



EXECUTIVE COMMITTEE MEETING AGENDA

Wednesday, August 12, 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) 781-2191 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

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

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.

7. Approve Design Proposal for Office Remodel

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

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.

9. 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	September 9, 2026	November 12, 2026	January 13, 2027
Executive Committee	October 14, 2026	December 9, 2026	February 10, 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 July 15, 2026 meeting.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. Executive Committee Meeting Minutes: July 15, 2026



SAN LUIS OBISPO COUNTY

INTEGRATED WASTE MANAGEMENT AUTHORITY

Connecting the Community to Waste Solutions

Executive Committee Meeting Minutes

Wednesday, July 15, 2026, 10:00 AM
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 July 15, 2026, at 1:30 PM.

2. Roll Call

Present: Fardanesh, Guthrie, Newton.
Absent: None

3. Pledge Of Allegiance

Closed Session Public Comment Period

No public comment received.

CLOSED SESSION

The Executive Committee Members recessed into closed session pursuant to the Ralph M. Brown Act on the following item:

4. Public Employee Performance Evaluation

Pursuant to Government Code § 54957: Public Employee Performance Evaluation
Title: Executive Director

Agency Representative Linda Somers Smith, Legal Counsel.

Time Out: 1:31 PM

Readjourn to Open Session and Closed Session Report

5. Report Out of Closed Session

Time In: 1:59 PM

No reportable action.

General Public Comment Period

No public comment received.

STAFF REPORTS

6. Executive Director's Report

Led by Executive Director, Coby Skye. Mr. Skye provided updates related to IWMA staffing, the Morro Bay HHW Collection Facility, conclusion of the SB 1383 Local Assistance Grant, conversations related to SB 54, and support for the Kanadevia Inova anerobic digestion facility.

Consent Agenda Public Comment Period

No public comment received.

CONSENT AGENDA

7. Executive Committee Meeting Minutes – May 28, 2026

Recommendation: Approve the May 28, 2026, Executive Committee Meeting Minutes.

Motion by Fardanesh

Second by Guthrie

To approve Item 7.

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

Ayes: Fardanesh, Guthrie, Newton

Noes: None

Abstain: None

CARRIED (3-0)

Regular Agenda Public Comment Period

No public comment received.

REGULAR AGENDA

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

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

Committee Members recommended Staff to:

- Separate the RFP into two (2) Scopes of Services: Architectural Design and Project/Contractor Services
 - Architectural Design – Does not require an RFP; Executive Director to receive quotes for design services within his spending authority.
 - Project/Contractor Services – Revise RFP for Project/Contractor Services, to be issued after a construction-ready design has been completed.

9. Recording Executive Committee Meetings

Discussion: Direction on Recording Executive Committee Meetings and Posting on SLO-SPAN.

Committee Members provided direction to Staff to continue recording the Executive Committee Meetings by Zoom for internal purposes only.

10. Executive Committee Member Communications

ADJOURNMENT 2:23 PM

** Minutes prepared by Sasha Del Giorgio, Management Analyst*

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

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Coby Skye, Executive Director

RE: Technical Assistance Support to Member Agencies

BACKGROUND:

The Technical Assistance Grant (TAG) program was established in 1996 as part of the comprehensive plan to meet the diversion requirements of AB 939. TAG provided grants of up to \$10,000 per recipient to support local initiatives that furthered the IWMA's mission. At its June 10, 2025 meeting, the IWMA Board of Directors voted to pause the TAG program, and at its September 10, 2025 meeting the Board directed staff to discontinue the TAG program. Board members expressed concerns regarding who was aware and had the capacity to apply for the TAG grants, and the criteria used to prioritize awards.

At its May 13, 2026 meeting, the Board adopted the 2026-2030 Strategic Plan which included the following Goal:

Goal 3: Provide Technical Support and Resources to Members

Strengthen member capacity through shared data, reporting tools, training, and equitable technical assistance tailored to agency size and resources.

Objective 3.1: Engagement with Member Agencies – Provide technical assistance and share timely information to all member agencies, on an as-needed basis as well as through regular meetings, for communication, collaboration, and improved decision making. This includes resources for major initiatives such as SB 1383 and SB 54.

Objective 3.2: Provide Regional Support – Identify the unique needs of each member agency, and tailor support and resources based on those needs.

Objective 3.3: Best Practices – Leverage local and regional data to provide examples and templates of best practices for programs and initiatives to support local implementation. This can include effective grant-funded projects to reduce waste, sample language for local hauler agreements, or standards for waste and recycling enclosures.

Objective 3.4: Implementation Resources – Establish a task force to develop recommendations for dedicated support and resources for member agencies to implement proven and effective programs and projects.

RECOMMENDATION:

Discuss ideas and opportunities for providing additional technical support to member agencies, and provide guidance to Staff.

FISCAL IMPACT:

The FY 2026-2027 Budget allocated \$50,000 for implementation of Objective 3.4, pending further direction on the scope by an IWMA-led task force.

ATTACHMENTS:

N/A

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Coby Skye, Executive Director

RE: Approve Design Proposal for Office Remodel

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, 2026 meeting, the Executive Committee recommended staff first request proposals for a design, then issue a separate request for proposals (RFP) for construction to facilitate the above improvements. A request for design proposals was initiated immediately after the last meeting and sent to 1 dozen local architectural firms, with proposals due on August 7, 2026.

Four responses were received by the proposal deadline, and the lowest cost, best fit proposal was submitted by Ten Over Studio at a not to exceed budget of \$18,000. Since this exceeds the spending authority of the Executive Director, the proposal is submitted to the Executive Committee for approval.

Below is a summary of the proposals received:

Firm	Not to Exceed Budget	Schedule
Ten Over Studio	\$18,000.00	28-30 weeks
Danciart Architecture	\$20,735.00	29-43 weeks
Andrew Goodwin Designs	\$50,058.50	~ 25 weeks
Studio 2G	\$57,079.00	36 weeks

RECOMMENDATION:

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

FISCAL IMPACT:

The design will be completed for a total not to exceed budget of \$18,000. A separate budget will be identified for the construction activities, and presented to the Board for consideration.

ATTACHMENT:

- A. Request for Proposals
- B. Proposal by Ten Over Studios



REQUEST FOR PROPOSALS (RFP)

ADMINISTRATIVE OFFICE REMODELING PROJECT - ARCHITECTURAL DESIGN SERVICES

SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY

SECTION I - Introduction and Background

A. Introduction

The San Luis Obispo County Integrated Waste Management Authority (IWMA) invites qualified architectural and design firms (Architects) to submit a proposal for design services related to an interior office remodel at the IWMA's headquarters located at 555 Chorro Street, Suite D2, San Luis Obispo, CA 93405.

This is a professional services solicitation under the IWMA Administrative Purchasing Procedures Manual. Selection will be based on demonstrated competence, qualifications, approach, and proposed fee. At least two written proposals will be obtained.

SECTION II – SCOPE OF SERVICES

The selected firm shall prepare a complete design package sufficiently detailed to support accurate construction proposals and budgets and address the following objectives:

- 1) Improve connectivity and flow between workspaces in the office;
- 2) Support safety and security for IWMA personnel and visitors;
- 3) Create a meeting space that can accommodate at least 15 participants at one time;
- 4) Create 2 separate workspaces, with walls and separate entrances, from area currently labeled Workspace "B" on the attached Exhibit "1";
- 5) Improve sound dampening throughout all workspaces, to allow for concurrent meetings to occur in adjacent spaces;
- 6) Provide for sufficient storage and space for 5 years of historical physical file storage, office supplies, printer/copier station, and routine supply storage, roughly estimated at 200 c.f.; Architect shall propose a minimum number or cubic feet of total space in the context of the submitted Design;
- 7) Create an employee break room with room for storage, meal preparation and consumption, retaining the existing sink;
- 8) Recommend replacement flooring throughout the office, using durable, easy-to-maintain materials; and
- 9) Identify recommended sustainability and energy efficiency improvements to throughout the Office to reduce long-term utility (e.g. electricity, water, gas, trash) costs, including updates to the HVAC system.

Deliverables: Conceptual and final layout drawings, outline specifications sufficient for construction bidding, and a high-level cost estimate range. Design must be prepared by or under the responsible charge of a California-licensed architect (and engineer as needed for permitting).



SECTION III – SITE VISIT

Proposers are **strongly** encouraged to visit the site, by appointment. Contact the person listed below to schedule. Current approximate floor plan and photos of existing conditions are included in Exhibit 1 and 2, respectively.

SECTION IV – RESPONSE REQUIREMENTS

Please submit a concise proposal that includes:

1. Firm name, address, contact person, phone, and email.
2. Name, California license number, and relevant experience of the licensed design professional(s) who will be responsible for the work.
3. Brief description of similar office remodel / interior design projects completed in the last five years.
4. Proposed approach and preliminary schedule to complete the design.
5. Proposed fixed fee or not-to-exceed fee (including any reimbursable expenses).
6. Any assumptions or exclusions.

SECTION V – SUBMISSION DEADLINE AND CONTACT

Deadline: Proposals must be received by email no later than **4:00 PM** on **Friday, August 7, 2026**.

Submit to: cskye@iwma.com (preferred) or deliver hard copy to the address below.

Questions / Site Visit Scheduling: Coby Skye, Executive Director (805) 781-5952; email: cskye@iwma.com

IWMA reserves the right to reject any or all proposals, to negotiate with the selected firm, and to award in the best interest of the agency. This solicitation does not obligate IWMA to award a contract.

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– Current Office Layout and Floor Plan

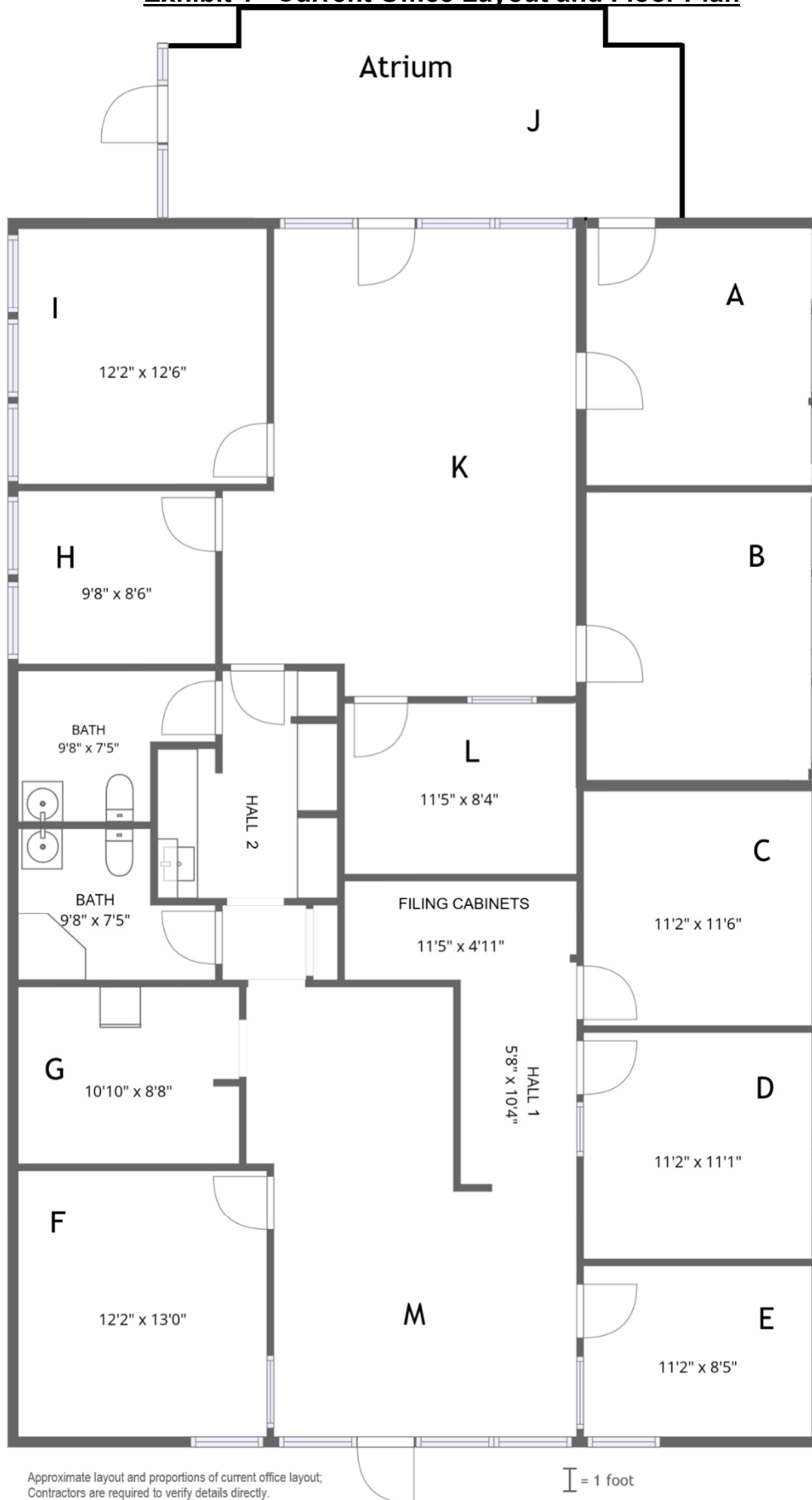


Exhibit 2 – Photos of Existing Conditions



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



TEN OVER STUDIO

RESPONSE TO REQUEST FOR PROPOSALS: ADMINISTRATIVE OFFICE REMODELING PROJECT

PREPARED FOR: SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY
AUGUST 7, 2026



**TEN OVER STUDIO
PRIMARY CONTACT**

DANA LOSSING

PROJECT MANAGER, INTERIOR
DESIGNER

DANAL@TENOVERSTUDIO.COM

PHONE: 805.329.7528

**TEN OVER STUDIO
AUTHORIZED REPRESENTATIVE**

JIM DUFFY

PRESIDENT

JIMD@TENOVERSTUDIO.COM

MOBILE: 805.540.8896

TEN OVER STUDIO, Inc.

San Luis Obispo Office

539 Marsh St.

San Luis Obispo, CA 93401

Bay Area Office

333 West San Carlos St, Suite 500

San Jose, CA 95110

Bend Office

856 NW Bond St #200

Bend, OR 97703

541.648.1010

tenoverstudio.com

1. COVER LETTER

August 7, 2026

Coby Skye, Executive Director
SLO County Integrated Waste Management Authority
555 Chorro Street, Suite D2
San Luis Obispo, CA 93405

Re: Proposal for Administrative Office Remodeling Project - Architectural Services

Dear Coby Skye and Members of the Evaluation Committee,

This project is an opportunity for IWMA to transform a hardworking but constrained office into a space that truly supports your team and the mission you carry out for the County. We're glad for the chance to help make that happen.

We appreciated the chance to walk the site last week with you, Coby, and to do so previously last year as well. We've followed the project's development closely and understand the goals well: better flow between workspaces, a functional and private new configuration for Workspace "B," a meeting space that can comfortably host 15 people, and a durable, low-maintenance finish palette that will serve IWMA for years to come.

We also understand this project runs on a tight budget, and we've built our approach and our fee around getting you a fully functional, code-compliant office without unnecessary cost.

As a San Luis Obispo-based firm with deep experience in occupied public-building renovations, we're confident we can move quickly, navigate permitting smoothly, and deliver a design that's straightforward to bid and build.

We appreciate your consideration and look forward to the opportunity to work with IWMA.

Sincerely,

TEN OVER STUDIO, Inc.

Jim Duffy, NCARB, AIA, LEED AP
President

ABOUT TEN OVER STUDIO



PUBLIC ARCHITECTURE AND SERVICE — ROOTED IN SAN LUIS OBISPO

Founded in San Luis Obispo in 2014, TEN OVER STUDIO is an architecture, interior design, and landscape architecture firm with decades of collective experience delivering public sector projects throughout California. Our team specializes in renovating occupied civic buildings, so we know how to keep costs down and operations running smoothly while the work gets done.

Headquartered in San Luis Obispo, and just minutes away from IWMA's Chorro Street offices, we are local design experts who bring national experience to your project. Our team members live and work in this county, serve on local committees, and are deeply invested in the built environment that shapes daily life here.

Our local roots translate directly into responsiveness, local code familiarity, and a genuine understanding of what San Luis Obispo County agencies need from their facilities.

TEN OVER IS A STATE OF MIND

TEN OVER reflects our firm's philosophy: we give 110% in everything we do. We strive to lead by example, go the extra mile, and take responsibility, even when no one is looking. We are collaborators by nature and believe in "we before me." We know that working as a true partner to our clients improves every outcome. Listening, humility, and empathy are among our greatest tools.

WHAT SETS TEN OVER STUDIO APART

110% Always.

Our name TEN OVER reflects our philosophy to go above and beyond expectations every time.

50% Licensed

Architects on our design staff, ensuring technical rigor and buildable, code-compliant designs.

Over 50% Female

Staff on our creative and inclusive team, bringing unique perspectives and a collaborative approach.

In-house landscape architecture, interior design, and visualization services that create cohesive indoor-outdoor environments.

300+ Completed

Public Projects in California, including over 50 completed on-call projects.

PROPOSED PROJECT TEAM



YEARS OF EXPERIENCE | 35
WITH CURRENT FIRM | 11

EDUCATION

Master of Arts, Architecture,
University of Oregon

Bachelor of Arts, Environmental
Studies/Urban Planning, UCSB

REGISTRATIONS

Architect, State of California C-30770

LEED AP

NCARB No. 88561

JIM DUFFY, PRESIDENT, AIA, NCARB, LEED AP PRINCIPAL-IN-CHARGE

Jim is an accomplished designer, architect, and construction administrator, skilled at coordinating the efforts of both the design and construction teams to ensure that original design intents are followed through to project completion. As a LEED accredited professional, he draws upon his knowledge of and commitment to sustainable design to guide the team in considering the most environmentally friendly options through all project phases.

RELEVANT EXPERIENCE

Paso Robles City Hall Renovation, Paso
Robles, CA

SRAM Headquarters Tenant Improvements,
San Luis Obispo, CA

Above Grade Engineering Office Remodel
& Renovation, San Luis Obispo, CA

Carmel-by-the-Sea Harrison Memorial
Library Upgrades, Carmel, CA

Monterey Peninsula Regional Park Dist
Maintenance Bldg Renovations, Carmel, CA

Cal Poly Mustang Village Leasing Center
Renovation, San Luis Obispo, CA

Octagon Barn Center, San Luis Obispo, CA

Old Mission School Annex, San Luis
Obispo, CA

City of San Luis Obispo, CA

Facilities Master Plan

Museum of Art Remodel & Renovation

City Hall Tenant Improvements

IT Department Space Planning

Mechanical Replacement Projects



YEARS OF EXPERIENCE | 9
WITH CURRENT FIRM | 7

EDUCATION

Bachelor of Arts, Dance, University
of California, San Diego, CA

APPOINTMENTS

Leadership SLO

SLO LIFE Magazine, Interior Design
Contributing Writer

SLO Chamber of Commerce
Ambassador, 2019

DANA LOSSING

PROJECT MANAGER, INTERIOR DESIGNER

Dana brings value to public projects by assisting in researching, developing, and sourcing materials while prioritizing her main objectives: improving the aesthetics, function, and representing the client's community identity. Sustainability is always important in Dana's designs. A detail-oriented people person, Dana plans and oversees all project phases to meet deadlines, budget, and project scope.

RELEVANT EXPERIENCE

Paso Robles City Hall Renovation, Paso
Robles, CA

Carmel-by-the-Sea Harrison Memorial
Library Upgrades, Sunset Center
Renovations, Carmel, CA

Palo Alto City Hall Finance Department
Tenant Improvements, Palo Alto, CA

San Jose Essential Facilities On-Call
Architectural Services

City of San Luis Obispo, CA

Facilities Master Plan

City Hall Tenant Improvements

Finance Department Space Planning

IT Department Space Planning

San Jose Fire Training Facility and
Emergency Operations Center, San Jose, CA

Monterey Peninsula Regional Park Dist
Maintenance Bldg Renovations, Carmel, CA



YEARS OF EXPERIENCE | 21
WITH CURRENT FIRM | 6

EDUCATION

Bachelor of Architecture, California Polytechnic State University, San Luis Obispo, CA

REGISTRATIONS

Architect, State of California C-37604

JESSE PEREIRA, AIA, NCARB

SENIOR PROJECT ARCHITECT

Jesse has two decades of experience focused on designing public projects that serve communities. He is committed to delivering thoughtful, functional solutions that respond to real-world challenges. Jesse has developed specialized experience in civic projects that prioritize community use, accessibility, and long-term functionality. He thrives in combining technical expertise with user-focused design thinking. His portfolio includes community-centered projects that reflect his commitment to people-first architecture.

RELEVANT EXPERIENCE

City of San Luis Obispo, CA

Finance Department Space Planning
IT Department Space Planning
Senior Center Upgrades*

Carmel-by-the-Sea Harrison Memorial Library Upgrades, Carmel, CA

Hearst Bus Maintenance Renovation and Expansion, San Simeon, CA

Cal Poly Water Reclamation Facility, San Luis Obispo, CA

Hearn Community HUB – Fire Station No. 8, Santa Rosa, CA

Newark Facilities Master Plan, Newark, CA

San Jose Police Dept. Training Facility and Recruit Academy, San Jose, CA

**completed prior to joining TEN OVER*



YEARS OF EXPERIENCE | 10
WITH CURRENT FIRM | 5

EDUCATION

Bachelor of Architecture, University of Miami

Associate of Arts, Art and Architecture, Indian River State College

TECHNICAL TRAINING

AutoCAD Certification, Autodesk, 2012

ALYSSA ATKINSON

SENIOR DESIGNER

Alyssa is a skilled designer who brings a rare combination of creative instinct and technical precision to every project. Their meticulous approach to documentation means their drawing sets consistently come out clean and well-coordinated, even on complex municipal projects. Alyssa's design approach focuses on integrating local materials with timeless styles. They are currently pursuing their Architectural License and LEED Accreditation.

RELEVANT EXPERIENCE

Paso Robles City Hall Renovation, Paso Robles, CA

Carmel-by-the-Sea Harrison Memorial Library Upgrades, Carmel, CA

Vandenberg SY Peak Mobile Optics Facility, Santa Barbara, CA

Vandenberg B9005 Gymnasium Remodel, Santa Barbara, CA

Vandenberg B8173 Secure Classroom Expansion, Santa Barbara, CA

San Jose Life Cycle Cost Analysis – Museum of Art, San Jose, CA

San Jose Life Cycle Cost Analysis – Southside Police Substation, San Jose, CA

San Jose Park Neighborhood Recreation Services – CSY Building G exhibit Builder Shop Improvements, San Jose, CA

San Jose Police Department Academy Renovation, San Jose, CA | Tracking LEED Silver certification

EXPERIENCE WITH SIMILAR PROJECTS

TEN OVER STUDIO has spent over a decade delivering public-sector projects for California municipalities, with direct experience in occupied building renovations, civic facilities, and community-serving institutions. Our portfolio includes more than 300 completed public projects, among them over 50 on-call renovation assignments where working around active operations was critical. The following is a brief listing of our local renovation projects:

- Paso Robles City Hall Renovation
- CAPSLO Central Administration Building Renovation
- SLO Downtown Association Tenant Improvements
- San Luis Obispo City Hall Tenant Improvements
- San Luis Obispo IT & Finance Dept. Tenant Improvements
- Cal Poly SLO Center for Innovation and Entrepreneurship Tenant Improvement
- Cal Poly SLO Mustang Shop Tenant Improvement
- Cal Poly SLO Vista Grande Dining Complex
- Cal Poly SLO Mustang Village Leasing Renovation
- Palo Alto City Hall Finance Department Tenant Improvements

Remodeled Workspaces: We have experience designing open workspace layouts bordered by private offices and meeting rooms, along with the sound dampening and storage solutions needed to let multiple activities coexist comfortably in a compact footprint.

Maximizing Budget: We also bring a practiced eye for stretching public-agency budgets. On projects like the Paso Robles City Hall renovation, our team matched new finishes and furnishings to existing pieces still in good condition, extending the useful life of what was already on hand rather than replacing it outright. This translates directly into cost savings: reusing quality furnishings and workstations wherever possible, while focusing new investment on the flooring, finishes, and layout changes that will have the greatest impact.

Clarity in Design: We aim to create layouts and specifications that are easy for contractors to price accurately and easy for ownership to understand at a glance, helping keep both the design phase and the construction bids on schedule and within budget.



3. SIMILAR PROJECTS

PASO ROBLES CITY HALL RENOVATION

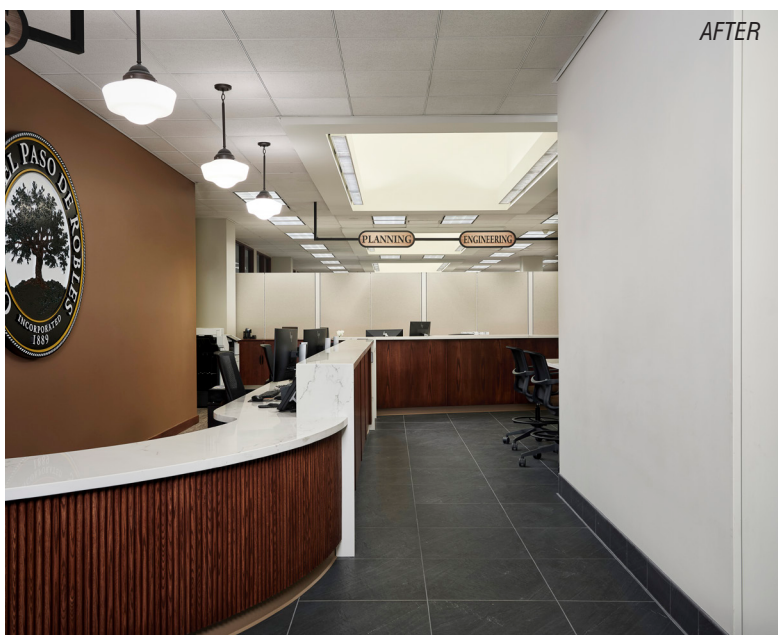
SIZE: 9,880 SF

LOCATION: PASO ROBLES, CA

SCOPE: ARCHITECTURE, INTERIORS

COMPLETION: JAN 2026

CONSTRUCTION AMOUNT: \$1.22M



Thirty years after opening, the City of Paso Robles set out to renovate City Hall and breathe new life into the workplace environment for several municipal departments.

TEN OVER STUDIO led the renovation of the second-floor offices, located directly above the City's library. The design challenge was to find functional and creative improvements with direct impact on staff and the community, within the constraints of an existing building and an expedited design, permitting, and construction schedule. The team met those timeframes through proactive communication and close coordination with the City and permitting agencies throughout. Throughout construction, the library on the first floor remained open and in continuous public use.

Work included a new front counter to improve the public's first point of contact, new flooring, wall coverings, and paint throughout, and a new public conference room giving residents more opportunities to meet directly with staff. Updated signage improves wayfinding. Security upgrades brought access control and protection systems up to current standards. New finishes and furniture were carefully matched to existing pieces so the City could reuse furnishings still in good condition and stretch the available budget.

3. SIMILAR PROJECTS

CANOE CLUB CO-WORKING SPACE

SIZE: 6,478 SF

LOCATION: SISTERS, OR

SCOPE: ARCHITECTURE, INTERIORS

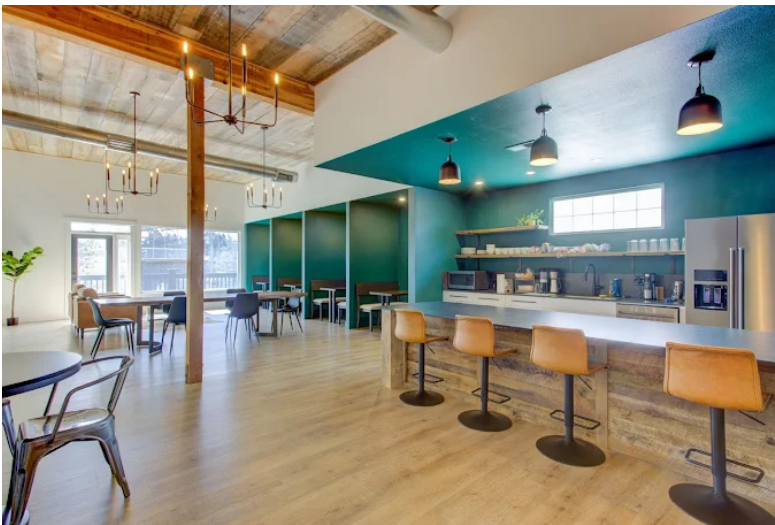
COMPLETION: 2024

CONSTRUCTION AMOUNT: \$500,000

The project consisted of an interior tenant improvement to an existing commercial building of approximately 6,400 square feet. The developer client needed a cost-effective, amenity-focused workspace that could serve a variety of users and work styles within a single shared building.

New demising walls were added in key locations to divide the floor plan into a mix of open collaborative work areas alongside small, medium, and large private offices along with a break area, lounge, and other shared amenities. This layout balanced the openness needed for collaboration with the privacy and acoustic separation required for focused work and meetings to happen side-by-side.

The interior design draws on the surrounding outdoor environment and aims to create a warm and casual yet functional shared workspace.



3. SIMILAR PROJECTS

SRAM HEADQUARTERS

SIZE: 20,500 SF

LOCATION: SAN LUIS OBISPO, CA

SCOPE: ARCHITECTURE, INTERIORS, LANDSCAPE

COMPLETION: 2016

CONSTRUCTION AMOUNT: \$2.2M (TI)

With offices worldwide, this distinguished international bicycle component company had outgrown its existing 6,000 SF Development Center and needed a large structure that could comfortably fit at least 60 staff with plenty of room to host meetings with international clients, and training for worldwide staff.

TEN OVER STUDIO was hired to design 20,500 SF of shell building with tenant improvements. The combined space includes open floor offices, enclosed conference rooms, a training room, a kitchen and cafe, shop space and testing rooms, gym and locker rooms, and outdoor areas.



ADDITIONAL EXPERIENCE



SLO CITY HALL TENANT IMPROVEMENT | *SAN LUIS OBISPO, CA*

The project included interior improvements to two upper-floor spaces at City Hall. The Council Hearing Room received new cabinetry, updated LED lighting with dimming controls, replacement acoustic ceiling and flooring, and reworked electrical, A/V, and communications connections. The Break Room was refreshed with new upper and lower cabinetry, counter tops, appliances, fixtures, and updated electrical and plumbing.

Size: 500 SF | **Scope:** Interior Design | **Completion:** March 2023 | **Construction Amount:** \$100,000



CAL POLY MUSTANG VILLAGE RENOVATION | *SAN LUIS OBISPO, CA*

TEN OVER STUDIO was hired for the renovation of the leasing office and dwelling units at Mustang Village, a well-known student housing complex for Cal Poly University. The leasing office welcomes residents with a new reception area, student lounge, and a separate study lounge, as well as three offices and a break room for staff. The entire renovation was completed while staff and students occupied the complex.

Size: 7,900 SF | **Scope:** Architecture, Interiors | **Completion:** 2018 | **Construction Amount:** \$3.6M



HARRISON MEMORIAL LIBRARY RENOVATION | *CARMEL-BY-THE-SEA, CA*

TEN OVER STUDIO was hired by Carmel-by-the-Sea for a 5-year Master Agreement to perform work on existing City facilities and address deferred maintenance items. The Harrison Library project included interior and exterior improvements and renovation to the existing building and facilities.

Size: 20,000 SF | **Scope:** Architecture, Interiors | **Completion:** April 2024 | **Construction Amount:** \$195,000

PROJECT UNDERSTANDING

For the IWMA Administrative Office Remodel (PROJECT), our team will develop concepts and provide sufficient detailing to obtain a permit for the following objectives as outlined in the CLIENT's request for proposal::

- Improve connectivity and flow between workspaces in the office
- Support safety and security for IWMA personnel and visitors – integrate workstation in existing “Atrium” space to greet visitors.
- Create a meeting space that can accommodate at least 15 participants at one time
- Create 2 separate workspaces, with walls and separate entrances, from area currently labeled Workspace “B” on Exhibit “1” provided by the CLIENT's RFP.
- Improve sound dampening throughout all workspaces, to allow for concurrent meetings to occur in adjacent spaces
- Provide for sufficient storage and space for 5 years of historical physical file storage, office supplies, printer/copier station, and routine supply storage, roughly estimated at 200 c.f. TEN OVER shall propose a minimum number or cubic feet of total space in the context of the submitted Design
- Create an employee break room with room for storage, meal preparation and consumption, retaining the existing sink
- Recommend replacement flooring throughout the office, using durable, easy-to-maintain materials
- Identify recommended sustainability and energy efficiency improvements throughout the office to reduce long-term utility (e.g. electricity, water, gas, trash) costs, including updates to the HVAC system
- Propose a location for a “Mother's Room”

The CLIENT has identified a project budget of \$150,000. A project timeline has not yet been established. A high-level cost estimate by the CLIENT's contractor is recommended at the conclusion of the Schematic Design task to confirm that the proposed project scope and design align with the CLIENT's budget. Cost estimation is not included in the design scope of work and shall be performed by the CLIENT's contractor or cost estimator.

It is assumed that mechanical, electrical, and plumbing systems (for example modifications to lighting fixture locations, plumbing fixture locations, and/or HVAC system) will be coordinated through a “design-build” approach, and are not assumed to be part of the scope of work or permit documentation

The scope of work assumes that no planning department review and/or approval will be required. In order to obtain a permit, the city will require 20% of the project budget be spent on ADA upgrades. At this time, we assume the upgrades will be limited to the new break room and appropriate accessible signage. Restroom and site upgrades are not included at this time, but may become required depending on project budget and/or city's interpretation of the building code.

The scope of services will be divided into tasks as laid out on the next pages.

SCOPE OF SERVICES

01 // SCHEMATIC DESIGN

The objective of this task is to develop the initial design that conveys the general project concept and satisfies the project program.

TIMELINE: 4-6 weeks

PROCEDURE

- TEN OVER STUDIO will research building code requirements and meet with the building department staff as required.
- TEN OVER STUDIO will develop drawings to communicate the initial design concept.
- TEN OVER STUDIO will meet with the CLIENT to review drawings, receive feedback, and refine the design as required. This phase assumes one round of refinements to the plans.
- The CLIENT will work with their Contractor as they develop an initial project budget.

- TEN OVER STUDIO will collaborate with the CLIENT'S Contractor to evaluate project program and overall budget alignment.

MEETINGS

- One (1) initial design presentation
- One (1) final presentation

DELIVERABLES

- Project program including needs, goals & priorities
- Initial Building Code Analysis
- Schematic floor plan and furnishing plan
- Schematic 3D interior massing views of key spaces (2 assumed)
- Schematic material and fixture concepts
- Precedent images of design concepts
- High-level cost estimate by the CLIENT's Contractor or Cost Estimator

02 // PERMIT DOCUMENTS

The objective of this task is to create a set of documents suitable for initial plan check permit submittal. Prior to this phase, the design decisions have been made, agreed upon and approved by the CLIENT.

TIMELINE: 12 weeks

PROCEDURE

- Based on the approved Schematic Design drawings, TEN OVER STUDIO will further refine the drawings and add code required detailing and annotations. These drawings and specifications will set forth the code requirements for permitting.
- TEN OVER STUDIO will develop the architectural details required for construction and will collaborate with the CLIENT to help in the selection of interior finishes, fixtures and equipment.

MEETINGS

- One (1) Permit Document progress meeting
- One (1) final Permit Document review meeting

DELIVERABLES

- Architectural permit drawings
- Code required details
- Outline specifications
- Interior furnishings plan
- Interior finish plan, elevations, and schedule

03 // PERMITTING

The objective of this task is to obtain building permit approval from the Building Department.

TIMELINE: 12 weeks estimated (Determined by reviewing agency)

PROCEDURE

- TEN OVER STUDIO will coordinate the building permit submittal with the CLIENT'S Consultants and will follow up with the building department until the permit is ready for issuance. This task includes the following:
 - TEN OVER STUDIO shall prepare, compile, print and submit all required plans applications and supplemental documents for initial submission
 - TEN OVER STUDIO shall review and distribute all comments issued by the reviewing body to the necessary parties
 - TEN OVER STUDIO shall provide formal comment responses, additional documentation (if required),

coordinate information on plans with all design consultants (if required), and revise plans accordingly in order to satisfy the reviewing body

- TEN OVER STUDIO will re submit to the Building Department and repeat this procedure until a building permit has been obtained.

MEETINGS

- Meetings with jurisdictional staff and/or sub-consultants as required.

DELIVERABLES

- Plan check responses as required
- Building permit (from the Agency having Jurisdiction)

04 // CONSTRUCTION OBSERVATION

TEN OVER STUDIO will assist the CLIENT and the Contractor during the construction phase with plan clarifications, supplemental information, general coordination and modifications. TEN OVER STUDIO will visit the site during construction as requested to observe and advise the CLIENT on the construction process, quality and conformance with the Construction Documents.

TIMELINE: As determined by the CLIENT's contractor

PROCEDURE

- Construction observation as defined herein
- Site visits and meetings as defined herein to review the work prior to occupancy

RECOMMENDED MEETINGS

- Four (4) OAC meetings during construction
- Initial punch list site walk
- Final punch list site walk

DELIVERABLES

- Construction document clarifications / modifications as requested
- Review and response to Contractor requests for information
- Review and approval of Contractor submittal

FEE PROPOSAL

TEN OVER STUDIO'S FEES

TASK 1	SCHEMATIC DESIGN	Fixed Fee	\$5,000
TASK 2	PERMIT DOCUMENTS	Fixed Fee	\$9,500
TASK 3	PERMITTING	Hourly	\$3,000
TASK 4	CONSTRUCTION OBSERVATION	Hourly if Requested	TBD
TASK 5	REIMBURSABLE EXPENSES	Not to Exceed	\$500

TEN OVER STUDIO HOURLY RATES

Unless otherwise agreed in advance, the fees for professional services performed by TEN OVER STUDIO shall be performed on a time and materials basis at TEN OVER STUDIO'S then-current rates for such work. These hourly rates are effective until December 2026. TEN OVER STUDIO reserves the right to adjust hourly rates on an annual basis.

PRINCIPAL	\$200-275
PROJECT MANAGER	\$175-250
ARCHITECT	\$125-215
LANDSCAPE ARCHITECT	\$115-\$175
INTERIOR DESIGNER	\$115-175
SENIOR DESIGNER	\$125-215
DESIGNER/DRAFTER	\$100-135
ADMINISTRATIVE	\$90

REIMBURSABLE EXPENSES

The CLIENT shall reimburse TEN OVER STUDIO for incidental expenses incurred by TEN OVER STUDIO, or any sub-consultant it may hire to perform services for the Project, at actual cost plus 20% to cover its overhead and administrative expenses. Reimbursable expenses shall include, but are not limited to, reproduction costs, postage, shipping and handling of drawings and documents, long distance communications, fees paid to authorities having jurisdiction over the Project, the expense of any additional insurance requested by the CLIENT in excess of that normally carried by TEN OVER STUDIO or its sub consultants, travel expenses (transportation / automobile / lodging / meals), renderings, and models. Reimbursable automobile travel mileage will be billed at the current IRS business standard mileage rate.

IN-HOUSE PRINTING & REPRODUCTIONS

In house printing and photocopies for direct use towards the project shall be charged at a rate of \$.20 per B&W and \$.65 per color.

ASSUMPTIONS & EXCLUSIONS

CLIENT'S RESPONSIBILITIES

The CLIENT shall provide, and TEN OVER STUDIO shall be entitled to rely on the accuracy of the following:

- Project program
- Recent title report
- Geotechnical report as required for structures, site improvements & percolation calculations.
- Project site survey in ACAD format including existing topography, structures, utilities, easements, vegetation, and property boundaries.
- Utility information and/or will-serve letters
- As-built drawings in hardcopy and ACAD format

SUB-CONSULTANTS

Any required sub-consultants are not included in this contract for services. It is the CLIENT'S responsibility to solicit and negotiate any sub-consultant's services should they be required. TEN OVER STUDIO can be authorized to solicit and negotiate consultant proposals at an additional hourly cost.

EXCLUSIONS

Unless noted otherwise, the following services are not included in the above Scope of Work or Fee Proposal. Many of them are available upon request as additional services.

- Comprehensive book specifications
- Measurement / verification and drafting of as-built drawings
- Site Plan
- Restroom design (existing layout and finishes to remain)
- Engineering services unless specifically noted
- Mechanical, electrical, and plumbing system design and coordination - for example modifications to lighting fixture locations, plumbing fixture locations, and/or HVAC system (assumed to be design-build)
- Fire sprinkler / alarm design / security /audio visual/ communications systems (assumed to be design-build)
- Construction or project cost estimates
- Energy Modeling or Building Commissioning
- Solar hot water or Photovoltaic design
- Soils analysis for landscape planting amendments
- Permits or utility and applications and/or fees
- Post Construction Record or As-built Drawings
- Value engineering services
- Renderings for marketing
- Preparation of Construction Documents for multiple bid packages
- Casework, cabinet, and millwork details and/or shop drawings
- Floodproofing certification
- Design, Specification, and/or purchasing of furnishings and specialty equipment



TEN OVER STUDIO

539 MARSH STREET
SAN LUIS OBISPO, CA 93401

333 WEST SAN CARLOS ST. STE 600
SAN JOSE, CA 95113

856 NW BOND STREET, SUITE 200
BEND, OR 97703

805.541.1010
INFO@TENOVERSTUDIO.COM
TENOVERSTUDIO.COM



@TENOVERSTUDIO



@TEN-OVER-STUDIO



@TENOVERSTUDIO

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, 2026 meeting, the Executive Committee recommended staff first request proposals for a design, then issue a separate request for proposals (RFP) for construction to facilitate the above improvements. A request for design proposals was initiated immediately after the last meeting, with proposals due on August 7, 2026. Following development of a design, the revised RFP for construction will be released.

RECOMMENDATION:

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

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.

ATTACHMENT:

A. 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 **design** (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 (CUPCAA 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 CUPCAA 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.

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.
- b. Survey – Contractor shall complete a survey of the property, as needed.

3) Construction

- a. Contractor shall be responsible for completing all construction work to implement the final approved design, as well as all 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 document all construction and demolition debris generated by the project as reused, recycled or otherwise diverted from landfill disposal, unless an exemption is approved by the Executive Director.

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.
 - i. Upon approval of the Executive Director, Contractor shall implement all recommended improvements.
 - 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: Contractor shall install a physical access ramp to facilitate ADA-

compliant access to customers without relying on a powered lift.

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 – **Design Package** for Remodeling Improvements
- Exhibit 2 – Current Office Layout and Floor Plan
- Exhibit 3 – 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 Contractor's License, in good standing with the CA Contractors State License Board (CSLB), with appropriate classification(s) for the trade(s) you seek to perform.
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, and will be evaluated on, the following criteria:

1. Qualifications of Contractor and Personnel (30%)

- 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. Budget, Retainer, and/or Rates (30%)

- 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 (25%)

- 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 (15%)

- 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 the 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 evaluation criteria and relative weights 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), and the weighted evaluation criteria set forth in this Section VI shall not apply.

If the final estimated cost of the Project exceeds Two Hundred Twenty Thousand Dollars (\$220,000), the IWMA shall utilize formal competitive procedures, and the weighted evaluation criteria and relative weights set forth in this Section VI shall apply.

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.
- 10) The term of the contract shall be 12 months, with a start date on or after **DAY, DATE**. The contract may be renewed on a month-to-month basis, at the discretion of IWMA, for no more than six additional months. Any request by the Contractor to increase pricing may not exceed national or regional CPI and must align with the IWMA's budget cycle.
- 11) 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.
- 12) 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 [] 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.*

- 13) 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.
- 14) 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.
- 15) 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.
- 16) 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.).
- 17) 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.
- 18) 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 of prevailing wage rates at the 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.
- 19) 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
Workman's Compensation & Disability Benefits	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. 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.

F. 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

PUT IN AFTER RECEIVED

Exhibit 1 – Design Package

Exhibit 2– Current Office Layout and Floor Plan

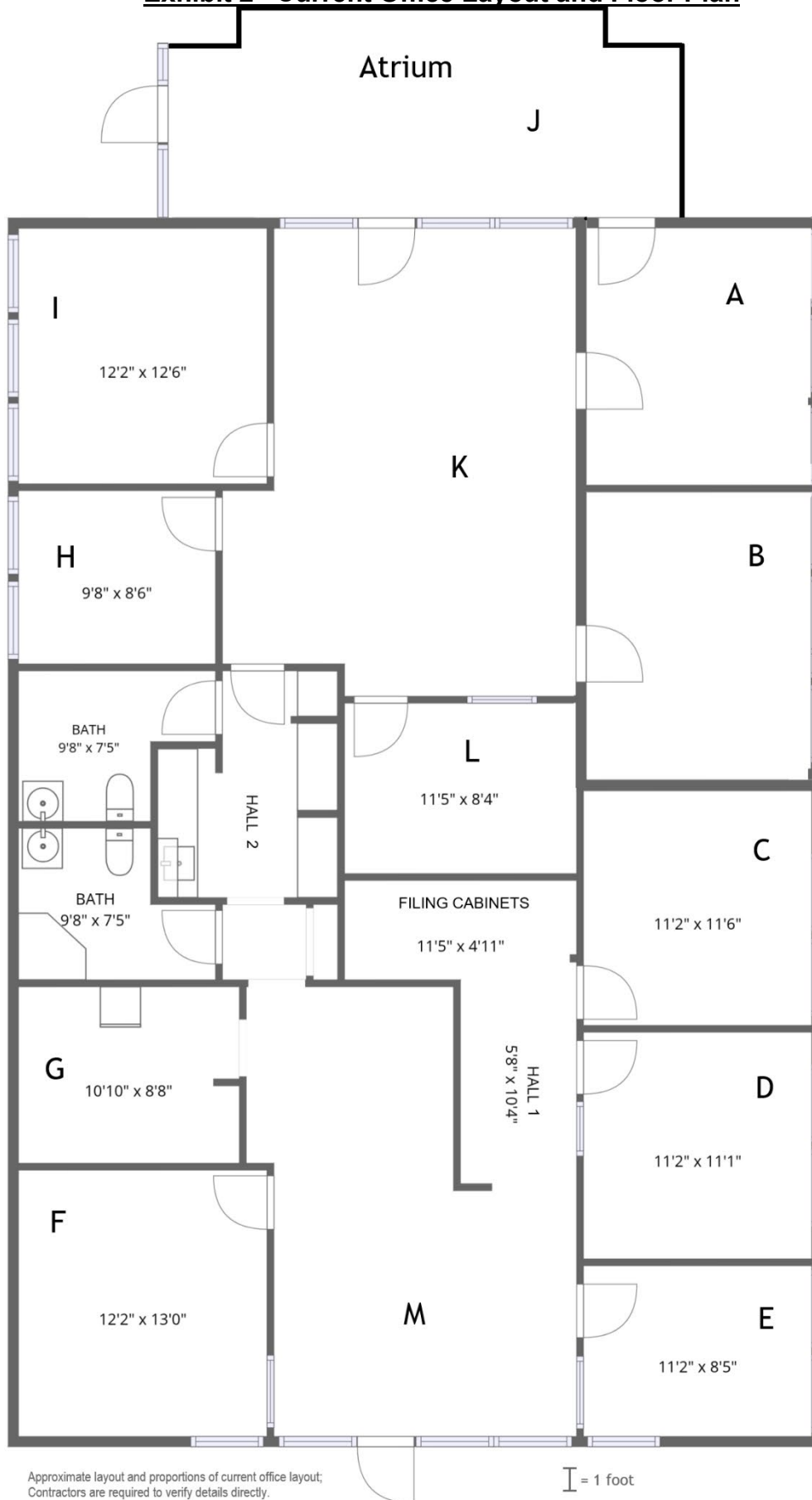
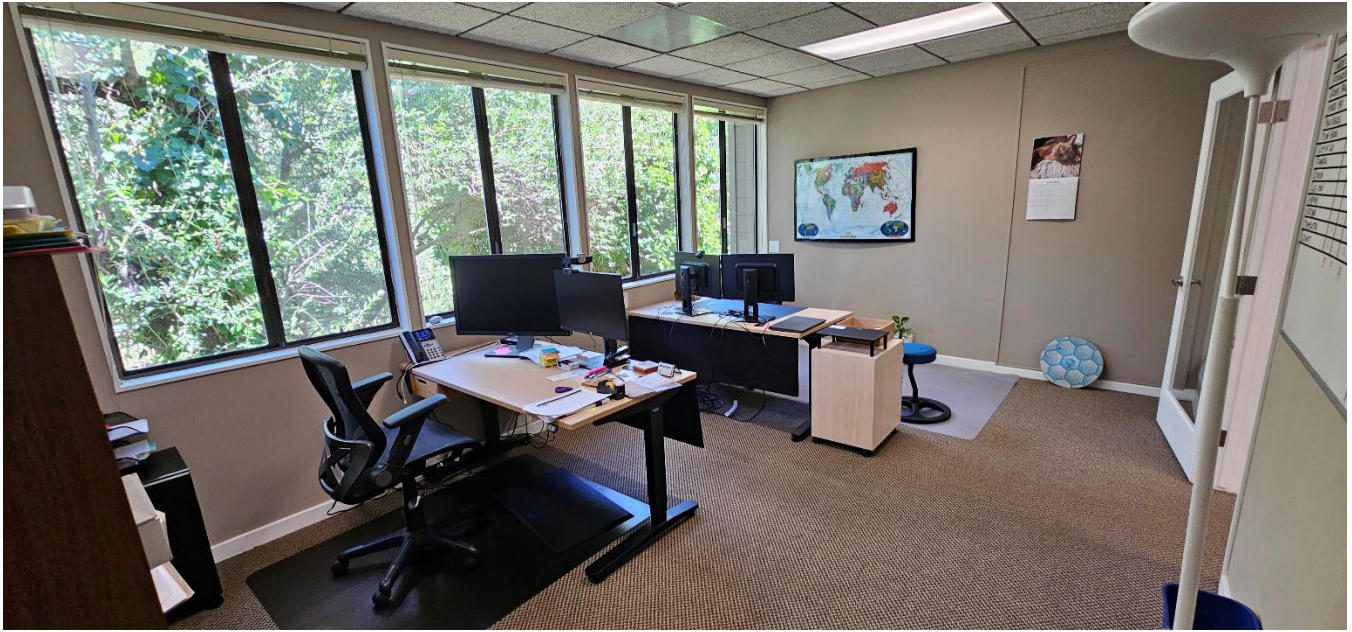


Exhibit 3 – Photos of Existing Conditions



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