



**Ventura County Community College District**

**Ventura College  
Campus-wide**

**REQUEST FOR PROPOSAL**

**Wayfinding Design Services**

*Proposals due by:*  
2:00 p.m.  
March 31, 2004

Deliver to:

Richard Magill, Project Manager  
The JCM Group  
c/o VCCCD, Capital Planning, Design and Construction  
333 Skyway Drive  
Camarillo, CA 93010

# **REQUEST FOR PROPOSAL**

## **VENTURA COLLEGE**

### **WAYFINDING DESIGN SERVICES**

#### **1.0 PROJECT REQUIREMENTS**

Your firm will be required to provide design services for the wayfinding signage for the Ventura County Community College District property located at Ventura College. This project will require your firm to review master plan recommendations and design the signs in concert with the Facilities Oversight Group at Ventura College.

With the submittal of your proposal, please send your qualifications information and a copy of your marketing brochure.

#### **2.0 SCOPE OF SERVICES**

The firm shall provide the following design services for the project as follows: Field surveys, needs assessments, design concepts, photo simulations, sign design drawings, presentations and related tasks. Your firm will need to assess the wayfinding needs of the campus visitor, discover issues and opinions of the campus, and identify the initial signage components required to improve the campus wayfinding system, as well as the campus image. This design will include, but not limited to, monument and directional signage, parking lot signage, map and directory kiosks, and building signage (exterior). It will also include design alternates, the sign materials and prototypes, and sign component drawings and specifications.

#### **3.0 DELIVERABLES**

Submit 4 sets of signage master plan guidelines developed specifically for Ventura College. Format in a three-ring binder for reference and CD ROM with drawings and recommendations in digital form. The CD ROM will contain: sign overview drawings, sign component drawings, CSI format written specs, and photo simulations of sign concepts.

#### **4.0 INSURANCE**

The designer shall provide and maintain insurance coverage for claims under Workers Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness or disease, or death of employees or of any other person; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The Designer's proposal shall state the coverages and limits of

liability of professional liability insurance that will be maintained for protection from claims arising out of the performance of professional services. Certificates of Insurance evidencing the above coverages shall be made available at the Owner's request.

## **5.0 SERVICES NOT INCLUDED UNDER THIS PROPOSAL**

The following services and all other services not specifically listed herein shall be excluded:

1. Governmental and public agency fees, cost of bonds and taxes.
2. Land Survey

## **6.0 TIME OF PERFORMANCE**

Provide, as part of the proposal evaluation, an estimate of how long it will take to complete the work and provide a finished product.

## **7.0 ITEMS TO BE SUPPLIED BY OWNER**

1. Existing aerial survey

## **8.0 QUALIFICATIONS**

All services shall be performed by qualified personnel under the supervision of a professional qualified to do this work.

## **9.0 RATE SCHEDULE**

The Designer shall attach the lump sum fee and rate and price schedule information to their proposal.

## **10.0 NON OBLIGATION**

This Request for Proposal shall not be construed to create an obligation on the part of the District to enter into a contract with any firm. This request is an information solicitation of proposals only. This proposal is not intended, nor is it to be construed as, a request for formal bids pursuant to any statute, policy or regulation. The District reserves the right to reject any and all proposals or to accept the proposal that, in the judgment of the District, is in its best interest.

### *Attachments:*

- Exhibit A – Standard Consultant Agreement
  - Exhibit B - Insurance and Indemnification Attachment to the Standard Consultant Agreement
- Existing aerial survey to be supplied upon request. Contact Rich Magill at rmagill@vcccd.net.*

**Ventura County Community College District  
Ventura College  
Campus-wide**

**Request for Proposal  
Wayfinding Design Services**

**EXHIBIT A  
Standard Consultant Agreement**

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
STANDARD CONSULTANT AGREEMENT**

**Project:** \_\_\_\_\_

\_\_\_ Moorpark College    \_\_\_ Oxnard College    \_\_\_ Ventura College    \_\_\_ District Service Center

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2004\_\_\_\_, by and between the Ventura County Community College District, hereinafter referred to as ‘**DISTRICT**’ and \_\_\_\_\_, hereinafter referred to as “**CONSULTANT**.”

**Consultant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Tax ID or Social Security #: \_\_\_\_\_

Business License #: \_\_\_\_\_

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

WITNESSETH, the parties do hereby contract and agree as follows:

**Scope of Work:** The **CONSULTANT** shall perform, within the time stipulated, the contract as herein defined, and shall provide all labor and materials to complete in a professional manner all of the work required in connection with the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Insurance and Indemnification:** See "Exhibit B"

**Termination:** This agreement may be terminated by either party upon a thirty (30) day written notice to the other party in the event of failure of performance.

**Contract Pricing:** The **DISTRICT** shall pay to the **CONSULTANT** as full consideration for the faithful performance of the contract, the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) according to the following payment dates or schedule: Monthly progress payments proportional to work completed.

The **CONSULTANT** shall assume all expenses incurred in connection with the performance of this agreement and the **DISTRICT** shall not be responsible for payment of any other expenses. Contract price includes all reimbursable expenses.

**Term of Agreement:** The term of this agreement shall be completed per **CONSULTANT'S** schedule (*to be provided by Consultant and attached hereto*).

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT ("DISTRICT")**

By: \_\_\_\_\_

Name : \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ (**"CONSULTANT"**)

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Required attachment for this agreement: W-9 (if one has not been filed with the District within the past year)*

**Ventura County Community College District  
Ventura College  
Campus-wide**

**Request for Proposal  
Wayfinding Design Services**

**EXHIBIT B  
Insurance and Indemnification Attachment for the  
Standard Consultant Agreement**

Exhibit B

**Insurance and Indemnification Attachment  
for the**

# Standard Consultant Agreement

## 1.0 Architect/Engineer Insurance

### 1.1 Workers Compensation and Employers Liability Insurance

Architect/Engineer shall purchase and maintain Workers' Compensation Insurance covering claims under workers or workmen's compensation, disability benefit and other similar employee benefit acts as may be liable. Architect shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee, which arises out of the employee's employment by Architect. The Employer's Liability Insurance required of Architect/Engineer hereunder may be obtained by Architect/Engineer as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance required to be obtained and maintained by Architect/Engineer hereunder.

### 1.2 Comprehensive General Liability and Property Insurance

Architect/Engineer shall purchase and maintain Comprehensive General Liability and Property Insurance as will protect Architect/Engineer from the types of claims set forth below which may arise out of or result from Architect's/Engineer's services under this Agreement and for which Architect/Engineer may be legally responsible: (i) claims for damages because of bodily injury, occupational sickness or disease or death of Architect's/Engineer's employees; (ii) claims for damages because of bodily injury, sickness or disease or death of any person other than Architect's/Engineer's employee; (iii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by Architect/Engineer, or (b) by another person; (iv) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (v) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance or use of a motor vehicle; and (vi) contractual liability insurance applicable to Architect's/Engineer's obligations under this Agreement. District shall be an additional named insured to Architect's/Engineer's comprehensive general liability insurance policy.

### 1.3 Professional Liability Insurance

Architect/Engineer will procure and maintain professional liability insurance covering claims arising out of the performance of services under this Agreement.

### 1.4 Coverage Amounts

Insurance to be procured and maintained by Architect/Engineer thereunder shall be in the coverage amounts set forth in Section 4.0.

### 1.5 Policy Endorsements; Evidence of Insurance

Architect/Engineer shall delivery to the District Certificates of Insurance evidencing each of the policies of insurance in the coverage amounts required hereunder. All policies of insurance required hereunder shall be issued by insurer(s) admitted to issue insurance by the State of California and to the reasonable satisfaction of the District. Coverage's under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.

Certificate holder shall be the Ventura County Community College District, and additional insured's shall be The JCM Group and J. Handel Evans, dba HE Consulting, Inc.

## **2.0 District General Liability Insurance**

District shall obtain and maintain General Liability Insurance covering District for claims of bodily injury, death or property damage arising out of the Project. District may, at its sole election, provide self-insurance in satisfaction of its obligations hereunder.

## **3.0 Indemnity**

### **3.1 Architect/Engineer Indemnity of District**

To the fullest extent permitted by law, the Architect/Engineer shall indemnify, defend and hold harmless the District and its employees, officer, Trustees, agents and representatives from any and all claims, demands, losses, responsibilities or liabilities for: (i) injury or death of Architect's/Engineer's employees arising out of this Agreement; (ii) injury or death of persons, damage to property, or other costs or charges, directly or indirectly arising out of or attributable, in whole or in part, to the negligent or willful acts, omissions, errors and/or other conduct of Architect/Engineer, the Sub-Consultants or the employees, agents or representatives of Architect/Engineer or any of the Sub-Consultants in performing or providing any of the obligations, services or other work product contemplated under this Agreement. The foregoing shall include without limitation, attorney fees and costs incurred by the District. The provisions of this Article 4.2.1 shall apply during the period of Architect's/Engineer's performance under this Agreement and shall survive the termination of this Agreement until any such claim, demand, loss, responsibility or liability covered by the provisions hereof is barred by the applicable Statute of Limitations.

### **3.2 District Indemnity of Architect/Engineer**

The District shall indemnify and hold harmless Architect/Engineer from: (i) all claims arising out of bodily injury (including death) and physical damage (other than to the project itself and property covered by insurance under Article 4.2 hereof) which arise out of the negligent or willful acts, omissions or other conduct of the District.

## **4.0 Insurance Coverage Amounts**

Coverage amounts and limits for policies of insurance to be obtained and maintained by Architect/Engineer pursuant to the conditions of this agreement are:

• Workers Compensation	<i>In accordance with applicable law</i>
• Employers Liability	\$1,000,000
• Commercial General Liability – Bodily Insurance or Death/Property Damage	
- General Aggregate	\$2,000,000
- Products/Completed Operations Aggregate	\$2,000,000
- Personal & Advertising Injury (Each occurrence \$1,000,000)	\$1,000,000
• Automobile Liability – Bodily Injury or Death	
- Combined Single Limit	\$1,000,000
- Professional Liability	\$1,000,000