



REQUEST FOR PROPOSAL  
for  
OWNER ADVISOR SERVICES  
CCHD NEW AMBULANCE STATION  
2515 Main Street, Cambria, CA 94328

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The Cambria Community Healthcare District (District) is inviting qualified firms to submit proposals to provide Owner Advisor Services for the CCHD New Ambulance Station project. The new station will be located at the same site as the existing facility at 2515 Main Street, Cambria, CA. The District will occupy a portion of the existing facility/site and maintain normal business and ambulance operations throughout construction of the new station. Prefabricated building construction will be considered. Project delivery method to be determined: Design-Build or Progressive Design-Build.

This Request for Proposal (RFP) is posted on the Cambria Community Healthcare District website at:  
<https://cambriahealth.specialdistrict.org/bids-proposals>

A pre-submittal job site meeting will be held at 2:00 PM, Tuesday, January 14, 2025. Attendance at this meeting is recommended but not mandatory.

If your firm is interested and qualified, please submit your proposal in accordance with the RFP submission requirements.

Proposals must be received no later than: 2:00 PM, Wednesday, January 29, 2025.

Questions regarding the content of this RFP must be made in writing and directed to:  
Linda Hendy, District Administrator [lhendy@cambria-healthcare.org](mailto:lhendy@cambria-healthcare.org)

Thank you for your interest.

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## INTRODUCTION

The Cambria Community Healthcare District (District) is a public, tax and fee-supported Special District authorized under Sections 32000-32003 of the California Health and Safety Code. The District operates an Advanced Life Support ambulance service and provides community health education. The District's mission is to improve the health of District residents by providing emergency services, improving access to care, and promoting wellness. Administrative and financial oversight is provided by a locally elected five-member Board of Directors.

The District includes the seaside villages of Cambria and San Simeon and outlying agricultural and recreation areas. The local population of 6,520 full-time residents is primarily made up of retired seniors and working families. The District office and EMS operations are located in Cambria, which lies 35 miles north of the county seat in San Luis Obispo and midway between San Francisco and Los Angeles on California Highway 1. A popular vacation destination, the area hosts approximately one million visitors annually.

## BACKGROUND

The District owns and operates the existing buildings and grounds located at 2515 and 2535 Main Street, Cambria, CA (APN 013-241-024). The ambulance station and administrative offices are located at 2515 Main Street, Suites A&C. Suite B is currently vacant.

The site is an approximate 0.94-acre parcel, of which the southern portion (approximately 0.45-acre) facing Main Street is flat and developed, while the remaining northern portion is steeply up-sloped, wooded and undeveloped. Improvements include: two permanent buildings – 2515 and 2535 Main Street, two free-standing sheds, antenna, wood catchment wall, paved parking and walkways, and landscaping.

2535 Main Street. In 2017, heavy rains caused a surficial slope failure and damage to a portion of the existing wood catchment wall adjacent to the building. The building was taken out of service for human occupancy and is currently being used for storage.

2515 Main Street. Originally constructed as medical offices in the 1950s and enlarged in 1967. The 1950s building (Suites B & C) is single-story, slab on grade with reinforced concrete block masonry walls and a wood-framed roof diaphragm. The 1967 addition (Suite A) is a single-story, slab on grade, with wood-framed walls and roof. Total building area is approximately 3,760 gross square feet (gsf), of which the original building is 2,840 gsf and the addition 920 gsf.

The existing facility does not meet current operational and space needs. There have been no past projects to upgrade the building or systems to comply with current building, fire, and energy codes, ADA, etc. Asbestos, lead and other hazardous materials are present.

In 2021, a third-party facility needs assessment determined the best cost/benefit option would be construction of a new ambulance station rather than renovating the existing facility.

Project funding will come from a \$5.9M general obligations bond, approved by voters in November 2024, and an additional \$1.0M grant from the U.S. Department of Agriculture.

## PROJECT DESCRIPTION

- Net Available Project Funding: \$6.5 M 100%
- Building/Site Construction: \$5.3 M 82% Prefab Building, includes design
- Soft Costs: \$0.6 M 9%
- Furniture, Fixtures & Equip: \$0.1 M 1%
- Contingency Reserve: \$0.5 M 8%

- DB/PDB Notice to Proceed: June 2025 target
- Construction Start: March 2026 target
- Construction Finish: July 2027 target
- Planned Building Floor Area: 4,200 gross square feet

1. Existing (Project Related) Reference Documentation. Download from District’s website. Please refer to EXHIBIT A – Listing of Existing Documents.
2. Regulatory Compliance: All design, construction, procurement and performance of services shall comply with all applicable Local, County, Regional, State, and Federal codes, regulations, and standards. Building must conform to California Health & Safety Code - Essential Services Building. Project is located in Cambria East Village Historic District. Project must comply with USDA Rural Development grant program requirements (7 CFR, Part 3570, Subpart B-Community Facilities Grant Program).
3. Ambulance Station: Includes programmed rooms and areas for Administration, Crew Quarters, Ambulance Bays, and non-programmed areas necessary for a complete and functional facility. Please refer to District’s current Functional and Space Programs (listed in EXHIBIT A). Prefabricated building construction will be considered as an option to stick-built construction. Roof-mounted solar and energy storage system to comply with energy code minimum capacity requirements.
4. Site Improvements: Generally, includes required paved parking, driveways and walkways; minimal landscaping and parking screen walls; on-site storm runoff treatment as required, trash enclosure, lighting, signage; Main Street improvements in public Right-of-Way: curb, gutter, sidewalk, and street paving along frontage is County of San Luis Obispo mandatory requirement for this project.
5. Phasing and District Occupancy During Construction: Demolition of existing buildings and site improvements will be phased in a manner that allows District to continuously occupy 2515 Main Street, Suites B and C, and a portion of the site throughout construction of the new Ambulance Station, and in a manner that does not impair District’s normal business and emergency medical services operations. The District will also provide space in Suite C for Owner Advisor’s field office. The District will vacate Suite A prior to start of construction to allow demolition of the 1967 addition, which will create additional buildable area for the new Ambulance Station. The original 1950s structure (Suites B and C) will be demolished after District’s move-in to the new Ambulance Station.

## OWNER ADVISOR – SCOPE OF SERVICES

1. General. Owner Advisor will recommend to District, the Basic Services that in its professional judgement are necessary and appropriate for all Project phases. Please refer to EXHIBIT C – SAMPLE AGREEMENT. Note – DBIA Document No. 501, *Standard Form of Contract for Owner Advisor Services – Exhibit A: Scope of Services* provides listing and description of specific tasks the Owner Advisor may choose to recommend to District.
2. Project Planning Phase
  - 2.1 Review and validate District’s existing planning and programming, studies and reports.
  - 2.2 Recommend a project delivery method, either Design-Build (DB) or Progressive Design-Build (PDB), then assist District in presenting recommended project delivery method to the District’s Board of Directors for approval.
3. Procurement Phase

*If Progressive Design Build delivery method approved by Board of Directors:*

  - 3.1 Determine if existing documentation is sufficiently clear and complete to convey design intent to prospective Progressive Design-Builders; assist in the production of any additional material needed to clarify or complete design intent.
  - 3.2 Assist in preparation, issuance, and management of the Request for Qualifications (RFQ) to prospective Progressive Design-Builders.
  - 3.3 Assist in the qualifications-based evaluation and selection of the Progressive Design-Builder and any subsequent negotiations leading to their initial contract.

*If Design-Build delivery method approved by Board of Directors:*

  - 3.4 Produce conceptual design drawings and specifications to include in an RFQ/RFP to prospective Design-Builders.
  - 3.5 Assist in the evaluation and selection of the Design-Builder and any negotiations leading to a guaranteed maximum price contract.
4. Preconstruction Phase. Facilitate and manage communication and coordination between District and Design-Builder or Progressive Design-Builder during design development and production of construction documents.

*Additionally, if Progressive Design-Build project delivery:*  
Assist with analysis and negotiation of Progressive Design-Builder’s price, schedule, and design leading to a guaranteed maximum price contract.
5. Construction and Close-out Phases. Facilitate and manage communication and coordination between District and Design-Builder or Progressive Design-Builder during construction.
  - 5.1 Provide services needed to ensure proper close-out of Project.

## OWNER ADVISOR - SCHEDULE and GENERAL REQUIREMENTS

RFP SCHEDULE	TIME/DATE
RFP Issued	Monday, January 06, 2025
Pre-Submission Job Walk	Tuesday, January 14, 2025 2:00 P.M.
Final Date for Questions	Friday, January 24, 2025 5:00 P.M.
RFP SUBMISSION DUE DATE/TIME	Wednesday, January 29, 2025 2:00 P.M.
Unsealing of Proposals	Wednesday, January 29, 2025 3:00 P.M.

EVALUATION, SELECTION, & AWARD	DATE
Evaluation of Proposals - Complete	Friday, January 29, 2025 estimated
Interviews (if needed)	Wednesday, February 5, 2025 estimated
Negotiations - Complete	Wednesday, February 12, 2025 estimated
Contract Award	Monday, February 17, 2025 estimated

1. **Qualifications:** Proposing Firm must meet the following minimum qualifications:
  - 1.1 Be licensed to practice architecture or engineering in California, or California Class B general contractor, license active and in good standing.
  - 1.2 Be familiar with all applicable, Local, County, Regional, State, and Federal codes, regulations, ordinances, and standards.
  - 1.3 Have past experience providing Owner Advisor or comparable services for design-build and/or progressive design-build ambulance or fire station or similar public safety projects.
  - 1.4 Possess in-house architectural, engineering, cost estimating and scheduling services or have ability to subcontract for those services as may be needed for this project.
  - 1.5 Provide a quality project team capable of competently and efficiently performing the services needed for this project.
  - 1.6 Understand the District's intent, goals, objectives, space and functional program requirements, and project constraints.
2. **Communications:** Direct all communications concerning this RFP to: Linda Hendy, District Administrator, [lhendy@cambria-healthcare.org](mailto:lhendy@cambria-healthcare.org).
3. **Questions:** Submit questions pertaining to the content of this RFP in writing through the District's website: <https://cambriahealth.specialdistrict.org/bids-proposals>. Questions submitted after Final Date for Questions may not be considered. The District will post responses to questions on the District's website. The District reserves the right to determine the appropriateness of questions that will be answered and posted on the website.
4. **Addenda:** Any modifications or clarifications to this RFP will be by addenda posted on the District's website. Proposing Firm is responsible for monitoring the District's website for any addenda that may be issued during the pre-submission period. No addenda will be issued within 24-hours of the RFP Submission Due Date/Time.
5. Proposals received after the RFP Submission Due Date/Time will be rejected and not evaluated.

6. Proposing Firm shall bear all costs incurred in the preparation and submission of proposal and related documentation. Fee Proposals shall remain firm for minimum one hundred and twenty, (120) calendar days following Proposal Submission Due Date/Time.
7. Ownership and Use: All documents submitted to the District in response to this RFP will become the District's exclusive property. The District may use any or all ideas or concepts presented in any proposal or interview without restriction and without conversation to all applicants, except where noted as "Proprietary Information" as defined by the California Public Records Act.
  - 7.1 The District will not honor any attempt by the proposing Firm to designate its entire proposal as "Proprietary Information."
8. Exceptions and Deviations: Any exceptions to or deviations from the requirements set forth in this RFP must be declared in the proposal submitted by the proposing Firm. Such exceptions or deviations must be segregated as a separate element of the proposal response under the heading "Exceptions and Deviations." The District may waive any immaterial deviation or defect in a proposal.
9. Conflict of Interest: Proposing Firm warrants that no District official or employee has an interest, been employed, or retained to solicit, or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the District.
10. Firms submitting proposals shall warrant that their offer is made without any previous understanding, agreement or connection with any person, firm or corporation submitting a separate proposal for the same project and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. This condition shall not apply to proposals that are submitted by firms who have partnered with others to submit a cooperative proposal that clearly identifies a primary consultant and the associated subconsultants.
11. The District reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon a proposing Firm and does not obligate the District in any manner.
12. The District reserves the right to award no contract and to solicit additional offers at a later date.

## FORMAT, CONTENT, and SUBMISSION REQUIREMENTS

1. Proposals must be formatted and contain all required content specified below. Incomplete proposals or proposals that deviate from required format and content may be deemed non-responsive and eliminated from further consideration.
2. Proposal Formatting:
  - 2.1 Include on each page in the header or footer: "CCHD Ambulance Station – Owner Advisor Services Proposal," name of Firm, date [RFP Submission Due Date].
  - 2.2 Consecutively number each page.
  - 2.3 Portrait orientation print and electronic files, 8 ½" x 11" paper size. Single or double-sided printing. Comb, spiral, or wire-o edge bind.
  - 2.4 Tabs for each section heading below are optional.

3. Proposal (Bound) Contents:

Letter of Interest. Include a dated Letter of Interest indicating the legal name of the Firm(s), address, telephone, emails, and the name, title, and signature of the person(s) authorized to submit the Proposal on behalf of the Firm. The Letter of Interest should provide a brief statement of Firm's experience and unique background and qualities, its personnel, its subconsultants, and why the Firm will be a good fit for the District and services provider.

Table of Contents. Following the Letter of Interest, a table of contents of the material contained in the Proposal.

Exceptions and Deviations. List any exceptions and deviations from the requirements of the RFP and a brief explanation for each. If none, state "None."

Firm Information. Provide a comprehensive description of the services offered by the Firm, which should include a brief history of the Firm, number of years in business and types of business conducted, and if a joint venture, of each participating Firm. Identify legal form, ownership, and senior officials of Firm(s).

Understanding and Approach. Provide statement of understanding describing Firm's understanding of the Project's scope, design intent, constraints and unique requirements, project delivery methods, and Firm's approach to providing quality, efficient and cost-effective services for the Project.

Project Team. Include resumes of key project team personnel that will perform the services. Define each person's role and responsibilities, their availability and any other commitments that may compete with their availability to service this project. Identify which person(s) will serve as primary contact(s). A project organizational and staffing chart is optional.

Reference Projects. Identify at least three but no more than six projects performed in the past five years by Firm that are similar or in some way analogous to the new Ambulance Station project and/or Owner Advisor's scope of work. Include client contact information.

4. Fees and Compensation

4.1 Fee Proposals. Do not bind with other Proposal content. Submit Fee Proposals in separate sealed envelope. Only the fee proposals from the top-ranked firm(s) will be unsealed.

4.2 Provide two Fee Proposals, one for each delivery method being considered for this project: Design-Build and Progressive Design-Build.

4.3 Fee basis for Basic Services. Not-to exceed amount equal to the estimated cumulative hours devoted by Owner Advisor and subconsultant personnel multiplied by the hourly rate for each applicable billing category.

4.4 Identify and provide an estimated allowance for direct reimbursable costs.

4.5 Identify any other fees, costs, or expenses not noted above for which the Firm would be seeking compensation.

4.6 Categorize fee by phases as described in the OWNER ADVISOR – SCOPE OF SERVICES section of the RFP: Planning Phase, Procurement Phase, Construction and Close-out Phases.



Please refer to EXHIBIT B – SAMPLE FEE SCHEDULE TEMPLATE. The use of sample template is optional. Please follow the sample’s categorization and fee breakdown structure if using a different template.

5. Other Documentation. Applies only to the top-ranked Firm the District wishes to contract with. When notified by District, after negotiations and before contract signing, provide the following documents:
  - 5.1 Litigation. For submission to District’s Legal Counsel, a statement of ALL litigation and claims filed against Firm in the past five years. Briefly indicate the nature of the claim(s) and the resolution, if any.
  - 5.2 Financial Statement. For submission to District’s Financial Advisor. Include a certification of correctness or other documentation demonstrating the Firm’s financial resources and stability. This information may be exchanged privately between Firm and District’s Financial Advisor.
  - 5.3 Owner Advisor Insurance. Furnish proof (Certificate of Insurance) for the coverages and amounts specified in EXHIBIT C – SAMPLE AGREEMENT: *Standard Form of Contract for Design-Build Owner Advisor Services*; 6.4 *Owner Advisor Insurance*.
6. Proposal Submission Requirements
  - 6.1 Submit Proposal (cover letter, table of contents, firm information, understanding and approach, project team, reference projects) and Fee Proposals in two separate, sealed envelopes, clearly labeled as follows:

PROPOSAL  
CCHD Ambulance Station – Owner Advisor Services  
[Firm name]

FEES  
CCHD Ambulance Station – Owner Advisor Services  
[Firm name]
  - 6.2 Submit six (6) hard copies of Proposal and Fees. Hard copy submissions must be received no later than the RFP Submission Due Date/Time. Proposals received after the RFP Submission Due Date/Time will not be considered and will be returned, unopened. Submit to:

Cambria Community Healthcare District  
2515 Main Street, Suite A  
Cambria, CA 94328
  - 6.3 Electronic Copy. District will notify Firm(s) whose proposal has been accepted for evaluation and furnish instructions for uploading their electronic .pdf copy to the District’s website. The electronic copy must be identical to the hard copy.

## EVALUATION AND SELECTION PROCESS

1. PROPOSAL envelopes will be unsealed in public. FEES envelopes will remain sealed and unsealed as described below.

2. District reserves the right to accept or reject all or part of a proposal. Illegible proposals or writing shall be deemed non-responsive and will not be evaluated. A proposal with missing or inconsistent information may be considered non-responsive and may not be evaluated. The District shall be the sole judge in determining the acceptability of the proposal. The District also reserves the right to reject any or all proposals in part or in whole and to waive technicalities.
3. Submission of a proposal does not guarantee a subsequent selection will occur, or that any contract will be awarded.
4. Proposals will be evaluated and scored by the District’s Selection Committee based on the Proposal Evaluation Criteria below.

PROPOSAL EVALUATION CRITERIA:	Weight
Understanding of Project’s scope of work, constraints, regulations, budget and schedule	25%
Understanding of District’s Functional and Space Programs, design intent	15%
Approach to providing quality, efficient, cost-effective services within budget and schedule, and to facilitate seamless communication and coordination between District and Design-Builder	30%
Project team overall quality, team members’ technical capabilities, experience and availability	15%
Firm and project team members’ experience with similar projects	15%
TOTAL	100%

5. Interviews: District Selection Committee may invite any or all or none of the Firms submitting a proposal for an interview. The Firm’s proposed Team Members will be expected to attend. Interviews will be evaluated on the basis of the Firm’s presentation of its Proposal and Team members responses to Selection Committee’s questions. Selection Committee may request the Firm furnish additional references or other information. Following the interviews, if any, Selection Committee may adjust scoring and finalize rankings to determine, in their opinion, the most qualified Firm.
6. Selection: Will be based on final ranking of the Proposal Evaluation, interview and outcome of subsequent contract negotiation.
7. Negotiations: District may negotiate fees for Owner Advisor Services for both project delivery methods – Design-Build and Progressive Design-Build with the most qualified firm. District will notify the successful Firm of its selection and provide written instructions for the fee negotiation to proceed in an orderly fashion.
  - 7.1 Selection Committee will unseal the successful Firm’s FEES envelope while all remaining Firms’ FEES envelopes will stay sealed.

7.2 If District is unable to negotiate a satisfactory contract with the Firm considered to be most qualified, negotiations with that Firm will be terminated and fee negotiations undertaken with the second most qualified Firm (and then third most qualified Firm if necessary). Selection Committee will unseal the second most qualified Firm's FEES envelope while all remaining Firms' FEES envelopes stay sealed.

8. Final Determination and Award

- 8.1 District will share the scoring results with the Board and recommend the most qualified Firm be awarded the contract.
- 8.2 The information presented in a Proposal will be considered binding upon selection of the successful Firm, unless otherwise modified and mutually agreed to by the successful Firm and District.
- 8.3 The successful Firm is expected to execute a contract similar to the SAMPLE AGREEMENT in EXHIBIT C, as modified and agreed by both parties. The Firm shall inform the District of any comments or objections it may have to the form of Agreement before submission of its Proposal.
- 8.4 As Project delivery method is undetermined at time of contract signing, District will award contract based on the Firm's negotiated not-to-exceed fee for Progressive Design-Build project delivery. If Design-Build delivery method is approved by Board of Directors, District will by Change Order, amend contract based on Firm's negotiated fee and scope of services for Design-Build project delivery.
- 8.5 Upon award of contract, any remaining unopened FEES envelopes will be returned to the unsuccessful Firms.

## EXHIBIT A – LISTING OF EXISTING DOCUMENTS

District furnishes without expressed or implied warranty as to their accuracy: electronic copies of available plans, reports, and existing documentation on file in the Cambria Community Healthcare District offices. The following documents are known and are available on the District's website:

1. Numerical Slope Stability Evaluation, GeoSolutions, Inc., February 7, 2017
2. Retaining Wall Recommendations, Coast Engineering & Survey, Inc., July 2017
3. Summary of File Review – Recommendations for Slope Assessment, Earth Systems, August 6, 2019
4. Ambulance Station and Concept Costs, Vanir Construction Management, 2022
5. Demolition of Ambulance Bldg, Vanir Construction Management, January 29, 2018
6. Floor Plan – District Building, Bill Hollingsworth
7. Cambria Clinic Addition (Note: Plans incomplete), Millard Sousa, March 24, 1967
8. Topographic Map and Site Survey, Coast Engineering, August 27, 2021
9. Hazardous Materials Survey, McKenna Environmental, Inc, August 17, 2021
10. Asbestos Building Inspection, West Coast Safety Consultants, February 5, 2015
11. Functional Space Program, Don Sather, December 9, 2024
12. Facilities Condition Assessment, Vanir Construction Management, Vanir Construction Management, January 25, 2022

## EXHIBIT B – SAMPLE FEE SCHEDULE TEMPLATE

Template is available in .xlsx format. Download at <https://cambriahealth.specialdistrict.org/bids-proposals>.

## EXHIBIT C – SAMPLE AGREEMENT

### **Design Build Institute of America, Document 501:**

SAMPLE Standard Form of Contract for Design-Build Owner Advisor Services and Exhibit A – Scope of Services

Please Note: SAMPLE is an unedited contract template which will be edited and modified as negotiated and agreed by both parties to form the actual contract.