Capital Project Management RFP

Proposals due November 2, 2026, 5:00 p.m.

Response to Questions

1. Technical services: Which architectural, structural, estimating, environmental or other specialty services must be included in the consultant's Phase 1 fixed fee? Which will be provided through the District's existing agreement with Coachella Valley Engineers or separately contracted by the District?

Response:

The Phase 1 fixed fee must include the project-management personnel, subconsultants, and professional expertise the proposer determines are necessary to complete the Phase 1 scope and deliverables identified in Section 6.1. This includes review of existing information, site observations, feasibility analysis, development of up to three conceptual alternatives, preparation of order-of-magnitude cost estimates and preliminary schedules, coordination, reporting, and presentation of recommendations.

Coachella Valley Engineers ("CVE") is presently providing engineering and site-planning services associated primarily with broader cemetery development, including mapping, entitlements, new cemetery sections, roadway improvements, and related County coordination. The District has not assigned CVE any specific technical service associated with the administrative or Board facility assessment. Proposers should not assume that CVE will perform any service necessary to complete the Phase 1 deliverables. The District reserves the right to authorize CVE or another provider to perform separately defined services when appropriate.

2. Comparable projects: May the three required comparable projects include assignments completed by the proposed principal while employed by another firm, with that employer and the principal's responsibilities clearly identified? May ongoing projects also be included, showing their status at the end of the principal's involvement?

Response:

Comparable projects may include work performed by proposed key personnel while employed by another firm, provided the proposal clearly identifies the employing firm, the individual's role and responsibilities, the services personally performed, and the dates of involvement. Such experience will be evaluated as experience of the proposed individual and will not be attributed to the proposing firm as firm experience. Ongoing projects may also be included. The proposal must identify the project's current status, the period during which the proposed individual was involved, the work completed during that period, and the project's budget and schedule status as of the end of the individual's involvement or the proposal submission date, as applicable.

3. **Public-client experience: My background includes private-sector construction management and owner-facing responsibilities, along with Marine Corps program management. Section 8.7 describes California public-agency projects as preferred, while Appendix D, Section 2.1 includes a representation of capital project management experience for public clients. How should a proposer with this background address that representation while complying with the no-exceptions requirement?**

Response:

California public-agency experience is preferred but is not absolute for submitting a proposal. Proposers should present the projects and experience they believe are most comparable to the requested services. The District will evaluate the applicability of the experience presented under the evaluation criteria stated in the RFP and score accordingly.

4. SB/DVBE status: Does this procurement provide any preference, incentive or participation requirement for California-certified SB/DVBE firms? If so, please identify the applicable policy and evaluation method.

Response:

This procurement does not include a preference, incentive, or minimum participation requirement for California-certified Small Business or Disabled Veteran Business Enterprise firms.

5. Insurance: Please confirm the required coverage limits and whether a sole proprietor with no employees must maintain workers' compensation coverage.

Response:

The required insurance coverages and limits are set forth in the Professional Services Agreement. With respect to workers' compensation insurance, a sole proprietor with no employees is generally not required to maintain workers' compensation coverage under

California law. If selected, a consultant seeking an exemption from the workers' compensation insurance requirement will be required to confirm that it is a sole proprietor with no employees.

6. (Interested Firm) is a relatively new company, but I have more than 45 years of real estate, construction, development, cost-control, and project-management experience. May a proposer demonstrate comparable experience through projects previously completed by its principal or key personnel under other companies or ownership entities?

Response:
Yes. A proposer may identify comparable projects completed by its principal or proposed key personnel while employed by or affiliated with another company or ownership entity. The proposal must clearly identify the entity that contracted for or performed the project, the individual's role and responsibilities, the services personally performed, and the dates of involvement. Such projects will be evaluated as experience of the identified personnel and will not be represented or evaluated as projects completed by the proposing firm itself.

7. May the experience and qualifications of committed subconsultants be included when evaluating the proposer's firm qualifications and comparable project experience?

Response:
Yes. The experience and qualifications of committed subconsultants may be included and will be considered in relation to the services they are proposed to perform. The proposal must clearly identify each subconsultant, its role, the personnel assigned, and the relevant projects and services performed. Subconsultant experience will be evaluated as part of the qualifications and capabilities of the proposed project team, but it will remain distinct from the experience of the prime consultant.

8. The RFP requests at least three comparable projects, preferably for California public agencies. Will comparable private-sector facility development, renovation, construction-management, and owner-representative projects satisfy this requirement, or are three public-agency projects and references required?

Response:

Comparable private-sector facility development, renovation, construction-management, and owner-representative projects may satisfy the requirement. The RFP states that California public-agency experience is preferred, but it does not require that all three comparable projects be for public agencies. Proposers should submit the projects they believe are most relevant to the scope and clearly explain how each demonstrates the

qualifications and experience needed for this engagement. The District will evaluate the relevance and comparability of the experience presented.

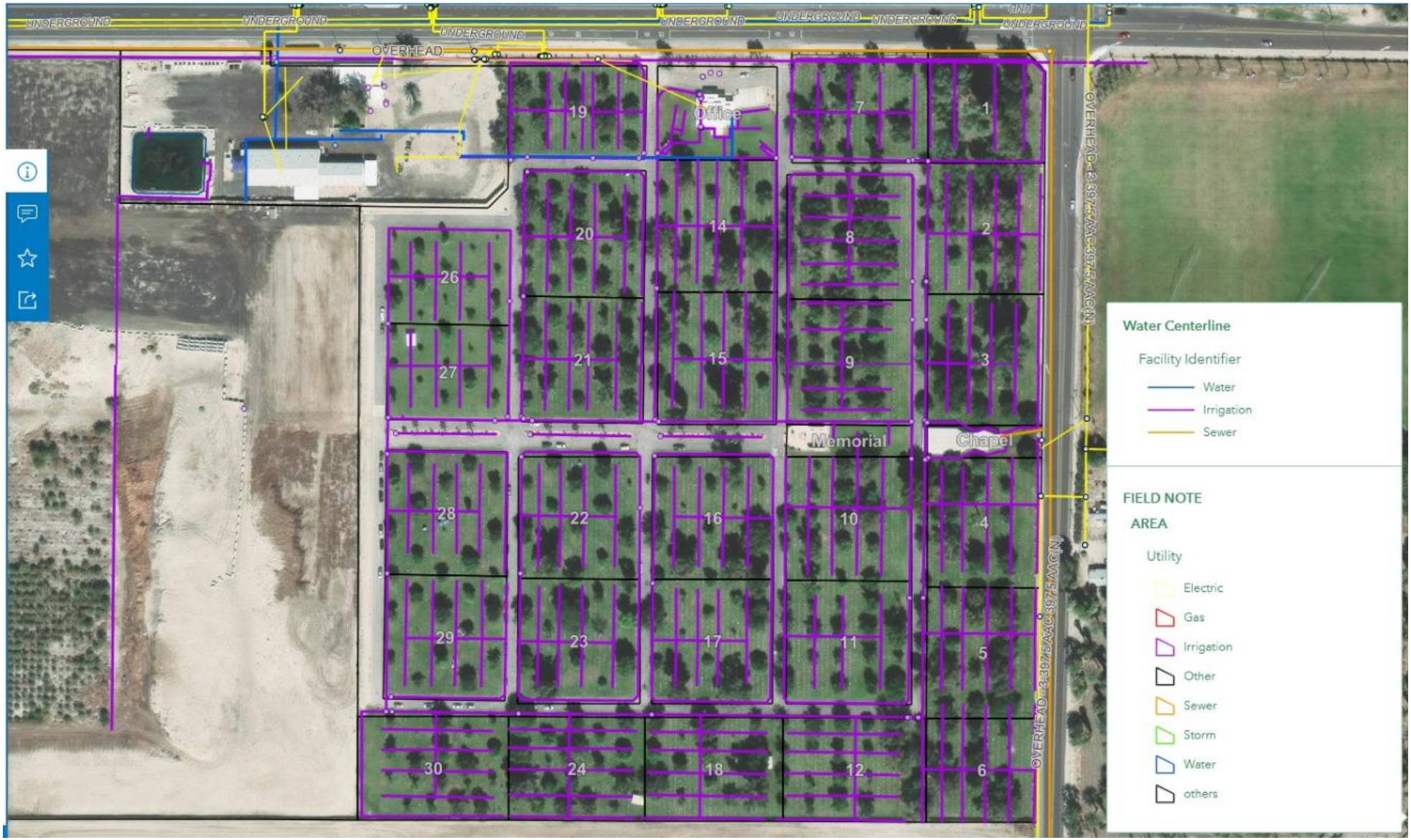
9. Do you have any as builts for utilities around the residential unit and your current small admin building?

Response:

The attached utility/GIS map is the only utility information readily available to the District for this area. The District does not have the original building plans or a complete set of utility as-built drawings for the residential structure or Cemetery Services building.

The map is being provided for informational purposes only, and the District cannot guarantee that it identifies all utilities or accurately reflects current field conditions. Proposers should account for the need to verify relevant conditions during the assessment.

(Map transmitted is on following page)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Office
Memorial
Chapel
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Water Centerline
Facility Identifier
Water
Irrigation
Sewer
FIELD NOTE
AREA
Utility
Electric
Gas
Irrigation
Other
Sewer
Storm
Water
others