

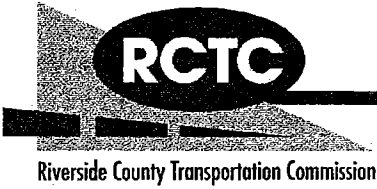
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## **REQUEST FOR PROPOSALS (RFP) NO. 10-51-026-00**

### **PROPERTY MAINTENANCE AND REPAIR SERVICES**

#### **IMPORTANT DATES**

<b>RFP ISSUED</b>	October 29, 2009
<b>PRE-PROPOSAL CONFERENCE</b>	November 10, 2009
<b>REQUESTS FOR CLARIFICATION DEADLINE</b>	November 20, 2009
<b>PROPOSALS DUE</b>	December 2, 2009
<b>AWARD DATE</b>	TBD



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**REQUEST FOR PROPOSALS NO. 10-51-026-00  
PROPERTY MAINTENANCE AND REPAIR SERVICES****NOTICE INVITING PROPOSALS**

Potential Proposer(s):

The Riverside County Transportation Commission (Commission) is seeking proposals from qualified and responsible firms to provide property maintenance and repair services, as described more fully in Request for Proposals (RFP) No. 10-51-026-00.

**PROJECT SUMMARY AND MILESTONES:**

- Contract Type: Fixed Unit Rate, Indefinite Quantity/Indefinite Delivery (i.e., Task Order) Contract.
- Proposal Release Date: October 29, 2009
- Minimum Insurance Requirements: (see *Appendix B, Sample Contract Form, Paragraph 3.12*)
- Period of Performance: Two base years with one single-year option, exercised at the Commission's sole discretion, for a total period of performance of up to three years.
- DBE Goal: Not applicable to this solicitation; however, the Commission strongly encourages participation of small business and DBE firms.
- Proposal Due Date: Wednesday, December 2, 2009 at 2:00 p.m.
- Number of Copies: One (1) original and four (4) copies
- Pre-Proposal Conference: Yes  No   
A pre-proposal conference will be held in Conference Room "E" at 2:00 p.m. on November 10, 2009 at the Commission/Bechtel office located at 3850 Vine Street, Suite 210, Riverside, CA 92507.
- Commission Contact: Gregory Moore, Procurement and Assets Manager at (951) 787-7967 or [gmoore@rctc.org](mailto:gmoore@rctc.org).

Interested parties are encouraged to download the RFP package from the Commission's website. To access the website, please go to [www.rctc.org](http://www.rctc.org) and select "RFPs." To obtain a copy by regular mail, please contact Gregory Moore, Procurement and Assets Manager, at [gmoore@rctc.org](mailto:gmoore@rctc.org) or Riverside County Transportation Commission, P.O. Box 12008, Riverside, CA 92502-2208, or via facsimile at (951) 787-7906.

Riverside County Transportation Commission

In your request, please reference RFP No. 10-51-026-00 and include the following information in your written request:

Name of company	Telephone number
Street address, city, state, zip code	Fax number
Contact person	E-mail address (if any)

For pickup, please see Gregory Moore in the Commission's office at 4080 Lemon Street, 3rd Floor, Riverside, CA 92501, between 9:00 a.m. and 11:30 a.m., and 1:00 p.m. and 4:00 p.m. Please call ahead to arrange pick up. There is no charge for the RFP documents.

A pre-proposal conference will be held on November 10, 2009, at 2:00 p.m. at:

Commission/Bechtel Office  
Conference Room "E"  
3850 Vine Street, Suite 210  
Riverside, CA 92507

The scheduled pre-proposal meeting is not mandatory; however, all prospective offerors are strongly encouraged to attend.

Proposals must be delivered to the Commission headquarters office by no later than **2:00 p.m.** on Wednesday, December 2, 2009.

If awarded, the contract award(s) will be made to the proposer(s) earning the highest total evaluation score based on the proposal evaluation criteria detailed under the terms of the RFP. The Commission reserves the right to reject any or all proposals, to waive informalities or irregularities to the extent permitted by law in any proposal received, and to be the sole judge of the merits of the respective proposals received.

Issued by:

**RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

*Gregory Moore*

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Gregory Moore  
Procurement and Assets Manager

## **1.0 INTRODUCTION AND BACKGROUND**

### **1.1 Introduction**

The public agency issuing this RFP is the Riverside County Transportation Commission (Commission). The Commission was created pursuant to California State law, and is responsible for: 1) Coordinating state highway planning; 2) Adopting regional Short Range Transit Plans; 3) Coordinating transit services; 4) Allocating Transportation Development Act funds; and 5) Coordinating county highway and transit plans with regional and state agencies. Over time, the Commission was charged with several expanded roles, including its role as the principal agency in Riverside County managing the Service Authority for Freeway Emergencies (SAFE), the Congestion Management Program, and the Measure A half-cent sales tax for transportation.

With the passage of Measure A in 1988, \$100 million was identified and committed to the development and implementation of a commuter rail system to serve Riverside County residents and, as a result, THE COMMISSION participates in the ongoing funding and governance of the Southern California Regional Rail Authority (SCRRA), known as "Metrolink". The Commission owns and operates all five (5) commuter rail stations serving Riverside County, and it is planning to add four (4) additional rail stations and a transit center in the very near future.

### **1.2 Background**

The Commission's Property Management Department is responsible for the maintenance and management of over 600 parcels of property located throughout Western Riverside County. Certain parcels are developed, others vacant or excess land. The Commission's properties must be maintained in accordance with relevant federal and state regulations and various local ordinances. The Commission requires the professional services of one or more contractors to provide maintenance and repair services for various Commission-owned properties, parcels and appurtenances.

Accordingly, the Commission seeks a competitive solution to meet the above described requirement, and is hereby issuing this Request for Proposals (RFP) No. 10-51-026-00 to solicit proposal(s) from qualified companies that can provide reliable and cost effective maintenance services.

## **2.0 GENERAL INFORMATION**

### **2.1 Definitions**

2.1.1 Proposer: Party or parties submitting a proposal in response to the subject Request for Proposals, hereinafter also referred to as "Offeror," "Contractor" or "Consultant."

2.1.2 Task Order Form: Form used by the Commission to order services against the established contract, describe the required work effort, solicit pricing from contractors and authorize the initiation of services.

## 2.2 Description of Work

### 2.2.1 Work Summary

The complete scope of services is detailed in the attached Statement of Work (see *Appendix A*). In summary, the Commission requires the services of one or more firms to provide comprehensive property maintenance, repairs, and other related fieldwork to ensure the proper maintenance and appearance of the Commission's properties located throughout the Western Riverside County region. There are FOUR (4) specific TASK AREAs that the selected proposer(s) shall perform on an as-needed basis.

The selected proposer(s) shall furnish all materials, equipment, tools, labor and incidentals necessary to complete the required services. The selected proposer is expected to perform the services described herein for all Commission-owned properties and/or any adjacent properties, as directed by the designated Commission project manager during the term of the contract resulting from this RFP.

In order to establish a bench of qualified contractors, the Commission intends to award contracts to three to six firms. A contractor may be awarded a contract to provide as-needed services in one or more of the designated Task Areas. A detailed description of the required services is included in the attached Statement of Work (*Appendix A*) under paragraph 2.3. The required services are summarized as follows:

- 2.2.1.1 TASK AREA 'A' – Weed Abatement & Vegetation Control
- 2.2.1.2 TASK AREA 'B' – Litter Removal and Clean-up of Debris
- 2.2.1.3 TASK AREA 'C' – Fencing Repairs and Minor Upgrades
- 2.2.1.4 TASK AREA 'D' – Installation, Maintenance & Repair of Signage

### 2.2.2 Other Issues to Consider

#### 2.2.2.1 Seasonal Workload

One of the principal objectives for the Commission in securing the services of a weed abatement contractor is to provide timely fire protection, and there is tremendous pressure to get most of the clearance work done before the annual fire season begins. This means most, though certainly not all, of the requests for work will be during the late spring and early summer. Alternatively, low rainfall can result in significant reductions in the amount of work the Commission will need from the contractor(s) that have been awarded contracts under Task Area 'A' (Weed Abatement & Vegetation Control).

#### 2.2.2.2 Travel Time

The Commission's properties are located throughout the western Riverside County area. Please take the size of the work area, travel time and the distances from your office or equipment yard into consideration when submitting an offer. More detailed information regarding work area is provided herein under the Statement of Work (*Appendix A*).

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### 3.0 INSTRUCTIONS TO OFFERORS

#### 3.1 Pre-Contractual Expenses

The Commission shall not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing its proposal in response to this RFP, negotiating with the Commission any matter related to the proposal, or any other expenses incurred by Proposer(s) prior to the date of award of the contract(s) resulting from this procurement.

#### 3.2 Contract Type

The Commission intends to award a fixed unit rate, indefinite delivery/indefinite quantity (i.e., Task Order) contract based upon the various labor and equipment rates/categories detailed under the attached Proposal Pricing Form (Appendix H).

#### 3.3 Period of Performance

The contract term or period of performance shall be for a two-year base period with one, single-year option to extend the agreement. The option term may be exercised by the Commission, at its sole discretion, with sixty (60) days prior written notice to the Contractor.

#### 3.4 Informed Proposer

Offerors shall review the Sample Contract Form (*Appendix B*) for a complete understanding of all terms and conditions included therein. Proposers are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at proposer's own risk and proposer cannot secure relief on the plea of error.

#### 3.5 Proposer Representations

By submitting a proposal, each proposer represents that it:

- 3.5.1 Has thoroughly examined and become familiar with the work described in the Statement of Work (*Appendix A*).
- 3.5.2 Understands the requirements of the Statement of Work, the nature and location of the work, and all other matters that can affect the work.
- 3.5.3 Will honor its proposal for 120 days, and acknowledges that the proposal cannot be withdrawn within that time and without prior written consent from the Commission.
- 3.5.4 Will comply with all requirements set forth in this RFP and, if awarded, the ensuing contract.
- 3.5.5 Has reviewed the attached Sample Contract Form (*Appendix B*) and, other than through the request for clarification process described below in paragraph 3.7, will not seek to alter or revise its terms and conditions.
- 3.5.6 Will, if selected to perform the work, comply with all terms and conditions set forth in the contract associated with this procurement (Sample Contract form).

### 3.5.7 Will comply with:

- The Fair Employment and Housing Act, relating to non-discrimination, (California Government Code Sections 12900 et seq.).
- Statutory requirements relating to “Whistleblower” requirements (California Labor Code Sections 1101 et seq.).
- Statutory requirements relating to employment of undocumented aliens (California Public Contract Code, Section 6101).
- Statutory requirements related to “prevailing wage” requirements (California Labor Code, Sections 1720 et seq.).

### 3.6 Addenda

The Commission reserves the right to revise or amend the RFP documents prior to the stated proposal submittal deadline. Any such revisions will be made by written addenda to this RFP. Such addenda will be posted on the the Commission’s website. Since such posting of addenda on the Commission’s website is considered constructive notice of the document change, potential proposers are encouraged to check the Commission’s website routinely for postings. Firms must acknowledge receipt of addenda in their proposal letters. Failure to acknowledge receipt of all addenda may render the proposal non-responsive.

### 3.7 Requests for Clarification

#### 3.7.1 Submitting Requests

All requests for clarifications, changes, exceptions or deviations to the Statement of Work or terms and conditions set forth in this RFP must be submitted in writing via fax at (951) 787-7906, email at [gmoore@rctc.org](mailto:gmoore@rctc.org), or via regular mail to the Commission’s offices listed above.

All such requests must be clearly labeled “Written Questions” and must reference the subject RFP number and title. Requests must be received by the Commission no later than 4:00 p.m. on Friday, November 20, 2009.

#### 3.7.2 Commission Response

The Commission will respond to all written questions within a reasonable time period. For those which require a change to the RFP documents. A written addendum will be issued. Responses to written questions and addenda will be posted on the Commission’s website. Therefore, all potential proposers to this subject RFP are encouraged to check the Commission’s website frequently. The Commission will not accept any requests for consideration of deviations, exceptions, changes or clarifications after the time and date specified above.

### 3.7.3 Exceptions or Clarifications to Sample Contract Form

Offerors shall familiarize themselves with the Sample Contract Form (*Appendix B*). The Commission intends to use the attached Sample Contract Form as the contract resulting from this RFP. Should the Offeror have concerns, questions, or recommended changes to the Sample Contract Form requirements, then those concerns/recommended changes must be specified in detail and submitted in writing to the Commission as set forth in paragraph 3.7.1. The Commission will review Offeror's concerns/recommendations and may post on the Commission's website Offeror's request and any comments from the Commission regarding the potential for consideration of such recommended change(s) during formal negotiations with the successful Offeror. Changes to the Commission's Sample Contract form shall be made at the Commission's sole and absolute discretion.

Consultants are reminded that requests for approved equals, deviations to insurance requirements or other terms and conditions, and questions or concerns about the Statement of Work should be submitted as part of the RFP clarification process.

### 3.8 Withdrawal of Proposal

The Consultant may withdraw its proposal before the opening of proposals by submitting a written request signed by an authorized representative of the firm and delivered to the Procurement and Assets Manager.

### 3.9 Commission Rights

The Commission may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer, and require additional evidence of qualifications to perform the work described in this RFP. This RFP does not commit the Commission to issue a contract to implement this procurement.

Furthermore, the Commission reserves the right to:

- 3.9.1 Accept or reject any and all of the proposals, or any item or part thereof, at its discretion.
- 3.9.2 Make an award for a portion of the Statement of Work.
- 3.9.3 Award contracts to one or more contractor(s).
- 3.9.4 Cancel or withdraw the entire RFP, or any part thereof, at any time without prior notice.
- 3.9.5 Issue a subsequent or concurrent RFP.
- 3.9.6 Waive any minor errors or irregularities in any proposal, to the extent permitted by law.
- 3.9.7 Obtain information from any source that has the potential to improve the understanding and evaluation of the RFP.

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- 3.9.8 Postpone RFP openings for its own convenience.
  - 3.9.9 Remedy or overlook technical errors in the RFP process.
  - 3.9.10 Appoint an Evaluation Committee to review RFPs.
  - 3.9.11 Seek the assistance of outside technical experts.
  - 3.9.12 Approve or disapprove the use of particular subcontractors.
  - 3.9.13 Establish a short list of offerors eligible for interview after review of written RFPs.
  - 3.9.14 Negotiate with any, all or none of the respondents to the RFP.
  - 3.9.15 Solicit best and final offers (BAFOs) from all or some of the respondents.
  - 3.9.16 Accept other than the lowest monetary offer.
  - 3.9.17 Award a contract based upon initial offers.
- 3.10 The selected proposer(s) are required to comply with all relevant local, state, and federal laws, codes and ordinances. If proposer outsources any work or job to a sub-proposer, it will be the prime proposer's responsibility to ensure that all sub-proposers meet the requirements set forth in this RFP and the resultant contract.
- 3.11 Public Records Act
- 3.11.1 All records, documents, drawings, plans, specifications and other materials submitted by contractor(s) in its proposal and during the course of any work awarded shall become the exclusive property of the Commission and may be deemed public records and subject to the provisions of the California Public Records Act (Government Code, sections 6250 et seq.). The Commission's use and disclosure of its records are governed by this act.
  - 3.11.2 The Commission will accept information clearly labeled "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" as determined by the submitting party in accordance with the act. The Commission will endeavor to inform the submitter of any request for the disclosure of such information. Under no circumstances, however, will the Commission be responsible or liable to the submitter or any other party for the disclosure of any such labeled information. Firms that indiscriminately identify all or most of their proposal as exempt from disclosure without justification may, at the Commission's discretion, be deemed non-responsive.
  - 3.11.3 The Commission will not advise as to the nature or content of documents entitled to protection from disclosure under the California Public Records Act, including interpretations of the act or the definitions of "Trade Secret," "Confidential," or "Proprietary."

