

Request for Proposal

BID TITLE: Grounds Projects for New Building Site

From: Elsinore Valley Cemetery District



RFP Date: Wednesday, August 20, 2025

Due Date: Wednesday, September 3, 2025, 11:00 A.M.

**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 August 14, 2025, the Elsinore Valley Cemetery District's Board of Trustees unanimously agreed to a number of development projects for our new building site. The address for the work will be 29150 Riverside Drive, Lake Elsinore, CA 92530.

The appearance of the new office needs to bring aesthetically appealing attention to the cemetery while adding to the historic motif highlighting over 134 years in business. The projects should be made from sturdy materials that will withstand not only the strong winds and extreme heat but high levels of visitor traffic each year.

Submission Details:

BID TITLE: Development projects for new building site

Five (5) copies of a Sealed Request for Proposal must be submitted to:

Stephanie Garcia

District Manager

18170 Collier Avenue

Lake Elsinore, California 92530

Proposals will be received until 11:00A.M. on Wednesday, September 3, 2025.

Project Understanding: A new driveway, cinder block wall, curb for approach at old cemetery entrance, cement slab for marquee, air conditioner enclosure, new gate within Jewish cemetery, etc.

Description of work:

1. Create a Plan for a new driveway from the new building into the cemetery.
2. Grade and compact area for proposed new driveway 26' wide by approximately 120' long.
3. New driveway – Demo asphalt and remove concrete curb at tie in where necessary.
4. New Driveway shall be 6-8-inch-thick with rebar reinforcement.
5. Propose a 25 x 30-foot concrete patio to be enclosed.
6. Wall quote for current cemetery access gate (remove gate & replace with solid wall.)
7. Saw break and remove existing concrete drive approach and curbing. Replace curb with full height curbing.
8. Remove asphalt from main gate to point of fork in the road near trash area and install new 6-8-inch-thick concrete.
9. Install new concrete curbing and driveway extension.
10. Cement Slab for Marquee relocation at new building.
11. Install 6' city standard garden wall with gate around air conditioning equipment area.
12. Discussion of Jewish cemetery access gates for security – Install cement footers at base.
13. Fabricate & install (2) new rolling gates with motors at new entrance.
14. Create/install pad for keypad at new gate. Cement and secure Goose Neck – A secure column base is to be installed to provide extra security to the area.
15. Grade, supply base where necessary and compact area behind new office for patio. Area to receive new 4-5-inch-thick rebar reinforced concrete patio with Sand finish.
16. Remove and replace curbing at garage. Create wider access to garage with new curb line and additional concrete where necessary.
17. Install 6' high city standard garden wall around new patio.
18. Install seat walls at Black Niche Wall area and install concrete flatwork around area with possible fountain with foundation & electrical sleeve.
19. New garage will need epoxy coating poured.

Specifications: Building is 2900 sq. ft.

Accommodation of Operations:

During the construction period, the cemetery will continue to be accessible to the public. Appropriate measures must be taken to minimize dust and noise for visitors.

No construction is to take place on weekends or holidays.

The projected groundbreaking for the newly approved projects is estimated to occur in the third quarter of 2025 and into 2026. The anticipated budget has been set at \$110K - \$120K.

Sample Projects/Similar Work: Please include examples of at least three (3) similar concrete/cement 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 should also be included as well as a brief description of the scope of services provided.

II. Request for Proposal Format and Content

The Request for Proposal (RFP) 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: "Request for Proposal for Ground Projects for New Business Site" and shall be submitted to the Elsinore Valley Cemetery District no later than 11:00A.M. on Wednesday, September 3, 2025.

Five (5) printed copies and one (1) electronic version of the Proposal via email 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

Question regarding the scope of work and RFP requirements shall be submitted no later than Wednesday, September 3, 2025, as follows: district.manager@evcd.org

RFP Contents:

The contents of the Request for Proposal shall include but are not limited to the following:

1. Cover: Including Bid Title, Due Date and Name and Address of company submitting the RFP.
2. Cover Letter: The RFP must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned RFP is grounds for rejection. The cover letter should include an introduction to the company and a summary Request for Proposal.
3. Company Background: Please submit the following information:
 - Official name and address, and DBA.
 - 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 any/all Joint Venture Agreements if entity is a joint venture.
 - State of Incorporation if incorporated
 - Federal Employer I.D. Number.
 - A detailed statement indicating whether company is totally or partially owned by another business organization or individual.
 - Number of years the company has been in business under the present business name.
 - Number of years of experience the company has had in providing required, equivalent, or related services.

Construction License

The successful bidder must possess a current Class A Contractor's License issued by the State of California.

4. Organizational Chart and Project Team Resumes: The RFP shall include an Organization Chart identifying each of the Key Personnel that would be assigned to the project. This includes any/all sub-consulting firms that are required.

Brief resumes (less than one page) for the key personnel shall also be included in the RFP. 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 sub-consulting firm's qualifications and history can also be included.

5. Rejection of Bids

The District reserves the right to: reject any or all bids; make award to the lowest responsible bidder and reject all other bids; waive any minor irregularity in the bidding; accept any bid and additive or deductive items as specifically identified in the plans, specifications and contract documents; and take all bids under advisement for a period of sixty (60) days. Bids will be compared on the basis of the District's estimate of the quantities of the several items of work as shown on the plans, specifications and contract documents. Only such plans, specifications, and items of work as are appropriate shall apply to the work as bid. **All bids shall be valid for a period of sixty (60) days after date of bid opening.**

6. The Bidder shall examine carefully the site of the work contemplated and the Contract Documents. The submission of a proposal shall be conclusive evidence that the Bidder has investigated and is satisfied as to the conditions to be encountered, as to the character, quality and quantities of work to be performed and the materials to be furnished, and as to the requirements of the Contract Documents.
7. Bids will be considered only from persons licensed as required under applicable provisions of the Contractors License Law (California Business and Professions Code section 7000, et seq.) and regulations adopted pursuant thereto; and each bidder shall insert his type of contractor's license, license number, and other requested information in the place provided in the bid. No oral, telephonic or telegraphic Bid or modification of a Bid will be considered.
8. Licensing Requirements for Contractors

All bidders, including general contractors and specialty contractors, shall hold such licenses as may be required by the laws of the State of California for the performance of the work specified in the Contract Documents

III. Hourly Rate Schedule

An Hourly Rate Schedule shall be provided as part of the Request for Proposal. This must be submitted both as a printed section included in the bound RFP 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(s) 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 with Similar Projects | 30% |
| Experience of Project Team | 30% |
| Competitiveness of Hourly Rate Schedule | 10% |
| Total Score | 100% |

Interviews may be held with the most qualified respondents.