



San Luis Obispo County Integrated Waste Management Authority

EXECUTIVE COMMITTEE MEETING AGENDA

Wednesday, October 14, 2026, 1:30 PM

Location of In-Person Meeting:

555 Chorro Street, Suite D2, San Luis Obispo, CA 93405

Mission Statement:

The Mission of the IWMA is to provide coordinated efforts to follow state waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support.

EXECUTIVE COMMITTEE MEMBERS:

President, Navid Fardanesh, Special Districts

Vice President, Scott Newton, City of Pismo Beach

Past President, James Guthrie, City of Arroyo Grande

Public Comment:

Person(s) who wish to submit written Public Comment regarding an agenda item may send it to Janet Weldon, Clerk of the Board, at clerk@iwma.com. All correspondence submitted by 9:00 AM on the day of the meeting will be distributed to each board or committee member and will become part of the official record of the meeting. IWMA staff may upload written correspondence onto the agency's website. The agenda and public meeting materials are available for inspection during regular business hours at the IWMA office at 555 Chorro Street, Suite D2, San Luis Obispo, CA 93405.

Members of the public attending the meeting will have the opportunity to address the Executive Committee concerning any item on the agenda below before consideration of that item.

Americans with Disabilities Act Compliance:

In compliance with the Americans with Disabilities Act (ADA), the IWMA is committed to including the disabled in all its services, programs, and activities. If you need special aid to participate in this meeting, please get in touch with Janet Weldon, Clerk of the Board, at least 72 hours before the meeting to enable the IWMA to make reasonable arrangements to ensure accessibility to the meeting. The IWMA Clerk of the Board can be reached at (805) 782-8530 and through email at clerk@iwma.com.

- 1. Call To Order**
- 2. Roll Call**
- 3. Pledge Of Allegiance**

General Public Comment Period

Members of the public may address the Executive Committee on any items of interest within the jurisdiction of the Committee, including items not scheduled on this agenda. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda but may set items for future agendas.

STAFF REPORTS

- 4. Executive Director’s Report**
Led by Executive Director, Coby Skye.

CONSENT AGENDA

- 5. Executive Committee Meeting Minutes** Page 3
Recommendation: Approve the Executive Committee Meeting Minutes for the meetings of August 12 and August 19, 2026.

REGULAR AGENDA

- 6. Authorize Issuance of Request for Proposals for Administrative Office Remodeling Construction Project** Page 8
Recommendation: Authorize the Executive Director to issue the Request for Proposals after the Clerk inserts the proposal dates. Notice shall be transmitted at least ten (10) calendar days before the submission deadline. Before release, the invitation shall provide for award to the lowest responsible bidder under Ordinance No. 2026-1 and shall state that a payment bond is required.
- 7. Executive Committee Member Communications**
Provide Executive Committee members with an opportunity to make an announcement and briefly report on their activities directly related to agency business.

ADJOURNMENT

Upcoming Meetings and Events			
Board of Directors	November 12, 2026	January 13, 2027	March 10, 2027
Executive Committee	December 9, 2026	February 10, 2027	April 14, 2027

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Janet Weldon, Clerk of the Board
RE: Executive Committee Meeting Minutes

BACKGROUND:

N/A

RECOMMENDATION:

Approve the Executive Committee Meeting Minutes for the regular meeting of August 12, 2026, and the special meeting of August 19, 2026.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. Executive Committee Meeting Minutes of August 12, 2026
- B. Executive Committee Special Meeting Minutes of August 19, 2026.



SAN LUIS OBISPO COUNTY

INTEGRATED WASTE MANAGEMENT AUTHORITY

Connecting the Community to Waste Solutions

Executive Committee Meeting Minutes

Wednesday, August 12, 2026, 1:30 PM
555 Chorro Street, Suite D-2, San Luis Obispo, CA 93405

Executive Committee Members

President, Navid Fardanesh, Special Districts
Vice President, Scott Newton, City of Pismo Beach
Past President, James Guthrie, City of Arroyo Grande

1. Call To Order

President Fardanesh called the Executive Committee to order at 1:30 PM.

2. Roll Call

Present: Fardanesh, Guthrie, Newton.
Absent: None

3. Pledge Of Allegiance

General Public Comment Period

Ms. Julie Tacker provided verbal public comment regarding the Executive Director's salary and benefits.

STAFF REPORTS

4. Executive Director's Report

Led by Executive Director, Coby Skye

Consent Agenda Public Comment Period

No public comment submitted.

CONSENT AGENDA

5. Executive Committee Meeting Minutes

Recommendation: Approve the July 15, 2026, Executive Committee Meeting Minutes.

Motion by Guthrie

Second by Newton

To approve Item 5.

Motion passed approving Item 5 on the following roll call vote:

Ayes: Guthrie, Newton, Fardanesh

Noes: None

Abstain: None

CARRIED (3-0)

Regular Agenda Public Comment Period

No public comment submitted.

REGULAR AGENDA

6. Technical Assistance Support to Member Agencies

Recommendation: Discuss ideas and opportunities for providing additional technical support to member agencies and provide guidance to staff.

No reportable action.

7. Approve Design Proposal for Office Remodel

Discussion: Approve received Design Proposal for developing a design to support the Administrative Office Remodeling Construction Project.

Motion by Guthrie

Second by Newton

To approve Item 7.

Motion passed approving Item 7 on the following roll call vote:

Ayes: Guthrie, Newton, Fardanesh

Noes: None

Abstain: None

CARRIED (3-0)

8. Authorize Issuance of Request for Proposals for Administrative Office Remodeling Construction Project

Recommendation: Review, discuss and approve issuing the draft Request for Proposals for IWMA Administrative Office Remodeling Construction Project.

The President pulled Item 8, with Committee concurrence, and no vote was taken. The item was to return after the building design is prepared.

9. Executive Committee Member Communications

None.

Ms. Tacker provided verbal public comment regarding the recording of meetings.

ADJOURNMENT 2:20 PM

Sasha Del Giorgio, Acting Clerk
San Luis Obispo County Integrated Waste Management Authority



SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
Connecting the Community to Waste Solutions

Executive Committee Meeting Minutes

Wednesday, August 19, 2026, 2:00 PM
555 Chorro Street, Suite D-2, San Luis Obispo, CA 93405

Executive Committee Members

President, Navid Fardanesh, Special Districts
Vice President, Scott Newton, City of Pismo Beach
Past President, James Guthrie, City of Arroyo Grande

1. Call To Order

President Fardanesh called the Executive Committee to order on August 19, 2026, at 2:00 PM.

2. Roll Call

Present: Fardanesh, Guthrie, Newton.
Absent: None

3. Pledge Of Allegiance

General Public Comment Period

No public comment received.

REGULAR AGENDA

4. Approve Agreement for Architectural Services with Ten Over Studio, Inc. – IWMA Administrative Office Remodeling Project

Recommendation: Approve agreement with Ten Over Studio, Inc. for architectural services to support the IWMA Administrative Office Remodeling Construction Project and authorize the Executive Director to sign the agreement.

Motion by Guthrie

Second by Newton

To approve item 4.

Motion passed approving Item 4 on the following roll call vote:

Ayes: Fardanesh, Guthrie, Newton

Noes: None

Abstain: None

CARRIED (3-0)

5. Executive Committee Member Communications

Provide Executive Committee members with an opportunity to make an announcement and briefly report on their activities directly related to agency business.

None

ADJOURNMENT 2:03 PM

Janet Weldon, Clerk of the Board
San Luis Obispo County Integrated Waste Management

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Coby Skye, Executive Director

**RE: Authorize Issuance of Request for Proposals for Administrative Office
Remodeling Construction Project**

BACKGROUND:

In 2024, the IWMA purchased new office space at 555 Chorro St. in San Luis Obispo to accommodate expanded staffing necessitated by new state recycling mandates and regulations, in particular Senate Bill 1383. The new office provides sufficient space for the current IWMA staff, however a number of important improvements to the office have been deferred that would make the space more cost-effective, functional, and responsive to our customers. The identified improvements include increasing the number of usable work spaces to provide more flexibility for interns and temporary staff to work out of the office; improving sound isolation so staff in adjacent workspaces can hold concurrent meetings or phone calls without disruption; improving connectivity between different portions of the office to improve collaboration among staff; enhancing meeting space in the office to better accommodate public meetings; and increasing the office's environmental performance to reduce utility costs, thereby minimizing future expenses.

At its initial review at the July 15 meeting, the Executive Committee recommended initial outreach focusing on design proposals, followed by a separate request for proposals for construction. A request for design proposals for remodeling was initiated after the July meeting. After review, Ten Over Studio Architects was engaged on August 19, 2026. The Executive Committee recommended that the RFP for construction be brought back after the building design is prepared.

The current solicitation attaches Exhibit 1, Proposed Floor Plan; Exhibit 2, Current Office Layout; Exhibit 3, Site Plan With Accessibility Features; and Exhibit 4, Photographs. The Clerk will insert the proposal dates before release. Once the dates are inserted, the August 12, 2026 direction is satisfied. Notice shall be transmitted at least ten (10) calendar days before the submission deadline.

RECOMMENDATION:

Authorize the Executive Director to issue the Request for Proposals after the Clerk inserts the proposal dates. Notice shall be transmitted at least ten (10) calendar days before the submission deadline.

Before release, the invitation shall provide for award to the lowest responsible bidder under Ordinance No. 2026-1 and shall state that a payment bond is required.

FISCAL IMPACT:

The FY 26/27 Budget as approved by the Board included \$150,000 set aside for capital improvements at the IWMA office, including interior improvements and necessary upgrades to ensure a comfortable, collaborative, and accessible work environment for IWMA staff, community partners, and members of the public.

At a \$150,000 estimate, the project is in the informal-bidding tier of Public Contract Code section 22032 and Ordinance No. 2026-1. Award is to the lowest responsible bidder, not by weighted score. The construction contract will be submitted to the Board for approval.

ATTACHMENT:

A. DRAFT Request for Proposals



REQUEST FOR PROPOSALS (RFP)

Administrative Office Remodeling Project

San Luis Obispo County Integrated Waste Management Authority (IWMA)

SECTION I - Introduction and Background

A. Introduction

The San Luis Obispo County Integrated Waste Management Authority (IWMA) is requesting proposals from qualified Contractors to complete an office improvement and remodeling project (Project) for the IWMA's headquarters, as described below. The IWMA is requesting proposals from qualified Contractors to complete all aspects of the Project, including permitting and construction, based on the attached Proposed Floor Plan for Remodeling Improvements (Exhibit 1).

All proposals must be received by, on, or before **12:00PM NOON, DAY, DATE**. The preferred method for proposal submission is electronic via email to CLERK@IWMA.COM. However, if you wish to submit a paper copy, please submit it in a sealed envelope, for receipt by deadline, to:

**SLO County IWMA
Attn: CLERK OF THE BOARD
555 Chorro Street, Suite D2
San Luis Obispo, CA 93405**

B. About the IWMA

The IWMA is a government entity formed through a Joint Powers Agreement governed by a nine-person Board of elected officials. The IWMA Board of Directors consists of seven incorporated City representatives, one Special IWMA representative, and one County representative. The Board of Directors oversees the IWMA office and its mission to make continuous progress towards reducing waste in San Luis Obispo County to assist our member agencies in compliance with state waste and recycling policies.

The Executive Director reports directly to the Board of Directors and performs all duties necessary for proper and efficient management of the IWMA, as determined by the Board, state and federal law. The IWMA currently has a professional staff of seven working under the direction of the Executive Director.

C. Distribution & Notice Procedure (CUPCCAA Notice)

In accordance with IWMA Ordinance No. 2026-1 and California Public Contract Code §§ 22034 and 22036, this Notice Inviting Proposals/Bids is being distributed directly to all contractors on IWMA's annual CUPCCAA Qualified Contractor List for the applicable license category and/or transmitted to the construction trade journals designated by the California Uniform Public Construction Cost Accounting Commission.

This procurement is expected to fall at or under \$220,000 and will be conducted as an informal bid under Ordinance No. 2026-1 and Public Contract Code section 22032. Award shall be to the lowest responsible bidder. The weighted scoring in Section V does not apply. A payment bond is required under Civil Code section 9550.

All notices inviting informal proposals/bids shall be transmitted no less than ten (10) calendar days prior to the proposal submission deadline.

SECTION II - OVERVIEW

- The IWMA is requesting proposals from qualified Contractors to complete an office improvement and remodeling project (Project) for the IWMA's headquarters located at 555 Chorro Street, Suite D2 in San Luis Obispo. The Project will include interior remodeling, efficiency improvements, replacement of flooring and other fixtures in compliance with all applicable laws and regulations, as detailed below.
- Firms, or persons, proposing on this RFP must be legally licensed to provide the requested services in the State of California, and must have been in business for at least 5 years. The selected firm will perform the requested services in person.

SECTION III – SCOPE OF SERVICES

A. Scope of Work

The Contractor is expected to complete the following tasks associated with the Project:

1) Planning

- a. Schedule - Contractor shall submit estimated schedule for completion of all tasks in the Scope of Work.
- b. Budget - Contractor shall submit a budget accounting for each task and subtask in this Scope of Work.
 - i. Contractor shall pursue and/or support all relevant grants, rebates, incentives and discounts that may support the Project and reduce the final expense to the IWMA. Any such incentives that may require additional commitments by the IWMA shall be subject to pre-approval of the Executive Director.

2) Permitting

- a. Permits – Contractor shall obtain all necessary permits and other pre-clearances required.

3) Construction

- a. Contractor shall be responsible for completing all construction work to implement the final approved design, as well as all authorized Ancillary Improvements listed in Task 4
- b. Contractor shall submit for approval any subcontractors prior to assigning them any work. Subcontractors shall be bound to the same terms and conditions as the Contractor.
- c. Contractor shall prepare and carry out a construction-waste management plan meeting CALGreen. At least 65 percent of construction and demolition debris, by weight, shall be reused, recycled, or otherwise diverted from landfill disposal, unless the Executive Director approves a written exemption.

4) Ancillary Improvements

- a. Contractor shall recommend Sustainability & Energy Efficiency (SEE) improvements to the office to reduce long-term utility (e.g. electricity, water, gas, trash) costs, including updating Heating, Ventilation and Air Conditioning (HVAC) system throughout the office. Improvements should be recommended that would streamline the Project, including changes that would reduce construction costs and permit review time, as applicable.

- i. Upon approval of the Executive Director, Contractor may be directed to implement recommended improvements, subject to approval of a not-to-exceed budget.
 - ii. Contractor shall use reasonable efforts to pursue all appropriate grants, rebates, incentives and discounts to offset the cost of SEE and HVAC improvements. Any such incentives that may require additional commitments by the IWMA shall be subject to pre-approval of the Executive Director.
- b. Contractor shall replace flooring throughout the office, using durable and sustainable materials that are easy to maintain; the break room area shall not be carpeted.
 - c. Exterior Public Access (Alternate): If the final design identifies a feasible location, the Contractor shall price, as a separate alternate, a physical access ramp that provides Americans with Disabilities Act-compliant access without reliance on a powered lift. The alternate shall not be in the base bid until grades and design details are attached.

The Contractor shall submit a budget that details the costs for each task in the Scope of Work. The IWMA reserves the right to proceed, suspend, or decline to proceed with any individual task or subtask detailed in an approved proposal. Contractor may not proceed in completing a task or subtask until clear written authorization has been received from the Executive Director.

Exhibits: The following exhibits are attached hereto and incorporated by reference:

- Exhibit 1 – Proposed Floor Plan for Remodeling Improvements
- Exhibit 2 – Current Office Layout and Floor Plan
- Exhibit 3 – Site Plan With Accessibility Features
- Exhibit 4 – Photos of Existing Conditions

Proposers are strongly encouraged to visit the site during the inspection period.

SECTION IV – QUALIFICATIONS

A. Qualifications of Contractor and Personnel

The ideal Contractor will have the following characteristics:

1. Current Class B Contractor's License, in good standing with the California Contractors State License Board, or another classification that legally covers the full scope. License number shall be stated in the proposal.
2. Active registration with CA Department of Industrial Relations (DIR) under Labor Code §1725.5 (list all registration numbers for the entity names/licenses that will bid/work).
3. No Debarment/Disqualification; not debarred by any public agency; no outstanding DIR wage/penalty assessments.
4. Acceptance of all conditions under Section VII, including compliance with applicable Prevailing Wage requirements and specified Insurance Requirements.

SECTION V – PROPOSAL REQUIREMENTS AND TIMELINE

The following represents the tentative schedule for this RFP. Any change in the scheduled dates for the Pre-Proposal Conference, Deadline for Final Questions, Proposal Submission Deadline, or Interviews will be advertised in the form of an addendum to this RFP. The schedule for other milestone dates may be adjusted without notice.

A. Proposal Format and Content Requirements

All proposals must include the following information:

1. Qualifications of Contractor and Personnel (responsibility review; not a scored criterion on this informal bid)

- Describe your staff's unique qualifications and training for this type of work.
- A statement of qualifications (SOQ) with the names, title, and qualifications of the proposed project manager and support staff and subcontractors, who will be conducting this work, including their experience and projects in which they had "hands-on" responsibility and length of time with the firm. The project manager will be expected to be fully involved and conversant in the details of the project on a day-to-day basis.
- Describe the organizational structure of staff members and sub-consultants (if any).
- Describe your contingency plan for unexpected interruptions in your staff's capacity to ensure IWMA deliverables are consistently met in a timely manner.

2. Price (award criterion: lowest responsible bidder)

- A description of the Project budget, itemized according to individual tasks and subtasks. Each subtask must have a line-item budget.
- A requested payment schedule should accompany the work schedule.
- Each phase of work should have an itemized budget including labor costs and expenses for each piece of work.
- Consultant's billing rate schedule: A copy of the Consultant's hourly rate schedule and a written statement that the hourly rate schedule is part of the Consultant's quote for use in invoicing for progress payments and for extra work incurred that is not part of this RFP.

3. Outline: Timeline and Deliverables (responsibility review)

- Provide an outline of the Project schedule.
- Provide a detailed timeline that provides an overall schedule including any milestones and potential public meetings.
- If selected, please provide your firm's availability to begin contract services with the IWMA.

4. Client References (responsibility review)

- Provide a list of current and former clients, including the governmental agencies you have serviced. Include client name, contact person and title, complete address, telephone number, type of organization, and a brief description of work performed.

5. Identify Existing and Potential Conflicts of Interest (Pass/Fail)

- List all current public clients in San Luis Obispo County for which the Contractor provides service. To the extent they are reasonably foreseeable, please indicate any actual or potential conflicts of interest that might arise from the Contractor's representation of the IWMA. Please outline the manner in which conflicts would be resolved, mitigated, or avoided.

6. Disclosure of Litigation (Pass/Fail)

- Contractor must include in its Proposal a complete disclosure of any civil or criminal litigation or indictment involving the Contractor. Contractor must also disclose any civil or criminal litigation or indictment involving any of its joint ventures, strategic partners, prime Contractor team members, and subcontractors. This disclosure requirement is a continuing obligation, and any litigation commenced after a Contractor has submitted a Proposal under this RFP must be disclosed to the IWMA in writing within five (5) days after litigation has commenced.

7. Additional Information

- Include the location of the business and the availability of appropriate professionals as needed. Identify any other related qualifications and information not specified in this RFP that the firm may consider essential and relevant to the IWMA.

Notwithstanding the criteria set forth above, the IWMA's award of any contract under this RFP shall be made in accordance with the California Uniform Public Construction Cost Accounting Act (Public Contract Code §§ 22000 et seq.) and IWMA Ordinance No. 2026-1, as follows:

- If the final estimated cost of the Project is Two Hundred Twenty Thousand Dollars (\$220,000) or less, the IWMA shall utilize the informal bidding procedures authorized by Public Contract Code § 22034 and Ordinance No. 2026-1. In that event, award shall be made to the lowest responsible proposer (or as otherwise permitted under the Act and the Ordinance). The evaluation criteria do not apply. Award shall be to the lowest responsible bidder under Ordinance No. 2026-1.
- If the final estimated cost of the Project exceeds Two Hundred Twenty Thousand Dollars (\$220,000), the IWMA shall reject the informal bids or proceed by formal competitive bidding, as Ordinance No. 2026-1 and the Public Contract Code require. Weighted scoring shall not be used to displace the lowest responsible bidder.

The IWMA reserves the right to determine the applicable cost tier based on the proposals received and any independent cost estimate, and to reject all proposals if it determines that proceeding under either procedure is not in the best interest of the IWMA.

B. Timeline

DATE – 2026/27	EVENT
TBD	RFP release date
TBD	Date of Pre-Proposal Conference (Optional)
TBD	IWMA Office available for physical inspection and measurements, by appointment <u>only</u>
TBD	Written Questions Deadline, by 12:00 PM (PST)
TBD	Proposal Submission Deadline - due by 12:00 PM (PST)
TBD	Preliminary screening process complete, including Interviews (at IWMA's discretion); negotiate and finalize contract.
TBD	Board consideration of staff recommended Contractor (including proposer presentation, if requested)
TBD	IWMA Board President signs contract (if applicable)
On or after TBD	Contract begins

C. Questions

All questions (requests for interpretations or corrections) pertaining to the content of this RFP must be made in writing to CLERK@IWMA.COM with the email subject line of **QUESTIONS – IWMA OFFICE REMODELING RFP** by **DAY, DATE, 12:00 PM**. Requests submitted after said date may not be considered. Questions will receive a response within five (5) business days. Questions and

responses will be posted anonymously on the IWMA website: <https://www.iwma.com/open-bids-rfps>. The IWMA reserves the right to determine the appropriateness of comments/questions that will be posted on the IWMA website.

D. Submittal Instructions

If you are interested and qualified, please submit one (1) electronic copy of your proposal, in Portable Document Format (.pdf) format, to CLERK@IWMA.COM with the email subject line of **PROPOSAL – IWMA OFFICE REMODELING RFP**, by **DAY, DATE, 12:00 PM**.

SECTION VI - RFP PROPOSAL EVALUATION AND SELECTION PROCESS

A. Criteria Weight

All proposals shall be reviewed by an independent RFP review panel, which may include internal IWMA staff and external IWMA partners, based on the criteria and scale in Section V above. The goal is to contract with a Contractor that is best qualified to provide services to the IWMA.

Proposals will be reviewed upon receipt, and the most qualified firms may be requested to make a presentation to the IWMA Executive Committee and/or Board of Directors.

B. Final Selection

IWMA Staff will formulate its recommendation for award of the Contract and forward its selection to the Board of Directors for approval. The final contract will be signed by the IWMA Board President.

C. Contract Award and Execution

The IWMA reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer. The IWMA 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 proposer and does not obligate the IWMA in any manner. The IWMA reserves the right to award no contract and to solicit additional offers at a later date.

The contract awarded for this request will be written by the IWMA. Each proposer, by submitting a proposal, agrees that if the IWMA accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will not be considered. Proposers may be disqualified, and the proposal may be rejected by the IWMA for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP.
- Failure to comply with the specification requirements of the RFP.

Terms, conditions, prices, methodology, or other features of the proposal may be subject to negotiation and subsequent revision.

The RFP document and the successful proposal, as amended by agreement between the IWMA and the successful proposer, including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Additionally, the IWMA may verify the successful proposer's representations that appear in the proposal. Failure of the successful proposer to perform as

represented may result in elimination of the successful proposer from competition or in contract cancellation or termination.

The requirements listed in this RFP are not negotiable and will remain unchanged unless the IWMA determines that a change in such requirements is in the best interest of the IWMA.

The IWMA expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation and taking into consideration other evaluation factors set forth in the RFP. The successful proposer will be expected to enter into a contract with the IWMA. If the successful proposer fails to sign a contract within fourteen (14) calendar days, unless the IWMA grants an extension following the delivery of the contract documents, the IWMA may elect to negotiate a contract with the next-highest ranked proposer.

IWMA shall not be bound, or in any way obligated, until both parties have executed a contract. The selected proposer may not incur any chargeable costs prior to final contract execution. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiation of the final Contract.

The supplies and services are to be provided in compliance with all applicable state and federal standards, rules, and regulations. The IWMA reserves the right to request additional written and/or oral information from proposers at any time before contract award, to obtain clarification of their responses.

SECTION VII - GENERAL CONDITIONS

A. IWMA Rights & Options

All proposals must be submitted to the IWMA email address: CLERK@IWMA.COM with the email subject line of: **PROPOSAL – IWMA OFFICE REMODELING RFP**, in Portable Document File (.pdf) format, by **DAY, DATE, 12:00 PM**.

- 1) All costs incurred in the preparation and submission of proposals and related documentation will be borne solely by the proposer.
- 2) This RFP does not constitute an offer of employment or contract for services.
- 3) The IWMA may, in its sole and absolute discretion, accept or reject all proposals, in whole or in part, with or without cause, in response to this RFP and to make more than one award, or no award, or postpone or cancel, at any time, this RFP process, if the IWMA determines such action to be in its best interests.
- 4) The IWMA reserves the right to remedy technical errors, modify the published scope of services and approve or disapprove the use of all sub-consultants.
- 5) The issuance of this RFP does not constitute an agreement by the IWMA that any subsequent selection process will occur, or that any contract will be entered into by the IWMA. Proposals and other materials will not be returned.
- 6) The IWMA has the right to use any or all ideas or concepts presented in any proposal or interview without restriction and without communication to all applicants.
- 7) All documents submitted to the IWMA in response to this RFP will become the exclusive property of the IWMA.
- 8) All proposals shall remain active for one hundred twenty (120) days, following the closing date for receipt of proposals.

- 9) The IWMA reserves the right to award the contract to the Contractor who presents the proposal which, in the judgment of the IWMA, best accomplishes the desired results.
The contract shall be a fixed-price construction contract. Work shall be completed by the date stated in the notice to proceed, subject to extensions approved in writing by the Executive Director. There is no month-to-month renewal and no consumer-price-index adjustment.
- 10) Any contract awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP. All information presented in the proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the IWMA during subsequent negotiations.
- 11) Under the provisions of the California Public Records Act (the "Act"), Government Code Section 7920.000 et seq., all "public records" (as defined in the Act) of a local agency, such as the IWMA, must be available for inspection and copying upon the request of any person. Under the Act, the IWMA may be obligated to provide a copy of all responses to this RFP, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code Section [7927.705, which incorporates privileges under the Evidence Code, including trade secrets as defined in Evidence Code section 1060 and Civil Code section 3426.11](#)] or contains other technical, financial, or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this RFP should be protected from disclosure, the proposer MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:
NOTICE: The data on pages [redacted] of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the IWMA considers proper under the law. If an agreement is entered into with the proposer, the IWMA shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.
- 12) The IWMA will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the RFP is protected from disclosure under the Act, proposer shall indemnify, defend, and hold harmless the IWMA in any action arising out of such dispute, lawsuit, claim, or demand.
- 13) The proposer warrants that no official or employee of the IWMA has an interest, has been employed or retained to solicit or aid in the procuring of any contract resulting from this RFP, if any, and further warrants that such person will not be employed in the performance of the contract without immediate written notice to the IWMA.
- 14) Contractors submitting proposals shall warrant that their offer is made without any previous understanding, agreement, or connection with any person, contractor or corporation submitting a separate proposal for the same service and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. This condition shall not apply to proposals which are submitted by Contractors who have partnered with others to submit a cooperative proposal that clearly identifies a primary Contractor and the associated sub-Contractors.
- 15) Proposers shall comply with all laws and regulations governing nondiscrimination in employment, including the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (California Government Code, § 12900, et seq.), and the applicable regulations promulgated thereunder (2 California Code of Regulations, § 7285, et seq.).

- 16) Nondiscrimination: The proposer, regarding the work performed by them during the Contract, shall not discriminate on the grounds of race, color or national origin or other legally protected criteria in employment or the selection and retention of any potential subcontractors.
- 17) Prevailing Wage: The Project constitutes a “public work” under California Labor Code section 1720 et seq. The Contractor and all subcontractors performing construction, alteration, installation, demolition, or repair work on the Project shall comply with all applicable prevailing wage laws, including payment of prevailing wages to workers performing such work, Department of Industrial Relations (DIR) registration, certified payroll submission, and jobsite posting requirements. Purely professional design, architectural, and engineering services are generally not subject to construction prevailing wage rates. However, any on-site work performed by design professionals or their staff that constitutes construction or preconstruction labor under Labor Code § 1720 may be subject to prevailing wage requirements which include:
- Payment of not less than the general prevailing rate of per diem wages as determined by the Director of the DIR for the relevant craft, classification, and locality;
 - Compliance with apprenticeship, hours of labor, payroll record-keeping, and other requirements;
 - Contractor/subcontractor registration with DIR (where required; small project exemptions may apply for contracts \$25,000 or less for construction or \$15,000 or less for maintenance);
 - Posting prevailing wage rates at job site and submission of certified payroll records as required;
 - Prevailing wage rates and further information are available on the DIR website at <https://www.dir.ca.gov/public-works/prevailing-wage.html> or upon request from the IWMA;
 - The Project may be subject to compliance monitoring and enforcement by the DIR;
 - The Contractor shall ensure that all subcontractors are informed of and comply with these requirements as applicable. Purely professional services (e.g., planning, design, oversight) are not subject to prevailing wage;
 - Contractors shall acknowledge awareness of these potential requirements in their SOQ; and.
 - Failure to comply with applicable prevailing wage laws may result in penalties, withholding of payments, or contract termination.
- 18) Unforeseen additional items and/or services may be required. The IWMA therefore reserves the right to negotiate with the successful proposer for additional items and/or services beyond what is described in the final contract.

B. Changes to the RFP

This RFP is posted on the IWMA’s website: <https://www.iwma.com/open-bids-rfps>. Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the IWMA. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant added information during the response period. The IWMA is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this RFP. Any proposer who already submitted their proposal and desires to make corrections, may remove and replace their proposal up to the date and time for which this RFP closes.

C. Communications

All communications concerning this RFP shall be directed to CLERK@IWMA.COM with the email subject line of: **QUESTIONS – IWMA OFFICE REMODELING RFP**. All other communication is not binding and shall in no way modify the RFP or the obligations of the IWMA.

After the solicitation has closed, proposers can view the RFP on the IWMA website where any

available award information will be posted and updated within the solicitation. Any questions and requests for information must be addressed to CLERK@IWMA.COM with the email subject line of: **QUESTIONS – IWMA OFFICE REMODELING RFP.**

D. Insurance

The selected proposer will be required to provide insurance coverage in the types and amounts described below:

INSURANCE REQUIRED	COVERAGE LIMITS
Commercial General Liability & Property Damage	\$1,000,000 Per Occurrence
Professional Liability	\$1,000,000 Per Occurrence/ \$2,000,000 Aggregate
Auto Liability / Property Damage / Bodily Injury	\$1,000,000 Per Occurrence
Workers' Compensation and Disability Benefits, including builder's risk / course-of-construction coverage for the full completed value, an additional-insured endorsement in favor of the IWMA, and a waiver of subrogation. Professional liability is not a substitute for commercial general liability on this construction contract.	Statutory Limits (EPL \$1,000,000 recommended)

The selected proposer shall provide, within five (5) days after the contract for services is executed by all parties, a certificate of liability insurance naming the IWMA and its employees and officers as additionally insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the IWMA.

E. Bonds.

Civil Code section 9550 requires a payment bond before a public work over \$25,000 is commenced, and requires this invitation to state that a payment bond is required. A payment bond in the amount of 100 percent of the contract price is required. A performance bond in the amount of 100 percent of the contract price is required. Bid security of 10 percent is required with the sealed price proposal.

F. 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 proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations". The IWMA may waive any immaterial deviation or defect in a proposal.

G. Award

The IWMA reserves the right to make awards within One Hundred Twenty, (120) days after the date of the RFP closing.

Thank you for your consideration!

San Luis Obispo County Integrated Waste Management Authority
555 Chorro Street, Suite D2 | San Luis Obispo, CA 93405 | (805) 782-8530 | iwma.com

Exhibit 1 – Proposed Floor Plan for Remodeling Improvements



- FLOOR PLAN LEGEND**
- (E) WALL TO REMAIN (NOT IN SCOPE)
 - (N) NON-RATED WALL, REFER TO WALL TAGS AND WALL ASSEMBLY SCHEDULE.
 - CLEAR FLOOR SPACE LOCATION PER CODE
 - CLEAR FLOOR SPACE TURNING RADIUS PER CODE
 - LVT FLOORING - NEW
 - CARPET TILE FLOORING - NEW
 - (E) EXTERIOR DECKING TO REMAIN

- FLOOR PLAN GENERAL NOTES**
- TOILET ROOMS SHALL HAVE EXHAUST RATE OF 50 CFM MINIMUM.
 - ELECTRICAL OUTLETS TO BE PLACED AT 18" TO CENTERLINE ABOVE FINISH FLOOR U.N.O.
 - ELECTRICAL SWITCHES TO BE PLACED AT 48" TO CENTERLINE FROM FINISH FLOOR U.N.O.
 - DOORS HANDLES, LOCK AND OTHER OPERATING DEVICES SHALL BE INSTALLED AT A MINIMUM 34" AND A MAXIMUM 48" A.F.F.
 - ALL EXTERIOR WALL SHALL BE 2X FRAMING WITH R-13 MINIMUM INSULATION OR PER TITLE 24, U.N.O. REFER TO WALL LEGEND.
 - ALL INTERIOR WALLS SHALL BE 2X4 FRAMING, TYPICAL U.N.O. REFER TO WALL LEGEND.
 - ALL PLUMBING WALLS SHALL BE 2X6 MINIMUM FRAMING, REFER TO WALL LEGEND.
 - PROVIDE R-13 MINIMUM INSULATION AT PLUMBING WALLS AND WALLS OF LAUNDRY ROOM.
 - PROVIDE 1" MINIMUM AIR SPACE BETWEEN WOOD STRUCTURES AND RETAINING WALLS.
 - PROVIDE 1 MIRROR, 1 TOILET PAPER HOLDER, 1 HAND TOWEL BAR, AND 2 BATH TOWEL BARS PER BATHROOM.
 - THRESHOLD AND LANDINGS
 - THRESHOLDS AT DOORWAYS SHALL NOT EXCEED 3/4" IN HEIGHT FOR SLIDING DOORS SERVING DWELLING UNITS OR 1/2" FOR OTHER DOORS. RAISED THRESHOLDS AND FLOOR LEVEL CHANGES GREATER THAN 1/4" AT DOORWAYS SHALL BE BEVELED WITH A SLOPE NOT GREATER THAN ONE UNIT VERTICAL IN TWO UNITS HORIZONTAL (50% SLOPE). THE THRESHOLD HEIGHT SHALL BE LIMITED TO 7'-3/4" AND THE DOOR IS AN EXTERIOR DOOR THAT IS NOT A COMPONENT OF THE REQUIRED MEANS OF EGRESS. THE DOOR DOES NOT SWING OVER THE LANDING OR STEP. AND THE DOORWAY IS NOT ON AN ACCESSIBLE ROUTE AND IS NOT PART OF AN ADAPTABLE OR ACCESSIBLE DWELLING UNIT. REFER TO CBC 1008.1.7.
 - THERE SHALL BE A LANDING OR FLOOR ON EACH SIDE OF EACH EXTERIOR DOOR. THE WIDTH OF EACH LANDING SHALL NOT BE LESS THAN THE DOOR SERVED. EVERY LANDING SHALL HAVE A MINIMUM DIMENSION OF 36" MEASURED IN THE DIRECTION OF TRAVEL. EXTERIOR LANDINGS SHALL BE PERMITTED TO HAVE A SLOPE NOT TO EXCEED 2%. EXTERIOR BALCONIES LESS THAN 60 S.F. AND ONLY ACCESSIBLE FROM A DOOR ARE PERMITTED TO HAVE A LANDING LESS THAN 36" DEEP. REFER TO CBC R311.3.
 - LANDINGS OR FLOORS AT THE REQUIRED EGRESS DOOR SHALL NOT BE MORE THAN 1-1/2" LOWER THAN THE TOP OF THE THRESHOLD. THE EXTERIOR LANDING OR FLOOR SHALL NOT BE MORE THAN 7'-3/4" BELOW THE TOP OF THE THRESHOLD PROVIDED THE DOOR DOES NOT SWING OVER THE LANDING OR FLOOR. WHEN EXTERIOR LANDINGS OR FLOORS SERVING THE REQUIRED EGRESS DOOR ARE NOT AT GRADE, THEY SHALL BE PROVIDED WITH ACCESS TO GRADE BY MEANS OF A RAMP IN ACCORDANCE WITH SECTION R311.8 OR A STAIRWAY IN ACCORDANCE WITH SECTION R311.7.
 - DOORS OTHER THEN THE REQUIRED EGRESS DOOR SHALL BE PROVIDED WITH LANDINGS OR FLOORS NOT MORE THAN 7'-3/4" BELOW THE TOP OF THE THRESHOLD. A LANDING IS NOT REQUIRED WHERE A STAIRWAY OF TWO OR FEWER RISERS IS LOCATED ON THE EXTERIOR SIDE OF THE DOOR, PROVIDED THE DOOR DOES NOT SWING OVER THE STAIRWAY.
 - STORM AND SCREEN DOORS SHALL BE PERMITTED TO SWING OVER ALL EXTERIOR STAIRS AND LANDINGS.
 - DO NOT SCALE DRAWINGS. ALL DIMENSIONS ARE ROUGH AND TO FACE OF STUD (F.O.S.).
 - ALL DIMENSIONS SHALL BE FIELD VERIFIED PRIOR TO COMMENCEMENT OF WORK. IF ANY VARIATION, DISCREPANCY OR OMISSION IS FOUND, THE CONTRACTOR OR SUB-CONTRACTOR SHALL NOTIFY THE ARCHITECT / DESIGNER IN WRITING AND OBTAIN WRITTEN RESOLUTION FROM ARCHITECT / DESIGNER PRIOR TO PROCEEDING WITH ANY WORK.

KEYNOTES



10
TEN OVER
STUDIO, INC
539 Marsh Street
San Luis Obispo, CA
805.541.1010
info@tenoverstudio.com
www.tenoverstudio.com

LICENSED ARCHITECT
JAMES M. DUFFY
NOT FOR
CONSTRUCTION
C-30770
7.31.2027
RENEWAL
STATE OF CALIFORNIA
THESE DRAWINGS ARE INSTRUMENTS OF SERVICE, AND ARE THE PROPERTY OF TEN OVER STUDIO, INC. THE DESIGN AND INFORMATION REPRESENTED ON THESE DRAWINGS ARE EXCLUSIVELY FOR THE PROJECT INDICATED AND SHALL NOT BE TRANSFERRED OR OTHERWISE REPRODUCED WITHOUT EXPRESS WRITTEN PERMISSION FROM TEN OVER STUDIO, INC. COPYRIGHT 2023.

SLO IWMA Office Renovation
555 Chorro Street, Unit D
San Luis Obispo, CA

CONSTRUCTION

PROJ #:	2025-146
DRWN BY:	AA
CHKD BY:	DL

NO.	DATE	SUBMITTAL

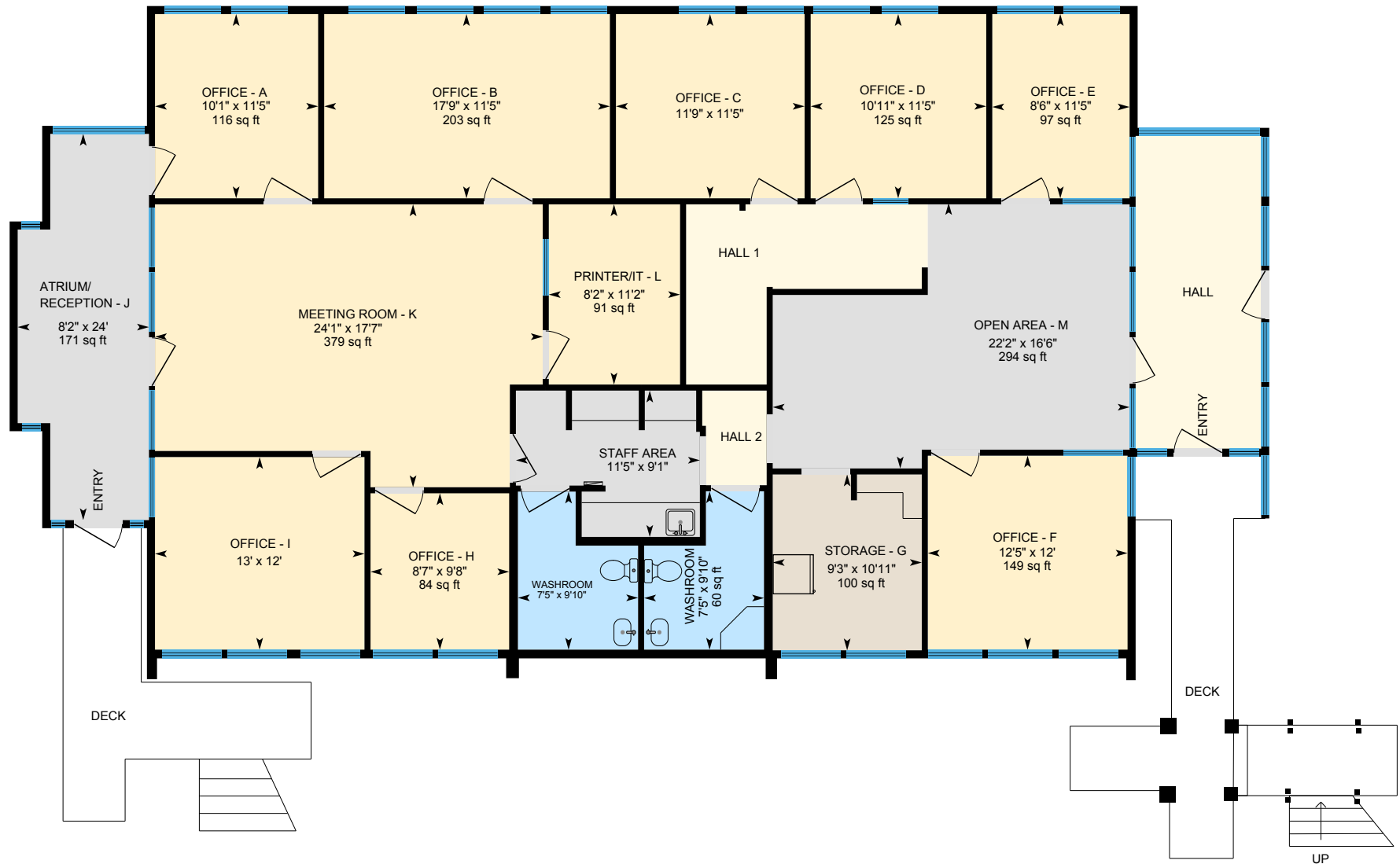
FLOOR PLAN

A2.1

Exhibit 2 - Current Office Layout and Floor Plan

555 Chorro St, Suite D, San Luis Obispo, CA

Main Floor Finished Area 2841.52 sq ft

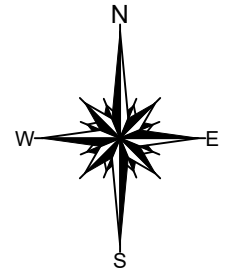


0 6 12
ft

PREPARED: 2026/09/02



White regions are excluded from total floor area in iGUIDE floor plans. All room dimensions and floor areas must be considered approximate and are subject to independent verification.



PLOT SIZE: 11"x17"
SCALE: 1" = 20'

SITE PLAN

Exhibit 3 – Site Plan With Accessibility Features

LEGEND:

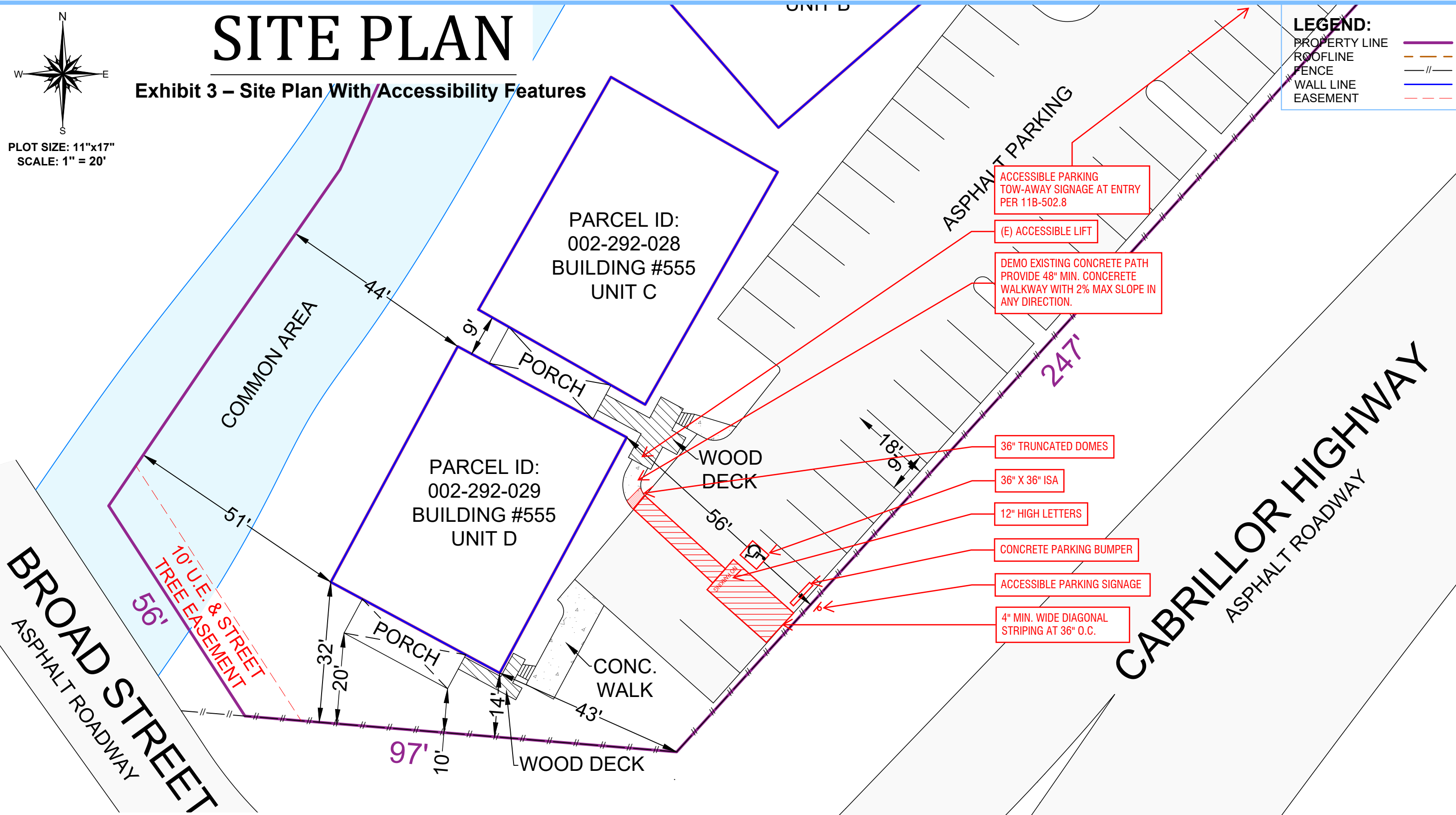
PROPERTY LINE

ROOFLINE

FENCE

WALL LINE

EASEMENT



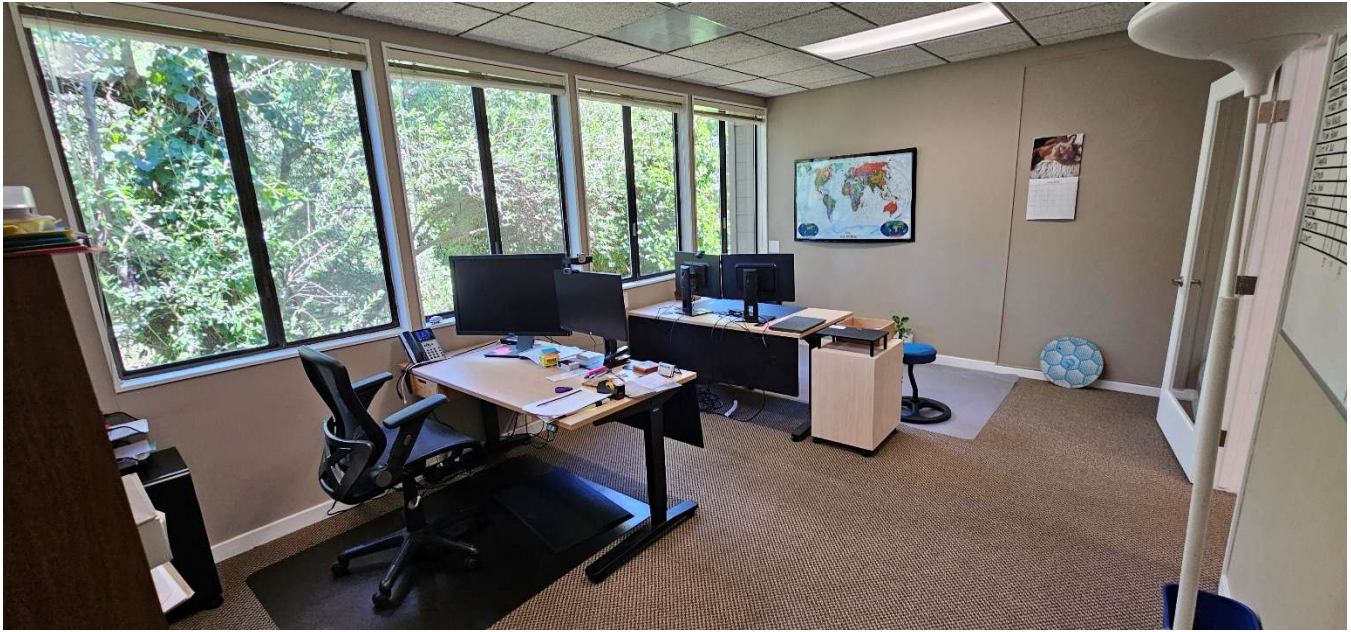
ADDRESS:
555 CHORRO STREET,
SAN LUIS OBISPO, CA 93405
PARCEL ID: 002-292-029
AREA: 0.68 ACRES
OWNER: SLO COUNTY - INTEGRATED WASTE MANAGEMENT AUTHORITY DATE : 10/6/2026

TENOVER

539 Marsh Street
San Luis Obispo, CA

805.541.1010
info@tenoverstudio.com

Exhibit 4 – Photos of Existing Conditions



Workspace "B" with 2 workstations



Atrium ("J")



Filing Cabinets near "Hall 1"



Storage in workspace "G"



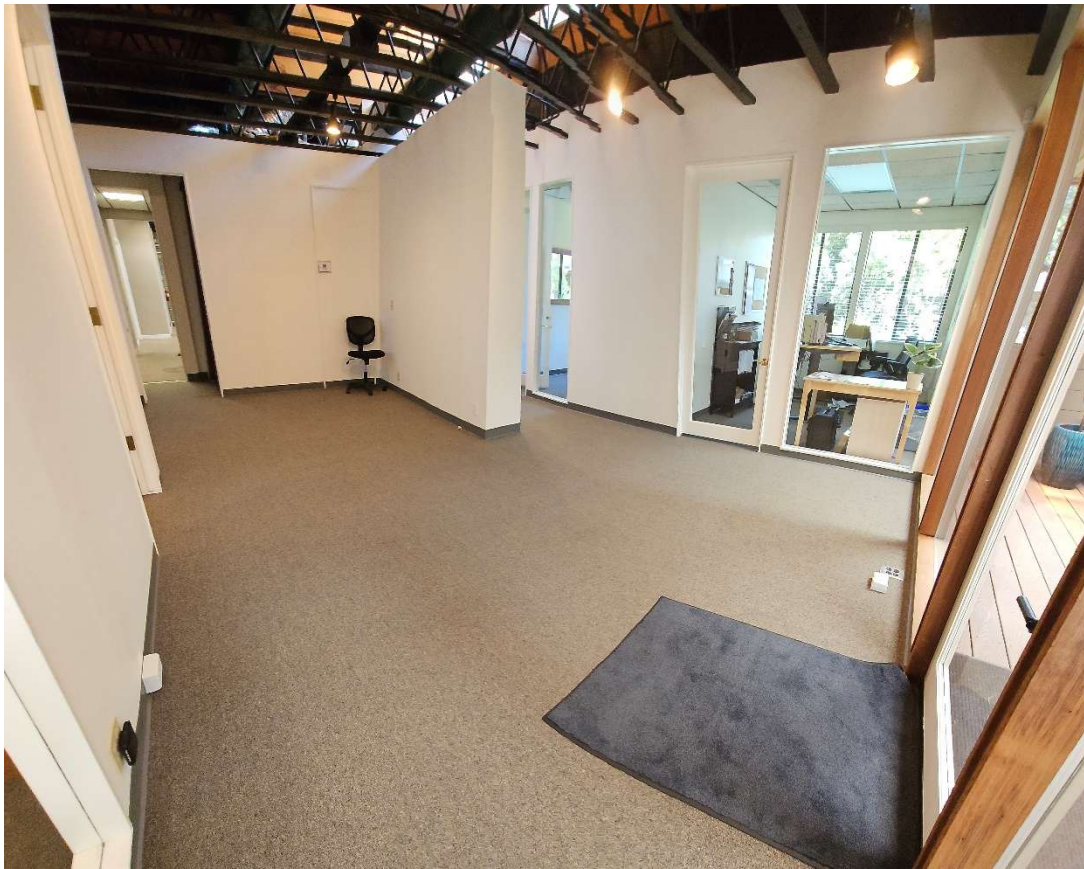
Workspace "I" with additional file cabinets



Workspace "L" with printer, server, bulletin board and supplies



Workspace "K" used for larger meetings



Wide-angle view of workspace "M"



Hall 2