



REQUEST FOR QUALIFICATIONS (RFQ)

FACILITIES MAINTENANCE SUPPORT SERVICES FOR NATIONAL CITY'S FACILITIES MAINTENANCE PROGRAM

April 6, 2017

I. INTRODUCTION

The City of National City's (City) Department of Engineering & Public Works seeks Statements of Qualifications (SOQs) from interested contractors to provide support services for National City's Facilities Maintenance Program. The general services are described under Section IV "Scope of Services."

This Request for Qualification (RFQ) describes the general scope of services, submittal requirements and evaluation process. Failure to submit information in accordance with the requirements of this RFQ may be cause for disqualification.

SOQs shall be submitted to the Department of Engineering & Public Works no later than **5:00 PM on Monday, May 8, 2017.**

The Department anticipates contracting with multiple contractors per discipline. However, the total number of on-call contracts will depend on the quantity, quality and diversity of SOQs received. It is estimated that each on-call contract will be two years in length, with the option to extend for one additional year, and will range in value from \$10,000 to \$150,000 depending on scope of services offered and demand for each discipline / trade.

Disadvantaged Business Enterprises (DBEs) are encouraged to participate in the RFQ process. The Department desires to contract "directly" with a minimum of two DBEs, pending qualifications.

II. BACKGROUND AND DESCRIPTION

The City's Facilities Maintenance Division, which is managed by the Department of Engineering & Public Works under the direction of the Director of Public Works, addresses the maintenance and repair of the following facilities:

	Facility Name (address)*	Size (s.f.)
1	Civic Center/City Hall (1243 National City Blvd)	41,659
2	Police Station (1200 National City Blvd)	48,300
3	Public Library (1401 National City Blvd)	49,000
4	MLK Jr Community Center (140 E. 12th St)	18,900
5	Arts Center (200 E. 12th St)	4,800
6	Kimball Park Recreation Center (148 E. 12th St)	5,137
7	Kimball Senior Center (1221 "D" Ave)	4,976
8	Fire Station 34 (343 E. 16th St)	19,440
9	Fire Station 31 (2333 Euclid Ave)	5,667
10	El Toyon Park Recreation Center (2005 E. 4th St)	5,454
11	Municipal Pool (1800 E. 22nd St)	59,329
12	Camacho Recreation Center (1810 E. 22nd St)	13,555
13	Aquatic Center (3300 Goesno Place)	4,700
14	Casa De Salud Youth Center (1408 Harding Ave)	2,486
15	Public Works Offices/Breakroom (1726 Wilson Ave)	3,000
16	Public Works Vehicle Maintenance Shop (1726 Wilson Ave)	3,500
17	Public Works Materials Storage Building (726 W. 19th St)	2,900

**Building plans are available on cd for purchase for \$5.*

III. PRE-SUBMITTAL MEETING AND SITE VISIT

The City intends to hold a non-mandatory, pre-submittal meeting and site visit to provide an opportunity for contractors to ask questions and see the equipment and systems under consideration of this RFQ.

Date: **Thursday April 20, 2017**
Time: **9:00 a.m.**
Location: **Civic Center Building, Department of Engineering & Public Works,
1243 National City Boulevard, National City, CA 91950**

IV. SCOPE OF SERVICES

Facility Maintenance support services are categorized by discipline / trade as follows:

- A. Heating, Ventilating and Air Conditioning (HVAC)**
- B. Electrical**
- C. Plumbing**
- D. General Services**
- E. Swimming Pool**
- F. Painting**
- G. Pest Control**
- H. Alarm & Security Systems**
- I. Access Control Systems**
- J. Elevators**

Successful contractors must adhere to the following requirements:

- Have an operating office within a 100 mile radius of National City.
- Have a 24/7 on-call service availability for emergency calls or other type of outages with a 30 minute returned phone call response and a 90 minute arrival time. Maintenance work or repairs shall be performed as contractually agreed upon unless otherwise specified by the City's Facilities Maintenance Supervisor or representative. The City accepts that after hours and/or holidays may be at a different rate.
- Notify the Facilities Maintenance Supervisor upon arrival at the job site.
- Document each visit with a detailed service ticket describing repairs and/or maintenance performed and status of the equipment and systems. Service tickets must be submitted to the Facilities Maintenance Supervisor within five business days after completion of the work.
- A general record log of maintenance performed for the City shall be maintained by the Contractor at all times, when required for specific trades. The maintenance log shall be subject to inspection upon request by the Facilities Maintenance Supervisor.
- Obtain quotes and get prior authorization for any work performed outside of the normal maintenance scope of work. The City reserves the right to obtain additional work quotes and service from other trade companies.
- Submit invoices to the Facilities Maintenance Supervisor within 30 days of the work being completed or according to approved billing cycles.
- Comply with the current 29 CFR 1910 OSHA General Industry Regulations. Safety hazards shall be immediately reported to the Facilities Maintenance Supervisor or representative.

- The Contractor shall meet with the Facilities Maintenance Supervisor to set specific dates and times for scheduled maintenance required on a monthly, quarterly, bi-annual, or annual basis, and to review invoices for accuracy and acceptance, when required for specific trades. The maintenance schedule shall be subject to inspection upon request by the Facilities Maintenance Supervisor.
- Provide all tools and equipment necessary to complete job tasks.
- Maintain all equipment in accordance with the manufacturer's recommendations unless specified otherwise by the Facilities Maintenance Supervisor.
- The Contractor shall remove all tools, equipment, and surplus materials from the work site upon completion of the work.
- The Contractor shall ensure pick-up and proper disposal of all refuse, scrap materials and debris from the work site upon completion of the work.
- All work shall be performed in a professional manner according to industry standards.

A. Heating, Ventilating and Air Conditioning (HVAC):

The City's Department of Engineering & Public Works will accept bids from interested and qualified C20, C38, and B California licensed contractors for normal and on-call HVAC and Mechanical maintenance services, including emergency work and repairs. The successful HVAC and/or Mechanical Contractor(s) shall provide all materials, equipment, and labor for HVAC and Mechanical services and repairs as needed, in various National City locations.

The Contractor shall maintain and service all equipment described herein using Journeyman technical level NATE Certified personnel. Successful contractors shall specify and qualify two certified Technicians to perform all work. One is required to have at least 10 years commercial HVAC / Refrigeration service experience and the other must have a minimum of 5 years of commercial HVAC / refrigeration service. Both technicians must have overall knowledge of all of the City's HVAC equipment and systems. Both technicians shall be qualified to safely work on electrical components as they relate to the equipment they are servicing.

A general record log of maintenance performed for the City shall be maintained by the Contractor at all times. The maintenance log shall be subject to inspection upon request by the Facilities Maintenance Supervisor.

All work shall be performed in a professional manner according to industry standards. The Contractor shall be responsible for maintaining all equipment under this contract in safe operating condition in accordance with ASHRAE 180-2012 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.

The type of Work required will include, but is not limited to, repair, replacement and maintenance of commercial HVAC equipment and systems of the following type:

1) Boilers

- Heating Hot Water System
 - Pumps
 - Expansion Tank
 - Pot Feeder
 - Air Separators
 - Piping, fittings and valves
 - Chemical Treatment

2) Chillers

- Chilled Water System
 - Pumps
 - Expansion Tank
 - Pot Feeder
 - Air Separators
 - Piping, fittings and valves
 - Chemical Treatment

3) Air Handlers

- Variable air volume re-heat terminal units

4) Cooling Towers / Evaporative Coolers

5) Package units

6) Supply or Make up Air Fans

7) Air Compressors

8) Split systems

9) Exhaust fans

10) DDC Control System - TRANE and Honeywell (XPS10 or XS10) and Honeywell EBI controls.

The Contractor will also be expected to perform trouble shooting and issue resolutions.

B. Electrical:

The City's Department of Engineering & Public Works will accept bids from interested and qualified C7, C10, C11, and B California licensed contractors for normal and on-call Electrical maintenance services, including emergency work and repairs. The successful Electrical Contractor(s) shall provide all materials, equipment and labor for Electrical services and repairs as needed, in various National City locations.

The Contractor shall maintain and service all equipment described herein using Journeyman technical level personnel. Successful contractors shall specify and qualify two certified Technicians to perform all work. One is required to have at least 10 years commercial Electrical service experience and the other must have a minimum of 5 years of commercial Electrical service. Both technicians must have overall knowledge of all of the City's Electrical equipment and systems. Both technicians shall be qualified to safely work on all electrical components.

All work shall be performed in a professional manner according to industry standards. The Contractor shall be responsible for maintaining all equipment under this contract in safe operating condition in accordance with NFPA 70B: Recommended Practice for Electrical Equipment Maintenance 2016 Edition.

The type of Work required will include, but is not limited to, repair, replacement and maintenance of commercial electrical equipment and systems of the following type:

- 1) Electrical conduit and wiring
- 2) Lighting systems and lighting control systems
- 3) Receptacles, switches, data and telephone wall jacks
- 4) Emergency lighting equipment
- 5) Power and conduit to other system such as HVAC systems, smoke fire dampers, generators, UPS's or equipment
- 6) Solar power / PV systems
- 7) Data and telephone cabling (AMP Data Certified Cat5e and Cat6)
- 8) Conduit systems for communication and other electronic systems
- 9) Motors, MCC panels, electrical breakers
- 10) Low voltage wiring for DDC
- 11) Refrigeration electrical equipment
- 12) Air controls
- 13) Generator systems
- 14) Field / Street Lighting (40 Ft Bucket Truck Required)
- 15) Scada System
- 16) VFD Drives
- 17) Soft Starts

The Contractor shall have the experience and technical ability to work with "ALL" voltages. The Contractor will be expected to install and commission new wiring for upgrades and improvements, as required. The Contractor will also be expected to perform trouble shooting and issue resolutions.

C. Plumbing:

The City's Department of Engineering & Public Works will accept bids from interested and qualified C4, C36, C53, and B California licensed contractors for normal and on-call Plumbing maintenance services, including emergency work and repairs. The successful Plumbing Contractor(s) shall provide all materials, equipment and labor for Plumbing services and repairs as needed in various National City locations.

The Contractor shall maintain and service all equipment described herein using Journeyman technical level personnel. Successful contractors shall specify and qualify two certified Technicians to perform all work. One is required to have at least 10 years commercial Plumbing service experience and the other must have a minimum of 5 years of commercial Plumbing service. Both technicians must have overall knowledge of all of the City's Plumbing equipment and systems.

All work shall be performed in a professional manner according to industry standards. The Contractor shall be responsible for maintaining all equipment under this contract in safe operating condition in accordance with current UPC publications.

The type of Work required will include, but is not limited to, repair, replacement and maintenance of commercial plumbing equipment and systems of the following type:

- 1) Electric or Gas Fired Hot Water Heaters
- 2) Instant Hot Water Heaters
- 3) Solar Hot Water Heating
- 4) Pumps
- 5) Expansion Tanks
- 6) Thermostatic Mixing Valves
- 7) Pressure Reducing Valves
- 8) Backflow Components
- 9) All Plumbing Fixtures
- 10) Condensate Drains
- 11) Waste Drain Systems
- 12) Backflow Testing
- 13) Pressure Testing
- 14) Sewer Injector Pumps
- 15) Elevator Sump Pumps
- 16) Pump Controls

The Contractor will also be expected to perform trouble shooting and issue resolutions.

D. General Services:

The City's Department of Engineering & Public Works will accept bids from interested and qualified C4, C5, C8, C9, C11, C13, C15, C16, C17, C22, C28, C29, C33, C39, C45, C53, C54, C60, B, ASB, HAZ California licensed contractors for normal and on-call General Maintenance Services, including emergency work and repairs. The successful Contractor(s) shall provide all materials, equipment and labor for all services and repairs as needed, in various National City locations. All work shall be performed in a professional manner according to industry standards.

The type of Work required will include, but is not limited, to the following:

- 1) Identifying substrate issues and provide resolutions to ensure OSHA compliance
- 2) Cement, Brick, or Plaster work
- 3) Drywall repair and replacement
- 4) Window repair and repainting
- 5) EIFS repair and repainting
- 6) Building stripping and refurbishing
- 7) Installation of vinyl wall coverings
- 8) Wood replacement and light carpentry
- 9) Room additions
- 10) Partitions
- 11) Counters
- 12) Roofs
- 13) Benches
- 14) Tables
- 15) Fences

The Contractor will also be expected to perform trouble shooting and issue resolutions.

E. Pool Services:

The City's Department of Engineering & Public Works will accept bids from interested and qualified C53 California licensed contractors for normal and on-call Municipal Swimming Pool maintenance services, including emergency work and repairs. The successful Contractor(s) shall provide all materials, equipment and labor for daily and scheduled maintenance services and repairs to the National City Municipal Swimming Pool located at Las Palmas Park. All work shall be performed in a professional manner according to industry standards.

A general record log of maintenance performed for the City shall be maintained by the Contractor at all times. The maintenance log shall be subject to inspection upon request by the Facilities Maintenance Supervisor.

The type of Work required will include, but is not limited, to the following:

- 1) Replace, repair, and report any broken or hazardous conditions or equipment.
- 2) Pumps, repair, replace, service
- 3) Filters, repair, replace, service
- 4) Backwash service valve service
- 5) Boiler repairs
- 6) Expansion joint replacement when needed
- 7) Pool filtration equipment
- 8) Pool lighting
- 9) Pool systems and controls

The Contractor will also be expected to perform trouble shooting and issue resolutions.

F. Painting:

The City's Department of Engineering & Public Works will accept bids from interested and qualified contractors for normal and on-call Painting services, including emergency work and repairs. The successful Contractor(s) shall provide all materials, equipment and labor for Painting services and repairs as needed, in various National City locations. All work shall be performed in a professional manner according to industry standards.

The type of Work required will include, but is not limited, to the following:

- 1) Properly prepare various surfaces via scraping, sanding and filling as necessary.
- 2) Apply the following using brush or spray gun
 - Paint
 - Varnish
 - Shellac
 - Lacquer
 - Other

G. Pest Control:

The City's Department of Engineering & Public Works will accept bids from interested pest management businesses that are certified, registered and licensed in the State of California. Successful applicants shall provide prevention, management strategies, routine maintenance and emergency services for a pest free environment. Successful applicants shall also provide all materials, equipment and labor for Pest Control services. All work shall be performed in a professional manner according to industry standards.

The type of Work required will include, but is not limited, to the following:

- 1) Fully qualified and licensed personnel to perform all inspections, treatments and monitoring.

- 2) Maintain MSDS of all applicable chemicals which may be used during the process.
- 3) Provide a detailed monthly inspection report for each site.
- 4) Provide on-site inspections of kitchens, cafeterias, work rooms, mechanical rooms, electrical rooms, dining areas, classrooms, corridors, hallways, office areas, recreation rooms, storage rooms, restrooms, mechanical rooms, and building exteriors.
- 5) Notify the Facilities Maintenance Supervisor with a "Notice of Intent for Pesticide Application" prior to applying necessary pest control.
- 6) Based on the inspection results, apply necessary pest control measures.
- 7) Monitor pest control methods and track them by records in a log book placed at the site.
- 8) Provide monthly sanitation reports.
- 9) Should it be necessary to apply products for pest control, all applications shall be done when employees are not present, after work has ended or during the weekend.
- 10) Dead Animal / Carcass removal – successful applicants shall investigate, remove and dispose of any dead animal carcass located in, under or around buildings, attics, sheds, storage containers, etc., as needed, within 4 hours of initial notification.
- 11) Provide monthly visits for prevention of rodent and pest infestations.
- 12) Provide on-call emergency services and/or follow-up visits for correction of rodent and other pest infestations.

The applicant will also be expected to perform trouble shooting and issue resolutions.

H. Alarm & Security Systems:

The City's Department of Engineering & Public Works will accept bids from interested alarm systems businesses that are certified, registered and licensed in the State of California. Successful applicants shall provide all materials, equipment and labor for Alarm and Security Systems services and repairs as needed, in various National City locations.

The type of Work required will include, but is not limited to, testing, repair, replacement and maintenance of the following types of alarm and security systems:

- 1) Fire Alarm Systems: Class A, B & Addressable
- 2) Security Alarm Systems
- 3) Access Control Systems (ACS) – Badging/Credentialing
- 4) Closed Circuit Television (CCTV) & Video Surveillance
- 5) Voice Radio Communications Systems
- 6) Other Public Safety and Security Systems

The applicant will also be expected to perform trouble shooting and issue resolutions.

I. Access Control Systems:

The City’s Department of Engineering & Public Works will accept bids from interested card accessing systems businesses that are certified, registered and licensed in the State of California. Successful applicants shall provide all materials, equipment and labor for Access Control Systems services and repairs as needed, in various National City locations.

The type of Work required will include, but is not limited to, testing, repair, replacement and maintenance of the following types of access control systems and equipment:

- 1) ASSI
- 2) Card Access Systems
- 3) Card Reader
- 4) Door Magnetic Locking Systems

The applicant will also be expected to perform trouble shooting and issue resolutions.

J. Elevators:

The City’s Department of Engineering & Public Works will accept bids from interested elevator repair and maintenance businesses that are certified, registered and licensed in the State of California. All work shall be performed in a professional manner according to industry standards. The applicant shall be responsible to maintain all equipment under this contract in safe operating condition in accordance with DOSH Title 8 Elevator Safety Orders.

Successful applicants shall provide preventative maintenance, routine maintenance, management strategies and emergency services for the National City locations listed below. Successful applicants shall also provide all materials, equipment and labor for elevator repair and maintenance services.

A general record log of maintenance performed for the City shall be maintained by the applicant at all times. The maintenance log shall be subject to inspection upon request by the Facilities Maintenance Supervisor.

<i>Location</i>	<i>Quantity</i>
City Hall	1
Police Station	1
Library	2
Kimball Senior Center	1 Wheelchair
Fire station 34	1

The type of Work required will include, but is not limited, to the following for Hydraulic Elevators:

- 1) Controller, selector and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, steel selector tape or cable and mechanical and electrical driving equipment.
- 2) Governor, governor sheave and shaft assembly, bearings, contacts and governor jaws, where applicable to roped hydraulic elevators.
- 3) Car guide shoes, rollers, gibs and seismic retainer plates.
- 4) Hoistway door interlocks, hoistway limits, hoistway door hangers, bottom door guides and auxiliary door closing devices. Automatic power operated door operator, car door hanger, car door contact, car frame, platform and platform sub-flooring.
- 5) Signal and operating fixtures including lights, buzzers and gongs in all the signals and operating fixtures.
- 6) Car emergency telephones satisfactory operation.
- 7) Electronic scanning detectors, safety edges, and of light rays on car at every visit and, if they are inoperative, shall repair them within one business day. If, in the Contractor's opinion, the car door protection devices are not maintainable, they shall replace them at no cost to City.
- 8) Fire Service related elevator controls
- 9) Seismic line rupture valves.
- 10) Pumping plant, valves, exposed piping, fittings, piston (unless damaged by cylinder failure), piston packing, reservoir tank, oil tank heaters, and mufflers and pit equipment.
- 11) Fuses in machine room disconnects.
- 12) Emergency power lighting fixtures.
- 13) Elevator controller computer 17. Car Lighting Fixtures
- 14) Pit Scavenger Pump Unit
- 15) Furnish all oil, lubricants, packing and other materials required.
- 16) Replacement of batteries and associated components of battery lowering equipment, where installed.
- 17) Make corrections and respond to discrepancies identified by the local elevator enforcing authorities.

The type of Work required will include, but is not limited, to the following for Wheelchair Lifts:

- 1) Adjust gates, interlocks, fixed cams, chain, belts, push buttons, emergency communications, key switches and screw drives.
- 2) Load testing at intervals as required by State of California DOSH Title 8 Elevator Safety Orders.

The applicant will also be expected to perform trouble shooting and issue resolutions.

V. GENERAL INSTRUCTIONS

A. Definitions

1. "City" refers to City of National City
2. "Department" refers to Engineering & Public Works Department
3. "Contractor" refers to respondent, company, and/or team interested in participating in the RFQ process

B. Contractors shall adhere to the requirements detailed in subsequent sections of this RFQ.

C. Contractors may elect to participate in the RFQ process as follows:

1. Submit a single SOQ that focuses on one or more disciplines.
2. Submit multiple SOQs, one for each discipline or combination of disciplines.
3. Submit a single SOQ or multiple SOQs as the Prime Contractor.
4. Submit a single SOQ or multiple SOQs as the Prime Contractor, and serve as a Sub-contractor on one or more teams.
5. Serve as a Sub-contractor on one or more teams.

D. Contractor SOQs must clearly identify the proposed discipline(s) of interest.

VI. STATEMENT REQUIREMENTS

A. General

1. The SOQ shall be concise, well organized and demonstrate a clear understanding of the City's needs. The statement shall be limited to 50 one-sided pages (8 1/2 inches x 11 inches, or folded to fit these dimensions), inclusive of resumes, graphics, forms, tables, exhibits, photographs, dividers, front and back covers, cover letter, etc. Type size and margins for text pages should be in keeping with accepted standard formats for desktop publishing and processing and should result in no more than five hundred (500) words per page.

2. Contractors will be evaluated based upon the information submitted in accordance with the requirements of this RFQ.

B. Contents

Elements of SOQs submitted in response to this RFQ shall be in the following order and shall include:

1. Cover Letter

Include a 1-2 page cover letter that includes a brief background on the company, including any unique attributes and distinguishing characteristics which would be of value to the City. The cover letter should also express why the Contractor is interested in the RFQ.

2. Executive Summary

Include a 1-2 page overview of the entire SOQ describing its most important elements.

3. Contact Information

- a. Legal name and address of company
- b. Legal form of company (partnership, corporation, joint venture, etc.). If joint venture, identify the members of the joint venture and provide all information required within this section for each member.
- c. Address(es) of office(s) working on the project.
- d. Name, title, address, telephone number and email address of the person to contact concerning the SOQ.

4. Team Organization and Key Personnel

- a. The SOQ must include a discussion of the company's qualifications, experience, staffing plan and name of the individual who will be in charge of approving submittals and coordinating with the City. **Proof of business certification, registration and/or license with the State of California shall be included in the SOQ.**

Proof of State of California Contractor's License(s) shall be included in the SOQ, if a Contractor's License is required to provide services described in Section IV "Scope of Services" of this RFQ.

- b. Indicate the roles and responsibilities of the Prime Contractor and all Sub-contractors. **The City's evaluation will consider the Contractor's entire team. Therefore, no changes in the team composition will be allowed without prior written approval of the City.**

5. Experience and Technical Competence

- a. Contractor SOQs must clearly identify the proposed discipline(s) of interest. Contractors may elect to submit SOQs for other disciplines not listed in Section IV "Scope of Services" based on their understanding of the City's needs, including services to ensure compliance with State and Federal regulations.
- b. The Contractor shall discuss their experience working in the local and regional environment, and provide a clear understanding of the City's needs as it relates to Facilities Maintenance.
- c. The Contractor shall describe their experience in providing similar services by including a minimum of five successfully completed projects, on-call contracts and/or programs, highlighting the various disciplines covered and/or services provided. Include the name of the Contractor's Project Manager responsible for overseeing project / program delivery; name of the company / agency and contact information for the Project Manager for which services were provided; type of work performed; and value of contract. Projects, programs and/or services currently being performed may be submitted for consideration.
- d. The Contractor shall discuss their knowledge and understanding of Federal, State, regional and local regulations, industry standards and best practices associated with each discipline.
- e. The Contractor shall highlight their ability to: 1) successfully manage contract scope, schedule and budget; 2) respond to emergency calls for service; 3) ensure professional conduct and quality workmanship; 4) ensure compliance with current 29 CFR 1910 OSHA General Industry Regulations and other safety regulations as required by various disciplines; and 5) communicate effectively with the Department.

- f. Prime Contractors are encouraged to highlight the experience and technical competence of their Sub-contractors.

6. Methods Proposed to Accomplish the Work

- a. Discuss the Contractor's capabilities for developing innovative or advanced techniques for project delivery and/or troubleshooting.
- b. Outline the Contractor's managerial approach to ensuring a high quality of service and effective communication.
- c. Discuss methods proposed to ensure projects, maintenance work and/or repairs will be completed in a timely manner and within budget; provide details on scheduling and quality control processes.

7. Financial Management and Accounting System

SOQs must discuss the company's Financial Management and Accounting System. Discussion should include the Contractor's ability to provide detailed service tickets, quotes for service, and invoices in a timely manner; process for tracking and certifying labor, materials and eligible project expenses; and system for managing project files and documents.

8. Schedule of Fees

A schedule of fees shall not be provided in the SOQ. If the Contractor is selected by the City based on qualifications, a schedule of fees for services shall be submitted as part of contract negotiations. **SOQs that include a schedule of fees will be considered non-responsive and will be rejected.**

Refer to Section X.G. for additional discussion on Schedule of Fees.

C. Additional Information

1. Exceptions to this RFQ

Submission of an SOQ constitutes acceptance by the Contractor of the terms and conditions contained in this RFQ.

2. Amendments to this RFQ

Contractors are cautioned that any oral statements made that may materially change any portion of this RFQ are not valid unless subsequently ratified by a formal written amendment to this RFQ. Any amendments will be posted on the City's website under Request for Qualifications at:

<http://www.nationalcityca.gov/businesses/contract-consulting-bid-opportunities>

The Contractor shall acknowledge receipt of each amendment to this RFQ by signing and returning the amendment with the completed SOQ. The acknowledgment must be received by the City at the time and place specified for receipt of SOQs. Attachment of amendments will not count towards the SOQ page limit requirements.

3. Requests for information (RFIs)

All RFIs regarding this RFQ shall be submitted via email to:

Tirza Gonzales, Executive Secretary
tgonzales@nationalcityca.gov

The City will only respond to written RFIs from Contractors who have received this RFQ. The City cannot respond to verbal questions submitted by telephone or in person. RFIs that may materially change any portion of this RFQ will not be accepted during the seven calendar days prior to the date set for receipt of statements. A summary of RFIs and responses will be posted on the City's website under Request for Qualifications (listed below) a minimum of 72 hours prior to the time and date set for receipt of statements.

<http://www.nationalcityca.gov/businesses/contract-consulting-bid-opportunities>

4. Disadvantaged Business Enterprises (DBE)

The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern that is at least 51% owned by one or more individuals who are both socially and economically disadvantaged as defined in 49 CFR Part 26.

DBEs are encouraged to participate in the RFQ process by submitting an SOQ as a Prime Contractor, or by serving as a Sub-contractor on one or more teams. Proof of DBE certification is required. A copy of a printout from the California Unified Certification Program DBE Database is acceptable.

DBEs or firms interested in achieving DBE certification are strongly encouraged to visit the California Department of Transportation's Office of Business & Economic Opportunity (OBEO) website for more information: <http://www.dot.ca.gov/obeo/index.html>.

The City desires to contract "directly" with a minimum of two DBEs, pending qualifications.

VII. SUBMITTAL PROCESS

- A. Three signed hardcopies of the SOQ and one electronic copy on cd shall be submitted in one sealed packaged to the Department of Engineering & Public Works no later than **5:00 PM on Monday, May 8, 2017**.

Address to:

Stephen Manganiello
Director of Public Works/City Engineer
City of National City
Engineering & Public Works Department
1243 National City Boulevard
National City, CA 91950

- B. SOQs are to be submitted in sealed packages with the following information clearly marked on the outside of each package:
1. Name and address of Contractor
 2. SOQ Title
 3. Package Number (e.g., 1 of ____, 2 of ____, etc.). If only submitting one SOQ for a single discipline or combination of disciplines, package should be labeled as "1 of 1".
- C. SOQs shall be submitted according to the requirements set forth in this RFQ. Failure to adhere to these specifications may be cause for rejection.

- D. SOQs submitted by email or facsimile are not acceptable and will not be considered.
- E. SOQs and/or modifications received subsequent to the time and date specified above will not be considered.
- F. Late submittals, submittals to the wrong address, and/or submittals with inadequate copies will be considered non-responsive and will be rejected.
- G. Once an SOQ has been submitted, the composition of the Contractor's team shall not be changed without the prior written consent of the City.

VIII. CONTRACTOR NOMINATION AND SELECTION PROCESS

The Department anticipates contracting with multiple contractors per discipline. However, the total number of on-call contracts will depend on the quantity, quality and diversity of SOQs received. It is estimated that each on-call contract will be two years in length, with the option to extend for one additional year, and will range in value from \$10,000 to \$150,000 depending on scope of services offered and demand for each discipline / trade. The Department also desires to contract "directly" with a minimum of two DBEs, pending qualifications. Contractors will compete by discipline / trade.

- A. A Contractor Selection Committee consisting of a minimum of three members, led by the Facilities Maintenance Supervisor, will be established to evaluate SOQs.
- B. SOQs will be evaluated on an as-needed basis, over a two-year period commencing on the due date for receipt of SOQs.
- C. The Committee will evaluate firms independently using the evaluation criteria established in Section IX "Evaluation Criteria" of this RFQ. Reference checks may be conducted at any time. Qualified Contractors may be "shortlisted" for interviews. Prior to interviews, Contractors will be provided a copy of the City's Service Agreement and insurance requirements.
- D. The Committee will enter into contract negotiations with top-ranked Contractors based on the strength of their SOQs and interviews. Contractors will be required to provide a detailed Scope of Work and Schedule of Fees as part of the negotiations. Other topics of discussion will include contract terms and conditions, and insurance requirements.

The goal of contract negotiations is to agree on a final contract that delivers those services requested by the City at a fair and reasonable cost.

If the Contractor and the Committee are unable to come to mutual terms with the agreement, the Committee will dismiss said Contractor and enter into negotiations with the next highest ranked Contractor.

- E. Upon acceptance of the terms and conditions of the agreement and satisfaction of all insurance requirements, the Director of Public Works shall recommend execution of the agreement to the City Manager or City Council depending on the value of the contract.
- F. Over the course of the two-year evaluation period, the Department will maintain an updated list of Contractors shortlisted for interviews, in addition to any Contractor contract awards resulting from the RFQ process. The list will be posted on the Department’s website at:

<http://www.nationalcityca.gov/city-government/engineering-public-works/engineering-division/capital-improvement-projects-cip>

IX. EVALUATION CRITERIA

The following criteria will be used to evaluate Contractor qualifications:

A.	Interest in the RFQ	10%
B.	Team Organization and Key Personnel	20%
C.	Experience and Technical Competence	40%
D.	Methods Proposed to Accomplish the Work	20%
E.	Financial Management and Accounting System	10%

	Total	100%
--	-------	------

X. DECLARATIONS AND SPECIAL CONDITIONS

- A. Reservation of Rights
 - 1. Issuance of this RFQ and subsequent receipt of statements does not obligate the City in any way to engage any Contractor, nor does it commit the City to award any contracts.

2. The City retains sole discretion to evaluate statements and make awards to Contractors the City deems to be most responsive and qualified to provide the services requested.
3. The City reserves the right to request additional information and/or clarification from any or all respondents to this RFQ.
4. The City reserves the right to reject any or all statements, wholly or in part, at any time and for any or no reason, without penalty.
5. The City reserves the right to withdraw this RFQ and/or abandon the Contractor evaluation and selection process, for any or no reason, at any time prior to the actual execution of a contract with a Contractor; furthermore, the City shall bear no financial or other responsibility in the event of such action.
6. The City reserves the right to waive any irregularities or informalities with this RFQ or the corresponding Contractor evaluation and selection process.
7. The City reserves the right to make changes to this RFQ, for any or no reason, including but not limited to: submittal requirements, submittal date, and Contractor evaluation and selection process.
8. The City reserves the right to negotiate any and all final terms and conditions, including length, scope of services, and compensation, of any agreements entered into with qualified Contractors.
9. The City does not accept any financial responsibility for costs incurred by the Contractor in the preparation of a response to this RFQ or participation in the evaluation and selection process.
10. The City is not responsible for statements which are delinquent, lost, incorrectly marked, sent to the wrong address, or sent by mail or courier service and not signed for by the City.

B. Nonconforming Terms and Conditions

Any statement that includes terms and conditions that do not conform to the terms and conditions of this RFQ or subsequent service agreement(s) is subject to rejection as non-responsive. The City reserves the right to permit the Contractor to withdraw non-conforming terms and conditions from its statement prior to action taken by the City Manager or City Council to award a contract.

C. Changes to Scope of Services

The City may materially change the scope of services through additions, deletions, or other revisions by way of written amendment to this RFQ, signed by the City Engineer. The City may waive the written requirement for a variation in the scope of services if, in the opinion of the City, such variation does not materially change the item or its performance within parameters acceptable to the City.

D. Conflict of Interest

All Contractors and their Sub-contractors shall adhere to the City's terms and conditions regarding potential conflicts of interest at all times during the RFQ process and in the event the Contractor enters into an agreement with the City. Submission of an SOQ constitutes acceptance by the Contractor of the terms and conditions of the Political Reform Act and the National City Conflict of Interest Code. The Contractor shall immediately disqualify itself from the RFQ process and shall not use its official position to influence in any way, any matter coming before the City in which the Contractor has a financial interest as defined in Government Code Section 87103. In responding to this RFQ, the Contractor represents that it has no knowledge of any financial interests that would require it to disqualify itself from any matter on which it might perform services for the City.

E. Public Information

Contractor SOQs and related correspondence, reports, schedules, exhibits and other documentation submitted in response to this RFQ will become property of the City and a matter of public record. All documents submitted in response to this RFQ will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to these disclosure requirements. Budgets and cost proposals submitted by Contractors shall not be considered confidential or proprietary and may be subject to disclosure.

F. Applicable Laws

Any contracts awarded shall be governed in all respect by the laws of the State of California, and any litigation related to the contract or this RFQ shall be brought in the State of California, with a venue of the San Diego Superior Courts. Contractors awarded contracts with the City shall comply with all applicable Federal, State, and local laws and regulations.

G. Service Agreement and Schedule of Fees

Contractors selected for contract award will be required to sign a Service Agreement and provide all other required certifications and documentation within fifteen (15) calendar days of notification of selection. Failure to comply with this timeframe may be cause for rejection of contract award.

A detailed Scope of Work and Schedule of Fees shall be included with the Service Agreement. The Schedule of Fees shall include a comprehensive list of positions and labor rates for all services provided by the prime contractor and each sub-contractor. All necessary resources including labor, equipment, materials, incidental reports and related calculations, and transportation required to provide contract services shall be included.

The Schedule of Fees shall remain fixed throughout the term of the contract, unless formally amended by the City Manager or City Council.

H. Insurance Requirements

Contractors selected for contract award will be required to provide insurance certificates within fifteen (15) calendar days of notification of selection. Failure to comply with this timeframe may be cause for rejection of contract award.

The Contractor selected shall maintain insurance in full force and effect during the entire period of performance under the contract at the Contractor's sole expense. Failure to do so shall be cause for termination of the contract.

All policies must have a thirty (30) day non-cancellation clause giving the City thirty (30) days prior written notice in the event a policy is cancelled. At the end of each contract year, the City reserves the right to review insurance requirements and to require more or less coverage depending on the assessment of risk, the Contractor's past experience, and the availability and affordability of increased liability insurance coverage.

Any aggregate insurance limits must apply solely to the Service Agreement. If required insurance coverage is provided on a "claims made" rather than "occurrence" form, then the entity/organization shall maintain such insurance coverage for three years after the expiration of the term (and any extensions) of the contract.

I. Service Order Procedures

If a Service Agreement is awarded, the Contractor will be expected to submit quotes for services or specialized work, if considered outside of the normal

maintenance scope of work, in a timely manner. Quotes shall include an itemized scope of work, schedule of deliverables, and all necessary resources including labor, equipment, materials, incidental reports and related calculations, and transportation required to complete the work.

Based on the desired scope of work, the Facilities Maintenance Supervisor may solicit quotes from multiple on-call Contractors to compare costs and qualifications in order to obtain the best value for the City. Upon approval of a Contractor's proposal, the Facilities Maintenance Supervisor will issue a Notice to Proceed. The Contractor will only receive compensation for actual work performed. The cost to prepare project and/or service order proposals shall be borne by the Contractor at their sole expense.

J. Independent Contractor Status

The Contractor agrees, if selected, that the Contractor shall perform the services as independent Contractor(s) and not employee(s) of the City. The City shall not be considered the Contractor's employer. The Contractor understands, if selected, that the Contractor shall have the sole responsibility for determining the manner and means of providing services, except as outlined in the Service Agreement and its attachments or exhibits.

K. Indemnification

The Contractor agrees, if selected, to indemnify and hold harmless the City and all its respective officers and employees from any and all liability, claims, costs, including reasonable attorney's fees, demands, damages, expenses, and causes of action as outlined in the contract.

L. Examination of Solicitation

The Contractor understands that the information provided herein is intended solely to assist the Contractor in submittal preparation. To the best of the City's knowledge, the information provided is accurate. However, the City does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Further, by submitting a response to this solicitation, the Contractor represents that they have thoroughly examined and become familiar with the requirements of this solicitation and is capable of performing quality work to achieve the objectives of the Department and the City.