



REQUEST FOR PROPOSAL

RFQ #	18-1007
RFQ Issued	December 19, 2018
Title	<i>Request for Qualification – Small Construction Projects (Various Professional Disciplines and/or Areas of Expertise)</i>
Pre-Bid Conference	N/A
Questions/Clarifications	January 18, 2019
Bid Due Date	January 31, 2019
Interviews (Tentative)	As Needed
Tentative Contract Award	March 1, 2019
Contract Term	Three (3) Years (2 Option Years)

Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be posted on the Procurement Services webpage.

RFP Issued by

USD Procurement Services
5998 Alcala Park – PS 116
San Diego, CA 92110
Tel: (619) 260-4782
<https://www.sandiego.edu/procurement/>
Procurement Contact: Theresa Harris
Email: theresaharris@sandiego.edu

SECTION I – INFORMATION FOR CONTRACTORS

- 1.1 PURPOSE:** The purpose of this Request for Qualification (RFQ) is to solicit proposals from qualified Contractors to provide support for small construction, renovation, and/or repair services for projects under \$100,000. Interested Contractors are invited to submit qualifications in accordance with the requirements of the solicitation prior to the bid close due date.
- 1.1.2 INTENT:** The University is in the process of establishing a registry of Contractors interested in providing as-needed construction services. Total fees for each project shall not exceed \$100,000. USD may award one or multiple contracts to responsible Contractor(s) whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered. USD reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the University to be in its best interest.
- 1.1.3** USD's intent is to qualify as many contractors as possible who meet the qualification requirements in order to promote competition between contractors for each project. **At a minimum Contractors must receive a minimum score of 75 points from the criteria listed and must meet the requirements listed under Section 1.2.2 – Threshold Criteria.**
- 1.1.4 TERMS:** USD's standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase order. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2 BACKGROUND

The University of San Diego (USD) is a private Catholic institution of higher education, located on over 180 acres overlooking San Diego's Mission Bay. Chartered in 1949, USD enrolls just over 8900 students who may choose from more than 70 undergraduate and graduate degree programs. The student population has approximately 5,774 undergraduate, 2,138 graduate and 993 law students.

The USD campus supports six schools and one college, with over 909 faculty and over 2,000 administrative, staff and temporary employees. The majority of the University buildings are on the main campus with some residence halls and offices located off-site.

1.2.1 SUMMARY OF REQUIREMENTS

USD is in the process of establishing a registry of small Contractors who can provide construction, alteration, repair or maintenance services on an as needed basis. Total fees for these projects will be under \$100,000. Contractors who are properly licensed and registered in the State of California are encouraged to submit qualifications for consideration. All submittals received in response to this Request for Qualifications will be reviewed by a USD Committee. Those

individuals and contractors deemed to be properly qualified will be placed on the registry for future bid opportunities. USD strongly encourages the participation of local, small and minority businesses in its procurement activities.

This solicitation does not commit USD to award any contracts, to pay any costs incurred in the preparation of a response to this Request for Qualifications, or to contract for any services. USD reserves the right to reject any or all submittals received as a result of this solicitation, or to cancel in part or in its entirety this Request for Qualifications, if it is in the best interest of USD to do so. **See Attachment A for professional disciplines and/or areas of expertise.**

1.2.2 THRESHOLD CRITERIA

The Contractor must have a minimum of five (5) year experience in providing similar services

The Contractor must have worked with an institution of higher education or not-for-profit entities within the last three (3) years.

2.0 SECTION 2 - KEY EVENTS

2.1.1 PRE-BID CONFERENCE: N/A

2.1.2 QUESTION AND ANSWER PERIOD: Prospective Contractors are encouraged to submit their questions to the USD procurement team before the RFQ deadline. The Question and Answer period will be open through Thursday January 31, 2019, 5:00PM PST. The University will accept only written questions from all potential Contractors in accordance with the procedures outlined in this RFP.

2.1.3 SUBMISSION OF BID PROPOSAL: In order to be considered for award, the bid proposal must be received by the Procurement Services Department before or at the submission deadline indicated on the Cover Sheet. Please submit proposals to

Procurement Services Department
5998 Alcala Parkway- PS111
San Diego, CA 92110
Ref: RFQ 18-1007 – Small Construction Projects

3.0 SECTION 3 - ADDITIONAL INFORMATION

3.1.1.1 ADDENDA: In the event that it becomes necessary to revise the RFP, such clarification or revision will be by Addendum. All Addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Each Addendum will be added, under the RFP or solicitation number, to the Procurement Services website at <https://www.sandiego.edu/procurement/bid-opportunity/>

3.1.1.2 Prospective Contractors must acknowledge receipts of all Addenda with each proposal submitted.

- 3.1.1.3 **CONTRACTOR RESPONSIBILITY:** The Contractor assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFQ. No special consideration will be given after bid closure because of a Contractor's failure to be knowledgeable as to all of the requirements of the RFP.
- 3.1.1.4 **COST LIABILITY:** The University assumes no responsibility and bears no liability for costs incurred by a Contractor in the preparation and submittal of a bid proposal in response to this RFP. Submissions should be prepared simply and economically, providing a straightforward, concise description of Contractor's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

4.0 SECTION 4 – PROPOSAL SUBMISSION

- 4.1.1 Three (3) hard copies of Contractor's Statement of Qualification are required. All data shall be clearly and legibly written, preferably typed, except for signatures. Signatures must be made in the appropriate spaces in compliance with legal requirements. Changes must be initialed by the individual signing the proposal.
- 4.1.2 If your submission includes any comment over and above the specific information requested in this RFQ, you are to include this information as a separate appendix to the RFQ.
- 4.1.3 Proposals should be delivered to the **University of San Diego Procurement Services, 5998 Alcalá Park - RFP # 18-1007, Small Construction Projects**

5.0 SECTION 5 – CONTRACTOR CONDUCT

- 5.1.1 During the RFQ process (from release of the RFQ to final award), Contractor is not permitted to contact any USD staff or faculty regarding this RFP, unless at the request of the USD designated contact on the title page of the RFP or to fulfill pre-existing contractual obligations. Violation of these conditions may constitute immediate disqualification.

6.0 SECTION 6 – RESPONSE PREPARATION AND SUBMISSION

- 6.1.1 **GENERAL:** The Contractor is advised to thoroughly read and follow all instructions contained in this RFQ, in preparing and submitting its bid proposal.
- 6.1.2 **DOCUMENTS THAT MUST BE SUBMITTED WITH QUALIFICATIONS:** The following must be submitted with all proposals.

- 6.1.2.1 **COMPANY PROFILE, SIGNATURE PAGE, PRICE SHEET(S), CONTACT INFORMATION, REFERENCES, CERTIFICATE OF INSURANCE, OWNERSHIP DISCLOSURE FORM, CERTIFICATION REGARDING SUSPENSION AND DEBARMENT, SMALL BUSINESS PARTICIPATION, AND CONFLICT OF INTEREST FORM.** The Contractor shall complete and submit all forms, including the following, as provided in the RFQ. Signature page, all Price and/or Rate Sheets, Contact Information, Disclosure Form, Certification Regarding Suspension and Debarment, Small Business Participation, Conflict of Interest form, and Business References.
- 6.1.2.2 **OWNERSHIP DISCLOSURE FORM:** Contractor shall complete and submit with the proposal the Ownership Disclosure form. See attachment titled Ownership Disclosure.
- 6.1.2.3 **CONFLICT OF INTEREST FORM:** The Contractor shall complete and submit with the proposal the Conflicts of Interest form. See the attachments titled Conflicts of Interest.
- 6.1.2.4 **CERTIFICATE OF INSURANCE:** The Contractor is required to submit proof of liability insurance in accordance with the University's Insurance Requirements. See attachment titled Insurance Requirements.
- 6.1.2.5 **TERMS AND CONDITIONS:** Any exception to the terms and conditions must be submitted with the proposal. See attachment titled Standard Terms and Conditions.

7.0 SECTION 7 – PROJECT CONTRACTS

- 7.1.1 **TERM OF QUALIFICATION:** If your company is selected as a contractor, your qualification is good for a term not to exceed three years. USD will update and/or review the qualification registry every three years. At the discretion of USD, contractors may be added and/or deleted from the qualification list.
- 7.1.2 Any contract resulting from this process will be issued for an initial base period of one (1) year with the possibility of two (2) one-year renewals for a total of three (3) years. Contracts will be negotiated separately for each project on a “firm fixed fee” basis. The contract may be extended for additional one year periods, by mutual written consent of the Contractor and the University. USD's standard contract will be used for these projects. The contract will include a detailed scope and schedule for providing the work.
- 7.1.3 Upon award of a contract under this Request for Qualifications, the person, partnership, or corporation to whom the award is made must comply with all Federal/State or local laws and be authorized and/or licensed to do business in San Diego/California.

8.0 SECTION 8 - PROPOSAL EVALUATION

- 8.1.1 **PROPOSAL EVALUATION COMMITTEE:** Qualification may be evaluated by a committee composed of members of the College Unit/Department responsible for managing the service, the University's Procurement Department and other employees.

8.1.2 **ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL:** A Any Contractor may be requested to make an oral presentation to the University concerning its Qualifications. The University may also require a Contractor to submit written responses to questions regarding a bid proposal or qualifications. The purpose of such communication with the Contractor, with through an oral presentation or a letter of clarification, is to provide an opportunity for the Contractor to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed or corrected in any way.

8.1.3 **EVALUATION CRITERIA:** Contractors selected for participation on USD's qualified contractor registry will be based on the following evaluation factors:

- Past Performance and related experience in the contractors field of expertise (0-20 points)
- Ability of personnel and company size (0-10 points)
- Contractor's location (within 50 miles of Linda Vista) (0-10 points)
- Recent, current, and projected workload of the contractor (0-10 points)
- Minimum of five (5) years' experience as a licensed contractor in the field that contractor will be performing the service (0-20 points)
- Ability to perform the services within budget and schedule (0-20 points)
- Provides current proof of contractor's license and the ability to meet the required insurance requirements (0-20 points)

Total maximum score is 100 points.

2.1.1 Contractor must furnish satisfactory evidence of the company's ability to provide services in accordance with terms and conditions of this RFQ. The Purchasing Department reserves the right to make the final determination as to the Contractor's ability to provide services requested herein before entering into any contract. Contractors desiring to pre-qualify must provide all the information requested in this RFQ. A submission that is incomplete, unsigned, or does not contain the required information may result in disqualification of the Contractor.

2.1.2 **FUNDING.** Contractor shall agree that funding expended for the purposes of any contract must be appropriated by USD for each fiscal year included within the contract period. Therefore, the contract shall automatically terminate without penalty or termination costs if such funds are not appropriated.

1. GENERAL INFORMATION REQUIRED WITH EACH SUBMITTAL

ATTACHMENT A

General Information (Limit 30 Pages)

1. Provide a cover letter with information that demonstrated that your firm meets the threshold criteria in Section 1.2.2 – Threshold Criteria, of this RFP.
2. Provide a brief description of your firm, its history and ownership structure, and its number of employees. Also include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.
3. Identify the disciplines or area of expertise for which you wish to be considered for future project work. Include all applicable California registrations and licenses.
4. Provide a summary of your firm's experience with executing obligations or duties that are similar in nature to those proposed, and begin with specific references to work for institutions of higher education or not-for-profit organizations. In describing the experience, you should name each client and the nature of the work performed, with specific reference to the (a) services provided and (b) the term of such services
5. Briefly describe any unique qualifications of your company
6. Briefly state your firm's ability to provide the required services in a timely manner
7. Discuss why your firm is well suited to provide services to USD and also describe your firm's understanding of the University.
8. Identify any additional services that your firm believes may be of particular value to the University. Please describe why you believe these services to be relevant.
9. Give the names of the persons who will be the lead contact for the contractor to answer questions regarding this RFQ. Submit resumes for lead personnel.
10. Provide three (3) recent client references that best represent your ability to perform in accordance with this RFQ (See Item 13 – Contractor Business Reference).
11. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the University can assess the financial condition of your firm.
12. Identify any sub-consultants or sub-contractors that you plan to utilize as part of your firm's proposed team.

13. Discuss any past civil or criminal legal investigations, litigations or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a Contractor to the University. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm's ability to serve in the required capacity.
14. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the services to the University.
15. Demonstrate ability to furnish required insurance as listed in the RFQ
16. Provide a copy of all license required to perform the services proposed.
17. Describe how Contractor approach safety and quality assurance in performance of required services
18. Describe Contractor's approach to sustainability and any sustainable practices Contractor may employ in providing the services to the University.

Types of Projects: Types of projects may vary to include minor construction, alteration, repair, or maintenance work involving on-campus buildings or off-campus faculty housing. A minimum of five (5) years is required in your selected field (properly licensed) to perform the work or service.

Professional Disciplines and Areas of Expertise: USD desires to receive qualification submittals from contractors capable providing construction, maintenance, alteration and/or repair services in one or more of the following areas:

- Demolition
- Drywall installation
- Asphalt paving
- Construction, alteration, and/or repair
- Maintenance
- Landscaping
- Building Inspection
- Interior and Exterior Trim (including power wash or pressure wash)
- Carpet and flooring
- Pest Control
- Carpentry
- Electrical
- Plumbing
- Roofing
- Fencing
- HVAC

Anticipated Services: The type of services required will depend upon the nature of each specific project. Services may include any or all of the following for on-campus buildings or off-campus faculty housing at various locations within Linda Vista:

Plumbing maintenance support
Concrete repair and services
Electrical maintenance and repair
Fencing replacement and repair
Roofing repair and maintenance services
Appliance installation, and window installation
Interior and exterior carpentry work
Regular landscaping for various buildings (on and off-campus)
Bi-weekly landscaping for off-campus locations (trimming, brush removal, etc.)
HVAC repair and replacement
Interior and exterior painting
Minor remodeling
Asphalt paving work
Small construction projects

Project Selection Criteria: From the established registry, if possible, a minimum of three contractors will be chose to provide quotes for a specific project based upon but not limited to:

- The nature of the project
- Qualifications and demonstrated competence
- Capability to produce the required service within a reasonable time
- Past performance
- Ability to meet project budget requirements
- Proximity of the contractor to the project
- Lowest responsible/responsive price

9. SIGNATURE PAGE

UNIVERSITY OF SAN DIEGO REQUEST FOR PROPOSAL BID RESPONSE

RFP No. 18-1007	DESCRIPTION: Small Construction Projects
This bid proposal MUST be received by the University before or at 5:00pm on February 1, 2019 . Any proposal arriving at the Procurement Department after this submission due date and time will not be accepted.	

Read the entire Request for Proposal, including all terms, conditions and attachments.
Documentation below marked with an X must be submitted:

<u>Document</u>	<u>With RFP Submission</u>	<u>Document</u>	<u>With RFP Submission</u>
All Price Sheet	X	Ownership Disclosure Form	X
Contractor Contact Information	X	Conflict of Interest	X
Contractor Business References	X	Proof of Insurance	X
Small Business Form	X	Other	X

INFORMATION TO BE COMPLETED BY CONTRACTOR

2. Company Name:	3. Phone Number:	4. Contact Name:	5. Contact Email:
6. Company Address:	7. Tax ID No:		
8. Proposed Rates (Please attach rate sheet)			

9. SIGNATURE OF CONTRACTOR	10. TITLE
11. NAME (Print)	12. DATE

10. RATE SHEET

RFP # 18-1007 – SMALL CONSTRUCTION PROJECTS

HOURLY RATES (2019-2021)

In completing and submitting this for, the respondents is certifying that:

1. He/she has read and fully understands and accepts the scope of services, the terms and conditions, this hourly rate sheet/submission form, and the other requirements presented in the Request for Qualifications for Small Construction Projects.
2. The Rates indicated constitute the fixed rates for the initial year of any resulting contract
3. USD reserves the right to accept or reject any and all statement of qualifications received, to waive any irregularities or informalities in any submission, to negotiate with the respondent(s) whose response is deemed most susceptible of contract award, and to award one or more contracts to the respondent(s) whose response best satisfies USD's requirements and needs.
4. Any resulting contract will be valid for **Three (3) Years from the date of award**
5. Rates and terms and conditions stated in your response must remain valid for a period of ninety (90) days from the date of delivery of the proposal to the University.

The Contractor shall complete the below referenced Unit Price Sheet. The pricings identified in the Cost Sheet will not change for the duration of the contract or any renewal years and no additional charges or surcharges of any kind will be added, unless required by law.

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

PRINT NAME _____

DATE _____

10. COMPANY NAME: _____ SIGNATURE: _____
REQUEST FOR QUALIFICATION RFQ 18-1007 - Small Construction Projects

11. CONTRACTOR CONTACT INFORMATION

Contractor's Company Name: _____

Company Owner: _____

Address: _____

Disclosure of Ownership: (List below the names of all Principals or Joint Owners. Use additional sheet as necessary.)

Name	Position With Company	Percent Ownership (%)

Please indicate any classification that applies to the company below (select *all* that apply):

<u>Classification</u>	<u>Indicate with "X" if Applicable</u>	<u>Classification</u>	<u>Indicate with "X" if Applicable</u>
Small Business		Woman-Owned Business	
Small Emerging Business Enterprise		Minority-Owned Business	
Small Locally-Owned Business (SLBE)		HubZone	
Veteran-Owned Business		Other (Please state Classification)	

Number of Years firm has been furnishing services: _____

ACCOUNT MANAGER _____

TELEPHONE NUMBER _____

EMERGENCY NUMBER _____

EMAIL _____

OTHER CONTACT _____

12. CONTRACTOR BUSINESS REFERENCES

Please provide three (3) business references for contracts awarded of similar size and scope to the requirements of this RFP:

Reference 1.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 2.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 3.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

COMPANY NAME _____ -

REPRESENTATIVE SIGNATURE _____

SMALL BUSINESS UTILIZATION FORM

Company Name:	RFP # 18-1007
Contact Name	Email:
Phone #	

Small Business Participation

Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
Subcontractor Name			
Address			
Scope of Work	Dollar Amount	% Participation	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representation made herein. In making this certification, I certify under penalty of perjury that this information is accurate and correct to the best of my knowledge.

Signature

Print Name

Date