

REQUEST FOR PROPOSALS

SUPERIOR COURT OF CALIFORNIA COUNTY OF IMPERIAL (JBE)

REGARDING:

Winterhaven Grounds / Parking Improvement R2122-02

PROPOSALS DUE:

Tuesday, August 31, 2021 NO LATER THAN **4:00** P.M. PST

1.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The work under this section includes the following but not limited to the project preparation work, materials, labor, equipment, clean-up, and performance of all operations in connection with the concrete, asphalt, and privacy fence repairs specified herein or reasonable required in completing the work to the entire exterior portion of the Winterhaven Courthouse grounds, parking lots, and planter boxes included.

SCOPE FOR CONCRETE:

Concrete removal and replacement-Prep ground areas where concrete is to be demoed and re-poured

- a. New concrete to have appropriate subgrade and anchoring according to state and city regulations.
- b. Concrete finish is to be level and smooth, with a non-slippery surface.
- c. All joints to have even separation to match surrounding cement work.
- d. Use of expansion joints where required/needed, keeping with regulations.

SCOPE FOR PLANTERS:

Planter's removal-Prep ground for new concrete.

- a. New planter location will be ground level.
- b. Marked planters will be removed with level surface.
- c. Existing planters will have irrigation plumbing installed prior to cement pour, pvc only.

SCOPE FOR ASPHALT:

Asphalt removal and replacement-Prep parking lot for asphalt demo and replacement

- a. Compacted on a properly prepared subgrade, and proper materials to adhere underlay with new pour.
- b. Edges are secured to prevent break offs and proper expansion joints are placed where required/needed.
- c. Stripping of parking lot in compliance with California codes, ADA compliance.

SCOPE FOR FENCE:

Fence removal and replacement-Prep areas where fence is to be demoed and replaced

- a. Demo, precaution during removal to prevent damage to nearby vehicles and structures.
- b. New post to be treated to prevent rust.
- c. New fencing to be made of metal mesh with metal frame to allow air passage and privacy(similar to security doors) final design to be approved by Court prior to purchase or fabrication.
- d. Paint for fence is to be of a powder coated for long lasting(color will be provided upon commencement of project).

SCOPE FOR DRAWINGS:

Set of drawings with work schedule for Winterhaven Grounds & Parking Lot improvement project

- a. Drawings with work schedule showing concrete work.
- b. Drawings with work schedule showing asphalt work.
- c. Drawings with work schedule showing Fence work.

MATERIALS SHALL BE AS FOLLOWS:

Concrete-Proper PSI for sidewalk and fence post, rebar/wire or fiber to prevent cracking.

Asphalt-Proper rock size type materials to assure a pleasing and attractive surface.

Privacy Fence-Made of metal with strong sleek look, protective coating to prevent rust.

Barring unforeseen conditions, vendor shall guarantee the installation of materials for a period of not less than five (5) years. Product shall carry a minimum of ten-year warranty.

MANUFACTURER'S SPECIFICATIONS:

Materials and their installation shall comply per the manufacturer's specified product specifications.

ALTERNATIVE MATERIALS:

Submittal of alternate materials must be equal to or exceed Court specified materials.

Samples shall be submitted to the Court Facilities Manager and must be approved prior to their use.

REMnant MATERIALS:

Any leftover material from this project shall be made available to the Court for selection to its inventory.

WORK SCHEDULE:

Project work phases may be scheduled at any time except during Court business hours between Tuesday thru Thursday, during the hours of 7:30 A.M. to 5:00 P.M., or when Court proceedings exceeding 5:00pm. Court business hours is not to be disturbed or interrupted at any time. Work areas must be complete and ready for occupancy on a

daily basis as to not interrupt Court services. The Court must agree with the contractor's work schedule in advance and prior to the commencement of any work.

FURNISHINGS:

It shall be the responsibility of the Contractor to move/re-install furniture, signage, and equipment as needed to successfully complete the work phase of the project. Court employee items and equipment shall be removed by Court Staff.

DISPOSAL OF MATERIAL/DEBRIS:

Court Facility dumpsters are not to be utilized for the disposal of any project materials.

PREP-WORK:

All prep-work shall be performed by Contractor as required to protect existing surroundings prior to any repairs or commencement work.

All work shall match existing texture, color, and be completed to an even, leveled, and professional standard.

Contractor and their employees and or their sub-contractors shall be fully responsible in keeping the court free of any damage and or liability during this project.

NOTE: Any damage caused by the Contractor or his contractors is to be made good at the Contractor's expense

2.0 TIMELINE FOR THIS RFP

The JBE has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the JBE.

EVENT	DATE
RFP issued	<i>August 18, 2021</i>
Pre-proposal Walk-thru at 2124 Winterhaven Dr., Winterhaven, CA 92283	<i>Thursday, August 26, 2021 9:00 a.m. PST</i>
Deadline for questions	<i>Friday, August 27, 2021 4:00 p.m. PST</i>
Latest date and time proposal may be submitted	<i>Tuesday, August 31, 2021 4:00 p.m. PST</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>September 3, 2021</i>
Contract start date (<i>estimate only</i>)	<i>September 10, 2021</i>
Contract end date (<i>estimate only</i>)	<i>April 10, 2022</i>

3.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JBE Standard Form agreement.
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. Note: A material exception to a Minimum Term will render a proposal non-responsive.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JBE requires in order to process payments and must be submitted with the proposal.
Attachment 7: Public Works Notice	Notice project is a “Public Works” contract as defined under the Labor Code of California - Department of Industrial Relations, Sub-Section 1720(a) & 1771.
Attachment 8: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Attachment 9: Cost Table	The Proposer must complete the Cost Table and submit with the Cost Proposal portion.

4.0 PAYMENT INFORMATION

See Attachment 2, Appendix B

5.0 PRE-PROPOSAL WALK-THRU

The JBE will hold a pre-proposal walk-thru on the date and address identified in the timeline above. Attendance at the pre-proposal conference is **MANDATORY**. Each Proposer must be certain to sign in at the walk-thru, as the attendance list will be used to

ascertain compliance with this requirement. The JBE will reject a proposal from any Proposer who did not attend the pre-proposal conference.

7.0 SUBMISSIONS OF PROPOSALS

- 7.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 7.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the cost proposal. The Proposer must **write the RFP title and number on the outside** of the sealed envelope.
 - b. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the technical proposal. The Proposer must **write the RFP title and number on the outside** of the sealed envelope.
- 7.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:
- Superior Court of California, County of Imperial
CONFIDENTIAL
Attention: Elsa Rodriguez
939 W. Main Street, 2nd floor
El Centro, CA 92243
- 7.4 Late proposals will not be accepted.
- 7.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

8.0 PROPOSAL CONTENTS

8.1 **Technical Proposal.** The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. **Attachments 3, 4, 5, 6 and 8:** Acceptance of Terms and Conditions, general certifications, Darfur certification, Payee Data and Unruh/FEHA certification.
- b. Name, title, email address and telephone of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- c. Names, email addresses and telephone numbers of a minimum of four (4) clients for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer. Greater weight will be given to government and similar work references. Prior work performed for the Court will be included during evaluation.
- d. Proposed method to complete the work. Including project/team organization and time estimates.
- e. Copies of the Proposer's (and any subcontractors') current business licenses, DIR registration number, professional certifications, or other credentials.

8.2 **Cost Proposal.** Complete attachment 9.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

9.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the JBE reserves the right to negotiate extensions to this period.

10.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents. The JBE will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal. If a contract will be awarded, the JBE will post an intent to award notice at

<https://imperial.courts.ca.gov/CourtDocumentsVB/SCourtDocuments.aspx#set4>

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Quality of work plan submitted and Ability to meet timing requirements to complete the project</i>	<i>35</i>
<i>Experience on similar assignments</i>	<i>20</i>
<i>Acceptance of the Terms and Conditions and Compliance with RFP Requirements</i>	<i>5</i>
<i>Cost</i>	<i>40</i>

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT. The JBE will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The court participates in a disabled veteran business enterprise participation goal. Details are posted at

<http://www.imperial.courts.ca.gov/CourtDocumentsVB/SCourtDocuments.aspx#set4>

13.0 PROTESTS

Any protests will be handled in accordance with the Court’s protest policy posted at www.imperial.courts.ca.gov. Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest.