



**REQUEST FOR PROPOSALS
FOR
VAN BUSKIRK COMMUNITY CENTER
GYM FLOOR INSTALLATION
PROJECT NO. OM-22-030**

Issued by:

City of Stockton

Public Works Department, Operations and Maintenance

1465 South Lincoln Street

Stockton, CA 95206

Date Issued: Friday, February 10, 2022

Date Proposals Due: Thursday, March 3, 2022, by 3:00 pm

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) is seeking proposals from qualified flooring installation companies (Contractor) to install a new maple wood gymnasium floor at the Van Buskirk Community Center. The City intends to select a Contractor who is registered and licensed in the State of California, employing qualified staff with demonstrated experience in flooring installation. Proposals will be reviewed and ranked on company experience, staff qualifications, references, cost proposal, supplied warranties and other relevant information. Once negotiated, the City Council will award a Construction Contract to the selected Contractor.

2.0 BACKGROUND INFORMATION

The Van Buskirk Community Center is located at 734 Houston Avenue in south Stockton. Water intrusion into the building has caused the wood gym floor to buckle on multiple occasions. Upon investigation of the subfloor, the City discovered that a moisture barrier was not applied to the concrete foundation. The City has addressed exterior drainage issues to prevent continuous water intrusion into the building and intends to have a moisture barrier applied to the concrete foundation as part of this project. The City seeks proposals from qualified contractors to establish an agreement for flooring removal and installation services that meet the requirements set forth in this Request for Proposals (RFP).

3.0 RFP INFORMATION

3.1 Description

The City is soliciting proposals for Van Buskirk Community Center Gym Floor Installation, Project No. OM-22-030. Selection of a Contractor involves interview and competitive negotiation processes to determine how the prospective Contractor will meet the objectives of the solicitation. Qualified individuals, firms, contractors or entities that meet the requirements set forth in this RFP are encouraged to submit a proposal.

3.2 Tentative Schedule

The following is the tentative schedule for this RFP. Any changes in the scheduled dates for the Job Walk, Deadline for Final Questions or Proposal Submission Deadline will be advertised on BidFlash in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP Release by the City	2/10/2022
Job Walk	2/17/2022
Deadline for Final Questions	2/22/2022

City Responses to Questions	2/24/2022
Proposal Submission Deadline	3/03/2022
Contractor Interviews as Needed	Week of 3/07/2022
Contract Approval and Execution by City Council and City Manager	Late Spring 2022

3.3 Job Walk Registration

The mandatory job walk will take place at the Van Buskirk Community Center, 734 Houston Avenue, Stockton, CA 95206 at 10:00 AM on Thursday, February 17, 2022. Please notify Cristina Pfeffer at (209) 937-8954 or Cristina.Pfeffer@stocktonca.gov, by Wednesday, February 16, 2022, to register for participation in the job walk.

3.4 Selection Process

Contractors that have submitted the best and most complete proposals may be invited to an interview. The number of Contractors invited to an interview may vary depending upon the number of proposals submitted. The Contractor's proposed supervisor(s) of work to be performed may be required to attend.

The City reserves the right to make a selection after review of the proposals without oral interviews; therefore, the proposal should be submitted initially on the most favorable terms that the Contractor might propose.

A Construction Contract will be negotiated with the Contractor considered best meeting the City's need for this project. In the event a mutually satisfactory contract cannot be negotiated with the City's first choice, negotiations may be terminated and commenced with the Contractor considered next best in meeting the City's needs for this particular project.

The selected Contractor will be required to execute a City-prepared contract. The contract may further refine the scope of services and will provide for the terms and conditions of employment.

The award of any contract is expressly contingent upon City Council approval and the availability of funds.

The City reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful Contractor(s).

4.0 SCOPE OF WORK

4.1 Project Description and Site Information

The project includes the removal and replacement of all maple wood flooring and subflooring currently installed in the Van Buskirk Community Center gym, and the application of a moisture barrier to the underlying concrete foundation. This gym floor is primarily used for athletic activities, e.g. basketball, volleyball, etc.

The Contractor must possess, and have readily available in functioning order, all required tools, equipment, apparatus, materials and supplies needed to perform all work necessary to maintain the facility in compliance with standards set by the Public Works Department. All excess materials and equipment in the Contractor's inventory shall be the property and responsibility of the Contractor until such materials or equipment are used in the Van Buskirk Community Center gym.

4.2 Scope of Work

The project will include the following scope of work:

- A. Disconnect and move bleachers.
- B. Tear out and disposal of the existing wood floor and subfloor down to concrete.
- C. Application of moisture barrier on concrete slab to reduce moisture vapor emission rates from 100 percent relative humidity or 25lbs./1000 sq ft/24 hours.
- D. Application of poly sheeting on the slab.
- E. Installation of hardwood floating subfloor system over poly sheeting.
- F. Installation, sanding, and finishing of hardwood gym floor. Use of dust containment system throughout the abrading process.
- G. Stripe gamelines to existing lines and color combinations.
- H. Application of sealer and multi-coat finishing system.
- I. Installation of vented cove base.
- J. Reconnect bleachers.

5.0 CONTRACT ADMINISTRATION

5.1 Term of Service

The term of the Construction Contract shall be effective upon execution and shall remain in full force and effect for a period of ninety (90) days. The City may terminate this Construction Contract at any time if the Contractor fails to perform in accordance with the Scope of Work and terms and conditions of the contract, provided that ten (10) days prior written notice is given to the Contractor.

5.2 Inspection Problem Resolution

The City will regularly inspect the Contractor's work throughout the project. In addition to any warranties provided by the manufacturer of any material or good supplied in furtherance of the project, the Contractor guarantees and warrants all labor and material used in performance of this contract. Upon written notification by the City of any defect in material or workmanship, the Contractor will have ten (10) days to repair or replace any and all defective work. In the event of failure of Contractor to commence and pursue with diligence said repairs or replacements after 10 days written notification, Contractor hereby acknowledges and agrees that the City is authorized to proceed to have the work repaired or replaced at the expense of the Contractor.

5.3 Work Hours

Although the gym is out of service for athletic purposes, there may be alternative programming scheduled inside the facility. The Contractor shall conduct the work at all times in a manner which will not interfere with scheduled recreation programs and/or facility use. The City's Project Manager will coordinate with the Contractor and City staff to ensure the work can be performed properly without any interference from program attendees or staff members.

Work shall commence no sooner than 7:00 am and shall conclude by 5:00 pm.

5.4 Safety

Safety provisions shall conform to Cal-OSHA Safety Orders, and all other applicable federal, state, county and local laws, ordinances, codes and regulations in performing the work under this contract. Where any of these are in conflict, the more stringent requirement shall be followed. The Contractor's failure to thoroughly familiarize itself with the aforementioned safety provisions shall not relieve it from compliance with the obligations and penalties set forth therein.

The Contractor shall develop and maintain for the duration of the contract a safety program that will effectively incorporate and implement all required safety provisions. The Contractor shall appoint an employee who is qualified and authorized to supervise and enforce compliance with the safety program.

5.5 Contractor's Employees

Only Contractor's employees or subcontractors are allowed on City premises where work is being performed. At all times, personnel shall wear uniforms. Contractor's employees and subcontractors shall not smoke tobacco in any City park and within 20 feet of any public building.

5.6 Contract Administrator

During the performance of the contract the City will be represented by the Facilities Manager, (209) 937-5069, and/or Contract Administrator, (209) 937-8954.

6.0 PROJECT GENERAL INFORMATION

6.1 Proposal Submissions

Costs for developing proposals are entirely the responsibility of the Contractor and shall not be chargeable in any way to the City. All materials submitted become the property of the City.

An electronic copy of the proposal shall be submitted no later than **3:00 pm on Thursday, March 3, 2022**, to the following email addresses:

Keegan.Rauzi@stocktonca.gov

Cristina.Pfeffer@stocktonca.gov

The cost proposal must be a separate electronic document labeled "Cost Proposal," with project name and number.

The subject line of the email shall include: **VAN BUSKIRK COMMUNITY CENTER GYM FLOOR INSTALLATION, Project No. OM-22-030**. Late proposals will not be accepted.

6.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the Contractor submitting the highest-ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds for rejection of the proposal.

6.3 Proposal Questions and Requests for Clarification

Any questions or requests for clarification shall be submitted via email to:

Cristina.Pfeffer@stocktonca.gov

Requests for clarification shall be submitted by **Tuesday, February 22, 2022, at 3:00 pm**. If a response warrants an addendum to the RFP, such addendum will be posted on BidFlash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

<http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public Works>

6.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents.
- B. Any attempt to improperly influence any member of the evaluation panel.
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP process will, and shall be, just cause for disqualification of proponent's proposal and considered non-responsive.
- D. A proponent's default in any operation of a professional construction agreement which resulted in termination of that agreement.
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, company, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both, provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.
- G. Any exceptions to the insurance requirements may result in declaring a proposal non-responsive.

6.5 Licensing Requirements

The Contractor must have a current and active C15 – Flooring and Floor Covering license issued by the Contractors State License Board. Any professional certifications or licenses that may be required are the sole cost and responsibility of the successful proposer.

Contractor is not required to have a business license to submit a proposal. The Contractor selected to perform this work must obtain a City of Stockton business license prior to a purchase order being issued and maintain this license throughout the duration of the Contract.

The successful proposer and any subcontractor(s) shall provide copies of all valid licenses and certificates required for performance of the services being bid upon. The copies shall be emailed or delivered to the City of Stockton no later than ten (10) days after the Contractor receives notice of award from the City of Stockton. Current copies of licenses and certificates shall be provided to the City of Stockton within 24 hours of demand at any time during the contract term.

City of Stockton Business License Customer Service can be reached at (209) 937-8313, or business.license@stocktonca.gov.

6.6 Insurance Requirements

The proposer must obtain and maintain the required insurance. Proposer should review Attachment A, Instructions to Proposers, for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc. Failure to comply with the Instructions to Proposers may be grounds for rejection.

6.7 Department of Industrial Relations

Registration with the California Department of Industrial Relations is required for this project. Please refer to the Attachment A, Instructions to Proposers, for registration requirements.

6.8 Start of Work

The selected company shall be expected to begin work within 30 days of contract signing and complete services according to the Scope of Work (Section 4.0).

6.9 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subcontractors.

7.0 REQUIRED PROPOSAL CONTENT

Proposals shall provide straightforward, concise information that satisfies the requirements listed in the sections below. Emphasis should be placed on conformity to the RFP's instructions and requirements, and completeness and clarity of content. The proposal shall be no more than twenty (20) pages, with a minimum font size of 12. Proposer shall submit an electronic copy of the proposal and a separate electronic document with the cost proposal.

Proposals must include responses to the following:

7.1 Introduction

Briefly introduce the proposal, and provide the name of the company, address, email, telephone number and name of the appropriate main contact person. Describe your company and provide a brief statement of qualifications for performing the requested work. Describe any subcontract arrangements or licensing agreements.

7.2 Contact Information of Key Staff Members

Provide contact information for key staff members working on this project.

7.3 Experience and References

Provide references and information for three (3) most recent installation projects for public entities over \$100,000. In lieu of, or in addition to, the proceeding, Contractor may provide references and information for three (3) recent athletic flooring installation projects completed for private entities. Include brief descriptions of the contracts, dates, client names and contact persons' names, addresses and telephone numbers. Public sector references are preferred. No City of Stockton elected or appointed officials, or employees may be provided as a reference for this proposal.

7.4 Proposed Method to Complete the Work

Contractor should submit a proposed method to complete the work, and a list of materials that are intended to be used for the completion of the work.

7.5 Cost Proposal

The cost proposal must be a separate electronic document labeled "Cost Proposal," with company name, project name and project number.

Prices shall include everything necessary for the completion and fulfillment of the Contract, including but not limited to, furnishing all transportation, materials, equipment and all management, supervision and labor. Proposal prices shall include all applicable federal, state and local taxes.

The City will only award a Construction Contract if the cost of the agreement is at or below the approved project funding allotment.

Contractor shall attend the mandatory job walk to inspect the facility and take any measurements prior to submitting a proposal in order to be fully aware of the scope of work required.

The cost proposal must be in the form of an electronic document separate from the proposal.

8.0 PROPOSAL EVALUATION

The Contractor selection process will follow the estimated timeline below:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	February 10, 2022
Pre-Proposal Mandatory Job Walk	February 17, 2022
Written Questions submitted by	February 22, 2022
Response to Written Questions	February 24, 2022
Proposals Due	March 3, 2022
Contractor Interviews	Week of March 7, 2022

8.1 Proposal Scoring Criteria

Proposals will be selected using a “best value” methodology based on the following categories:

- A. Quality of Proposal Content (35 points).** Proposal’s conformity to the RFP’s instructions and requirements, and completeness and clarity of content. Description of company’s qualifications for performing the requested work, and proposed method to complete the work.
- B. Cost Proposal (25 points).** Points will be weighted with regard to the overall price.
- C. Experience with Similar Assignments (20 points).** Previous experience in providing a superior level of work for like-sized public and/or private facilities.
- D. Warranty (15 points).** Concise description of manufacturer provided warranty on materials, and company warranty on labor.
- E. Local Business Preference (5 points).** A maximum of 5 points will be given for local preference in accordance with Stockton Municipal Code Section 3.68.090.

The selection committee will evaluate all proposals. This is a qualifications and cost-based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See Attachment B). Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be opened until after other categories have been evaluated. Local preference will also be a factor, so Stockton companies are encouraged to propose. Also, non-Stockton companies should make an effort to use Stockton subcontractors whenever possible. Points will be weighted based on the amount of work being performed by local subcontractors and/or businesses.

8.2 Negotiations

City staff will begin negotiations with the highest ranked company. If an agreement cannot be reached after a reasonable period of time, as determined by the City, then the City will terminate negotiations with the number one ranked company and negotiations will be opened with the second ranked company. The compensation discussed with one prospective Contractor will not be disclosed or discussed with another Contractor.

The selected Contractor will be expected to enter into a Construction Contract with the City. Proposers should direct their attention to Attachment A, Instructions to Proposers, for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the Council approves the Contract and the City Manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

ATTACHMENTS:

Attachment A – Instructions to Proposers

Attachment B – Evaluation Scoring Sheet