

# REQUEST FOR PROPOSALS

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FOR THE PREPARATORY WORK FOR THE  
INSTALLATION OF A COMMERCIAL EXTRACTOR  
AND DRYER AND THE RELOCATION OF THE  
EXISTING WASHER AND DRYER INCLUDING THE  
ADDITION OF A UTILITY SINK AT THE CHUALAR  
FIRE STATION

THE MONTEREY COUNTY REGIONAL  
FIRE PROTECTION DISTRICT

Chualar Station Extractor Prep RFP  
RFP #2024-01  
April 22, 2024

BY 10:00 A.M. On May 15<sup>th</sup>, 2024

# REQUEST FOR PROPOSALS CHUALAR STATION EXTRACTOR PREPARATION

## FOR THE MONTEREY COUNTY REGIONAL FIRE PROTECTION DISTRICT

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## INTENT

The Monterey County Regional Fire District (hereinafter "DISTRICT") is seeking an experienced California-licensed Contractor (hereinafter "CONTRACTOR") to complete the necessary preparatory work for the installation of a commercial extractor and dryer and the relocation of the existing washer and dryer including the addition of a utility sink at the Chualar Fire Station. The Chualar Fire Station is located at 24281 Washington Street, Chualar, California. It is the intent of this Request for Proposal to:

1. Establish the specifications, terms and conditions governing the selection of a California-licensed Contractor, which must be experienced in this type of preparatory work.
2. Solicit sufficient and verifiable information from prospective California-licensed Contractors to establish a list of contractors from which the successful contractor will be selected.

## SCOPE

**OVERVIEW:** The Contractor shall provide the preparatory infrastructure work needed to install a commercial extractor and dryer as specified in the manufacturer's specifications (See attachment A.) to include all plumbing, drains, venting, gas, and electrical requirements. The Contractor shall provide the preparatory work needed to relocate the existing washer and dryer as specified in the manufacturer's specifications to include all plumbing, drains, venting, gas, and electrical requirements. The Contractor shall install a stainless-steel utility sink at the desired location adjacent to the relocated washer and dryer. All work to be bid utilizing prevailing wage schedules.

**INCLUSIONS:**

1. Preparatory infrastructure work at the desired location for the installation of:
  - a. New commercial extractor and dryer
  - b. Existing washer and dryer
  - c. A new stainless steel utility sink adjacent to the relocated washer and dryer.
2. Installation of gas lines to support the new and relocated appliances.
3. Installation of water (cold and hot) lines to support the new and relocated appliances and utility sink.
4. Installation of necessary electrical outlets to provide for the requirements of the commercial extractor and dryer and the relocated existing washer and dryer.
5. Installation of necessary ventilation for the new and relocated appliances.
6. Hydro-jet existing 3" cast iron sewer line to ensure operational capacity.
7. Tie into existing 3" cast iron sewer line providing for the new commercial extractor, relocated washer, and utility sink.
8. Demolition and patching of any concrete or walls providing for a finished appearance.

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The plumbing, drains, venting, gas, and electrical work and all accessory components shall conform to all codes adopted by the County of Monterey Building Department. It is the contractor's responsibility to ensure that all necessary codes have been met. Scheduling of inspections, if necessary, shall be the responsibility of the contractor with coordination of DISTRICT.

This is a prevailing wage project and is subject to all local, state and federal labor laws.

CONTRACTOR shall be responsible for the following activities:

1. Perform additional investigations including field investigations as may be required to determine existing conditions.
2. Attend a **mandatory** pre-bid meeting on Monday May 6, 2024 at 10:00 a.m. at the Chualar Fire Station located at 24281 Washington Street, Chualar, CA 93925.
3. Identify and complete any required abatement using appropriately California-licensed professionals.
4. Disposal of all demolition debris will be the responsibility of the contractor.
5. Acquire all necessary permits from the Monterey County Building Department

## CONTACT PERSON

All questions and correspondence shall be directed to the following person:

David Sargenti, Fire Chief  
Monterey County Regional Fire District - Administrative Office  
19900 Portola Drive  
Salinas, CA 93908  
Phone: (831) 455-1828  
Fax: (831) 455-0646

If the above person is not available to provide an immediate answer to a question, they will research the question, determine the appropriate response, and communicate the answer to all interested proposers, as appropriate.

Interested proposers shall not contact any other DISTRICT officer or employee with questions or suggestions regarding this Request for Proposals without first contacting the person listed above. Any undue pressure or badgering of DISTRICT personnel may result in disqualification of the proposer from further consideration.

## CALENDAR OF EVENTS

The preliminary phase of the project is expected to follow this schedule of events:

<u>Date</u>	<u>Event</u>
April 22 and 29, 2024	Public Notice inviting proposals to be published in local newspaper(s).
May 6, 2024 at 10:00 a.m.	Mandatory site visit and question/answer session for all interested proposers. Question/answer session will be in an open forum setting at the job site so that all proposers may hear the questions and answers.
May 15, 2024 by 10:00 a.m.	Proposals due and must be received <u>no later than</u> 10:00 a.m. Pacific Time. Bid opening will commence at 10:01 a.m.
May 21, 2024	Announcement of selected proposer

**The DISTRICT reserves the right to reject any and all proposals, to postpone or revise the abovementioned dates for its own convenience, to make an award in its own best interests, and to waive any informalities or technicalities. Should the DISTRICT choose to extend the proposal period and modify the due date, potential proposers will be notified via First Class U.S. Mail.**

## BASIS OF AWARD / PROPOSAL EVALUATION

The evaluation of proposals and selection of the CONTRACTOR will be conducted by District employees.

Proposals will be evaluated based on the following criteria:

1. Understanding of the Scope of Work and proposer's Proposed Methodology.
2. Delivery Schedule.
3. Past experience and performance of the proposer's team on similar work including: individuals in the firm assigned to do the work; cost control; quality of work, and meeting scheduled milestones.
4. Cost. Will services be performed at fair and reasonable prices?

The DISTRICT reserves the right to conduct independent reviews and interview proposers submitting proposals prior to making any selection. The DISTRICT will not be liable for any costs associated with your firm preparing its response to the Request for Proposals.

No proposer will be allowed to modify the content of proposal at any time after the submission deadline, except in direct response to a request from the DISTRICT for clarification or for an oral interview, provided that no such modification will result in a substantive amendment to the proposal. The DISTRICT reserves the right to reject any or all proposals received as a result of this request and at its discretion waive any informality, technical defect or clerical error in any proposal.

## PROPOSAL FORMAT AND CONTENT

Proposals shall consist of responses to the questions listed below. Please clearly label answers to all questions. The questions must be completely addressed in the body of the proposal and be presented in the order indicated. The submissions are subject to a page limitation of four (4) pages in twelve-point font, not including documents demonstrating proof of qualification, including but not limited to contractor's licensing and registration with California Department of Industrial Relations. You may attach additional information as exhibits which will not count against the page limit; however, responses to questions must be answered within the specified page limit. The DISTRICT makes no assurances that any non-requested additional information in exhibits will be reviewed.

Proposers must have a minimum of two (2) years of professional experience in working their licensed trade. They shall have completed a minimum of three (3) projects for a multi-family residential and/or commercial building; and shall have demonstrated experience of similar scope projects. Firm must employ qualified individuals who are licensed and/or otherwise qualified in the following disciplines:

1. California State Licensed General Contractor.

### Questions:

1. Name of proposer and principal contact person, including office location, address, telephone number, fax number and email address.
2. Brief description and history of the firm and experience of the principal contact with the firm.
3. Description of the services, materials, and systems as they relate to the proposed scope of work that your firm proposes to provide to the DISTRICT for this project.

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4. Description of three (3) projects of similar scope for a public agency within the last five (5) years. Please provide project name, location, brief description of work, contract amount, and date of completion. List any liquidated damages or claims that were paid, citations by OSHA, if any, or failure to pay prevailing wage or other federal/state required taxes or contributions. Please provide a reference for each project.
5. Provide the proposed fee for services.

## PROPOSAL SUBMITTAL

One original of each proposal must be received no later than **10:00 a.m., Wednesday, May 15, 2024** in the office of Deputy Chief, David Sargenti, Monterey County Regional Fire District, at 19900 Portola Dr., Salinas, California 93908. **Proposals which are received after 10:00 a.m. on May 15, 2024, will be returned to the proposer, unopened, and will not be considered. Postmarks, facsimile transmissions or email transmissions will not be accepted.**

All proposals must be submitted in sealed envelopes bearing on the outside the proposer's name, address and the title **Request for Proposal – RFP #2024-01 Chualar Station Prep**. It is the sole responsibility of the proposer to see that the proposal is received at the proper time.

All materials submitted in response to this Request for Proposals become the property of the DISTRICT.

## CONTRACTUAL REQUIREMENTS

The successful proposer (CONTRACTOR) will be required to enter into a contract with the DISTRICT, which will include, but not be limited to, the following provisions:

### A. INDEMNIFICATION

CONTRACTOR shall indemnify, defend, and hold harmless the DISTRICT, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including, but not limited to, damages to property and injuries to or death of persons, court costs and attorney's fees) occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and loss occurring or resulting to any person, firm or corporation for damage, injury or death arising out of or connected with the CONTRACTOR'S performance of this Agreement, unless such claims, liabilities or losses arise out

of the sole negligence or willful misconduct of the DISTRICT, excluding, however, any claim for negligent hire, design and construction by reason of the imputation of any agency relationship with the DISTRICT or arising out of the ownership of the project by the DISTRICT.

CONTRACTOR'S performance includes the CONTRACTOR'S action or inaction and the action or inaction of CONTRACTOR'S officers, employees, agents, and subcontractors.

<i>B. INSURANCE</i>
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Insurance Coverage Requirements. Without limiting CONTRACTOR'S duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this agreement, a policy or policies of insurance with the following minimum limits of liability:

**Commercial general liability**, including, but not limited to, premises, personal injuries, products, and completed operations, with a combined single limited of not less than One Million Dollars (\$1,000,000) per occurrence; and

**Comprehensive automobile liability** covering all motor vehicles, including owned, leased, non-owned and hired vehicles, used in providing services under this Agreement, with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence; and

**Worker's compensation insurance**, if CONTRACTOR is an employer, in accordance with California Labor Code §3700 and with a minimum of One Million Dollars (\$1,000,000) per occurrence for employer's liability; and

**Professional liability insurance** in the amount of not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) in the aggregate to cover liability for errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting ("tail") coverage with the same liability limits. Any such tail coverage shall continue in effect for such period of time to cover any future claims arising out of this project. The proposal is to provide the period of time covered.

Other Insurance Requirements. All insurance required by this Agreement shall be with a company acceptable to the DISTRICT and authorized by law to transact insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes performance of services under this Agreement.



Each liability policy shall provide that the DISTRICT shall be given notice in writing at least thirty days in advance of any change, cancellation, or non-renewal thereof. Each policy shall provide identical coverage for each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance showing each subcontractor has identical insurance coverage.

Commercial general liability and automobile liability policies shall provide an endorsement naming MONTEREY COUNTY REGIONAL FIRE PROTECTION DISTRICT OF MONTEREY COUNTY, its officers, agents and employees as Additional Insureds and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the DISTRICT and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance.

Prior to the execution of this Agreement by the DISTRICT, CONTRACTOR shall file certificates of insurance with the Fire Chief, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance promptly after any change is made in any insurance policy, which would alter the information of the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

The DISTRICT reserves the right to waive or impose any additional insurance or bond requirements, during the contract negotiation and execution phase.

<i>C. ADDITIONAL REQUIREMENTS</i>
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The DISTRICT may, at its sole option, terminate the contract for lack of performance, lack of confidence on behalf of the DISTRICT, change in ownership of the provider firm or changes in personnel assigned to this project without the permission of the DISTRICT, or other reasons the DISTRICT may have, by giving ten (10) days written notice that the DISTRICT is terminating the Agreement.

Proposer shall furnish DISTRICT with any contractual provisions that it requires in the final Agreement for approval prior to selection. Failure to submit any proposed clauses will be deemed a waiver of Proposer's choice of contract language.