



# **ALAMEDA COUNTY PUBLIC WORKS AGENCY**

## **REQUEST FOR PROPOSAL No. LAN2017354**

**For**

### **Building Inspection and Construction Management Services**

For complete information regarding this project, see RFP posted at  
<https://www.acpwa.org/current-contracting-opportunities#professional-services> or  
[http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)  
or contact the ACPWA representative listed below. Thank you for your interest!

**Contact Person: Aarti Kumar, Special Districts- ACPWA**

**Phone Number: 510-670-6615**

**E-mail Address: [aarti@acpwa.org](mailto:aarti@acpwa.org)**

### **RESPONSE DUE**

**by**

**4:00 p.m.**

**on**

**May 18<sup>th</sup> 2017**

**at**

**Alameda County Public Works Agency  
951 Turner Court, Room 100  
Hayward, CA 94545**

# ALAMEDA COUNTY PUBLIC WORKS AGENCY

REQUEST FOR PROPOSAL No. LAN2017354

## SPECIFICATIONS, TERMS & CONDITIONS

for

### BUILDING INSPECTION AND CONSTRUCTION MANAGEMENT SERVICES

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## I. STATEMENT OF WORK

### A. INTENT

The Alameda County Public Works Agency (APWA) is seeking proposals from firms (Proposer) that are interested in providing on-call building inspection & construction management (resident engineering, inspection and materials testing) services for County and Private

Development projects. The ACPWA intends to enter into two (2) contracts with two (2) Consultants for a maximum period of three (3) years for each contract.

This Request for Proposal (RFP) describes the anticipated scope of services, the required Proposer expertise and experience, and the information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification.

ACPWA will evaluate and rank written proposals on the basis of thoroughness, completeness and content, as described in section IV of this RFP: "Form of the Proposal." ACPWA will invite the top six ranked proposals for oral interviews. Final ranking will be based on oral interviews.

### B. SCOPE

In accordance with the circumstances described above, ACPWA seeks a firm or firms to provide the following generally described phases of service:

#### Contract **Project Manager**

The Proposer shall identify a Contract Project Manager to oversee all work for the Proposer and who will act as ACPWA's contact for all communications related to the assigned tasks and be responsible for all management, administration, technical oversight of the tasks and supervision of the Proposer's employees assigned to County work. The Contract Project Manager must provide ACPWA with monthly progress reports describing the status of the task along with any outstanding or unresolved issues. The Contract Project Manager shall, at monthly intervals, provide the County with an accounting of all accrued charges for the Proposer.

### C. BACKGROUND

ACPWA serves a dual role in the delivery of capital improvement projects (CIPs) for the County and the County's Flood Control District (District). The Construction Inspection

Division manages the implementation of these CIPs during construction from project advertisement through construction project acceptance by the County Engineer. The Agency also performs Building Inspection Services for Private

Development within the unincorporated areas of Alameda County. The Agency is seeking two Consultants to augment the staff for the Construction & Development Services Department in providing building inspection & construction management (resident engineering, inspection and materials testing) services for the County's capital improvement projects and permitted private development.

Capital improvement projects that are anticipated but not limited to during the contract period include the following categories.

- \* Site grading and low impact development improvements
- \* Floodwall improvements
- \* Levee improvements
- \* Creek restorations
- \* Channel desilting
- \* Culvert crossing improvements (including boring and jacking) under roadways, freeways and rail tracks
- \* Various flood control facilities/structures rehabilitations
- \* Streetscape Improvements
- \* Sidewalk Construction
- \* Roadway Reconstruction
- \* Bridge Retrofit/Reconstruction

Private Development projects that are anticipated but not limited to during the contract period include the following categories.

- \* Single Family homes
- \* Tract Developments
- \* Plumbing Permits
- \* Mechanical Permits
- \* Electrical Permits

D. BIDDER QUALIFICATIONS

Minimum Qualifications: Proposer and/or their team shall possess all professional licenses, certifications and experience necessary to perform civil engineering building inspection & construction management (resident engineering, inspection and materials testing) services for public agencies in California as specified under this RFP, including but not limited to CASp certification. Furthermore, the Proposer and/or team shall demonstrate the following:

- \* Successful completion of and/or on-going building inspection & construction management contracts with public agencies within the last five (5) years. References (including agency names, project manager, phone number, email address, etc.) shall be provided.
- \* Proposer's specialties related to construction management, inspection, materials testing, dispute resolution, etc.
- \* Proposer's capability of providing sufficient level of staff for on-call building inspection & construction management services.

Each Proposer shall submit resumes of Key Personnel and if applicable subconsultant. This information shall indicate sufficient evidence satisfactory to the ACPWA that the proposed Key Personnel/subconsultant have the qualifications and experience necessary to successfully complete the Scope of Services. For the purposes of this clause, "Key Personnel" is defined as those individuals who are essential to the successful completion and execution of this contract. Key Personnel must be available for the duration of the engagement and may not be substituted without prior written approval by the ACPWA. The ACPWA reserves the right to direct the removal of any individual, including Key Personnel, assigned to this contract.

E. SPECIFIC REQUIREMENTS

Construction **Management Services** (resident engineering, inspection, and materials testing) for Individual Projects

The scope of the Proposer's services for each project assignment may include, but will not necessarily be limited to the following tasks. ACPWA may request the Proposer to:

**Preconstruction Phase:**

- Assist the ACPWA in reviewing bids as requested.
- Confer with the ACPWA to determine inspection standards that will be applied during construction.
- Review contract plans and specifications for constructability, and make recommendations for necessary or desirable changes.
- Participate in pre-construction meetings and take and distribute accurate and complete minutes.

**Construction Phase:**

- Review the contractor's schedule for conformance to the specifications, logic, tasks definition and duration, critical activities, float, submittal review, material procurement, and coordination with other contracts. Review monthly updates including schedule, variance reports, cash flow reports, and material status reports. Attend meetings with the contractor to resolve disputes. Identify the potential for future conflicts, or change orders or claims.
- Review the contractor's procurement schedule and prepare written responses.
- Review, analyze, and respond to all requests for information, change order, and/or extensions of contract time.
- Submit recommendations on construction issues which include considerations of time and budget impacts, possible compensable delays, and possible mitigations.
- Review the contractor's staffing and equipment, and submit written report and recommendations.
- Maintain a daily log of all construction activities, contractors, subcontractors, including visits, meetings, progress, manpower, equipment, weather, delays, and material deliveries.
- Conduct regular meetings with the contractor. Prepare and distribute meeting minutes.
- Coordinate with all necessary regulatory agencies and municipalities involved with the project.
- Maintain a claim file for any issue that may result in ACPWA claim for additional time or costs. The Consultant shall immediately notify the County of all such claims or potential claims. The claim file shall include all correspondence and meeting minutes, and shall include "what if" scenarios, schedule analysis, and recommendations for resolution.
- Maintain a photographic and high definition video record of the site and construction progress.
- Provide estimating services for verifying contractor's requests for extra work, change orders and claims.

- Maintain an independent schedule in order to verify the feasibility of the contractor's schedule.
- Assist the County in resolution of construction conflicts arising from design conflicts, clarifications, or issues, contract coordination, site changes, etc.
- Document and resolve unanticipated field conditions, disputes, and claims in accordance with our Specifications and any applicable laws.
- Assist the ACPWA in analyzing value-engineering proposals submitted during construction.
- Prepare change orders and all associated supporting documentation, including analysis of schedule and budget impacts, and submit with recommendations to the County.
- Assist the ACPWA in processing submittals, test reports, RFIs and other documents for transmittal to the contractor, and maintain records for construction contract.
- Prepare and maintain a master log of contractor's submittals, RFIs and change order requests.
- Monitor and verify the contractor's preparation of record drawings.
- Assist the ACPWA to review and process contractor's monthly progress payments.
- Conduct final inspections and reports on the results. Make recommendations for resolution of disputed items. Assist the ACPWA in the preparation of the final punch list. Review and process Project Close-out documents.
- Perform project close-out including completion and signoff of record drawings.
- Comply with documentation format as required by the County.
- Provide document control services for any revisions to drawings and specifications.
- Provide inspection services necessary to monitor and inspect the methods, workmanship, and materials used by the contractor to assure compliance with the ACPWA's contract documents and all applicable codes, building permit conditions. The ACPWA reserves the right to perform some or all of the inspection.
- Perform materials testing services, including herein as part of Attachment A (a list of the type of tests that the ACPWA is mostly likely to perform). Proposer may submit Proposals even if they cannot perform all tests listed, though ability to perform the tests will be included in the County's evaluation of the Proposer.
- Provide all necessary testing equipment, tools, materials, safety equipment, and cell phones needed for each of the personnel assigned to perform the assigned tests and inspections.

**Building Inspection Services** (inspection and materials testing) for Individual Permitted Projects

The scope of the Proposer's services for each project assignment may include, but will not necessarily be limited to the following tasks. The ACPWA may request the Proposer to:

**Permit Issuance Phase:**

- Assist the ACPWA in reviewing permits as requested.
- Confer with the ACPWA to determine inspection standards that will be applied during construction.
- Review plans and specifications for constructability, and make recommendations for necessary or desirable changes.

**Inspection Phase:**

- Inspects all types of building construction, including commercial, high rise apartments, condominiums, and subdivision tracts for conformity to the Alameda County Building, Electrical, Plumbing, and Mechanical Codes, the Zoning Ordinance, the California Energy Conservation Regulations, and the Alameda County Housing Code. The more varied and complicated construction that Building Inspector II's examine includes:
  - a. Structural framing of heavy timber, concrete, masonry, and steel.
  - b. Retaining walls or foundations with multiple rebar curtains or mats.
  - c. Electrical installations using conduit or wireways.
  - d. Three phase electrical installations or installations where the voltage to ground is in excess of 600 volts.
  - e. Electrical services over 400 amp capacity.
  - f. Heating, ventilation, and air conditioning systems using motors of five horsepower and greater.
  - g. Absorption air conditioning systems and machinery or mechanical equipment rooms.
  - h. Steam and hot water boilers.
  - i. Public or quasi-public swimming pools.
  - j. Gas distribution systems conveying natural gas or LPG at medium or high pressure.
  - k. Drains, waste, and vents for buildings over three stories in height.
  - l. Fire sprinkler systems.
  - m. Commercial cooking equipment, hoods, grease interceptors, and freezers per the California Restaurant Act.
  - n. Installations such as paint spray booths or service stations involving hazardous locations.



- o. Health care facilities.
- p. Places of assembly with occupant loads over 100.
- Reviews and approves building materials and equipment for compliance with the Alameda County Building Codes.
- Consults with Senior Inspectors of other jurisdictions regarding code interpretations and problems of inspections.
- Receives plans, checks for compliance with codes, and approves plans or indicates required corrections.

## II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
Request Issued	April 12, 2017	
Written Questions Due	By EOB p.m. on <b>May 1, 2017</b>	
Networking/Bidders Conference #1	April 25 @ 1 pm	at: ACPWA 951 Turner Court Room 230 A/B/C Hayward, CA 94541
Networking/Bidders Conference #2  *attendance at one of the networking/bidders conference is mandatory	April 27 @ 1 pm	at: ACPWA 951 Turner Court Room 230 A/B/C Hayward, CA 94541
Addendum Issued	May 2 <sup>nd</sup> 2017	
Response Due	May 18, 2017 by 4:00 p.m.	
Evaluation Period	May- June 2017	
Vendor Interviews	June 2017	
Board Letter Recommending Award Issued	June 2017	
Contract Start Date	July 1 2017	

**Note:** Award and start dates are approximate.

### F. NETWORKING / BIDDERS CONFERENCES

1. Networking/bidders conferences will be held to:

- a. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships in order to participate in the contract(s) that may result from this RFP.
  - b. Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
  - c. Provide the ACPWA with an opportunity to receive feedback regarding the project and RFP.
2. All questions will be addressed, and the list of attendees will be included, in an RFP/Q Addendum following the networking/bidders conference(s).

Attendance at one of the networking/bidders conferences is mandatory.

### **III. ACPWA PROCEDURES, TERMS, AND CONDITIONS**

#### **G. EVALUATION CRITERIA / SELECTION COMMITTEE**

All proposals will be evaluated by a County Selection Committee (DSC). The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in the professional services described herein. The DSC will review the submittals and will rank the proposers. The six (6) highest ranked proposers will be invited for an interview in accordance with the evaluation criteria set forth in this RFP/SOQ. The evaluation of the proposals shall be within the sole judgment and discretion of the DSC.

All contacts during the evaluation phase shall be through the Public Works Agency contact only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact and/or influence members of the DSC may result in disqualification of Proposer.

The DSC will evaluate each proposal meeting the qualification requirements set forth in this RFP/SOQ. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP/SOQ.

As a result of this RFP/SOQ, ACPWA intends to interview the six (6) highest ranked proposers. However, County reserves the right to determine the number of interviews it will conduct for this project. Following the interviews, ACPWA will request the highest three (3) ranked proposers to submit a fee proposal. Upon acceptance of a fee proposal and successful contract negotiations ACPWA will recommend a contract be awarded.

Should an agreement not be reached on a fair and reasonable fee with the highest ranked firm, the next highest ranked firm will be requested to submit a fee proposal.

Each of the Evaluation Criteria below will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred fifty (550) points, including the possible fifty (50) points for local and small, local and emerging, or local preference points (maximum 10% of final score).

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of Proposer's proposals. Proposals will be evaluated according to each Evaluation Criteria, and rated on a zero to five-point scale where the range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average / Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
<b>F.1.</b>	<p><u>Completeness of Response:</u> Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p> <p>Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p>	Pass/Fail
<b>F.2.a</b> <b>F.2.a.1</b>	<p><u>Organization and Approach:</u> <u>Roles and Organization of Proposed Team</u></p> <ul style="list-style-type: none"> <li>Proposes adequate and appropriate disciplines of project team</li> <li>Some or all of team members (firms) have previously worked together on similar project (s)</li> <li>Overall organization of the team is relevant to County needs</li> </ul>	Pass/Fail
<b>F.2.a.2</b>	<p><u>Project and Management Approach:</u></p> <ul style="list-style-type: none"> <li>* Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.</li> <li>* Team successfully addresses Site Planning and Programming efforts.</li> <li>* Project team and management approach responds to project issues and County SLEB/Outreach program.</li> <li>* Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.</li> </ul>	
<b>F.2.a.3</b>	<u>Roles of Key Individuals on the Team</u>	25 Points



<b>F.2.d</b>	<u>Litigation History</u> <ul style="list-style-type: none"> <li>• Litigation history, if any, is described</li> <li>• If judgment(s) against Proposer, appropriate explanation provided</li> </ul>	Pass/Fail
<b>F.2e</b>	<u>References:</u> Three references for the lead firm on similar projects are provided	5 Points
<b>G.</b>	<u>Oral Interview</u>  Following evaluation of the written proposals, Proposers receiving the five (5) highest scores will be invited to an oral interview. The scores at that time will not be communicated to Proposers. The oral interview and question/answers by each Proposer shall not exceed sixty (60) minutes in length. The oral interview will consist of a Proposer's interview, followed by standard questions asked of each of the Proposers and specific questions regarding the specific proposal. The proposals may then be re-evaluated and re-scored based on the oral interview.	30 Points

SMALL LOCAL EMERGING BUSINESS PREFERENCE		
	Local Preference: Points equaling five percent (5%) of bidder's total score, for the above Evaluation Criteria, will be added. This will be the bidder's <u>final score</u> for purposes of award evaluation.	Five Percent (5%)
	Small and Local or Emerging and Local Preference: Points equaling five percent (5%) of bidder's total score, for the above Evaluation Criteria, will be added. This will be the bidder's <u>final score</u> for purposes of award evaluation.	Five Percent (5%)

#### H. CONTRACT EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract, which may be awarded to Contractor, the ASC and/or other persons designated by the ACPWA will meet with the Contractor to evaluate the equipment/system and/or services performance and to identify any issues or potential problems.

The ACPWA reserves the right to determine, at its sole discretion, whether:

1. Contractor has complied with all terms of this RFP; and
2. Any problems or potential problems with the proposed the equipment/system and/or services were evidenced which make it unlikely (even with possible modifications) that such equipment/system and/or services have met the ACPWA requirements.

If, as a result of such determination, the ACPWA concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and/or services as contracted for therein, the Contractor will be notified of contract termination effective forty-five (45) days following notice. Contractor shall be responsible for the removal of equipment/system and shall return ACPWA facilities to their pre-installation or original state at no charge to the ACPWA. The ACPWA will have the right to invite the next highest ranked bidder to enter into a contract. The ACPWA also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

#### I. NOTICE OF INTENT TO AWARD

1. At the conclusion of the RFP/SOQ response evaluation process ("Evaluation Process"), all Proposers will be notified in writing of the contract award recommendation. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to Award will provide the following information:

- \* The name of the proposer being recommended for contract award;
  - \* The names of all other proposers; and,
  - \* In summary form, evaluation points for each proposer.
2. Debriefings for unsuccessful proposers may be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror's proposal with the Project Manager.
    - a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful proposer, etc.
    - b. Debriefing may include review of successful proposer's proposal.
  3. The submitted proposals shall be made available upon request no later than five (5) business days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

**J. TERM / TERMINATION / RENEWAL**

1. The term of the contract, which may be awarded pursuant to this RFP, will be three (3) years.
2. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for an additional two-year term at agreed prices with all other terms and conditions remaining the same.

**K. PRICING**

1. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the ACPWA.
3. All prices are to be F.O.B. destination. Any freight/delivery charges are to be included.
4. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and ACPWA only after completion of the initial term.
5. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
6. Federal and State minimum wage laws apply. The ACPWA has no requirements for living wages. The ACPWA is not imposing any additional requirements regarding wages.



7. Prevailing Wages: Pursuant to Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.
8. Department of Industrial Relations Registration: A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless registered and qualified to perform public work pursuant to Section 1725.5. However, for federally-funded projects, it is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

To register with the Department of Industrial Relations, go to :

<https://efiling.dir.ca.gov/PWCR/displayPWCRForm.html>

#### L. AWARD

1. The Evaluation Committee will recommend award to the proposer who, in its opinion, has submitted the proposal that best serves the overall interests of the ACPWA, attains the highest overall point score, submits an acceptable fee proposal upon request and completes successful contract negotiations.
2. The ACPWA reserves the right to reject any or all responses that materially differ from any terms contained herein or from any Exhibits attached hereto and to waive informalities and minor irregularities in responses received.
3. The ACPWA reserves the right to award to a single or multiple contractors.
4. The ACPWA has the right to decline to award this contract for any reason.
5. Board approval to award a contract is required.
6. Proposer shall sign an acceptance of award letter prior to Board approval.

7. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Proposer's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.
8. Small and Emerging Locally Owned Business: The ACPWA is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the ACPWA's purchase of goods and services.

As a result of the ACPWA's commitment to advance the economic opportunities of these businesses, **Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.**

These requirements can be found online at:

<http://acgov.org/auditor/sleb/overview.htm>

For purposes of this bid, applicable industries include, but are not limited to, the following NAICS Code(s): 236220, 236210, 541618, and 541330.

A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the ACPWA as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

9. Final Professional Services Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the Professional Services Agreement template can be found online at:

<http://www.acgov.org/gsa/purchasing/bidContent ftp/rfpDocs/1739 0 ExhibitJAgreement.pdf>

Bidder is expected to abide by all conflict of interest provisions, including Agency's code of ethics

#### M. METHOD OF CONTRACTING

1. A signed Agreement will be issued upon Board approval.
2. Agreement will be faxed, transmitted electronically or mailed and shall be the only authorization for the Contractor to begin work
3. Payments will be issued only in the name of Contractor.

4. Change orders shall be agreed upon by Contractor and County and issued as needed in writing by County.

**N. ACCOUNT MANAGER / SUPPORT STAFF**

1. Contractor shall provide a dedicated competent account manager who shall be responsible for the ACPWA account/contract. The account manager shall receive all orders from the ACPWA and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract which may arise pursuant to this RFP.
2. Contractor shall also provide adequate, competent support staff that shall be able to service the ACPWA during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, products offered and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.
3. Contractor account manager shall be familiar with ACPWA requirements and standards and work with the ACPWA to ensure that established standards are adhered to.
4. Contractor account manager shall keep the ACPWA Specialist informed of requests from departments as required.

**IV. INSTRUCTIONS TO BIDDERS**

**O. ACPWA CONTACTS**

ACPWA is managing the competitive process for this project. All contact during the competitive process is to be through the Alameda County Public Works Agency only.

The evaluation phase of the competitive process shall begin upon receipt of sealed bids until a contract has been awarded. Bidders shall not contact or lobby evaluators during the evaluation process. Attempts by Bidder to contact evaluators may result in disqualification of bidder.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by EOB on May 1st, 2017 to:

Aarti Kumar  
Alameda County Public Works Agency  
951 Turner Court, Room 100  
Hayward, CA 94544  
E-Mail: [aarti@acpwa.org](mailto:aarti@acpwa.org)  
PHONE: (510) 670-6615

The ACPWA and GSA Contracting Opportunities websites will be the official notification posting places of all Requests for Interest, Proposals, Quotes and Addenda. Go to <https://www.acpwa.org/current-contracting-opportunities#professional-services> or [http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) to view current contracting opportunities.

**P. SUBMITTAL OF BIDS**

1. All bids must be SEALED and must be received at the Alameda County Public Works Agency BY 4:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.

Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Procurement & Support Services department's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bids are to be addressed and delivered as follows:

Building Inspection and Construction Management Services  
RFP No. LAN2017354  
Alameda County Public Works Agency  
Construction and Development Services Department  
951 Turner Court, Room 100  
Hayward, CA 94544

**Bidder's name, return address, and the RFP number and title must also appear on the mailing package.**

3. Bidders are to submit one (1) original hardcopy bid (Exhibit A – Bid Response Packet, including additional required documentation), with original ink signatures, plus four (4) copies of their proposal. Original proposal is to be clearly marked “ORIGINAL” with copies to be marked “COPY”. All submittals should be printed on plain white paper, and must be either loose leaf or in a 3-ring binder (**NOT** bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the proposal.

Bidders **must** also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an **exact** scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.

4. BIDDERS SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE ACPWA A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER ACPWA-PROVIDED DOCUMENT.
5. No email (electronic) or facsimile bids will be considered.
6. All costs required for the preparation and submission of a bid shall be borne by Bidder.
7. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
8. All other information regarding the bid responses will be held as confidential until such time as the ACPWA Selection Committee has completed its evaluation, an recommended award has been made by the ACPWA Selection Committee , and the contract has been fully negotiated with the recommended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five (5) calendar days before the recommendation to award and enter into contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, will receive mailed recommendation to award/non-award notification(s), which will

include the name of the bidder to be recommended for award of this project. In addition, award information will be posted on the ACPWA "Contracting Opportunities" website, mentioned above.

9. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.
10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
11. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), ACPWA will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
12. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
13. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
14. It is understood that ACPWA reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of one hundred eighty (180) days, unless otherwise specified in the Bid Documents.

#### **Q. RESPONSE FORMAT**

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.

2. In order for bids to be considered complete, Bidder **must** provide responses to all information requested, including standard Form 330, which replaces the old SF Forms 254 and 255. Also, see Exhibit A – Bid Response Packet.
3. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. ACPWA may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. ACPWA shall not be liable in any way for disclosure of any such records. Please refer to the County's website at:

<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>

for more information regarding Proprietary and Confidential Information policies.

#### R. RESPONSE CONTENT/SUBMITTALS

1. Proposal responses must be signed in ink. The signatures of all persons required under the applicable organizational documents in order to bind the Proposer must be on the proposal response. Provide applicable signature documentation pursuant to Contractor's organizational structure verifying the authority of the person signing the proposal response to commit to its Proposal on behalf of the Contractor.
2. Proposal response shall include the following information:
  - a. Organization and Approach
    1. Describe the roles and organization of your proposed team for this on-call services contract. Indicate the composition and number of project staff, facilities available and experience of your firm/team as it relates to this contract.
    2. Describe your project and management approach. Provide a detailed description of how the team, including all sub-consultants, will be managed and the scope of work provided by each firm to respond to the on-call services contract.
    3. Describe the roles of key individuals on the team, including roles of individuals in each sub-consultant firm. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing firm. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of service, and should be committed to stay with the project for the duration of the contract.

b. Litigation

Indicate if your firm was involved with any litigation in connection with your prior projects. If yes, briefly describe the nature of the litigation and the result.

S. PROPOSAL PROTEST/APPEALS PROCESS

The ACPWA prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the ACPWA.

1. Any Proposal protest by any Bidder regarding any other Proposal must be submitted in writing to the Alameda County Public Works Agency Deputy Director, Construction and Development Service, Alameda County Public Works Agency, 951 Turner Ct., Hayward CA 94545 before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award, not the date received by the Proposer. A Proposal protest received after 5:00 p.m. is considered received as of the next business day.
  - a. The Proposal protest must contain a complete statement of the reasons and facts for the protest.
  - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
  - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
  - d. The County Agency/Department will transmit a copy of the bid protest to all bidders as soon as possible after receipt of the protest.
2. Upon receipt of written protest, Public Works Agency Director, or designee will review and evaluate the protest and issue a written decision. The Public Works Agency Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Proposer and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the Board hearing date.

The decision will be communicated by e-mail, fax, or US Postal Service mail, and will inform the proposer whether or not the recommendation to the Board of Supervisors in the Notice of Intent to Award is going to change. A copy of the decision will be



furnished to all Proposers affected by the decision. As used in this paragraph, a Proposer is affected by the decision on a Proposal protest if a decision on the protest could have resulted in the Proposer not being the apparent successful Proposer on the RFP.

3. The decision of the Public Works Agency Director on the Proposal protest may be appealed to the Auditor-Controller's Office of Contract Compliance and Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502. The Proposer whose Proposal is the subject of the protest, all Proposers affected by the Public Works Agency Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the Public Works Agency Director's decision. All appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five (5) business days following the issuance of the decision by the Public Works Agency Director, not the date received by the Proposer. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by the Public Works Agency Director shall not be considered under any circumstances by the Public Works Agency or the Auditor-Controller OCCR.
  - a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
  - b. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP/RFQ or, where appropriate, County contracting policies or other laws and regulations.
  - c. The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by the Public Works Agency Director. As such, a Proposer is prohibited from stating new grounds for a Proposal protest in its appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by the Public Works Agency Director or department designee, and will determine whether to uphold or overturn the protest decision.
  - d. The Auditor's Office may overturn the results of a Proposal process for ethical violations by PWA staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive process, regardless of timing or the contents of a proposal protest.
  - e. The decision of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCCR will be furnished to the protestor, the Proposer whose Proposal is the subject of the Proposal protest, and all Proposers affected by the decision.
4. The County will complete the Proposal protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisor.

5. The procedures and time limits set forth in this paragraph are mandatory and are each Proposer's sole and exclusive remedy in the event of Proposal Protest. A Proposer's failure to timely complete both the Proposal protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Proposal protest, including filing a Government Code Claim or legal proceedings.



# EXHIBIT A

## BID RESPONSE PACKET

### RFP No. LAN2017354 – Building Inspection and Construction Management Services

To: The Alameda County Public Works Agency

From: \_\_\_\_\_  
(Official Name of Bidder)

- AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE (1) ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS FOUR (4) COPIES AND ONE (1) ELECTRONIC COPY OF THE BID IN PDF (with OCR preferred)
- ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER MUST STILL BE SUBMITTED AS PART OF A COMPLETE BID RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED “N/A”
- BIDDERS SHALL NOT SUBMIT TO THE ACPWA A RE-TYPED, WORD-PROCESSED, OR
- OTHERWISE RECREATED VERSION OF EXHIBIT A – BID RESPONSE PACKET OR ANY OTHER ACPWA-PROVIDED DOCUMENT
- ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID
- BIDDER MUST QUOTE PRICE(S) AS SPECIFIED IN RFP.
- BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE BID PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR BIDS REJECTED IN TOTAL
- IF BIDDERS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, INCLUDING THOSE TO THE COUNTY SLEB POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A – BID RESPONSE PACKET IN ORDER FOR THE BID RESPONSE TO BE CONSIDERED COMPLETE

## BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, the RFP, Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of RFP No. LAN2017 354– Building Inspection and Construction Management.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the ACPWA Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to ACPWA, and agrees that its Bid, if accepted by ACPWA, will be the basis for the Bidder to enter into a contract with ACPWA in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the ACPWA's website:
  - **Debarment / Suspension Policy**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>]
  - **Iran Contracting Act (ICA) of 2010**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>]
  - **General Environmental Requirements**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm>]
  - **Small Local Emerging Business Program**  
[<http://acgov.org/auditor/sleb/overview.htm>]
  - **First Source**  
[<http://acgov.org/auditor/sleb/sourceprogram.htm>]
  - **Online Contract Compliance System**  
[<http://acgov.org/auditor/sleb/elation.htm>]
  - **General Requirements**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>]
  - **Proprietary and Confidential Information**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>]
6. The undersigned acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.

7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the ACPWA based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the ACPWA shall hold the County of Alameda, its officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bid Response Packet, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the ACPWA, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.
10. The undersigned acknowledges **ONE** of the following (please check only one box):
- ☐ Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
- ☐ Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the SLEB PARTNERING INFORMATION SHEET); **OR**
- ☐ Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:
- Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and

Proof of six (6) months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Official Name of Bidder: \_\_\_\_\_

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Webpage: \_\_\_\_\_

Type of Entity / Organizational Structure (check one):

☐ Corporation

☐ Joint Venture

☐ Limited Liability Partnership

☐ Partnership

☐ Limited Liability Corporation

☐ Non-Profit / Church

☐ Other: \_\_\_\_\_

Jurisdiction of Organization Structure: \_\_\_\_\_

Date of Organization Structure: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Primary Contact Information:

Name / Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Name and Title of Signer: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

## REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Table of Contents, Letter of Transmittal, Key Personnel, etc.).

- ☐ 1. **Table of Contents:** Bid responses shall include a table of contents listing the individual sections of the proposal/quotation and their corresponding page numbers. Tabs should separate each of the individual sections.
- ☐ 2. **Letter of Transmittal:** Bid responses shall include a description of Bidder's capabilities and approach in providing its services to the ACPWA, and provide a brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to the ACPWA. This synopsis should not exceed three (3) pages in length and should be easily understood.
- 3. **Exhibit A – Bid Response Packet:** Every bidder must fill out and submit the complete Exhibit A – Bid Response Packet.
- ☐ (a) **Bidder Information and Acceptance:**
  - (1) Every Bidder must select one choice under Item 10 of page 3 of Exhibit A and must fill out, submit a signed page 4 of Exhibit A.
- ☐ (b) **SLEB Partnering Information Sheet:**
  - (1) Every bidder must fill out and submit a signed SLEB Partnering Information Sheet, indicating their SLEB certification status. If bidder is not certified, the name, identification information, and goods/services to be provided by the named CERTIFIED SLEB partner(s) with whom the bidder will subcontract to meet the County SLEB participation requirement must be stated. Any CERTIFIED SLEB subcontractor(s) named, the Exhibit must be signed by the CERTIFIED SLEB(s) according to the instructions. All named SLEB subcontractor(s) must be certified by the time of bid submittal.
- ☐ (c) **References:**
  - (1) Bidders must use the templates on pages 33-34 of this Exhibit A – Bid Response Packet to provide references.
  - (2) Bidders are to provide a list of three (3) current and three (3) former clients. References must be satisfactory as deemed solely by ACPWA. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.
    - Bidders must verify the contact information for all references provided is current and valid.

- Bidders are strongly encouraged to notify all references that the ACPWA may be contacting them to obtain a reference.

☐

- (3) The ACPWA may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The ACPWA reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.

☐

**(d) Exceptions, Clarifications, Amendments:**

- (1) This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template on page # of this Exhibit A – Bid Response Packet.
- (2) **THE ACPWA IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.**

☐

4. **Key Personnel:** Bid responses shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to ACPWA staff and all key personnel who will provide maintenance and support services. For each person on the list, the following information shall be included:

- (a) The person's relationship with Bidder, including job title and years of employment with Bidder;
- (b) The role that the person will play in connection with the RFP;
- (c) Address, telephone, fax numbers, and e-mail address;
- (d) Person's educational background; and
- (e) Person's relevant experience, certifications, and/or merits.

☐

5. **Description of the Proposed Equipment/System:** Bid response shall include a description of the proposed equipment/system, as it will be finally configured during the term of the contract. The description shall specify how the proposed equipment/system will meet or exceed the requirements of the ACPWA and shall explain any advantages that this proposed equipment/system would have over other possible equipment/systems. The description shall include any disadvantages or limitations that the ACPWA should be aware of in evaluating the RFP. Finally, the description shall describe all product warranties provided by Bidder.

☐

6. **Description of the Proposed Services:** Bid response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder's and ACPWA personnel involved, and the number of hours scheduled for such personnel. The description shall identify spare or replacement parts that will be required in performing maintenance



services, the anticipated location(s) of such spare parts, and how quickly such parts shall be available for repairs. Finally, the description must: (1) specify how the services in the bid response will meet or exceed the requirements of the ACPWA; (2) explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the ACPWA; and (3) identify any limitations or restrictions of Bidder in providing the services that the ACPWA should be aware of in evaluating its Response to this RFP.

- ☐ 7. **Implementation Plan and Schedule:** The bid response shall include an implementation plan and schedule. The plan for implementing the proposed equipment/system and services shall include a ACPWA Acceptance Test Plan (ATP). In addition, the plan shall include a detailed schedule indicating how Bidder will ensure adherence to the timetables set forth herein for the final equipment/system and/or services.
- ☐ 8. **Credentials:** Copies of any licenses, certifications, or other third party verification of credentials stated as BIDDER QUALIFICATIONS in the RFP must be submitted with the bid response; Documents must be clearly identified as to which requirement they are responsive.

## SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET

### RFP No. LAN2017354– – Building Inspection and Construction Management

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all bidders must complete this form as required below.

Bidders not meeting the definition of a SLEB (<http://acgov.org/auditor/sleb/overview.htm>) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/>).

☐ BIDDER IS A CERTIFIED SLEB (sign at bottom of page)

SLEB BIDDER Business Name: \_\_\_\_\_

SLEB Certification #: \_\_\_\_\_ SLEB Certification Expiration Date: \_\_\_\_\_

NAICS Codes Included in Certification: \_\_\_\_\_

☐ BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT \_\_\_\_% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES: \_\_\_\_\_

SLEB Subcontractor Business Name: \_\_\_\_\_

SLEB Certification #: \_\_\_\_\_ SLEB Certification Expiration Date: \_\_\_\_\_

SLEB Certification Status: ☐ Small / ☐ Emerging

NAICS Codes Included in Certification: \_\_\_\_\_

SLEB Subcontractor Principal Name: \_\_\_\_\_

SLEB Subcontractor Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon award, prime Contractor and all SLEB subcontractors** that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Printed Name/Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CURRENT REFERENCES

### RFP No. LAN2017354 – Building Inspection and Construction Management

**Bidder Name:** \_\_\_\_\_

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	



## FORMER REFERENCES

### RFP No. LAN2017354 – Building and Construction Management

**Bidder Name:** \_\_\_\_\_

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	



## EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

### RFP No. LAN2017354 – Building Inspection and Construction Management

**Bidder Name:** \_\_\_\_\_

List below requests for clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and submit with your bid response.

The ACPWA is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.

Reference to:			Description
Page No.	Section	Item No.	
p. 23	D	1.c.	<i>Vendor takes exception to...</i>

\*Print additional pages as necessary

## EXHIBIT B

# INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing Exhibit A – Bid Packet, the bidder agrees to meet the minimum insurance requirements stated in the RFP, prior to award. This documentation must be provided to the ACPWA, prior to award, and shall include an insurance certificate and additional insured certificate, naming the Alameda County Public Works Agency, which meets the minimum insurance requirements, as stated in this Exhibit B – Insurance Requirements.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP:

**\*\*\* SEE NEXT PAGE FOR ACPWA OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS \*\*\***

## **COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS**

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements.

<b>TYPE OF INSURANCE COVERAGES</b>		<b>MINIMUM LIMITS</b>
<b>A</b>	<b>Commercial General Liability</b> Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability; Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
<b>B</b>	<b>Commercial or Business Automobile Liability</b> All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
<b>D</b>	<b>Professional Liability/Errors &amp; Omissions</b> Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
<b>E</b>	<p><b><u>Endorsements and Conditions:</u></b></p> <ol style="list-style-type: none"> <li><b>ADDITIONAL INSURED:</b> All insurance required above with the exception of Professional Liability, Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, Alameda District Flood Control and Conservation District, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.</li> <li><b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.</li> <li><b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.</li> <li><b>INSURER FINANCIAL RATING:</b> Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.</li> <li><b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.</li> <li><b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> <li>Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above.</li> <li>Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured".</li> </ul> </li> <li><b>CANCELLATION OF INSURANCE:</b> All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation.</li> <li><b>CERTIFICATE OF INSURANCE:</b> Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance</li> </ol>	

# EXHIBIT C

## STANDARD FORM 330

### ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157

Expires: 12/31/2006

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

#### GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

#### INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this

form. Be as concise as possible and provide only the information requested by the agency.

#### DEFINITIONS

**Architect-Engineer Services:** Defined in FAR 2.101.

**Branch Office:** A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

**Discipline:** Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Firm:** Defined in FAR 36.102.

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

#### SPECIFIC INSTRUCTIONS

##### Part I - Contract-Specific Qualifications

###### Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.
2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.
3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

###### Section B. Architect-Engineer Point of Contact

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

###### Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch



offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

#### Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

#### Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.
13. Role in This Contract. Self-explanatory.
14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).
15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.
16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the County of Columbia according to FAR Part 36.
18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.
19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

#### Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.
21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.
- 23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 23c. Point of Contract Telephone Number. Self-explanatory.
24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.
25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

#### Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.
28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative

31. & 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

**SAMPLE ENTRIES FOR SECTION G (MATRIX)**

26. NAMES OF KEY  
PERSONNEL  
(From Section E,  
Block 12)

27. ROLE IN THIS  
CONTRACT  
(From Section E,  
Block 13)

28. EXAMPLE PROJECTS LISTED IN SECTION F  
Fill in "Example Projects Key" section below  
before completing table. Place "X" under project  
key number for participation in same or similar role.

		1	2	3	4	5	6	7	8	9	10						
Jane A. Smith	Chief Architect					X		X									
Joseph B. Williams	Chief Mech. Engineer					X	X	X	X								
Tara C. Donovan	Chief Elec. Engineer					X	X		X								

**29. EXAMPLE PROJECTS KEY**

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	N O.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

## Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective

and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

## List of Disciplines (Function Codes)

Code	Description	Code
01	Acoustical Engineer	32
02	Hydraulic Engineer	33
03	Administrative Hydrographic Surveyor	34
04	Aerial Photographer	35
05	Hydrologist	36
06	Aeronautical Engineer	37
07	Industrial Engineer	38
08	Archeologist	39
09	Industrial Hygienist	40
10	Architect	41
11	Interior Designer	42
12	Biologist	43
13	Land Surveyor	44
14	CADD Technician	45
15	Landscape Architect	46
16	Cartographer	47
17	Materials Engineer	48
18	Chemical Engineer	49
19	Materials Handling Engineer	50
20	Chemist	51
21	Mechanical Engineer	52
22	Civil Engineer	53
23	Mining Engineer	54
24	Communications Engineer	55
25	Oceanographer	56
26	Computer Programmer	57
27	Photo Interpreter	58
28	Construction Inspector	59
29	Photogrammetrist	60
30	Construction Manager	
31	Planner: Urban/Regional	
32	Corrosion Engineer	
33	Project Manager	
34	Cost Engineer/Estimator	
35	Remote Sensing Specialist	
36	Ecologist	
37	Risk Assessor	
38	Economist	
39	Safety/Occupational Health Engineer	
40	Electrical Engineer	
41	Sanitary Engineer	
42	Electronics Engineer	
43	Scheduler	
44	Environmental Engineer	
45	Security Specialist	
46	Environmental Scientist	
47	Soils Engineer	
48	Fire Protection Engineer	
49	Specifications Writer	
50	Forensic Engineer	
51	Structural Engineer	
52	Foundation/Geotechnical Engineer	
53	Technician/Analyst	
54	Geodetic Surveyor	
55	Toxicologist	
56	Geographic Information System Specialist	
57	Transportation Engineer	

30	Geologist	61
	Value Engineer	
31	Health Facility Planner	62
	Water Resources Engineer	

## List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E09	Environmental Impact Studies, Assessments or Statements
A02	Aerial Photography; Airborne Data and Imagery	E10	Environmental and natural Resource Mapping
A03	Agricultural Development; Grain Storage; Farm Mechanization	E11	Environmental Planning
A04	Air Pollution Control	E12	Environmental Remediation
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E13	Environmental Testing and Analysis
A06	Airports; Terminals and Hangars; Freight Handling	F01	Fallout Shelters; Blast-Resistant Design
A07	Arctic Facilities	F02	Field Houses; Gyms; Stadiums
A08	Animal Facilities	F03	Fire Protection
A09	Anti-Terrorism/Force Protection	F04	Fisheries; Fish Ladders
A10	Asbestos Abatement	F05	Forensic Engineering
A11	Auditoriums and Theaters	F06	Forestry and Forest Products
A12	Automation; Controls; Instrumentation	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
B01	Barracks; Dormitories	G02	Gas Systems ( <i>Propane; Natural, Etc.</i> )
B02	Bridges	G03	Geodetic Surveying: Ground and Airborne
C01	Cartography	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C02	Cemeteries ( <i>Planning and Relocation</i> )	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C03	Charting; Nautical and Aeronautical	G06	Graphic Design
C04	Chemical Processing and Storage	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C05	Child Care/Development Facilities	H02	Hazardous Materials Handling and Storage
C06	Churches; Chapels	H03	Hazardous, Toxic, Radioactive Waste Remediation
C07	Coastal Engineering	H04	Heating; Ventilating; Air Conditioning
C08	Codes; Standards; Ordinances	H05	Health Systems Planning
C09	Cold Storage; Refrigeration and Fast Freeze	H06	High-rise; Air-Rights-Type Buildings
C10	Commercial Building ( <i>Low Rise</i> ); Shopping Centers	H07	Highways; Streets; Airfield Paving; Parking Lots
C11	Community Facilities	H08	Historical Preservation
C12	Communications Systems; TV; Microwave	H09	Hospital and Medical Facilities
C13	Computer Facilities; Computer Service	H10	Hotels; Motels
C14	Conservation and Resource Management	H11	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )
C15	Construction Management	H12	Hydraulics and Pneumatics
C16	Construction Surveying	H13	Hydrographic Surveying
C17	Corrosion Control; Cathodic Protection Electrolysis	I01	Industrial Buildings; Manufacturing Plants
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	I02	Industrial Processes; Quality Control
C19	Cryogenic Facilities	I03	Industrial Waste Treatment
D01	Dams ( <i>Concrete; Arch</i> )	I04	Intelligent Transportation Systems
D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees Collection and Analysis	I05	Interior Design; Space Planning
D03	Desalinization ( <i>Process and Facilities</i> )	I06	Irrigation; Drainage
D04	Design-Build - Preparation of Requests for Proposals	J01	Judicial and Courtroom Facilities
D05	Digital Elevation and Terrain Model Development	L01	Laboratories; Medical Research Facilities
D06	Digital Orthophotography	L02	Land Surveying
D07	Dining Halls; Clubs; Restaurants	L03	Landscape Architecture
D08	Dredging Studies and Design	L04	Libraries; Museums; Galleries
E01	Ecological and Archeological Investigations	L05	Lighting ( <i>Interior; Display; Theater, Etc.</i> )
E02	Educational Facilities; Classrooms	L06	Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )
E03	Electrical Studies and Design	M01	Mapping Location/Addressing Systems
E04	Electronics	M02	Materials Handling Systems; Conveyors; Sorters
E05	Elevators; Escalators; People-Movers	M03	Metallurgy
E06	Embassies and Chanceries	M04	Microclimatology; Tropical Engineering
E07	Energy Conservation; New Energy Sources		
E08	Engineering Economics		

M05	Military Design Standards	R11	Rivers; Canals; Waterways; Flood Control
M06	Mining and Mineralogy	R12	Roofing
M07	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	S01	Safety Engineering; Accident Studies; OSHA Studies
M08	Modular systems Design; Pre-Fabricated Structures or Components	S02	Security Systems; Intruder and Smoke Detection
N01	Naval Architecture; Off-Shore Platforms	S03	Seismic Designs and Studies
N02	Navigation Structures; Locks	S04	Sewage Collection, Treatment and Disposal
N03	Nuclear Facilities; Nuclear Shielding	S05	Soils and Geologic Studies; Foundations
O01	Office Buildings; Industrial Parks	S06	Solar Energy Utilization
O02	Oceanographic Engineering	S07	Solid Wastes; Incineration; Landfill
O03	Ordnance; Munitions; Special Weapons	S08	Special Environments; Clean Rooms, Etc.
P01	Petroleum Exploration; Refining	S09	Structural Design; Special Structures
P02	Petroleum and Fuel ( <i>Storage and Distribution</i> )	S10	Surveying; Platting; Mapping; Flood Plain Studies
P03	Photogrammetry	S11	Sustainable Design
P04	Pipelines ( <i>Cross-Country - Liquid and Gas</i> )	S12	Swimming Pools
P05	Planning ( <i>Community, Regional, Areawide and State</i> )	S13	Storm Water Handling and Facilities
P06	Planning ( <i>Site, Installation and Project</i> )	T01	Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
P07	Plumbing and Piping Design	T02	Testing and Inspection Services
P08	Prisons and Correctional Facilities	T03	Traffic and Transportation Engineering
P09	Product, Machine Equipment Design	T04	Topographic Surveying and Mapping
P10	Pneumatic Structures, Air-Support Buildings	T05	Towers ( <i>Self-Supporting and Guyed Systems</i> )
P11	Postal Facilities	T06	Tunnels and Subways
P12	Power Generation, Transmission, Distribution	U01	Unexploded Ordnance Remediation
P13	Public Safety Facilities	U02	Urban renewals; Community Development
R01	Radar; Sonar; Radio and Radar Telescopes	U03	Utilities ( <i>Gas and Steam</i> )
R02	Radio Frequency Systems and Shieldings	V01	Value Analysis; Life-Cycle Costing
R03	Railroad; Rapid Transit	W01	Warehouse and Depots
R04	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )	W02	Water Resources; Hydrology; Ground Water
R05	Refrigeration Plants/Systems	W03	Water Supply; Treatment and Distribution
R06	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )	W04	Wind Tunnels; Research/Testing Facilities Design
R07	Remote Sensing	Z01	Zoning; Land Use Studies
R08	Research Facilities		
R09	Resources Recovery; Recycling		
R10	Risk Analysis		



# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*):
2. PUBLIC NOTICE DATE:
3. SOLICITATION OR PROJECT NUMBER:

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### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE:
5. NAME OF FIRM:
6. TELEPHONE NUMBER:
7. FAX NUMBER:
8. E-MAIL ADDRESS:

---

### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

- 
- 9a. PRIME (CHECK HERE):
  - 9a. JOINT-VENTURE PARTNER (CHECK HERE):
  - 9a. SUBCONTRACTOR (CHECK HERE):
  - 9a. FIRM NAME:
  - 9a. IF BRANCH OFFICE CHECK HERE:
  - 10a. ADDRESS
  - 11a. ROLE IN THIS CONTRACT
- 
- 9b. PRIME (CHECK HERE):
  - 9b. JOINT-VENTURE PARTNER (CHECK HERE):
  - 9b. SUBCONTRACTOR (CHECK HERE):
  - 9b. FIRM NAME:
  - 9b. IF BRANCH OFFICE CHECK HERE:
  - 10b. ADDRESS
  - 11b. ROLE IN THIS CONTRACT
- 
- 9c. PRIME (CHECK HERE):
  - 9c. JOINT-VENTURE PARTNER (CHECK HERE):
  - 9c. SUBCONTRACTOR (CHECK HERE):
  - 9c. FIRM NAME:
  - 9c. IF BRANCH OFFICE CHECK HERE:
  - 10c. ADDRESS
  - 11c. ROLE IN THIS CONTRACT
- 
- 9d. PRIME (CHECK HERE):
  - 9d. JOINT-VENTURE PARTNER (CHECK HERE):
  - 9d. SUBCONTRACTOR (CHECK HERE):

9d. FIRM NAME:

9d. IF BRANCH OFFICE CHECK HERE:

10d. ADDRESS

11d. ROLE IN THIS CONTRACT

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9e. PRIME (CHECK HERE):

9e. JOINT-VENTURE PARTNER (CHECK HERE):

9e. SUBCONTRACTOR (CHECK HERE):

9e. FIRM NAME:

9e. IF BRANCH OFFICE CHECK HERE:

10e. ADDRESS

11e. ROLE IN THIS CONTRACT

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9f. PRIME (CHECK HERE):

9f. JOINT-VENTURE PARTNER (CHECK HERE):

9f. SUBCONTRACTOR (CHECK HERE):

9f. FIRM NAME:

9f. IF BRANCH OFFICE CHECK HERE:

10f. ADDRESS

11f. ROLE IN THIS CONTRACT

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**D. ORGANIZATIONAL CHART OF PROPOSED TEAM** *(Attached; check here)*

---

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
*(Complete one Section E for each key person.)*

12. NAME:

13. ROLE IN THIS CONTRACT:

14a. YEARS EXPERIENCE - TOTAL:

14b. YEARS EXPERIENCE - WITH CURRENT FIRM:

15. FIRM NAME AND LOCATION *(City and State)*:

16. EDUCATION *(DEGREE AND SPECIALIZATION)*:

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*:

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*:

---

19a(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:

19a(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19a(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:

19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

---

19b(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:

19b(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19b(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:

19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:

19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

---

19c(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*):

19c(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19c(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):

19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE:

19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

---

19d(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*):

19d(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19d(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):

19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE:

19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

---

19e(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*):

19e(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19e(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):

19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE:

19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

---

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S  
QUALIFICATIONS FOR THIS CONTRACT**  
(*Present as many projects as requested by the agency, or 10 projects, if not specified.  
Complete one Section F for each project.*)

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20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION (*City and State*):
22. YEAR COMPLETED - PROFESSIONAL SERVICES:
- a. YEAR COMPLETED – CONSTRUCTION (*If applicable*):
- 23a. PROJECT OWNER'S INFORMATION – PROJECT OWNER:
- 23b. PROJECT OWNER'S INFORMATION – POINT OF CONTACT NAME:
- 23c. PROJECT OWNER'S INFORMATION – POINT OF CONTACT TELEPHONE NUMBER:
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):
25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION ( <i>City and State</i> )	(3) ROLE

### G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

29. EXAMPLE PROJECTS KEY			
NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

**H. ADDITIONAL INFORMATION**

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED:

**I. AUTHORIZED REPRESENTATIVE**  
**The foregoing is a statement of facts.**

31. SIGNATURE OF AUTHORIZED REPRESENTATIVE:
32. DATE SIGNED:
33. NAME AND TITLE OF SIGNER:

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

1. SOLICITATION NUMBER (If any):
- 2a. FIRM (OR BRANCH OFFICE) NAME:
- 2b. FIRM (OR BRANCH OFFICE) STREET:
- 2c. FIRM (OR BRANCH OFFICE) CITY:
- 2d. FIRM (OR BRANCH OFFICE) STATE:
- 2e. FIRM (OR BRANCH OFFICE) ZIP CODE:
3. YEAR ESTABLISHED:
4. DUNS NUMBER:
- 5a. OWNERSHIP - TYPE:
- 5b. OWNERSHIP - SMALL BUSINESS STATUS:
- 6a. POINT OF CONTACT NAME AND TITLE:
- 6b. POINT OF CONTACT TELEPHONE NUMBER:
- 6c. POINT OF CONTACT E-MAIL ADDRESS:
7. NAME OF FIRM (If block 2a is a branch office):

8a. FORMER FIRM NAME(S) (If any)	8b. YR. ESTABLISHED	8c. DUNS NUMBER

### 9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c(1). No. of Employees - Firm	c(2). No. of Employees - Branch
	Other Employee		

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index

