

# SAN DIEGO CONVENTION CENTER CORPORATION

## REQUEST FOR PROPOSALS FOR FIRE AND LIFE SAFETY ENGINEERING SERVICES RFP #24-1031

**Issue Date:** September 19, 2023

**Optional Pre-Bid Site Walk:** September 25, 2023, at 10:00 a.m. local time

**Pre-Bid Question Deadline:** October 3, 2023, at 5:00 p.m. local time

**Responses to Pre-Bid Questions:** October 10, 2023, at 5:00 p.m. local time

**Bid Deadline:** October 17, 2023, at 5:00 p.m. local time  
San Diego Convention Center Corporation  
Procurement Department  
**Send bids to:** [Alyssa.Farnsworth@visitsandiego.com](mailto:Alyssa.Farnsworth@visitsandiego.com)

**Procurement Contact:** Alyssa Farnsworth  
Procurement Analyst  
**Email:** [Alyssa.Farnsworth@visitsandiego.com](mailto:Alyssa.Farnsworth@visitsandiego.com)  
**Phone:** 619-525-5315

**Description:** The San Diego Convention Center Corporation (“Corporation”) is requesting proposals from qualified contractors (“Contractor”) to provide fire and life safety engineering expertise to update the fire and life safety drawings at the San Diego Convention Center (Center) per current California Building Code (CBC), National Fire Protection Agency (NFPA), Office of the State Fire marshal, and City of San Diego standards and requirements to meet ongoing facility needs. For more details on the scope of work, see Section 2 – Scope of Work. Exhibits incorporated in this RFP:

- Exhibit A – Sample Contract
- Exhibit B – Corporation Equipment

Drawings of the San Diego Convention Center will be provided upon request by e-mailing Alyssa Farnsworth at: [alyssa.farnsworth@visitsandiego.com](mailto:alyssa.farnsworth@visitsandiego.com). Any addenda or exhibit issued for this RFP can be viewed at: [RFP 24-1031 fire and life safety engineering](#)

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. Emailed Bids are due prior to the Bid Deadline indicated above and must be delivered to [alyssa.farnsworth@visitsandiego.com](mailto:alyssa.farnsworth@visitsandiego.com). Late bids will not be accepted – NO EXCEPTIONS.

### **PROCUREMENT REQUIREMENTS**

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## Section 1 – 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. **Email [Alyssa.Farnsworth@visitsandiego.com](mailto: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 **email** to [Alyssa.Farnsworth@visitsandiego.com](mailto: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, 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.
9. 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.
10. **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.
11. **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.
12. **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. **Price – 30%**
  - B. **Sample Work Product – 20%**
  - C. **Project Schedule & Methodology – 20%**
  - D. **Comparable Projects (similar size & complexity) – 15%**
  - E. **Company Resume – 10%**
  - F. **Terms and Conditions & Proposal Completion – 5%**
13. **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.
14. **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.
15. **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.

- 16. 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.
- 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.
- 18. 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.
- 19. **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
5. Professional 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.

- 20. **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.
- 21. 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.
- 22. **PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
- 23. **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.
- 24. **LIVING WAGE:** Contractor shall comply with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245).

## Section 2 – Scope of Work

**1.0 FIRE AND LIFE SAFETY ENGINEERING SERVICES:** The San Diego Convention Center Corporation (“Corporation”) is requesting proposals from qualified contractors (“Contractor”) to provide fire and life safety engineering expertise to update the fire and life safety drawings at the San Diego Convention Center (Center) per current California Building Code (CBC), National Fire Protection Agency (NFPA), Office of the State Fire marshal, and City of San Diego standards and requirements to meet ongoing facility needs.

Contractor shall provide all necessary labor, supervision, equipment, materials, tools, transportation, insurance, and other incidentals to perform the below services.

Contractor shall provide engineering and design services that include but are not limited to providing an updated life safety and exit egress drawings, fire life safety recommendations, creating an emergency action plan, creating a fire prevention plan, and providing an evaluation for building capacity analysis with a method that is approved by the City of San Diego Fire Marshal. All plans and capacity analyses shall be submitted to the City of San Diego Fire Marshal by the Contractor as required to update any plans, drawings, or building capacities.

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.

**1.1 Life Safety Drawings:** Contractor shall complete life safety design and engineering services necessary to update all San Diego Life Safety drawings to current usage, to current standards, and the latest version of NFPA 101. These requirements include the following tasks:

- Review and inventory all current life safety drawings that are owned by the Corporation, including drawings that are only available in hard copy. All drawings may not all be available in digital format and may be available only in hard copy format.
- Complete a field verification survey of all areas, routes, items, and equipment mentioned on the life safety drawings.
- Update all life safety drawings to current standards, and redesign exit/egress routes to meet current building needs and standards.
- Utilize existing designs for fire and life safety related drawings as appropriate to meet current standards and requirements, and as approved by Corporation Project Manager.
- Create a floor plan of every floor indicating the existing path from each room and floor with common path of travel distances and maximum travel distance identified, as required by code.
- Label all rooms to their use within the building and identify occupancy classifications as appropriate.
- Incorporate a Smoke Compartment Plan to identify smoke compartments and smoke barriers and note all existing fire-rated barriers, smoke-rated barriers on a new drawing with fire ratings of each.
- Identify and label hazardous areas as defined by NFPA requirements and Cal/OSHA Title 8 requirements.
- Note all fire resistive walls (fire walls, fire barriers, shaft walls, etc.), location of fire sprinkler risers, fire department connections, and fire alarm control panels.
- Provide recommendations to decommission or modify any fire protection features if applicable/available per code.

- Provide an inventory of any new and impacted equipment or infrastructure as a result of the redesign such as doors, windows, exit signs, fire extinguishers, sprinklers, fire detection systems, or any other fire or life safety items. Complete a separate list for all new fire or life safety items that will need to be purchased to meet requirements.
  - All equipment and materials furnished/installed shall be new and either UL Listed and/or FM approved for their intended use. All items shall be acceptable to the AHJ when such agencies have listings of acceptable equipment.
- Incorporate a legend sheet to identify/describe all symbols, abbreviations, and specialized terminology used throughout drawings.
- Provide as-builts, if any, after construction is completed to incorporate design changes as referenced in the Life Safety Drawings. Drawings shall be submitted in AutoCAD format (2022 version or later) along with two (2) physical print copies. All symbols and line types shall follow NFPA 170- Standard for Fire Safety and Emergency Symbols (2021 edition).

**1.2 Building Capacity Analysis:** Contractor shall provide a building capacity analysis that incorporates current building needs, the fire and life safety drawings, and current California Building Code and local Fire Marshal requirements. No building capacity analysis shall result in a decrease in building capacity. Contractor shall identify solutions to provide for greater building capacity utilizing existing infrastructure. A key plan detailing the type of occupancy, type of construction, and total allowable square footage shall be listed on the drawings.

**1.3 Emergency Action Plan and Fire Prevention Plan:** Contractor shall complete a review and complete an update of the Corporation's Emergency Action Plan and Fire Prevention Plans. All plan updates shall have final approval from the Corporation Project Manager. This includes the below tasks:

- Review and survey all areas, processes, and equipment mentioned in the Emergency Action Plan and Fire Prevention Plan.
- Update the Emergency Action Plan and the Fire Prevention Plan to current Cal/OSHA and California Title 8 requirements while incorporating Corporation processes and procedures.
- Provide recommended date on the next required update on the Emergency Action Plan and Fire Prevention Plan to comply with Cal/OSHA requirements.
- Provide any drawings, procedures, and training materials as necessary to complete the full plan update to Title 8 requirements.
- Provide in each plan how often the plan is required to be re-evaluated, revisited, or updated per Title 8 requirements.
- Ensure Emergency Action Plan contains the minimum requirements as outlined in OSHA 29 CFR 1910.38 and Cal/OSHA Title 8, Subchapter 7, Group 1, Section 3220.
- Ensure Fire Prevention Plan contains the minimum requirements as outlined in OSHA 29 CFR 1910.39 and Cal/OSHA Title 8, Subchapter 7, Group 1, Section 3221.

**1.4 Permitting and Submittals:** Contractor shall apply for, obtain, and maintain requirements for all submittals and permits necessary to complete the scope of work in the local jurisdiction, including the City of San Diego Fire Marshal. 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. Contractor shall apply for Building Capacity Expansion through the City of San Diego Fire Department and obtain official capacity increase based on this expansion.

**1.5 Engineering Support:** Contractor shall provide fire engineering support for any life safety drawings, building capacity analysis, or submittals to obtain approval from the City of San Diego Fire Marshal. This includes any drawing clarifications, field design changes, and implementation of final design.

- 2.0 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.
  - Project Design Closeout Meeting: held at the completion of the project to review 100% completion design and plans for permit submittal.
  - Any other meetings as requested by Corporation Project Manager related to this Scope.
- 3.0 WASTE MANAGEMENT AND RECYCLING:** Contractor may utilize Corporation's onsite dumpsters and 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.
- 4.0 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 work between November 1, 2023 and March 30, 2024, or as scheduled by Corporation.
- 5.0 PROJECT MANAGEMENT:** Contractor shall determine the needed labor to meet Corporation's schedule, and coordinate with Corporation site contact prior to any site visits.
- 6.0 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.
- 7.0 CODE COMPLIANCE AND SAFETY:** While onsite, Contractor personnel shall 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 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.
- 8.0 CORPORATION EQUIPMENT:** Contractor shall have the right to use Corporation ladders, boom lifts, and scissor lifts during the project, subject to availability. A waiver may be required to be signed for use of any Corporation provided equipment. The list of available equipment can be found within Exhibit B – Corporation Equipment.

### Section 3 – 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 your bid below: Project Total is inclusive of all labor, equipment, materials, parking and trip charges, meetings, permit coordination, taxes, and all overhead costs. Includes Scope of Work from Section 2 – Scope of Work 1.0 – 8.0.

Task	Price
Updated Life Safety & Exit Egress Drawings (Scope of work in Section 2 – Scope of Work, Subsection 1.1)	
Building Capacity Analysis (Scope of work in Section 2 – Scope of Work, Subsection 1.2)	
Fire Prevention Plan and Emergency Action Plan (Scope of work in Section 2 – Scope of Work, Subsection 1.3)	
Permitting and Submittals (Scope of Work in Section 2 – Scope of Work, Subsection 1.4)	
Engineering Support (Scope of Work in Section 2 – Scope of Work, Subsection 1.5)	
Other/Miscellaneous Costs	
<b>Project Total</b>	

**EXPEDITED PERMIT ADDER:** \$ \_\_\_\_\_

**PROMPT PAYMENT DISCOUNT:**

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, Engineers, etc.).



**SAMPLE WORK PRODUCT: (attach with Bid Form)**

Submit one (1) sample design prepared for a past customer.

**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.

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