

REQUEST FOR PROPOSAL (RFP) ARCHITECTURAL DESIGN & DRAFTING SERVICES

Fallbrook Regional Health District is requesting proposals from qualified professionals to assist the District in preparing a set of detailed technical specifications and drawings for roof replacement projects at three of the buildings owned by the District. (617 Alvarado Street, 138 S. Brandon Road, and the "classroom building" at 1636 E Mission Road).

This letter comprises the Request for Proposal (RFP) for Architectural Design and drafting Services. You may view a copy of this RFP at www.fallbrookhealth.org. Responses should be submitted in accordance with the instructions set forth in this RFP.

PROPOSAL DUE DATE

Interested firms must submit one (1) original unbound containing original signature, six (6) copies, and an electronic PDF/Word version of their proposal, by March 8, 2019. Proposals shall be considered firm offers to provide the services described for a period of ninety (90) days from the time of submittal.

POINT OF CONTACT

Wendy Lyon will be the point of contact for this contract. Proposals and all inquiries relating to this RFP shall be submitted to Wendy Lyon, District Bookkeeper at the address shown below. E-mail inquiries may be directed to bookkeeper@fallbrookhealth.org, or to:

Wendy Lyon, Fallbrook Regional Health District, 138 S. Brandon Road, Fallbrook, CA. 92028

MINIMUM QUALIFICATIONS

Proposals must demonstrate that the Consultant meets the following minimum qualifications to be eligible for consideration for this project:

1. The firm, organization or company must be a licensed civil engineering contractor or General Contractor in the state of California.
2. The Managing Principal assigned to the contract and responsible for the coordination and execution of the work must have a minimum of ten (10) years' progressively more responsible experience and a proven track record of providing roofing design and drafting services for governmental and/or corporate clients.
3. Preference will be given to firms which have and maintain an office or a presence within the District service area (Fallbrook, Bonsall, DeLuz, Rainbow).

SCOPE OF WORK, BUDGET AND SCHEDULE

Fallbrook Regional Health District (FRHD) desire land use consulting services to meet with the District staff and/or property manager, inspect the three building locations in need of roofing replacements, and develop a set of written specifications and drawings which will then be incorporated into bidding documents to allow for the competitive bidding of the roof replacement projects for the three District buildings.

FRHD expects the chosen consultant to commence work on or about May 1, 2019, with a view toward finalizing the specifications by July 1, 2019. This will allow FRHD to move forward with letting one or several contracts for roof replacement to be awarded by approximately mid-July 2019.

CONTENTS OF PROPOSAL

1. Letter of Interest. A dated letter of interest must be submitted. It shall contain the legal name of the firm, address, telephone and e-mail address, and the name, title and signature of the authorized person to submit on behalf of the firm, who may bind the firm to a contract. The letter should include a brief statement of the firm's experience, background and qualities, identify any sub-consultants, and provide information on why the firm is a "fit." The letter should identify the form of business entity.
2. Narrative – the proposal will provide a comprehensive narrative of the firm's zoning and land use work, to include the following:
 - a. The proposal shall contain no less than three (3) examples of successful projects which the firm has completed similar to FRHD's in the past five (5) years.
 - b. Describe the experience and educational background and qualifications of the principal members of the firm, as well as those of any sub-consultants. The proposal should identify all roof replacement design specifications projects it has worked on in the past seven (7) years, including the name of the client and the contact person for that client.
 - c. It shall provide the names and resumes of the principal(s) who will be in charge of this application.
 - d. Identify the firm's insurance carriers for liability and professional liability and workers' compensation;
 - e. Identify any litigation naming the firm as a defendant in the preceding seven (7) years.
3. Professional Approach. The proposal shall provide a general, step-by-step narrative of the process by which it will fulfill the work contemplated by this RFP, including a proposed timeline and anticipated fully-loaded cost and charge for each step, and include a summary sheet tallying all charges associated with completion.
4. Fee Schedule. The proposing entity should submit a fee schedule detailing the rates and charges for each of its staff members and sub-consultants (if any) which will perform work or services on the project contemplated by this RFP.

SELECTION PROCESS

The District Board facilities committee, in collaboration with its real estate consultant, anticipates review of the proposals received following the deadline for submission. The committee will likely identify a plurality of submitting entities for interview, with a view toward submitting a recommendation to the full board for award of a contract at a subsequent regular board meeting. The District Board meets regularly on the second Wednesday of the month.

The District reserves the right to reject all proposals received, and to reject any proposal which fails to set forth the information requested herein.

The selected Consultant will be required to maintain insurance coverage, during the term of the contract. Consultant agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements. Consultant acknowledges that, if selected to perform this design work, Consultant will not be permitted to submit a bid to perform the roof replacement work.

Thank you for your interest,
Howard Salmon, Board President