

**REQUEST FOR PROPOSAL  
FOR NEW DIGITAL SIGN  
FOR URGENT CARE PROJECT**

Proposals must be submitted to: **RFPProposal@bvchd.com**

Questions must be sent to: **RFPProposal@bvchd.com**

Documents regarding this RFP may be found at:

**DEADLINE: JANUARY 2, 2025, BY 5:00 P.M.**

**PROPOSALS WILL NOT BE ACCEPTED AFTER THE DEADLINE**

Note regarding the Public Records Act:

Government Code Sections 6550 et seq., the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Proposals is a public record in its entirety. Also, all information submitted in response to this Request For Proposals is itself a public record without exception. Submission of any materials in response to this Request For Proposals constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the District if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the District for release of such information.

## I. OVERVIEW OF RFP

Bear Valley Community Healthcare District (“District”) requests proposals from qualified firms or individuals to provide engineering and construction management services related to the design, permitting, and installation of a state-of-the-art digital signage system to enhance communication with patients and visitors. The new digital signs will promote services, display important health information, and offer engaging visuals that align with the clinic’s branding and community focus at Bear Valley Community Urgent Care located at 41870 Garstin Dr., Big Bear Lake, California. The District will select the proposal deemed to be in the best interests of the District. Cost may be considered but will not be the sole consideration or determinative factor in selecting the proposal in the District’s best interests.

The tentative schedule for the RFP is as follows:

<b>TASK</b>	<b>DATE</b>
Solicit Proposals	12/05/2024
Property Inspection	12/12/2024-12/19/2024
Proposals Due	01/02/2025
Selection of Successful Proposal	01/09/2025

LATE PROPOSALS WILL NOT BE ACCEPTED.

### **PROPERTY INSPECTION**

All interested parties should contact Michael Mursick, (760) 987-7344, Michael.mursick@bvchd.com, with any questions.

## II. PROJECT BACKGROUND

### **A. SCOPE AND NATURE**

The purpose of this proposal is to select a qualified vendor to provide, Permit, install, and maintain a digital signage solution for Bear Valley Community Urgent Care. The digital signage system should include high-definition, durable screens capable of displaying a variety of content, including real-time information such as wait times, urgent care hours, emergency alerts, health tips, and promotional materials. The system should be flexible, supporting text, images, video, and live feeds, and feature a user-friendly cloud-based or on-premise content management system (CMS) that allow staff to easily create, schedule, and update content remotely. The system must be energy-efficient, scalable for future upgrades, and secure with robust protection against unauthorized access. The vendor will also be responsible for installing the hardware, ensuring proper integration with existing IT

systems, and providing comprehensive training for staff on using the CMS. Additionally, the proposal should include ongoing support, including technical troubleshooting, software updates, and hardware maintenance. The solution must be delivered within an agreed timeline, with the system fully installed and operational, and all staff training completed by the specified deadlines. The vendor should also outline the budget to cover installation, software licensing, ongoing support, and maintenance.

#### **B. PROJECT SCHEDULE**

The schedule of work shall be negotiated with the selected company.

### **III. RESPONDING TO THIS RFP**

Responsive proposals will provide straightforward, concise information that satisfies the requirements specified. Please only submit documentation which has been specified in this RFP. Materials sent that fall outside of that required by this RFP may not be considered in proposal scoring.

Proposal Format. The District will only accept proposals in an electronic format. See below for instructions on submitting proposals electronically.

Method of Submission. Only electronically submitted proposals will be accepted. Proposals must be delivered by the date and time listed on the coversheet of this RFP but no more than three (3) days in advance of the proposal due date to the following e-mail address: **RFPProposal@bvchd.com**

Note: Indicate the “BVCHD MRI Engineering RFP” and name of your organization in the subject line of the e-mails. For example, “ABC Engineering Consultants, BVCHD MRI Engineering RFP.”

### **IV. PROPOSAL CONTENTS**

**1. Non-Cost Proposal.** The following information must be included in the non-cost proposal. A proposal lacking any of the following information may be deemed non-responsive. Proposals shall be inclusive of résumés, forms, and pictures, and organized as reflected below.

- **Cover Letter** (not to exceed 1 page): A cover letter, signed by an authorized representative of proposer’s organization, that provides the (i) exact business name under which you propose to conduct business with the District, (ii) proposer’s address, telephone, e-mail address, and federal tax identification number, and (iii) a

brief history of the entity, and a summary of the proposer's qualifications.

- **Prequalification Questionnaire:** All proposals shall include a completed Qualification Questionnaire with its Proposal, the form of which is attached hereto as Exhibit 1.

Proposers must update their Qualification Questionnaire if their status or information changes.

A Qualification Questionnaire shall be deemed nonresponsive if, without limitation, the Qualification Questionnaire is not submitted with its Proposal, does not provide all requested information, is not signed under penalty of perjury by an individual who has the authority to bind the proposer, is not updated as required, or is misleading or inaccurate in any material manner (e.g., financial resources are overstated, previous violations of law are not accurately reported, etc.).

- **Proposed Personnel/Project Team:** Identify the key personnel that will be assigned to the Project, including their roles. For each, describe his or her experience with public works projects, including identifying the ten (10) most recent of those projects. List license numbers and dates issued. Include an organizational chart indicating all personnel and their positions.

Include resumes of key personnel who may be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate availability to provide the Services.

- **Statement of Services:** Prepare a detailed Statement of Services demonstrating an understanding of the Services and work required for the Project, including a schedule showing the various steps and times anticipated for the Services and any documentation needed for the District's other consultants, such as who else is working on the project – manufacturer, installer, etc.
- **Reference Checks.** The Consultant shall provide three (3) client references that must be from recently completed projects. Please include the following with each client reference: name of entity/firm, contact person, their phone number/e-mail, project title, location, and start/end dates. The District will contact the references provided to conduct a customer satisfaction survey. Responding clients will be asked to address the following: Consultant's quality of work, scheduling practices, project and subcontractor management, working relationships, and paperwork processing.
- **Proposer's Information:** Provide your current contact information and e-mail

address for sending notifications hereunder.

Provide proof of insurance coverage.

Provide a statement of ALL claim(s) filed against you in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s).

- **Prior Relevant Experience:** Describe your experience with the type of work required for this project. Provide a list of ALL California public entities, particularly health care entities, that you have provided the same or similar Services to in the past five (5) years. Include the names of the entity, a description of services provided, and the name of the contact person and telephone number at the entity. Also, indicate your personnel that performed services for each entity.
- **Conflicts of Interest:** If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to the Project or District that may have a potential to conflict with your ability to provide the Services to the District. You cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in the Project. The entity selected to provide the Services and any subsidiary, parent, holding company, or affiliate may not perform any construction work or submit a bid for the Project.
- **Additional Data:** Provide additional information about you as it may relate to your proposal.
- **Certifications, Attachments, and Other Required Materials:** By submitting a proposal, you certify:
  - If you are a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), you are in good standing in California.
  - If you are a foreign corporation, LLC, LP, or LLP, and you conduct or will conduct (if awarded the contract) intrastate business in California, you are qualified to do business and in good standing in California.

**2. Cost Proposal.** Provide a preliminary fee proposal based on the information provided. The fee proposal may include a flat fee, an hourly fee, or a combination of both. If the respondent proposes only an hourly fee, an estimated maximum fee should be provided as a guide for the District. Fee shall be broken down into phases such as Project Initiation, Draft EIR, Final EIR/Response to comments, Meetings and hearings, Project Management / Coordination, Subconsultants, Direct cost and expense.

## V. EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be reviewed for minimum requirements and the presence or absence of the required proposal contents.

Proposals will be evaluated on the basis of qualifications and cost proposal. The District will evaluate and score the submitted Proposal according to the following criteria and with the following weights:

Points	Criteria	100 points maximum
<b>NON-COST PROPOSAL:</b>		
10	<b>1. Project Team Expertise with Public Projects</b> Project team’s demonstrated experience with public works projects, including roles, individual experience and responsibilities, and demonstrated ability to work with District staff in performing the Services.	
15	<b>2. Statement of Services</b> Demonstrated understanding of what is required to complete the Services described in this RFP.	
10	<b>3. Reference Evaluation</b> The District will contact your references to evaluate previous client satisfaction.	
5	<b>4. Proposer’s Information</b> Your history, including number of years in business and types of business conducted.	
15	<b>5. Consultant’s Prior Relevant Experience</b> Past five years of relevant experience for this type of project, especially for health care projects.	
15	<b>6. Approach</b> Your approach towards project management.	
<b>COST PROPOSAL:</b>		

30	<p><b>7. Cost Proposal</b></p> <p>Provide a preliminary fee proposal based on the information provided. The fee proposal may include a flat fee, an hourly fee, or a combination of both. If the respondent proposes only an hourly fee, an estimated maximum fee should be provided as a guide for the District. The lowest Cost Proposal submitted will receive the maximum points available. The points awarded for the remaining cost proposals will be calculated by identifying the ratio of the lowest cost proposal to the cost proposal being evaluated and multiplying that ratio by the maximum number of points available.</p>
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The District may cancel the RFP for any or no reason. After the proposal due date and time listed in the Schedule of this RFP, the District may reject all proposals and cancel the RFP if the District determines that: (i) the proposals received do not reflect effective competition; (ii) the cost is not reasonable; (iii) the cost exceeds the amount expected; or (iv) awarding the contract is not in the best interest of the District.

A proposer may be disqualified at any time for failure to meet minimum requirements, including, but not limited to, required licenses, certifications, etc., regardless of overall scoring.

## **VI. ADDITIONAL REQUIREMENTS**

Incomplete proposals will be rejected without review. Proposals received after the deadline date and time set forth in the schedule will be rejected without review.

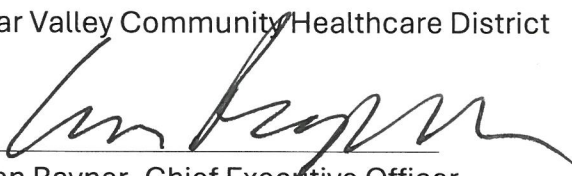
The District does not issue communications confirming its receipt of proposals and participants are asked to refrain from such requests. If you require a confirmation, please utilize your e-mail provider's delivery receipt and/or read receipt options.

This RFP process and RFP schedule are subject to change at any time. Changes will be posted to the RFP website <https://bvchd.com/about-us/projects/>, and no other notifications of changes will be provided. Prospective participants are urged to consult the website in a timely manner throughout the duration of the proposal, evaluation, and award processes to remain apprised of any changes. Staying abreast of changes regarding this RFP is the sole responsibility of a proposer. The District will not address individual parties directly during this RFP's solicitation period.

All submitted Proposals shall constitute and be an irrevocable offer that is valid for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this ninety (90) day period, the District reserves the right to negotiate extensions to this period with proposers. The District may release all offers not selected under this RFP upon issuance of a Notice of Intent to Award.

If a satisfactory contractual agreement using District's contract form has not been signed within 30 calendar days of notice of an award, the District reserves the right to terminate the award.

Bear Valley Community Healthcare District

By  11/27/24  
Evan Rayner, Chief Executive Officer