



*Leroy D. Baca, Sheriff*

*County of Los Angeles*  
**Sheriff's Department Headquarters**

*4700 Ramona Boulevard  
Monterey Park, California 91754-2169*



August 25, 2010

**BULLETIN NUMBER 1  
REQUEST FOR PROPOSALS  
AS-NEEDED CONSTRUCTION PROJECT MANAGEMENT AND  
RELATED SERVICES  
RFP NO. LASD-FPB-10-01**

**INTRODUCTION**

The Los Angeles County Sheriff's Department (Department) is issuing a Request for Proposals (RFP) to solicit proposals from interested and qualified firms who can provide as-needed construction project management and related services as a member of Facilities Planning Bureau Project Management Team in support of the delivery of the County's Capital Project Program managed by the Sheriff's Department.

The selected firm shall have recent construction project management and related services experience as delineated in Appendix B, Statement of Work, Section 1.3, Statement of Work.

Interested and qualified Proposers that can demonstrate their ability to successfully provide the solicited services are invited to submit proposal(s) provided they meet all Minimum Mandatory Requirements and Contractual Requirements.

**RFP RELEASE**

You may access the RFP in electronic Portable Data File (PDF) format by close of business on August 26, 2010, via the Department's website at: [http://www.lasd.org/lasd contracts/info.html](http://www.lasd.org/lasd%20contracts/info.html) (underscored between "lasd" and "contracts").

If the Proposer wishes to access the RFP via the above website, the Proposer MUST inform Ms. Elizabeth R. Feathers of the Department's Facilities Planning Bureau at [erfeathe@lasd.org](mailto:erfeathe@lasd.org) of Proposer's name, organization representing, address, Email address, fax number, and telephone number.

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The RFP will also be available in CD format and CDs may be obtained on or after August 26, 2010, at the following address:

Los Angeles County Sheriff's Department  
The Alhambra  
Facilities Planning Bureau  
1000 South Fremont Avenue, Building A9-East, 5<sup>th</sup> floor North  
Alhambra, California 91803

Requests for receiving the RFP in the mail may also be made to the Facilities Planning Bureau (Attention: Elizabeth R. Feathers) at [erfeathe@lasd.org](mailto:erfeathe@lasd.org).

### **RFP TIMETABLE**

The Timetable for this RFP is as follows:

- ❖ Release of RFP .....August 25, 2010
- ❖ Request for a Solicitation Requirements Review Due ..... September 1, 2010
- ❖ Written Questions Due ..... September 3, 2010
- ❖ Questions and Answers Released ..... September 8, 2010
- ❖ **Proposals due by 2:00 P.M. (PST) ..... September 14, 2010**

### **PROPOSAL SUBMISSION REQUIREMENTS**

The original Business Proposal and three (3) numbered copies, and the original Cost Proposal and three (3) numbered copies must be submitted in a sealed envelope or box plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

"Proposal for the As-Needed Construction Project Management and Related Services for the Sheriff's Department."

The Proposal(s) shall be delivered or mailed to:

Los Angeles County Sheriff's Department  
The Alhambra  
Facilities Planning Bureau  
1000 South Fremont Avenue, Building A9-East, 5<sup>th</sup> floor North  
Alhambra, California 91803  
Attention: Elizabeth R. Feathers, Manager

**DUE DATE/TIME:** September 14, 2010, 2:00 p.m. (PST)

It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposers shall bear all risk

associated with delays in delivery by any person or entity, including the United States Mail. All proposals received after the scheduled closing date and time for receipt of Proposals as stated above will not be accepted and will be returned to the sender unopened. Timely hand-delivered proposals are acceptable. No fax or Email copies will be accepted.

### **CONTACT WITH COUNTY PERSONNEL**

All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, Emailed, or faxed as follows:

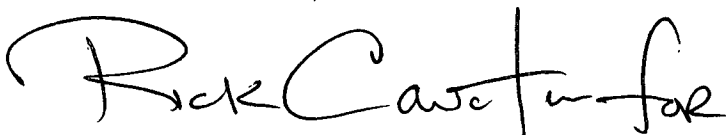
Los Angeles County Sheriff's Department  
Facilities Planning Bureau  
1000 South Fremont Avenue, Unit 47  
Alhambra, California 91803  
Attention: Ms. Elizabeth R. Feathers  
Email address: [erfeathe@lasd.org](mailto:erfeathe@lasd.org)  
Fax: (323) 415-4744

Proposers are specifically directed not to contact any other County person or agent for any matter related to this RFP. If it is discovered that the Proposer contacted and/or received information from any County person or agent, other than the person specified above, regarding this RFP, County, in its sole determination may disqualify Proposers and their proposal from further consideration.

All interested and qualified Vendors are invited to submit Proposals.

Sincerely,

LERROY D. BACA, SHERIFF

A handwritten signature in black ink, appearing to read "Rock Carter for". The signature is written in a cursive, flowing style.

Gary T. K. Tse, Director  
Facilities Planning Bureau