shall include project development meetings with County Staff.
2. Assess the facility site to determine design criteria for all of the signs in the program.
3. Develop budget forecast to determine the level of sign construction, materials, and operation. Confirm the sign design will satisfy budget restraints.
4. Develop project program outlining all the steps required to implement the project.
5. Establish project schedule beginning at the notice to proceed and forecast through notice of completion.
6. Deliverables for the Planning and Project Development phase of the project shall include records and minutes of all meetings, written summary of the design criteria, budget forecast, and project schedule. Deliverables in this phase may be in the form of either 8 ½ x 11 typed pages or PDF electronic copies.

Design Development.

1. Collaborate with County Staff to review project scope. This shall include design development meetings with County Staff.
2. Expand project program into a comprehensive design and produce schematic design drawings indicating locations of signs, vocabulary and sign types. The design drawings are to be suitable to be used by the Project Coordinator to indicate approval of the sign design.
3. Prepare an accurate total construction cost estimate.
4. Coordinate all of the required City, County, State, agency and / or community reviews, approvals and permits.
5. All signs are to comply with any and all City, County, State, and Federal sign regulations including ADA and Fire / Life Safety Regulations.
6. Deliverables for the Design Development phase of the project shall include all notes and minutes from the design meetings, design drawings (size to be determined), cost estimate, and documentation for any approvals and permits. Deliverables in this phase may be in the form of either 8 ½ x 11 typed pages or PDF electronic copies.

Construction Documents and Bidding.

1. Develop construction documents for bidding purposes. This shall include both drawings and specifications suitable to solicit multiple bids. The construction documents shall include information describing the wayfinding system, sign locations, vocabulary schedule, installation instructions and specifications.
2. Assist the County in marketing the construction project, and advertising for bidders. Attend pre-bid conferences.
3. Assist the County in issuing addenda as appropriate to interpret, clarify, expand or amend the bidding documents.
4. Assist the County in evaluating proposals by bidders to substitute materials and equipment prior to the bid date.
5. Assist the County in evaluating bids, bid protests, and the recommendation to the Board of Supervisors for Award of Bid.
6. Assist the County in preparation of the Notice to Proceed.
7. Deliverables shall consist of reproducible construction documents in a booklet format at 8 ½ x 11 and 11 x 17 inches suitable for bidding and construction.

Construction Phase

1. Coordinate compliance with design concepts, review and approve shop and installation drawings submitted by the contractors.
2. Observe installation insuring that the work is accomplished in conformance with the Contract Documents, schedules and costs.
3. Coordinate RFI's between the County and installers.
4. Assist the County in determining amounts of progress payments due based upon percentage of completion of the work, and recommendation of issuance of payments by the County.
5. Oversee project closeout including punch lists and corrections, manuals and guarantees.
6. Deliverables shall include memos and minutes from any construction meetings, copies of any coordination instructions or shop drawing reviews, field notes from job site observations and copies of responses to RFI's. Deliverables in this phase may be in the form of either 8 ½ x 11 typed pages or PDF electronic copies.

4. REQUIRED SUBMITTAL FORMAT AND CONTENT

A qualifying statement of qualifications must address **all** the following points, in the

following order:

Understanding of and Approach to Sign Programming.

1. Provide a summary of your approach to programming. Discuss activities during each phase of the design and construction process.
2. Indicate participation the firm will require from County Staff.
3. Provide a description of the organizational structure and staffing to be used for the project including an organizational chart.
4. Identify the specific individual the County will interface with on various facets of the project.

List of Similar Projects

Provide a list and description of projects of similar scope and complexity in design phase, construction phase, or completed within the last seven (7) years which incorporated your firm as an active participant as the Sign Consultant. Of specific importance are any large scale commercial and/or governmental facilities in the last three years.

Experiences in Controlling Program Costs and Design and Construction Costs and Schedules

Provide a list and description of large facility projects completed (constructed) within the last seven (7) years indicating:

1. The date the design contract was awarded.
2. Construction budget.
3. Bid opening date and low bid amount spread sheet for each project
4. Awarded amount.
5. Construction start and completion dates.
6. Name, address and telephone number of Owner representative who was directly involved during the construction phase.
7. List and amount of pending and/or resolved claims, if any, associated with the above projects.

Statement of Overriding Qualifications

Provide a definitive statement of qualifications and strengths the firm believes will single out their firm as the best Sign Consultant to accomplish this program. Specifically describe examples of proactive planning and good leadership with

multiple participants.

List of References

In addition to references required under "Experiences in Controlling Program Cost/Design Schedule", provide client references from recent related projects (within the last three years), including name, address and phone numbers of Facility Manager, Maintenance Supervisor, Facility Superintendant, etc.

Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed non-responsive by the evaluation committee and eliminated from further consideration.

5. SELECTION PROCESS

The County will select 3 to 5 firms as the most qualified based on criteria and guidelines established by the County. The selection will be made after a careful evaluation by the selection committee and will be based on demonstrated competence as well as what is in the best interests of the County as determined by the committee.

The successful firms must demonstrate and document successful experience within the last three (3) years prior to the date of this RFQ on Commercial and Government facilities.

The proposing firms should demonstrate that they are capable of providing sign consultant services with special emphasis on cost, schedule, document control and management of information.

It is the County's desire to select a qualified firm whose past projects clearly demonstrate pro-active leadership, good planning and the ability to work with multiple participants.

The most qualified firms may be asked to participate in interviews where a single firm will be selected as most qualified. As part of the interview process a site visit will be conducted and firms will be given the County's consultant agreement for review. Further requirements will be distributed prior to the interviews.

6. ADDENDA

Any addenda to this Request for Qualifications will be mailed or sent by facsimile to firms who have been issued a copy of this RFQ. Addenda will also be posted on the County's Purchasing website. It will be the responsibility of the firms obtaining the RFQ from the website to also obtain any addenda.

7. CONSULTANT SELECTION PROCEDURE

A Selection Committee will be formed in accordance with the policies of the San Luis Obispo County Board of Supervisors.

The Selection Committee will review the statements of qualifications of all firms responding to the RFQ based on the established evaluation criteria.

8. SCHEDULE

The following is a schedule of events that the project is expected to follow. These dates are considered firm at this time:

April, 1st, 2010 by 3:00 PM Statements of Qualifications due to General Services

9. RFQ SUBMITTAL AND SELECTION

Statement of Qualifications, consisting of seven (7) copies must be received by mail, recognized carrier, or hand delivery not later than **3:00 PM on April, 1st, 2010.**

Late submittals will not be considered.

Costs of preparation of RFQ will be borne by the proposer.

Selection of qualified firms will follow an approved County procedure for selecting professional consulting firms.

This request does not constitute an offer of employment or a contract for services.

The County reserves the option to reject any or all responses, wholly or in part, received in response to this request.

The County reserves the option to retain all responses, whether selected or rejected, or costs for returning responses will be the responsibility of the Sign Consultant firm.

The County reserves the right to select the firm which presents the response, which, in the judgment of the County, best accomplishes the desired results.

All responses shall remain firm for One Hundred Eighty (180) days following closing date for receipt of proposals. After One Hundred Eighty days, the County will enter into negotiations to determine additional time related costs.

The method of selecting a consultant shall include procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price to the County.

The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the respondent. All communication between respondent and the County shall be through the individuals identified in the RFQ.

10. CONTACT PERSON

Creed Bruce, Capital Projects Coordinator
Department of General Services
County of San Luis Obispo
1087 Santa Rosa Street
San Luis Obispo CA 93408
805.781.4154
805.781.5215 fax
cbruce@co.slo.ca.us

If the above person is not able to immediately answer questions, an answer will be found and communicated to interested proposers (if appropriate), or the person asking the questions will be directed to the proper person to answer the question.

Interested firms shall not contact other County Staff with questions or suggestions regarding this Request for Qualifications.

RFQ and Addenda can be downloaded from the County Purchasing webpage:
[http://www.slocounty.ca.gov/GSA/Purchasing/Current Formal Bids and Proposals.htm](http://www.slocounty.ca.gov/GSA/Purchasing/Current%20Formal%20Bids%20and%20Proposals.htm)