

ATTACHMENT No. 2

INSTRUCTIONS FOR PROPOSERS

A. PROPOSALS DEEMED RESPONSIVE TO THIS RFP:

This Attachment describes, in detail, the contents of the proposal requested by the county. A proposer's response to the RFP must be made according to one of the three options identified in this RFP, both for content and sequence.

Any proposal failing to comply with defining the details of one or more of the three lease building delivery options identified will be deemed as non-responsive may be rejected by the county. A proposer can remedy a non-responsive status if sufficient evidence can be presented citing extenuating circumstances.

Proposers must present evidence, satisfactory to the county, indicative of their ability to design, construct, finance, operate and maintain the specified facilities. Proposers must include the following information in sequence.

B. THE FOLLOWING IS A LIST OF ITEMS THAT MUST ACCOMPANY THE PROPOSAL:

1. Title Page: Provide a cover page specifying the following:
Project Name: One-Stop Permitting Services Location for the County of Humboldt Departments of Planning and Building, Public Works and Health and Human Services.
Submitted by: Name of proposer exactly as it will appear on the agreement.
2. Letter of Introduction: This letter should clearly identify the firm's contact person with respect to this project, the person's title in the organization, and the telephone number and address at which that person can be reached.
3. Table of Contents: Include a Table of Contents for the proposal.
4. Description of the proposed site and building: A complete description of the site and building(s) including the location; the proximity, in terms of time and distance, to major arterial streets, highways, and public transportation; the building type (design); the site (zoning, lot size, configuration, setbacks, expansion space available if any, aesthetic considerations, features of the property, and any other details of the site that have not been addressed); and the parking information (number of stalls, location, lighting, security). Proposers who are submitting existing buildings for consideration should include how the building will be modified to meet the general specifications.
5. Description of Proposer: A description of the proposer and its capabilities. If this is a joint venture, include descriptions and qualifications of those firms or individuals that make up the joint venture.

6. Description of Proposer and Qualifications: A description of the proposer, including business structure, and a list of all work similar to this project undertaken by the proposer and/or any joint venturing firms within the last five (5) years.
7. Schedule: This section must include a proposed timetable for meeting the county's needs. The schedule should be detailed with both minor and major milestones.
8. Cost Proposal: In this section, list a detailed summary of proposed costs and final lease cost per month for the term of the lease. Provide lease terms and any limited or conditional factors affecting the development of the property. Include the cost per square foot for a turn-key full-service lease, amount of annual adjustment requested, if any, basic terms (10 years), option to extend two 5 year period(s) and proof of ability to finance the project. The cost per square foot figure must include a breakdown of operating expenses and landlord improvements.
9. Insurance: Provide sample insurance certificates that satisfy the insurance requirements of the Sample Lease as specified in Section 16, Lessor's Insurance.
10. Signature Affidavit: The proposal must be made by the proposer or by an agent bearing notarized authorization or power of attorney signed by the proposer authorizing the agent to act in the proposer's behalf.

If the proposal is made by an individual, it shall be signed with the full name of the proposer, and his/her address shall be given. If it is made by a partnership, it shall be signed with the partnership name and by an authorized partner. If it is made by a joint venture, it shall be signed by the authorized representative of the joint venture. If it is made by a corporation, it shall be signed by two officers of the corporation.

C. THE PROPOSAL MUST BE SUBMITTED AS FOLLOWS:

1. The proposals should be bound and contain, in the order specified, the information listed in Section B. All proposals should be printed on white, recycled paper, 8 1/2 x 11 inches. Please **submit five (5) hard copies with original signatures** and one (1) electronic copy on USB Drive of the project proposal in a sealed envelope marked "RFP – One Stop Permitting Location".
2. Include: name, address, and daytime phone number of the proposer (or authorized agent) on the envelope.
3. The package must be sent by mail or hand delivered to **arrive** not later than **2:00 p.m., December 18, 2018** to:
County Administrative Office
c/o Karen Clower
County of Humboldt
825 Fifth Street, Room No.112
Eureka CA 95501

It is the sole responsibility of the proposer to see that his/her proposal is completed and received in proper time.

4. Mandatory Pre-RFP Conference: All proposers should ensure that they check the RFP schedule of events contained in Section E of this attachment. Part of the RFP process includes a mandatory pre-RFP conference. The conference is designed to answer any questions that proposers may have about the proposal and to communicate any additional information to the proposers that the county may deem to be helpful in successfully completing this project.
 5. Questions about the project shall be in writing using Attachment No. 6 – Information Request Form.
- D. **SELECTION PROCESS** -- County will use the following process for proposal selection:
1. A panel of county staff will evaluate the proposals. The panel will evaluate and rate each proposer's response to the criteria listed in Section B. The review panel will determine whether the persons or companies initiating a proposal have a reputation of:
 - Reliability and thoroughness;
 - Cooperation;
 - Responsiveness;
 - High level of customer/client satisfaction; and
 - Successful completion of similar project types.
 2. The review panel will also concentrate on determining if the proposals are:
 - Responsive to the requirements of the RFP; and
 - Include a concise and comprehensive work plan.
 3. Special consideration and scoring will be based on:
 - 20 maximum points for a location centrally located in Eureka as defined in Attachment No. 3 between the intersections of Broadway and I Street.
 - 20 maximum points for location being within one quarter mile or less of public transportation;
 - 20 maximum points for facility and site improvements;
 - 15 maximum points for ease of future expansion;
 - 15 maximum points for including Additive Option 1;
 - 10 maximum points for lease cost and its consistency with the facility, site, and services provided.
 4. The panel will also evaluate qualifications by inquiries into the proposers' references. The county is especially interested about the selected proposer's:
 - Ability to work effectively with county agencies;
 - Ability to understand capital projects management and the development of building plans;
 - Past project development experience; and

- Ability to complete projects in accordance with deadlines.
5. The panel will rank the proposals based on the qualifications set forth in this Request for Proposals. Based on this evaluation, the top three highest-ranked qualified firms may be invited, if deemed necessary, to make a presentation before an oral review board.
 6. The county will provide the top three proposers with instructions prior to the interviews and presentations (if deemed necessary) outlining this process.
 7. The top-ranked proposal will be invited to the county to negotiate the final price for services, commencement date, initial term for the lease, building completion date, and to execute a lease agreement. If negotiations don't reach an agreement, the next-ranked proposer may be invited to negotiate with the county.
 8. The final selection and lease will be presented to the Humboldt County Board of Supervisors for approval.
 9. The selected firm or individual will be asked to start the project immediately and complete the work within the timelines submitted in this document.

E. RFP SCHEDULE

November 14, 2018	RFP Issued
November 28, 2018	A Pre-RFP Conference is scheduled for 3:00 p.m. Pacific Time at 825 Fifth Street, Conference Room A, Eureka, CA 95503.
December 11, 2018	Final day for firms to submit RFI/Questions
December 18, 2018	Proposals Due to county no later than 2:00 p.m. Pacific Time.
January 8, 2019	RFP Committee begins evaluations and rankings
January 15-18, 2019	RFP Committee invites firms to interview present
January 22, 2019	RFP Committee Selects Proposal
January 29, 2019	Board Award and Authorization