

SAN DIEGO CONVENTION CENTER CORPORATION

REQUEST FOR PROPOSALS FOR PRO SHOP REMODEL DESIGN AND CONSTRUCTION RFP #23-1024

Issue Date: May 24, 2023

Optional Pre-Bid Site Walk: June 1, 2023 at 10:00 a.m. local time

Pre-Bid Question Deadline: June 7, 2023 at 5:00 p.m. local time

Bid Deadline: June 19, 2023 at 5:00 p.m. local time
San Diego Convention Center Corporation
Procurement Department
Send bids to: alyssa.farnsworth@visitsandiego.com

Procurement Contact: Alyssa Farnsworth
Procurement Analyst
E-Mail: alyssa.farnsworth@visitsandiego.com
Phone: (619) 838-9374

Description: The San Diego Convention Center Corporation (Corporation) is seeking proposals from qualified contractors to provide engineering, design, and construction services to redesign and remodel the Pro Shop level at the San Diego Convention Center (Center) per current California Building Code (CBC) and San Diego Municipal Code requirements to meet ongoing facility needs. For full details of the scope of work, see Section 3 – Scope of Work.

Exhibits incorporated in this RFP:

- Exhibit A – Sample Contract

Drawings of the San Diego Convention Center’s Pro Shop will be provided upon request by e-mailing Alyssa Farnsworth at: alyssa.farnsworth@visitsandiego.com. Any addendum or exhibit that is issued for this RFP can be found at: [RFP 23-1024: Pro Shop Remodel Design and Construction](#)

Written questions regarding the substance of the RFP must be submitted via e-mail to the procurement contact listed above no later than the Pre-Bid Question Deadline indicated above. E-mailed Bids are due prior to the Bid Deadline indicated above and must be delivered to alyssa.farnsworth@visitsandiego.com. Late bids will not be accepted – NO EXCEPTIONS.

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Section 1 – Proposal Process Timeline

Event	Location	Date(s)	Time (PT)
Bid Issue	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	May 24, 2023	5:00 p.m.
Optional Pre-Bid Site Walk	111 West Harbor Drive, San Diego, CA 92101	June 1, 2023	10:00 a.m.
Deadline for Pre-Bid Inquires	E-mail: alyssa.farnsworth@visitsandiego.com	June 7, 2023	5:00 p.m.
Responses to Inquires Posted	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	June 12, 2023	5:00 p.m.
Bid Deadline	E-mail Proposals to: alyssa.farnsworth@visitsandiego.com	June 19, 2023	5:00 p.m.
Bid Evaluation	Contractor will be notified by e-mail	June 20, 2023 – June 23, 2023	TBD
Shortlist Interviews	Contractor will be notified by e-mail	June 29, 2023 - June 30, 2023	TBD
Notice of Intent to Award (contingent on approvals)	Contractor will be notified by e-mail	July 7, 2023	TBD
Budget Committee Approval	Internal approval process	Mid-July, 2023	TBD
Board of Directors Approval	Internal approval process	Mid-July, 2023	TBD
Anticipated Award Date	Contractor will be notified by e-mail	Late July, 2023	TBD

Section 2 – Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to the Request for Proposal (RFP) must be made only through the Procurement Contact noted on the cover of this RFP, or their designee. A violation of this provision is cause for the Corporation to reject a company's bid. No contact regarding this document with other Corporation employees is permitted and may be grounds for disqualification.
2. **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and for completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Corporation. If a Bidder finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Procurement Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing to the Procurement Contact before the Pre-Bid Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
3. **PRE-BID MEETING:** A pre-bid site walk is optional for consideration. Please e-mail alyssa.farnsworth@visitsandiego.com to confirm attendance and obtain directions for the meeting location.
4. **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Bid Deadline at the discretion of the Corporation. It is the Bidder's responsibility to periodically check the Corporation's website at <https://visitsandiego.com/work-with-us/vendors/current-opportunities> until the posted Bid Deadline to obtain any issued addenda.
5. **BID SUBMISSION:** Submit offer on the Bid Form provided. Bidders are required to complete the entire Bid Form and supplements (if applicable).
 - a. Bids must be submitted to the Procurement Department, San Diego Convention Center Corporation, by e-mail to alyssa.farnsworth@visitsandiego.com, before the date and time indicated as the deadline. It is each Bidder's sole responsibility to ensure the Procurement Department receives the bid prior to the Bid Deadline.
 - b. Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposal (RFP) and that the Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - c. All costs incurred in the preparation and presentation of the bid is the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the bid will become the property of the Corporation.
 - d. Bids must be held firm for a minimum of 60 days.
6. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Scope of Work in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the Corporation will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
7. **DUPLICATE BIDS:** No more than one (1) bid from any Bidder, including its subsidiaries, affiliated companies, and franchises will be considered by the Corporation. In the event multiple bids are

submitted in violation of this provision, the Corporation will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.

- 8. REJECTION:** The Corporation reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Director of Procurement and Contracts that the best interest of the Corporation will be served by doing so. A Bidder's failure to provide any additional information requested by the Corporation prior to a contractor selection may result in rejection of the bid. The Corporation may reject any bid from any person, firm, or corporation in arrears or in default to the Corporation on any contract, debt, or other obligation, or if the Bidder is debarred by the Corporation from consideration for a contract award.

The Corporation reserves the right to reject all nonconforming, nonresponsive, unbalanced, or conditional Bids. Discrepancies in the multiplication of unit prices and unit prices themselves will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

- 9. PROCUREMENT POLICY:** Procurement for the Corporation will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Corporation.

- 10. NON-DISCRIMINATION:** Corporation will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Bidder must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The Bidder must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.

- 11. BIDDER EVALUATION:** The Bid will be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following criteria:

- a. **Cost – 35%**
- b. **Project Schedule & Methodology – 15%**
- c. **Comparable Projects (similar size & complexity) – 15%**
- d. **Company Resume – 10%**
- e. **Shortlist Interview – 10%**
- f. **Safety Record – 10%**
- g. **Terms & Conditions and Proposal Completion- 5%**

- 12. CONTRACT AWARD:** The Corporation reserves the right to award by item, group of items, or total bid. The Bidder to whom the award is made will be notified at the earliest possible date. After a final award of the Contract by the Corporation, the Contractor must execute and perform said Contract. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after receipt of Contract, then the Corporation may recommend the award to the next qualified Bidder.

- 13. DISQUALIFICATION OF BIDDERS:** Any one or more of the following causes may be considered for the disqualification of a Bidder as non-responsible and the rejection of the Bid:

- a. Evidence of collusion among Bidders;
- b. Lack of competency as revealed by either financial, experience, or safety statements;
- c. Lack of responsibility as shown by past work;
- d. Uncompleted work under other contracts which in the judgment of the Corporation, might hinder or prevent the prompt completion of additional work if needed.

14. DISCUSSIONS: Discussions may be conducted with responsible Bidders, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Bidders who submit bids determined to be reasonably susceptible of being elected for award, but bids may be accepted without such discussions.

Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder shall reduce any substantial oral clarification of a bid in writing.

15. PREVAILING WAGE COMPLIANCE: The Contractor shall be fully knowledgeable of and shall comply with the provisions of the Labor Code applicable to the Work, including the general prevailing wage rate requirements, apprenticeship requirements, and requirements for subcontracts as applicable. Corporation public works projects are subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR) in accordance with Labor Code Section 1771.4(a)(1). As part of this program, contractors and subcontractors on public works projects are required to be registered with DIR in accordance with Labor Code Section 1725.5.

16. COMMITMENT TO USE A SKILLED AND TRAINED WORKFORCE: Per Public Contract Code Section 2600 et seq., the Bidder shall not be prequalified and/or shortlisted unless the entity provides an enforceable commitment to the Corporation that the Bidder and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an Apprenticeship Occupation in the building and construction trades.

The Bidder, by submitting its Bid to the Corporation, agrees that if selected, it and its subcontractors at every tier will comply with the requirements of Public Contract Code Section 2602(a) and that the Bidder will provide the Corporation with evidence, on a monthly basis while the project or contract is being performed, that the Bidder and its subcontractors are complying with the requirements of Public Contract Code Section 2602(a).

17. SUBCONTRACTORS: The successful Bidder must identify all subcontractor(s) regardless of the dollar amount or percentage and the services they will provide. The successful Bidder is responsible for all payments and liabilities of all subcontractor(s). Corporation reserves the right to approve or reject any proposed subcontractor. If the Corporation rejects any proposed subcontractor, the successful Bidder shall be responsible to assume the proposed subcontractor’s responsibilities. The successful Bidder may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract.

Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between subcontractor and the Corporation. The Contract will not be assignable to any other business entity without the Corporation’s approval.

18. INSURANCE REQUIREMENTS: At all times during the term of the contract, the Contractor shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$2,000,000.00
B. Each Employee-disease	\$2,000,000.00
C. Policy Aggregate-disease	\$2,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$2,000,000.00
4. Business Auto Liability	\$2,000,000.00

San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents, and employees of each of these three entities shall be named as additional insured.

- 19. PAYMENT BOND:** Contractor shall provide a Payment Bond for one hundred percent (100%) of the Contract total, to satisfy claims of material supplier and of mechanics and laborers employed performing the Work. The bond shall be maintained by the Contractor in full force and effect until the Work is accepted by the Corporation and until all claims for materials and labor are paid, and shall otherwise comply with applicable government codes. This bond must be executed and delivered to Corporation prior to commencement of work.
- 20. BID BOND:** Contractor shall provide a Bid Bond, Certified Check, or Cashier’s Check payable to Corporation in the amount of ten percent (10%) of the bid total prior to bid closing. The check or bond shall be held by Corporation as a guarantee that the Bidder, if awarded the contract, will execute the necessary contract and furnish the required performance and payment bonds. Failure to provide physical copies of the bid security by the bid deadline shall cause the bid to be rejected and deemed non-responsive.
- 21. PERFORMANCE BOND:** Contractor shall provide a Performance Bond for one hundred percent (100%) of the contract total to guarantee faithful performance of all work, within the time prescribed, in a manner satisfactory to the Corporation, and that all materials and workmanship will be free from original or developed defects. This bond must be executed and delivered to Corporation prior to commencement of work.
- 22. DISCLOSURE OF CONTENTS:** All information provided in the bid shall be held in confidence and shall not be revealed or discussed with competitors or the general public, until after award of the contract except as provided by law or court decision. Bidders must make no other distribution of the bids other than authorized by this RFP. A Bidder who shares cost information contained in its bid with other Corporation personnel or competing Bidder’s personnel shall be subject to disqualification.
- 23. PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
- 24. CONTRACT COMMENCEMENT:** Commencement of a contract shall not begin prior to all necessary Corporation approvals, including Corporation’s Board of Directors approval where required, and subsequent execution of the Corporation’s Contract. Commencement of a contract without these approvals is solely at the Bidder’s own risk and is likely to result in no payment for services performed or goods received.
- 25. CHANGE ORDERS:** In the event Corporation determines to change the SOW to either delete or add work to be performed by Contractor or the materials to be provided for the SOW, Contractor shall prepare a change order. Corporation shall have the right to approve or disapprove the change order. Change orders submitted by Contractor shall not exceed a markup percentage of Ten Percent (10%).

26. CONTRACTOR REQUIREMENTS:

Requirement Type	Required For This Project
1. Contractors State License Board (CSLB) License	Yes
Appropriate License Classification(s)	B - General Building
2. Registration with Department of Industrial Relations (DIR) as a Public Works Contractor	Yes
3. California Prevailing Wage	Yes
4. Bid Bond	Yes
5. Performance Bond	Yes
6. Payment Bond	Yes

Section 3 – Scope of Work

Pro Shop Remodel Design and Construction

- 1.0 OVERVIEW:** The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified contractors (“Contractor”) to provide engineering, design, and construction services to redesign and remodel the Pro Shop level at the San Diego Convention Center (Center) per current California Building Code (CBC) and San Diego Municipal Code requirements to meet ongoing facility needs. This generally includes any site visits necessary to accomplish the task of creating mock drawings, providing a complete design package with multiple stakeholder input, submitting plans to obtain required City of San Diego permits, and renovating the space per the agreed-upon drawings.
- 2.0 SCOPE OF WORK:** Contractor shall provide all necessary labor, supervision, equipment, materials, tools, transportation, insurance, and other incidentals to perform the below services. The scope shall include the design and construction of at least 8 offices and additional cubicles that may house an approximate total of 15 people.
- 3.0 DESIGN AND ENGINEERING SERVICES:** Contractor shall provide engineering and design services that include but are not limited to providing an equipment inventory, drawings, cost estimates, permitting, construction, and engineering support. Contractor is responsible for field verifying all quantities, dimensions, conditions and variables of all existing infrastructure and equipment. All designs and recommendations shall incorporate the below items at a minimum.
- 3.1 Pro Shop Office Redesign:** Contractor shall complete design and engineering services necessary to complete a redesign of the Pro Shop office. These requirements include the following tasks:
- Design electrical, plumbing, mechanical/HVAC, structural, fire/life safety redesigns as required to meet San Diego development services requirements and current California Building Code, and any other requirements as necessary to obtain a San Diego building permit.
 - Provide inventory of equipment to be purchased, or a construction materials inventory, with all approvals of equipment and materials orders to be provided by the Corporation.
- 3.2 Preliminary Systems Survey:** Contractor shall initially survey existing systems to identify which items may be reutilized during the redesign of the Pro Shop. This survey and subsequent data shall include the following:
- An inventory of existing infrastructure with capabilities and functionality.
- 3.3 Design Drawings:** Contractor shall provide architectural, mechanical, electrical, plumbing, structural, and fire safety drawings with a schedule for all new infrastructure and equipment while utilizing existing infrastructure that can be re-utilized with approval of Corporation Project Manager. At a minimum, the contractor shall provide the below items:
- All drawings stamped by a licensed Professional Engineer as required to meet City of San Diego building permit requirements, and other safety and life safety requirements.
 - An inventory of equipment designed to meet current building code requirements for the new space.
 - An estimate on lead times for planning purposes.
 - A cost estimate for new equipment.
 - Architectural drawings shall include the following:
 - Life safety drawings, fire safety plan, including egress paths and emergency egress requirements, capacity allowances, or any other fire safety items necessary to meet current NFPA requirements and City of San Diego building submittal requirements.

- Flooring schedules, Window Schedules, Door Schedules, Wall schedules, and Lighting schedules.
- Office Layout with furniture schedules.
- Office Bathroom and locker room layout with bathroom and locker room fixtures and schedules.

3.4 Permitting: Contractor shall apply for, obtain, and maintain requirements for all permits necessary to legally complete construction of all in scope work in the local jurisdiction, including a City of San Diego Development Services Building permit. If any other permits are required by the local, state, or federal jurisdictions, then the Contractor shall apply, obtain, and maintain for any additional permits as well.

3.5 Post-Construction Services: Contractor shall provide the following post-construction services.

- Verify that the construction has occurred to design with a scheduled walkthrough with Corporation Project Manager and any other corporation representatives that wish to attend.
- Provide comprehensive architectural, mechanical, electrical, plumbing, structural, and fire safety as-built drawings after construction is completed, and punch list items have been addressed.

3.6 Demolition Plan: Contractor shall provide a demolition plan that details which items can be demolished and removed from site to complete the scope. The demolition plan shall include the below items.

- All obsolete water or sewage lines, drainage lines, walls, flooring, windows, doors, ceiling tiles, mechanical infrastructure, fire infrastructure, electrical infrastructure, mechanical equipment, or any other equipment or related infrastructure that will no longer be necessary that exists at the Pro-Shop levels as part of this scope.
- Any other existing abandoned lines, equipment, walls, or infrastructure that have yet to be removed on previous projects.
- An inventory of all existing equipment and infrastructure to remain.

The Demolition plan shall be approved by the Corporation Project Manager prior to starting construction.

3.7 Engineering Support: Contractor shall provide construction design and engineering support for mechanical, electrical, plumbing to assist with equipment installation, drawing clarifications, field design changes, and implementation of final design.

4.0 CONSTRUCTION AND DEMOLITION SERVICES: Contractor shall provide construction services that include but are not limited to providing all tools, equipment, materials, and labor to remodel the Pro Shop as designed.

Construction services shall include the following:

- Erecting of walls.
- Installation of any mechanical, plumbing, sewer, structural, fire safety, and electrical related infrastructure or equipment as mentioned in the design drawings.
- Installation of all office related doors, windows, furniture, lightings.
- Installation of all architectural related items, including floor coverings, ceiling tiles, wall coverings, doors, windows, office furniture.

Demolition Services shall include removal from site of all walls, structures, windows, doors, electrical infrastructure, furniture, mechanical infrastructure, fire related infrastructure or equipment, data or

phone infrastructure if obsolete, and all other equipment mentioned on the demolition plan as approved by The Corporation Project Manager.

Contractor shall provide for all trash receptacles, dumpsters, and transportation away from the site for all construction debris and demolition materials, unless otherwise approved by Corporation Project Manager.

5.0 MEETINGS: Contractor shall schedule and attend meetings as needed without additional cost to Corporation.

- Project Initiation Meeting: review responsibilities, personnel assignments, project schedule, site requirements, safety practices, and other items.
- Project Design planning meetings to incorporate Corporation needs into design phase and after cost basis analysis is completed.
- Weekly Meetings: Contractor shall attend weekly meetings with Corporation personnel to review design and construction progress, issues identified, and other topics as needed.
- Review Meetings: conducted as part of ongoing review process at the following design completion milestones for all design drawings: 25%, 50%, 75%, 100%.
- Project Design Closeout Meeting: held at the completion of the project to review 100% completion design and plans for permit submittal.
- Construction Kick-Off Meeting: delegate responsibilities between design team and construction team in addition to SDCCC personnel, discuss project schedule and deliverables.
- Construction Completion Meeting: confirm punch list items are finalized, construction is completed per drawings and permits.

6.0 WASTE MANAGEMENT AND RECYCLING: Contractor may utilize Corporation's onsite dumpsters and n recycling bins throughout the duration of the project. Contractor shall make every effort to refrain from disposing the debris into the landfill and recycle items to the maximum extent possible. Waste shall be removed often as necessary to ensure debris and resulting dirt/dust particles are minimized. The construction site shall be kept clean and maintained daily.

Recycling and waste bin areas are to be kept neat and clean and clearly marked to avoid contamination of materials. Hazardous wastes shall be separated, stored, and disposed of according to local regulations.

7.0 SCHEDULE & HOURS OF WORK: Corporation maintains a high occupancy facility where work must be performed around event activity. As a result, Contractor will need to coordinate with Corporation for available working days.

Corporation working hours are 7:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Contractor must complete the drawings, permitting, and construction work between August 1, 2023 and March 31, 2024, or as scheduled by Corporation

8.0 PROJECT MANAGEMENT: Contractor shall determine the needed labor to meet Corporation's schedule and coordinate with Corporation site contact prior to any site visits.

Contractor shall prepare and submit to Corporation, for their review and approval, an estimated construction schedule for the Pro Shop Remodel project. The schedule shall be in a Gantt Chart format including the projected start and finish dates, critical path and non-critical activities, and predecessor relationships. All date estimates must account for potential delays related to Corporation event activity, additional permit approvals, and unanticipated construction delays.

- 9.0 PARKING AND STORAGE:** Contractor may not store excess materials, tools, equipment, or debris at Corporation’s site without prior written authorization from Corporation personnel. Any materials or equipment stored at the San Diego Convention Center is at Contractor’s own risk. Loading and unloading of materials at a designated loading dock shall be scheduled with Corporation personnel. Parking will be available on a first come first serve basis. Contractor vehicles are allowed to park without a fee during the term of the project as directed and approved by Corporation’s personnel. However, availability is not always guaranteed. If parking is not available, Contractor will be subject to parking fees.
- 10.0 CORPORATION EQUIPMENT:** Contractor may use Corporation owned scissor lifts, boom lifts, and forklifts during the project, subject to availability. Contractor personnel are required to sign a liability waiver before use of Corporation equipment. In the event Contractor utilizes Corporation’s equipment, Contractor must submit copies of equipment certification for applicable personnel prior to use.
- 11.0 CODE COMPLIANCE AND SAFETY:** While onsite, Contractor personnel must agree to adhere to Corporation Safety Program and wear applicable PPE (personal protective equipment) such as gloves, eye protection, knee pads, and follow guidance/safety practices in accordance with all applicable OSHA and manufacturer regulations and requirements. All visits to the San Diego Convention Center must be pre-arranged and coordinated with Corporation personnel before arriving onsite. Contractor personnel are required to wear a Corporation-issued badge at all times to gain access throughout the building.
- 12.0 WARRANTY:** Contractor shall provide a one-year (1) year warranty for workmanship and materials provided by Contractor.
- 13.0 MILESTONE PAYMENT SCHEDULE:** The Contractor shall be paid for the work, minus 5% retention, upon the completion of the following milestones. Any out-of-contract services shall be billed at predetermined rates on a monthly basis.

Completion of Drawings	Percentage
25% Completion of Drawings	25%
100% Completion of Drawings and Submittal for all permits	25%
Construction and Demolition Activities Completed	25%
Final Acceptance of Post Construction Services	25%
Total	100%

Section 4 – Bid Form to Follow

Section 4 – Bid Form

Failure to complete this form in its entirety may result in your Bid being deemed non-responsive.

BIDDER:

Legal Business Name _____

Other Entity Name(s) (if applicable) _____

CSLB License Number _____

DIR Public Works Contractor Number _____

Primary Contact Name _____

Primary Contact Position _____

Primary Contact Phone Number _____

Primary Contact E-mail _____

BID: Provide pricing below for design/drawings, permit submittals, demolition, construction, and warranty. Pricing is inclusive of taxes and all overhead costs.

Design/Drawings: _____

Permit Submittals: _____

Demolition: _____

New Construction: _____

Warranty: _____

Total: _____

ADD ALTERNATE: Provide alternate pricing below for an earlier construction completion of December 31, 2023. Add alternate pricing is inclusive of taxes and all overhead costs.

Adder Total: _____

The price(s) proposed herein can be discounted by _____%, if payment is made within _____ days.

Note: Unless a Prompt Payment Discount is specified above, a Net 30 will be considered.

COMPANY RESUME: (attach with Bid Form)

Submit a company resume that includes:

- Statement of Experience – Briefly describe the background and capabilities of your company.
- Key Personnel Resumes – Provide resumes of the key personnel who will be assigned to the project and onsite (Project Manager, Superintendent, Foreman, Laborer, etc.).

PROJECT SCHEDULE & METHODOLOGY: (attach with Bid Form) Submit a proposed schedule that identifies all tasks and deliverables to be performed, durations for each task, and milestones. Include a detailed summary on how your company plans to accomplish the project tasks.

SAFETY RECORD: (attach with Bid Form)

Submit company OSHA Form 300A and Experience Modification Rate (EMR) from 2020, 2021, and 2022.

TERMS AND CONDITIONS: (attach with Bid Form)

The awarded bidder shall be subject to the terms and conditions outlined in Exhibit A – Sample Contract. Submit any proposed redlines from Exhibit A – Sample Contract.

EXCLUSIONS AND CLARIFICATIONS:

List any exclusions and/or clarifications (use additional sheets of paper as needed): _____

COMPARABLE PROJECTS: Provide five (5) comparable projects similar in size and complexity:

(use additional sheets of paper as needed)

1. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Are Different Values, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

2. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

3. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

4. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

5. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

TO: CORPORATION

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

BIDDER QUALIFICATION STATEMENT:

The following statements of experience, personnel, and general qualifications of the Bidder are submitted with the assurance that the Corporation can rely on its accuracy and truthfulness.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Instruction, Scope of Work, Bid Form, all Exhibits thereto, and all contents of this document, together with any written addenda issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addenda: _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that: 1) the Bidder is in compliance with any applicable ethics provisions of the Corporation's RFP, and 2) if awarded a contract to provide the goods or services required in the RFP, the Bidder will comply with the Corporation's standards outlined in this RFP.

NON-COLLUSION:

The undersigned, by submission of this Bid Form, hereby declares that this Bid is made without collusion with any other person, firm, or corporation.

INSURANCES:

The undersigned further agrees that if awarded the Contract, it will submit to the Corporation any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

FROM:

Respondent's Name: _____

Title: _____

Signature: _____

Business Ownership Declaration

For Statistical Purpose Only. Required by the City of San Diego.

Company Information

Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Ownership Classification

*Includes Individuals, Sole Proprietorships, Partnerships, LLC's and Corporations

Women owned Business (WBE – SWBE) – 51% ownership and active management

Minority Owned Business (MBE – SMBE) – 51% ownership and active management

Disadvantaged Business (DBE): a for-profit small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged as defined in Code of Federal Regulations Title 49 part 26. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Disabled Veteran Business Enterprise (DVBE)

Small Business Enterprise (SBE)

Small Local Business Enterprise (SLBE)

None Apply

Certifications

Yes No Ownership Classification has been certified by a city, federal, state or private agency.

Certifying Agency: _____ Certification Date: _____

Certifying Agency: _____ Certification Date: _____

Ethnicity

*Required – select one.

African American

Asian

Caucasian

Hispanic

Filipino

Native American

Pacific Islander

Other: _____

DESIGNATION OF SUBCONTRACTORS FORM

A contractor or subcontractor shall not be qualified to quote, bid, propose on, be listed in a quote, 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 currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code.

Contractor acknowledges that this project is a public works project as set forth in Labor Code § 1720, et seq. and certifies that all workers employed in the execution of the contract will be paid the correct prevailing wages. The San Diego Convention Center Corporation has obtained from the Director of the Department of Industrial Relations, general prevailing wage determinations for the locality in which the work is to be performed. Copies of such wages are on file at SDCCC and available for inspection to any interested party upon request. The determinations are also available from the Department of Industrial Relations on the internet at <http://www.dir.ca.gov/DLSR/PWD/index.htm>.

Contractor acknowledges that certain stipulations are required to be included in the Contract by Labor Code §1720, et seq., certifies that it is knowledgeable of these requirements, and agrees to be bound by the required provisions. These include, but are not limited to, maintaining accurate payroll records, verifying and certifying payroll records, and making them available to SDCCC for inspection. Contractor shall require its subcontractors to comply with section 1776 of the Labor Code and is responsible for ensuring its subcontractors submit certified payroll records to SDCCC, weekly. Lien Releases from the Contractor and subcontractors will be required for payment of invoices.

If a worker is paid less than the prevailing wage rate owed for a calendar day or portion of a day, Contractor agrees in accordance with Labor Code § 1775 to pay the worker the difference between the prevailing wage rate and the amount actually paid. If apprentices are employed on the project, the contractor shall be responsible for ensuring compliance with Labor Code § 1777.5. The Contractor shall be responsible for any penalties levied in accordance with Labor Code § 1812 for failing to pay required overtime wages.

DESIGNATION OF SUBCONTRACTORS				
DESCRIPTION OF WORK <small>(Indicate if work includes only a portion of the quote, bid, or proposed item. If subcontractor(s) will not be used then indicate "no subcontractor".</small>	BUSINESS NAME AND ADDRESS	% OF TOTAL CONTRACT	LICENSE #	DIR #

Solicitation/RFP Title or PO # _____

Contractor Name _____ DIR# _____

Authorized Signature _____ Date _____