
Request for Proposal



Paul Mirabile Center (PMC) Restroom and Shower TI

2/16/2011

**S.V.D.P. Management, Inc.
1501 Imperial Ave, San Diego, CA 92101**

Edward Hershey, Director of Support Services
Phone: 619-233-8500 x 1040
Email: edward.hershey@neighbor.org

Mike Thing, Facilities Manager
Phone: 619-233-8500 x 1021
Email: mike.thing@neighbor.org

This project is utilizing Community Development Block Grant (CDBG) funds and is subject to all applicable Federal, State and City rules. In addition, all bids for this project must conform with the Davis-Bacon Act Federal Prevailing Wage Act and it must be specifically noted in each bid that estimates were arrived at using current federal prevailing wages.

S.V.D.P. Management, Inc.

RECEIPT CONFIRMATION FORM

To acknowledge your intent to respond and to receive any amendments or further information about this Request for Proposal, it is requested that this form be returned immediately to:

Attention: Edward Hershey
S.V.D.P. Management, Inc.
Support Services
1501 Imperial Ave
San Diego, CA 92101
Fax: (619) 645-6479
Email: Edward.hershey@neighbor.org Telephone: (619) 233-8500 x1040

Failure to return this form may result in no further communication regarding this Request for Proposal.

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE #: _____ **FACSIMILE #:** _____

CONTACT PERSON (NAME/TITLE): _____

EMAIL: _____

We have received a copy of the above noted Request for Proposal for the Paul Mirabile Center (PMC)
Restroom and Shower TI

___ **YES**, I will be responding to this Request for Proposal.

___ **NO**, I will not be responding to this Request for Proposal.

I understand that if I do not submit a proposal, this will not affect our company's status as a potential Vendor to S.V.D.P. Management, Inc. in the future. I also understand that if I do not return this form our company will not receive any further notices with regard to this Request for Proposal.

SIGNATURE: TITLE:

DATE:

PLEASE RETURN BY FAX OR EMAIL NO LATER THAN 1 PM FRIDAY MARCH 16th ,2012.

INVITATION FOR BIDS/ REQUEST FOR PROPOSAL (RFP)

S.V.D.P. Management, Inc. (dba Father Joe's Villages) has been serving homeless individuals and families for more than 25 years. St. Vincent de Paul Village's services to the homeless include transitional housing programs for more than 870 men, women, teens and children. Daily the Village provides 4,000 meals, child care, assessment, case management, mental health counseling, recovery services, career and education services, on-site elementary and high schools and a medical clinic, and 299 units of permanent affordable housing for low-income households and persons with disabilities.

Father Joe's Villages is requesting proposals from general contractors for a firm fixed-price lump sum amount to complete various Tenant Improvement and Maintenance projects at their facilities. The project includes work on two Restroom and Shower facilities and must be accomplished in the sequence outlined in the schedule included in this RFP.

The work to be performed under this RFP is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u [section 3]. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. The contractor selected must agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement section 3

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MANDATORY PRE-BID CONFERENCE

ATTENDANCE IS MANDATORY. All Bidders must attend this conference to be qualified to bid on this RFP.

Conference Schedule

Date: March 16th, 2012

Time: 1:00 p.m.-2:30 p.m.

**Place: 16 15th Street (PMC)
San Diego, CA 92101**

A detailed map and directions will be provided to all bidders that submit their "RECEIPT CONFIRMATION FORM".

TIME LINE

Issue Request for Proposals February 16th, 2012

Deadline for Submitting Receipt Confirmation Form March 16th, 2012

Pre-proposal Conference March 19th, 2012
Deadline for Submitting Proposal March 23th, 2012
Notice to Proceed April 2nd, 2012
Project Completion June 30th, 2012

SCOPE OF WORK

SVDP Management, Inc. wishes to retain the services of an appropriately licensed and insured contractor (subcontractors must be licensed by CSLB and insured as well) to provide the below described services for a site located at **16 15th Street (PMC), San Diego, CA 92101.**

Description of work to be performed:

Father Joe's Villages is requesting proposals from general contractors for a firm fixed-price lump sum amount to complete various Tenant Improvement and Maintenance projects at their facilities. The project must be accomplished in the sequence outlined in the schedule included at this RFP.

Since the work is essentially maintenance related, there are only limited drawings to review. A description of the work along with specifications for material is outlined here. A CD of the plans are available upon request. A comprehensive site visit is scheduled for March 19th, 2012 at 1:00 PM the following work is to be included in your bid:

Paul Mirabile Center (PMC)

PMC Restroom Renovations – There are a total of two restrooms and shower facilities located on the second and third floors that will be renovated in the facility. The renovation work will include demolition of the existing tile and fixtures, installation of new substrate where required and new floor tile, wall tile and new counters to be provided by the Contractor.

The wall tile should be a 4"x4" neutral color (beige or almond) ceramic tile. The floor tile should be 2"x2" gray speckled ceramic similar to a Dal Tile or equal with a dark grout. This tile ceiling is to be replaced along with the floors and walls. New tile installation shall include a "hot mop" or similar fluid applied membrane below the tile installation at the shower areas. Epoxy grout shall be utilized to maximize durability.

All existing HVAC grills and access panels are to be replaced with new.

Light fixtures are to be replaced with water resistant types similar to existing.

The counter tops shall be solid surface similar to Corian or equal and of a neutral color.

The work will also include installation of new partitions, with hardware and fixtures. These fixtures shall include but are not limited to, toilets (including flush valves), Shower Heads (including mixing valves) urinals, sinks (including faucets), benches, toilet paper dispenser, hand dryers (Dyson), soap dispensers and mirrors.

Hand Dryers in Lieu of Paper Towel Dispensers – Rough-in electrical shall be included for hand dryers in lieu of paper towel dispensers.

Include cut sheets of recommended fixtures with proposal.

Remove and replace floor drains.

Replace Sprinkler Caps.

Minor substrate repair and or installation at the restrooms shall be included in this bid. Any required major repair at the framing structure of the walls or floors will be evaluated on a case by case basis and considered as a scope change to this proposal.

PROJECT SCHEDULE

- ON-SITE STAFF ARE NOT ALLOWED TO ALTER THE SCOPE OF WORK DESCRIBED IN THIS RFP. ALL CHANGES MUST BE MADE THROUGH THE FACILITIES DEPARTMENT AT 619-233-8500 x 1040. Change orders will not be paid unless approval is made by the Facilities Department or a Project Manager designated in writing by the Facilities Department or by contract.
- All work and materials are to comply with the ASTM, CPSC, Uniform Building Code, Federal, State, County and Local government regulations. Where ASTM specifications are referred to, it is understood to mean these specifications shall comply with the latest American Society for Testing Materials specifications of the serial designation.
- All drawings, estimates, sketches and submissions to become the property of SVDP Management, Inc. and shall be used at its sole discretion. In the event that drawings or engineering is required by local building departments, or is deemed by SVDP Management, Inc. to be a crucial component of the project, SVDP Management, Inc. shall be furnished with an electronic copy of the document in addition to any hard copies specified as part of the project.
- Contractor to perform walk-through at completion of job with a representative of the Facilities Department to verify that all materials used and work performed conforms to contractual obligations.
- Contractor to remove and dispose of all materials and refuse. In the event of hazardous materials needing disposal, SVDP Management Inc. to be provided with copies of the manifest provided from the disposal site(s).
- Daily clean-up of work zones, including, but not limited to, pick up of nails and debris to be performed. Area shall be broom clean at the end of each day.
- Work zones must be established and fenced off (plastic construction fencing, of the same quality, as that of Home Depot is appropriate) to separate the work zone from the children, should the work be at an existing facility.
- Work to be coordinated through Edward in the Facilities Department at SVDP Management Inc. office at 619-233-8500 x 1040.
- TURN KEY PROJECT: SVDP Management Inc. is desirous for this to be a turn key project. All drawings, inspections, offloading and storage of equipment, permitting costs, fees associated (including DSA) with this project, etc, to be included into vendor's cost estimate in response to RFP.

- 1) Work and materials used shall be to code, so as to pass the permitting process.
- 2) Pricing to be valid for a minimum of 60 days from the date so specified on the fully executed contract.

Tax ID # or Social Security # is required to be placed on the invoice for tax form 1099 purposes.

- 3) Warranty of all work performed: Contractor shall warrantee all work performed for a period of not less than 1 year and shall furnish 100% of all labor and materials required for any repairs needed throughout this period. SVDP Management, Inc. is not responsible for arranging warranty work with subcontractors- it is the sole responsibility of the general contractor to arrange for this work with the subcontractor and provide SVDP Management, Inc. with a written timeline (within five days of notification) of when and how there will be resolution to the concerns addressed.
- 4) Responding firms are encouraged to consider that the SVDP Management Inc. is a 501 (c) 3 public benefit corporation, and as such, donations made to the SVDP Management, Inc. may be tax deductible.
- 5) Proposals will include:
 - i) Fixed fee for work described (Proposal and Bid Form).
 - ii) List of exclusions.
 - iii) Acknowledgement that bid includes Davis-Bacon federal prevailing wages
 - iv) Acknowledgement of receipt of any addendums received.
 - v) Copy of appropriate license(s) and or certifications for primary and *all* subcontractors. All subs used must be in possession of a valid contractor's license and carry the same insurance and bonding required (when applicable) as the general contractor they are subcontracting for.
 - vi) 10% retention will be required on major projects
 - vii) A timeline for completion of the project.
 - viii) At least three references.
 - ix) *Bonds: Issued through a U.S. Treasury Listed Admitted California Surety:*

**Payment Bond: 100% of the contracted amount.*

**Performance Bond: 100% of the contracted amount.*

BASIS OF PRICING

Proposal and Bid Form

**Bids Due March 23rd, 2012 at 2:00 PM
At SVDP Management Office
Attn: Edward Hershey, Director of Support Services
1501 Imperial Ave
San Diego, CA 92101**

General Contractor, _____, proposes to complete the scope of work described in these documents for the following lump sum bid amounts:

Restrooms:

Fees \$ _____

Demo \$ _____

Material \$ _____

Labor \$ _____

Total Bid for Restroom & Shower TI \$ _____

Bid proposals shall be honored for a period of 60 days. This bid is submitted by:

General Contractor: _____

Authorized Signature: _____ **Title** _____

Date: _____

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SECTION IV - PROPOSAL INSTRUCTIONS

GENERAL INFORMATION

Effort has been made to outline the requirements and provide information in a format that is clear and concise. Nevertheless, it is anticipated that questions may arise, or additional information may be needed. All contact relative to this solicitation should be made in writing and directed to:

Edward Hershey
Director of Support Services
1501 Imperial Ave
San Diego, CA 92101
edward.hershey@neighbor.org

Agency shall store, and require its Subcontractors to store, all Project Records for a period of not less than five years

WORKERS' COMPENSATION AND LIABILITY INSURANCE

Types of Insurance. At all times during the term of this Agreement, the Agency, Contractors and Subcontractors shall maintain and require its subcontractors to maintain insurance coverage as follows:

Commercial General Liability. Commercial General Liability [CGL] Insurance written on an ISO Occurrence form CG 00 01 07 98 or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all personal injury or property damage in the amount of \$1 million dollars per occurrence and subject to an annual aggregate of \$2 million dollars. There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

Commercial Automobile Liability. For all of the Agency's automobiles including owned, hired and non-owned automobiles, the Agency shall keep in full force and effect, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$1million dollars per occurrence. Insurance certificate shall reflect coverage for any automobile .

Workers' Compensation. For all of the Agency's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, the Agency shall keep in full force and effect, a Workers' Compensation policy. That policy shall provide a minimum of \$1 million dollars of employers' liability coverage.

Architects and Engineers Professional Liability. Agency shall ensure the Design Professional they hire or if the Agency will be doing any of the design work for this Project themselves they shall obtain and keep in full force and effect, Professional Liability coverage for professional liability with a limit of \$250,000 per claim and \$250,000 annual aggregate. The Agency shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of the Project; and (2) the policy will be maintained in force for a period of three years after substantial completion of the Project or termination of this Agreement whichever occurs last. The Agency agrees that for the period defined above, there will be no changes or endorsements to the policy that increase the City's exposure to loss. All defense costs shall be outside the limits of the policy.

ADDITIONAL INSURED. To the fullest extent allowed by law including but not limited to California Insurance Code Section 11580.04, the policy or policies must be endorsed to include as an Insured Father Joe's Villages, St. Vincent de Paul Village, SVDP Management, Inc and the City of San Diego and its respective elected officials, officers, employees, agents and representatives with respect to liability arising out of (a) ongoing operations performed by you or on your behalf, (b) your products, (c) your work, including but not limited to your completed operations performed by you or on your behalf, or (d) premises owned, leased, controlled or used by you.

Subcontractor shall obtain all insurance required as specified above, and shall maintain, in full force and effect, such insurance during and all work performed in connection with the City's Agreement with Agency. Subcontractor shall not begin work on a subcontract until all insurance required of the Subcontractor under this Section has been obtained.

In any dispute between Agency and Subcontractor pertaining to the City's Agreement with Agency, the City shall not be made a party to any judicial or administrative proceeding to resolve the dispute. Agency shall defend and indemnify the City in any dispute between Agency and Subcontractor, should the City be made a party to any judicial or administrative proceeding to resolve the dispute.

BIDS

Submit one (1) original and five (5) copies of your proposal and completed attachments in a sealed envelope, addressed as follows:

Edward Hershey
S.V.D.P. MANAGEMENT, INC.
Director of Support Services
1501 Imperial Ave
San Diego, CA 92101
edward.hershey@neighbor.org

Failure to return any of these Attachments will deem your proposal as non-responsive.

DELIVERY OF PROPOSAL

The proposal shall be delivered or mailed to the *S.V.D.P. MANAGEMENT, INC.* on or before the response date and time. Proposals, which are received after the response date and time, will be returned unopened to the sender. *S.V.D.P. MANAGEMENT, INC.* DOES NOT ACCEPT RESPONSIBILITY FOR LATE OR MIS-DELIVERED PROPOSALS.

NONDISCRIMINATION: SVDP Management, Inc encourages the submission of bids from minority, disabled veteran and women owned businesses.

SVDP Management, Inc is an Equal Opportunity Employer. Recipients of contracts with SVDP Management, Inc must be aware that the SVDP Management, Inc is a pass thru agency for federal, state, county and local dollars and that the SVDP Management, Inc does not discriminate. Recipients of contracts are subject to prohibitions against discrimination. Recipients of awards agree that they will not discriminate against men or women regardless of race, creed, ancestry physical ability, medical condition, pregnancy, age, political affiliation, marital status or sexual orientation. Recipients must comply with SVDP Management, Inc's drug free workplace policy.

Recipients are subject to and must comply with all federal, state, county and local laws, including but not limited to nondiscrimination laws, Immigration and Naturalization law, Gender Harassment Warranty and Liability, Americans with Disabilities Act, Social Security Act and Drug Free Workplace.

SVDP Management, Inc reserves the right to reject any and all bids or waive any irregularities in a bid or in the bid process.

The Contractor agrees that in addition to the organization, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions.

Equal Employment Opportunity – The Contractor will comply with E.O. 11246, “Equal Employment Opportunity”, as amended.

Contractor is subject to and must comply with all federal, state, county and local laws, including but not limited to nondiscrimination laws, Immigration and Naturalization law,

Gender Harassment Warranty and Liability, Americans with Disabilities Act, Social Security Act and Drug Free Workplace

Copeland “Anti-Kickback” Act – The Contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion or repair to give up any part of the compensation to which he is otherwise entitled.

Contract Work Hours and Safety Standards Act – The Contractor will comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act, as supplemented by the Department of Labor regulations. This provision requires wage computations on a 40 hour workweek with all hours in excess of 40 paid at 1½ times the basic rate of pay.

Clean Air Act and the Federal Water Pollution Control Act, as amended. Contractor agrees to comply with all applicable standards, orders or regulations issued.

Contractor is subject to and must comply with all federal, state, county and local laws, including but not limited to nondiscrimination laws, Immigration and Naturalization law, Gender Harassment Warranty and Liability, Americans with Disabilities Act, Social Security Act and Drug Free Workplace

Byrd Anti-Lobbying Amendment – Contractors must file required certification.

Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, Debarment and Suspension and 49 CFR part 29.