



City of Calimesa

908 Park Avenue ♦ Calimesa, California 92320

Phone (909) 795-9801 ♦ Fax (909) 795-6187

REQUEST FOR PROPOSALS for FREESTANDING ELECTRONIC READER BOARD SIGN

I. PURPOSE AND INTENT

The City of Calimesa is seeking the services of a well-qualified sign company to design, fabricate, and install a freestanding electronic reader board sign on Calimesa Boulevard within the City's Downtown Business District in the County of Riverside, California. A location has already been selected and the funds have been set aside with Redevelopment monies budgeted for FY 2009-2010. An agreement was made between the City and the owner of the private property to construct a sign that would provide advertisement space for existing businesses as well as be a showcase for community events.

Copies of the Downtown Business District Code and the Street Improvement Plans are on file at City Hall and will be made available upon request.

II. SCOPE OF WORK, LOCATION, AND TIME FOR COMPLETION

The work to be done consists of designing, fabrication, and installing a freestanding electronic reader board sign, including materials, equipment, tools, labor, and incidentals as require by the conceptual plans and contract documents to construct the intended improvements. The general items of work include electronic reader board sign, electrical wiring, connection to existing meter, restoration of landscape and irrigation damaged, and all items not mentioned but indicated in the conceptual plans and the Consultant Services Agreement.

The proposal for the sign must be architecturally significant and compatible with the City's new Downtown Business District and complement the new Calimesa Street Improvement Plans. In addition, the winning bid will be selected based on City Council input and the minimum qualifications listed in Section V.

The general locations and limits of the work are as follows: northeast corner of Calimesa Boulevard and Myrtlewood Drive within the City of Calimesa, California. Specific location is identified on the Improvement Plans.

Submitted proposals will be valid for a minimum of ninety (90) days. Once selected, final design work must be completed within **thirty (30)** calendar days after the date of authorization specified in the Notice to Proceed and to diligently prosecute said work, including corrective items of work, day to day thereafter, except as adjusted by subsequent Contract Change Orders. Fabrication and

installation of approved sign must be completed within **sixty (60)** days following the Notice to Proceed.

III. RESPONSE

Three (3) copies of a completed proposal must be received by the Community Development Department no later than 5:30 p.m. on Thursday, May 27, 2010. Proposals should be noted and addressed as follows:

"Sealed Bid for Reader Board Sign - Do Not Open With Regular Mail"

City of Calimesa
Community Development Department
Attn: Gus Romo, Community Development Director
908 Park Avenue
Calimesa, CA 92320

IV. CONTENTS

All proposals should follow this general outline:

1. Scope of Services. Provide a brief description of the types of services your firm provides to meet the intent of this request.
2. Proposed Sign Design(s) – Up to a maximum of three (3) conceptual designs may be submitted. The height and area of the sign may NOT be subject to the City's sign ordinance depending on the Downtown Business District's pending adoption with proposed exemption language for "RDA/Community-Sponsored" signs, which will be appearing before the City Council for adoption on May 3, 2010. As such, each firm may submit one design in accordance with the City's existing sign ordinance and one or two other designs based on the firm's expertise and professional opinion as to the appropriate scale of the sign for the surroundings.
3. Qualifications. Provide a Statement of Qualifications for the firm and its key personnel.
4. References. Provide a list of similar projects completed, finished photographs, and current contact names.
5. Fee Schedule. Provide a total cost breakdown to include design, fabrication, and installation of the proposed sign not to exceed the City's **total budget of \$45,000**.
6. Timeline. Provide a timeline for the completion of the project from design to installation.

V. MINIMUM REQUIREMENTS

Equal consideration will be given to cost of services plus the technical competence and ability of the qualified firm. The firm's willingness and ability to work closely with City staff will also be considered.

The firm must meet the following minimum requirements.

1. Have adequate equipment, technical, and financial resources for performance;
2. Have the necessary experience, organization, technical qualifications, skills, and facilities to complete the work;

3. Demonstrate an ability and willingness to comply with the Downtown Business District design standards;
4. Provide a reasonable project timeline;
5. Provide a reasonable warranty for labor and materials;
6. Have a satisfactory record of performance;
7. Provide statement of "Equal Opportunity Employer;"
8. Pay prevailing wages on this project;
9. Provide evidence of liability insurance in accordance with the City of Calimesa Risk Management Program, which requires a minimum insurance limit of \$1 million Dollars and provisions to indemnify and hold harmless the City from any claims arising from activities undertaken in the contract; and
10. Be licensed in accordance with provisions of the Business and Professions Code and shall possess a State Contractor's License Class A at the time this contract is awarded. The successful Contractor and his subcontractors will be required to possess business licenses from the City of Calimesa.

VI. LIMITATIONS

1. This RFP does not commit the City to either award a contract or to pay for any costs incurred in the presentation of the proposal to this request.
2. The City of Calimesa staff will evaluate the proposals and the City Council will render a final decision regarding award of a contract based on the best conceptual design as decided by staff and the City Council, completeness of proposal, and compliance with the minimum requirements listed in Section V.
3. The City shall retain ownership of all original reports and pertinent data.
4. The City of Calimesa reserves the right to accept or reject any or all proposals received as a result of this request, waive any irregularity, take all bids under advisement for a period of ninety (90) days, and negotiate a final price.
5. The bidders' attention is directed to the provisions of Section 1777.5 (Chapter 1411, Statutes of 1968) and 1777.5 of the Labor Code concerning the employment of apprentices by the Contractor or any such subcontractor under him. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, or handicap will also be required.
6. Bidders must satisfy themselves by personal examination of the work site, Plans, Specifications, and other contract documents, and by any other means as they may believe necessary, as to the actual physical conditions, requirements and difficulties under which the work must be performed. No bidder shall at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies found in the Plans, Specifications, or other contract documents shall be called to the attention of the CITY and clarified prior to the submission of proposals.
7. In the event there is more than one bid item in a bidding schedule, the bidder shall furnish a price for all bid items in the schedule, and failure to do so will render the proposal informal and may cause its rejection. In the event there are unit price bid items in a bidding schedule and the "amount" indicated for a unit price bid item does not equal the

product of the unit price and quantity the unit price shall govern and the amount will be corrected accordingly. In the event there is more than one bid item in a bidding schedule and the total indicated for the schedule does not agree with the sum of the prices bid on the individual items, the prices bid on the individual items shall govern and the total for the schedule will be corrected accordingly.

8. **PREVAILING WAGES.** Any bidder submitting a proposal must, by such action thereby, agree to pay at least the minimum prevailing per diem wages as provided in Section 1773, et seq. of the labor code for each craft, classification, or type of workman required as set forth by the Director of Industrial Relations of the State of California. A schedule of prevailing wage rates as published by the California Department of Industrial Relations for the types of work to be done is provided with these specifications, is available at City Hall, and is also available at the Department of Industrial Relations web site (www.dir.ca.gov).

VII. EXECUTION OF CONTRACT

The bidder to whom award is made must execute a written contract with the City on the form of agreement provided, must secure all insurance and furnish all certificates and bond required by the Specifications within ten (10) calendar days after receipt of the Contract from the City. Failure or refusal to enter into a contract as herein provided or to conform to any of the stipulated requirements in connection therewith will be just cause for annulment of the award and the forfeiture of the proposal guaranty. If the successful bidder refuses or fails to execute the contract, the City may award the contract to the second choice bidder. If the second choice bidder refuses or fails to execute the contract, the City may award the contract the third choice bidder. On the failure or refusal of such second or third choice bidder to execute the contract, the City will re-bid the project.

VIII. NOTIFICATION

The Contractor shall notify City Staff at the City of Calimesa, property/business owners, and the owners of all utilities and substructures not less than 48 hours prior to starting construction. The following list of names and telephone numbers is intended for the convenience of the Contractor and is not guaranteed to be complete or correct:

CITY OF CALIMESA STAFF:

Gus Romo – Community Development Director	(909) 795-9801
Carlos Zamano - City Engineer	(909) 795-9801
Bob French – Public Works Director	(909) 795-9801

PROPERTY/BUSINESS OWNER(s):

Steve Lu, Best Wok Chinese Restaurant	(951) 769-2788
Rose Peou, The Donut House	(909) 795-7813

UTILITIES:

SOUTHERN CALIFORNIA EDISON Attention: Ms. Christina Girod	(909) 307-6779
THE GAS COMPANY Attention: Mr. Dean Lewis	(909) 335-7716
VERIZON Attention: Mr. Rick Pesquera	(909) 748-6656
TIME WARNER Attention: Mr. Stuart King	(909) 798-3588
YUCAIPA VALLEY WATER DISTRICT Attention: Mr. Charlie Bailey	(909) 797-5118
SOUTH MESA WATER COMPANY Attention: Mr. Dave Armstrong	(909) 795-2401
BEAUMONT CHERRY VALLEY WATER DISTRICT Attention: Mr. Joseph Reichenberg	(951) 845-9581
UNDERGROUND SERVICE ALERT	(800) 227-2600

EMERGENCY INFORMATION

The names, addresses, and telephone numbers of the Contractor and subcontractors, or their representatives, must be filed with the City Engineer, Community Development Director, and the County Sheriff's Department prior to beginning work.

IX. BID SCHEDULE

BIDDER: _____
 (Company Name)

ITEM NO.	DESCRIPTION OF ITEMS	ESTIMATED QUANTITY	UNIT	UNIT PRICE IN WORDS	UNIT PRICE	TOTAL COST
1	Design, furnish and install freestanding electronic reader board sign as approved by the City	1	EA			
2	Furnish and install electrical wiring for sign	1	LS			
3	Connect to existing meter	1	EA			
4	Restore landscape and irrigation	1	LS			

TOTAL FOR BID SCHEDULE

(ITEMS 1 THROUGH 4) _____
 (WORDS)

\$ _____
 (FIGURE)

X. ADDENDA ACKNOWLEDGMENT

The undersigned acknowledges receipt of the following ADDENDA and the cost if any, or such revisions have been included in the TOTAL BID of the Bidding Schedule (s).

ADDENDUM NO. _____, DATED _____

ADDENDUM NO. _____, DATED _____

ADDENDUM NO. _____, DATED _____

ADDENDUM NO. _____, DATED _____

Name of Bidder _____

Address _____

State License No. _____ Telephone No. _____

By: _____

Signature

Title

Date the _____ day of _____, _____

XI. IMPROVEMENT PLANS (3 SHEETS)

REFER TO ATTACHMENT A