



303 W. 5th St. Design-Build Project

Mandatory Pre-Proposal Conference

Project No. 10.10.1699

San Bernardino County Project and Facilities Management

Managed for:
**Community Development & Housing (CDH)
Office of Homeless Services (OHS)**



September 3, 2025

www.SBCounty.gov

- Introductions & Roles
- Review of RFP Scope, Process, and Requirements
- Questions





- **Location:** 303 W. 5th Street, San Bernardino
- **Purpose:** consolidation / lease elimination, operational efficiency & improving public service
- **Facility:** 26,553 GSF (vacant / constructed 1977)
- **Budget:** \$13,090,000
- **Occupants:**
 - Community Development & Housing (CDH)
 - Office of Homeless Services (OHS)
- **Staffing:** 92 total
- **Shared amenities:** conference rooms, command center, break room, secure storage

The Building

- Full renovation of a 2-story office building
- **Street level transformation:** Secure lobby with controlled access, but designed to feel open, light-filled, and approachable.
- 2nd floor departmental layouts & shared amenities
- MEP upgrades, fire protection, security
- Roof, doors, windows, exterior façade improvements

Current Condition:

Institutional, outdated, underutilized



Future Goal:

**modern, welcoming, collaborative,
and secure**

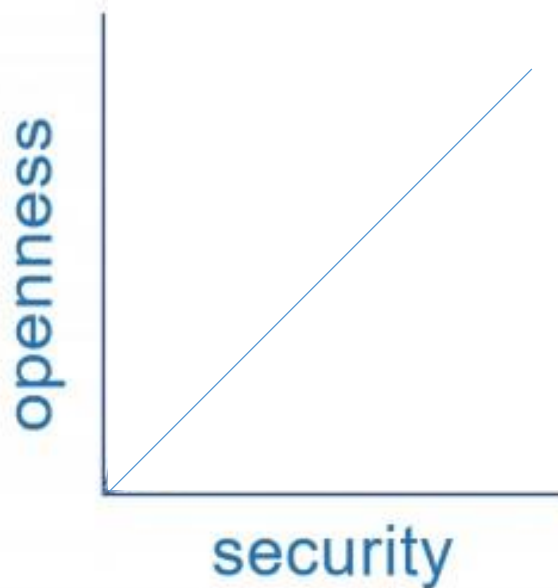
The Site

- Adjacent surface and undeveloped parking lots
- Trash enclosure, transformer, stormwater management
- Electrical easement investigation
- Parking/lobby flow = safe and dignified arrival for staff, visitors, and service users.

Current Condition:
Underutilized and unorganized



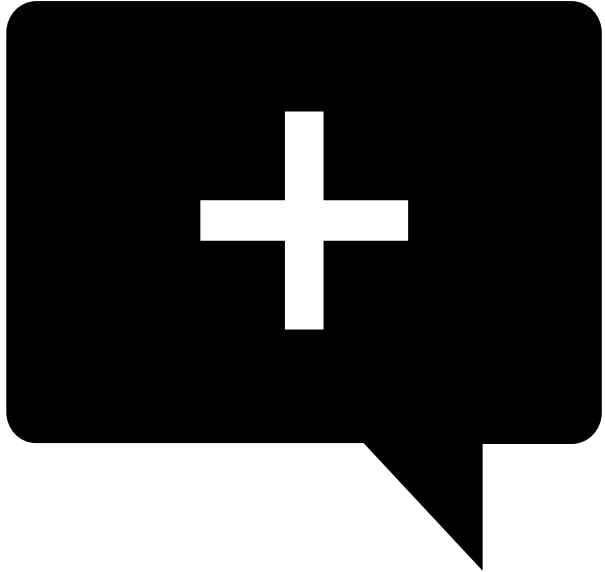
Future Goal:
Efficient, sustainable, welcoming



- Need to protect staff, documents, and visitors *while* projecting openness.
- Example solutions:
 - Glass walls/secure glazing for visibility but control
 - Security zoning (public, semi-public, staff-only)
 - Welcome desk as first point of human interaction
- Encouraged **design creativity**: this is where DBEs can differentiate themselves.

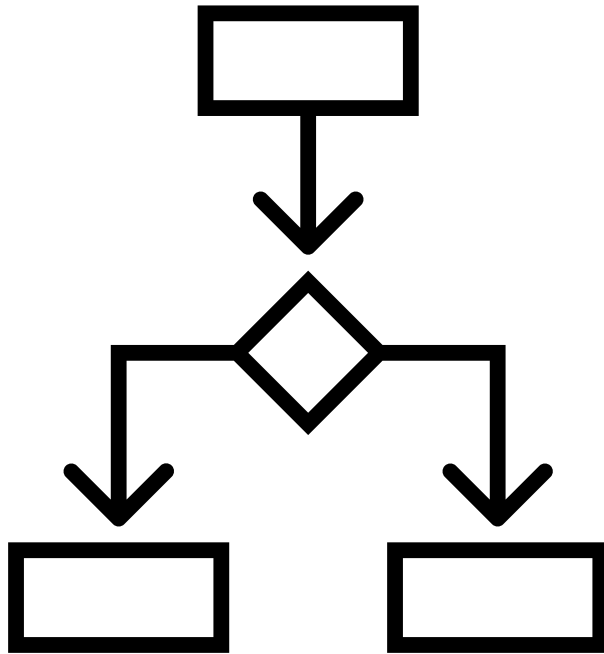


- County expects **solutions beyond minimum compliance.**
- Invite proposals that:
 - Use modern workplace design (collaboration spaces, healthy environments)
 - Integrate sustainability and energy efficiency
 - Explore flexibility for future service changes
 - Maximize budget



Additive Alternates

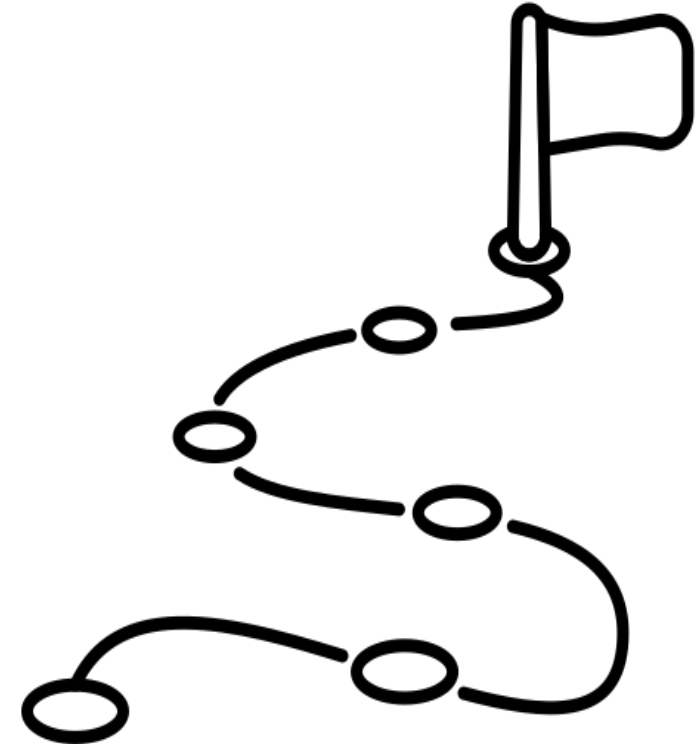
- Gender neutral restroom
- EV charging infrastructure



- Design-Build (PCC §§22160–22169)
- Two-Step Selection
 1. RFQ – Prequalification (completed)
 2. RFP – Proposals & Best Value Selection
- Three (3) Prequalified DBEs:
 - CDG Builders
 - Morillo Construction
 - Snyder Langston

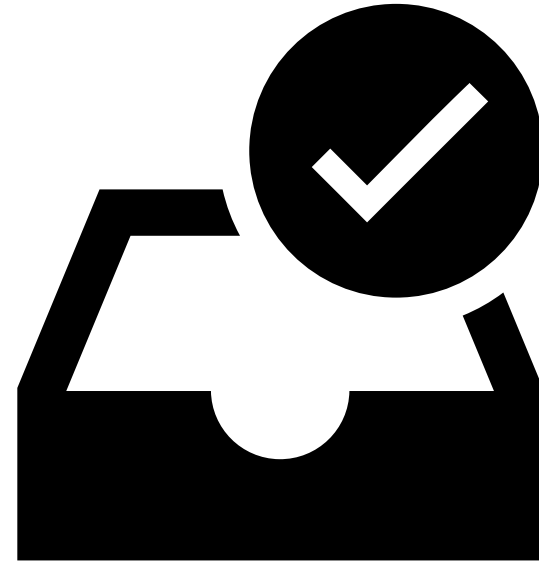
Key Dates

- RFP Release: Aug 22, 2025
- **Pre-Proposal Conference: Sept 3, 2025**
- Questions Due: Sept 11, 2025
- Confidential Meetings: Sept 4–17, 2025
- Proposals Due: Oct 23, 2025
- DBE Presentations: Oct 24 – Nov 3, 2025
- Selection Panel Decision: Nov 21, 2025
- Board Award: Feb 3, 2026
- Notice to Proceed: Feb 17, 2026
- Substantial Completion: Aug 2027
- Final Completion: Sept 2027



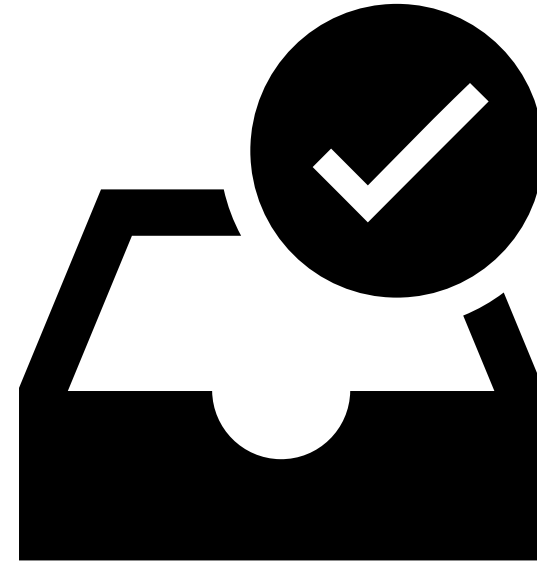
Overview

- Format: 3 Parts
- Delivery: Hard copy + electronic PDF (ePro)
- Due: Oct 23, 2025, 4:00 PM (no email/fax)



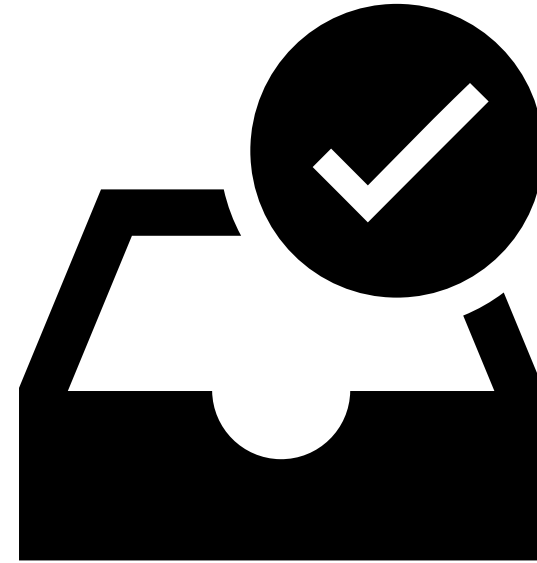
Part One – Technical

- Cover letter, executive summary
- Compliance with requirements
- Development schedule (CPM)
- Life cycle cost data
- Workforce plan (Skilled & Trained)
- Innovations & value-added features
- Team org chart & resumes



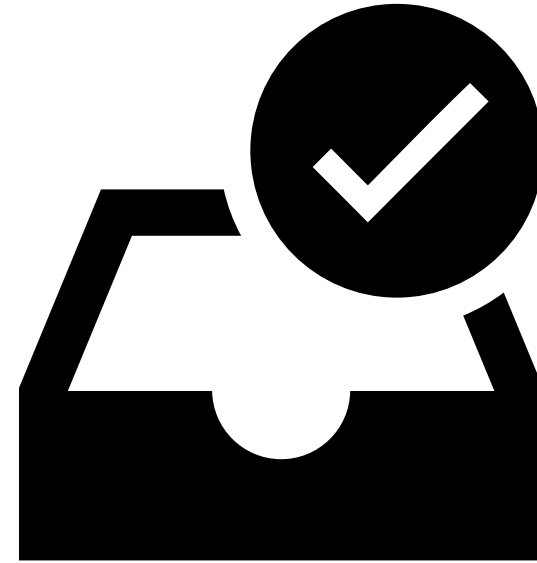
Part Two – Cost

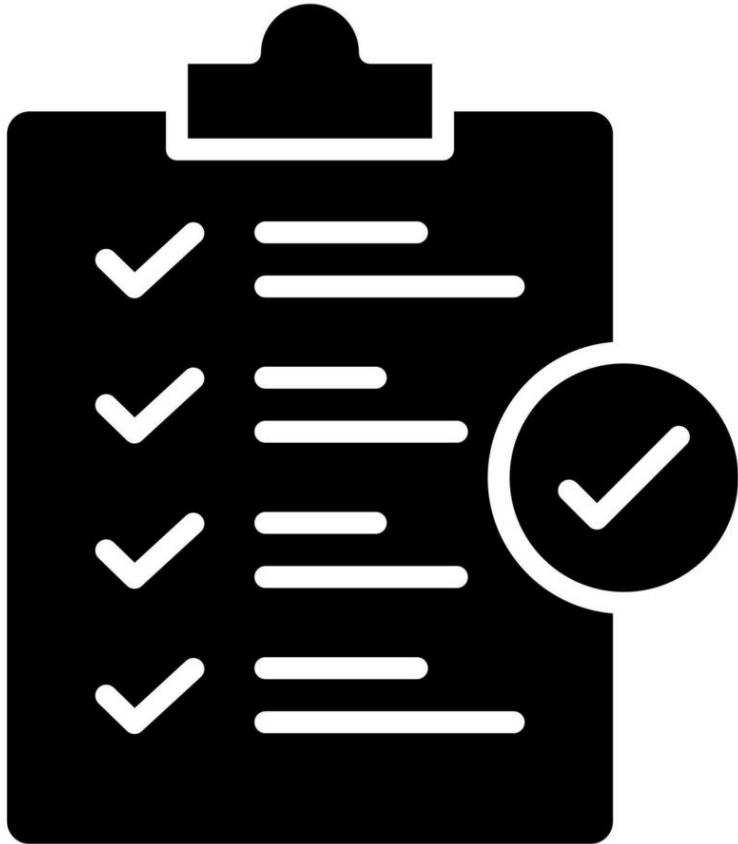
- Proposal Form
- 10% Bid Bond
- Non-collusion Declaration
- Subcontractor List



Part Three – Conflict of Interest

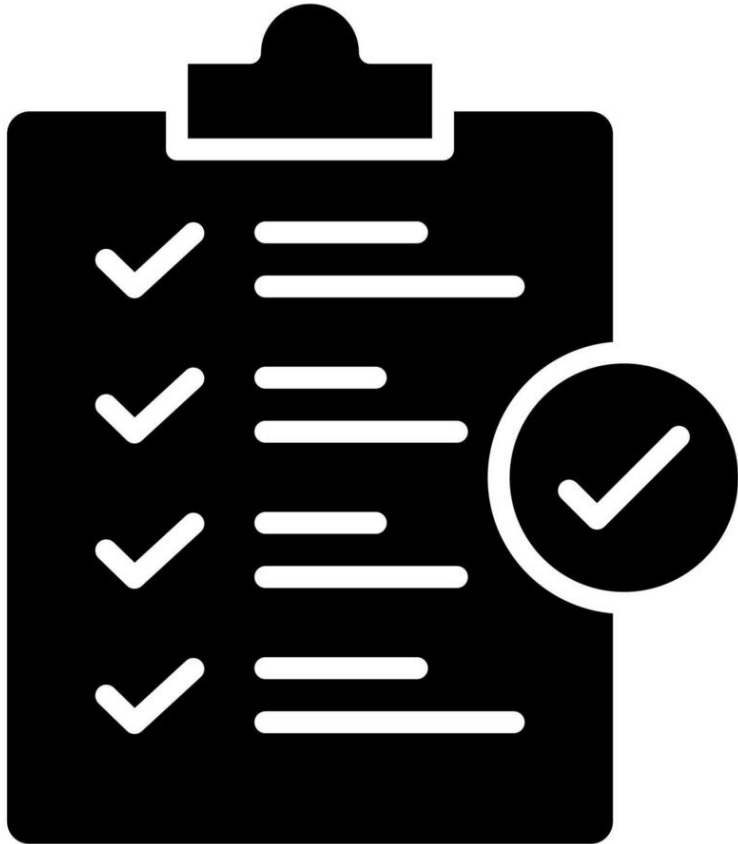
- Completed Disclosure Form (Exhibit L)
- Sealed and labeled envelope





Process

- Selection Panel reviews and scores proposals
- Criteria: Best Value approach
- Presentations + Q&A (60 min each)
- County reserves rights (reject, amend, negotiate)



Points

- Team Qualifications: 10 (+ 5 interview)
- Key Personnel: 10 (+ 5 interview)
- Project Approach: 15 (+ 5 interview)
- Innovation: 6 (+ 4 interview)
- Cost: 35
- 15-Year Life Cycle: 1 (+ 4 interview)
- **Total: 100 (77pts for proposal + 23pts for interview)**



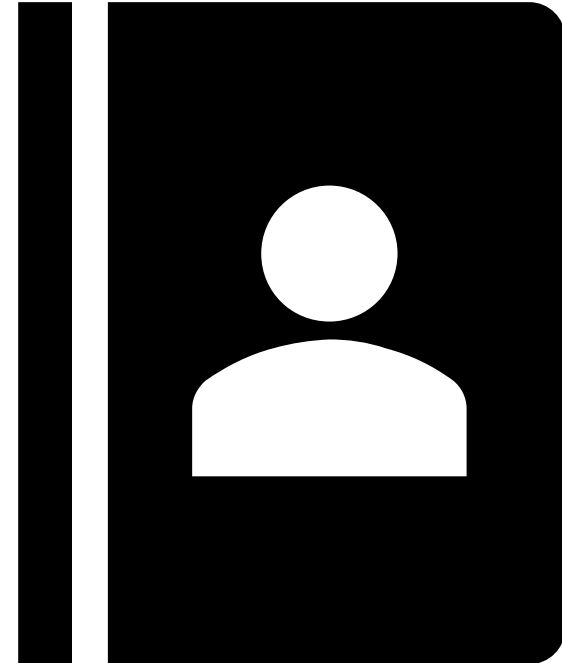
Requirements

- CA Contractor's License (B)
- DIR Registration (Labor Code §1725.5)
- Prevailing Wage (DIR monitoring)
- CARB Compliance (diesel fleets)
- Liquidated Damages: \$1,000/day

- 10% Proposal Bond
- 100% Payment & Performance Bonds
- Insurance requirements as outlined in RFP



- \$20,000 honorarium to non-selected responsive proposers
- Proposals confidential until award
- Public disclosure per CPRA after award



- All questions due **September 11, 2025**
- Submit via email: Liliana Aubert, Project Manager – liliana.aubert@pfm.sbcounty.gov
- Responses shared with all proposers
- Next milestone: Confidential meetings (Sept. 4–17)

Submit questions in writing to the following:

Liliana.Aubert@pfm.sbcounty.gov



Thank you for your interest and participation!