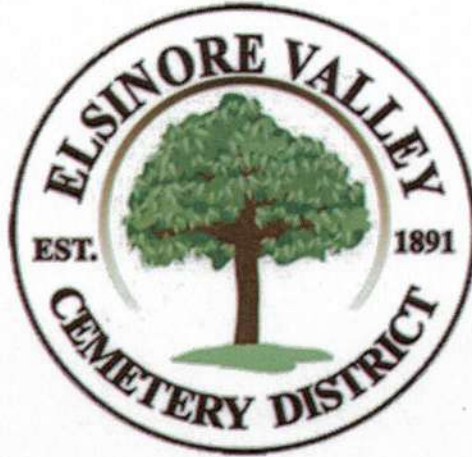


Request for Statements of Qualifications

BID TITLE: Landscape Architecture and Signage Services

From: Elsinore Valley Cemetery District



SOQ Date: February 28, 2023

Due Date: Wednesday, March 15, 2023, 11:00 AM

Stephanie Garcia
District Manager
18170 Collier Avenue
Lake Elsinore, California 92530
(951) 674-2418

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I. Background

At the Regular Board meeting of February 09, 2023, the Elsinore Valley Cemetery District's Board of Trustees unanimously agreed to replace the damaged cemetery sign that is located on the northwest side of the cemetery near the intersection of Collier Avenue and Riverside Drive.

The sign not only needs to bring attention to the cemetery but, it should also add to the historic motif highlighting over 130 years in business. The replacement sign should be made from a sturdy material that will withstand not only the strong winds, animals, homeless, vandals, etc., but also the elements created from the drastic weather changes that Lake Elsinore undergoes each year and yet still be appealing to the public.

A tree created out of a steel design that would be similar to the "Jewish Cemetery Arch" was proposed, reviewed and discussed by the engineering committee. A concrete footing with steel posts would hold a solo tree design at a 45-degree angle which would directly face the intersection. Steel posts would then face oncoming traffic from both north and south directions along Collier Avenue. The suggestion is that the current specs., be used for the new sign.

For reference purposes, the specifications of the existing sign are as follows:

- A solo steel tree at a 45-degree angle (the current sign is 65 inches in height from bottom of sign to highpoint) - Post to post is 81 inches in width
 - Sign to sign is 7 ft.
- Two "Elsinore Valley Cemetery" signs would be placed on separate steel posts to address all traffic viewpoints.
- The font is currently Times New Roman
- The text is currently in upper and lower case and reads: Elsinore Valley Cemetery
- Current cement foundation to bottom of current sign is 76 inches.
- Current foundation(s) would not be used as it is not set at a 45-degree angle.

The projected groundbreaking for the new sign is estimated to occur in the second quarter of 2023. The anticipated budget has been set at \$20,000.

Submission Details:

BID TITLE: Landscape Architecture and Signage Services

Five (5) copies of a Sealed Statement of Qualifications must be submitted to:
District Manager
18170 Collier Avenue
Lake Elsinore, California 92530

One (1) emailed pdf version to: district.manager@evcd.org
Two (2) electronic versions of the Proposal on flashdrive(s)

Proposals will be received until 11:00 AM on Wednesday, March 15, 2023

II. Statement of Qualifications Format and Content

The Statement of Qualifications (SOQ) shall be limited to 10 pages (exclusive of the Cover, Cover Letter, and Hourly Rate Schedule). Proposal shall be submitted both electronically and in a sealed envelope labeled: "Statement of Qualifications for Landscape Architecture and Signage Services" and shall be submitted to the Elsinore Valley Cemetery District no later than 11:00 AM on Wednesday, March 15, 2023.

Five (5) printed copies and two (2) electronic versions of the Proposal on flash drive(s) must be submitted in a sealed envelope or box bearing the name of the firm, submitted only to the following address:

Elsinore Valley Cemetery District
Attn: Stephanie Garcia, District Manager
18170 Collier Avenue
Lake Elsinore, California 92530

Questions regarding the scope of work and SOQ requirements shall be submitted no later than Wednesday, March 15, 2023 as follows: district.manager@evcd.org

SOQ Contents:

The contents of the Statement of Qualifications shall include but not limited to the following:

1. Cover: Including Bid Title, Due Date and Name and Address of Firm submitting the SOQ.
2. Cover Letter: The SOQ must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned SOQ is grounds for rejection. The cover letter should include an introduction of the firms and summary statement of qualifications.
3. Company Background: Please submit the following information:
 - Official name and address.
 - Name, address, and telephone number of the firm's primary point of contact.
 - Indicate what type of entity (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
 - State of Incorporation if incorporated
 - Federal Employer I.D. Number.
 - A detailed statement indicating whether firm is totally or partially owned by another business organization or individual.
 - Number of years the firm has been in business under the present business name.
 - Number of years of experience the firm has had in providing required, equivalent, or related services.
4. Organizational Chart and Project Team Resumes: The SOQ shall include an Organization Chart identifying each of the Key Personnel that would be assigned to the project. This includes any and all subconsulting firm that are required.

Brief resumes (less than one page) for the key personnel shall also be included in the SOQ. Resumes shall include professional experience, education and specific certifications required by the scope of work.

Subconsultants: The name of the subconsultants point of contact shall also be included in this section. A brief history of the subconsulting firm's qualification and history can also be included.

Sample Projects/Similar Work: Please include examples of at least four (4) similar signing projects completed within the last four (4) years by the consultant. Each project shall include: The name of the project, the Client, Client Contact, and Year Completed. Photographs or rendering of the project shall also be included as well as a brief description of the scope of services provided.

III. Hourly Rate Schedule

An Hourly Rate Schedule shall be provided as part of the Statement of Qualifications. This must be submitted both as a printed section included in the bound SOQ and electronically on the flash drive. These materials shall be submitted in the same sealed envelope.

All work performed under this contract will require approval by the DISTRICT's Board of Directors and issued through a Task Order. The costs will be based on the specified rates of compensation provided by the firm's Hourly Rate Schedule. The District Manager shall confer with the successful candidate to establish the maximum fee, including expenses, for the Project and to establish the completion date.

Candidates are required to consider whether services to be performed include classifications subject to state or federal prevailing wage requirements. California State prevailing wage information is available through the California Department of Industrial Relations website at:

http://www.dir.ca.gov/dlsr/statistics_research.html

Labor categories subject to prevailing wage requirements, when employed for any work on this project, are wholly the responsibility of the firms or individual named in any Agreement approved by the District. District will not assume any responsibility for the successful candidate's failure to pay prevailing wages in accordance with State or Federal law.

IV. Selection/Evaluation Criteria

The District's Engineering Committee of the District's Board of Directors will evaluate all Statements of Qualification received to determine the firm that best meets the needs of the District. Selection of qualified firms will be based on evaluation the following evaluation Criteria. The District's Engineering Committee will then make a recommendation to the full Board of Trustees at a noticed meeting to consider the successful candidate.

Evaluation Criteria	Evaluation Score
Company Background	30%
Experience on Similar Projects	30%
Experience of Project Team	30%
Competitiveness of Hourly Rate Schedule	10%
Total Score	100%

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Total Score	100%

Interviews may be held with the most qualified respondents.