

RFP Title: Grover Beach Courthouse Dry Rot Repair  
RFP Number: *202107-01*

# REQUEST FOR PROPOSALS

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SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN LUIS OBISPO

**REGARDING:**

*Grover Beach Courthouse Dry Rot Repair Project*

**PROPOSALS DUE:**

*Wednesday, August 11, 2021*  
no later than *4:00 p.m.* Pacific time

RFP Title: Grover Beach Courthouse Dry Rot Repair  
RFP Number: *202107-01*

## 1.0 JOB DESCRIPTION

The Court is seeking a contractor to repair dry rot damage at the Grover Beach Courthouse in Grover Beach. This will include repairs to the exterior of the buildings and attached structures.

## 2.0 JOB SCOPE

- 1) Remove and replace all deteriorated siding, any affect studs, trim boards, facia, Z flashing, and windows as needed on the modular structure and courthouse.
- 2) Caulk and paint all new and existing trim, body, and around all windows, doors, and penetrations.
- 3) Replace rotted boards on handicap ramp and railing and repaint and coat with non-slip coating.
- 4) Finish painting to be one coast of primer and two finish coats of an exterior finish paint.
- 5) Remove and dispose of all debris in proposer provided roll-off and remove from site.
- 6) Extent of repair work to be determined via Mandatory pre-proposal job walk and proposer conference.
- 7) Proposer must supply Material Safety Data Sheets (MSDS) for all materials proposed to be used.

## 2.1 PUBLIC WORKS PROJECT

- 1) This project will require compliance with prevailing wage rules.
- 2) Proposers must be registered with the State of California's Department of Industrial Relations (DIR). Proposer must provide DIR registration number with their proposal. (See: RFP Attachment 9)
- 3) Any subcontractors listed on proposal documents must also be registered with the DIR.
- 4) Proposer will be required to post job site notice as prescribed by regulation.
- 5) Final payment may not be made until at least 30 days after submission of required contractor and subcontractor lists have been submitted to DIR.
  - The Court plans, but can make no guarantee, to submit contractor and subcontractor lists at the time of award.
- 6) Additional Information may be found at: <http://www.dir.ca.gov/Public-Works/PublicWorks.html>

### 3.0 TIMELINE FOR THIS RFP

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court. All times are local time (Pacific).

EVENT	DATE
RFP issued	July 13, 2021
<b>MANDATORY</b> Pre-Proposal Job Walk	July 26, 2021 11:45 AM - 12:45 PM
Deadline for questions	August 1, 2021 11:59 PM
Questions and answers posted	August 4, 2021
Specifications Protest deadline	August 6, 2021 4:00 PM
Latest date and time proposal may be submitted	August 11, 2021 4:00 PM
Evaluation of proposals ( <i>estimate only</i> )	August 12-18, 2021
Notice of Intent to Award ( <i>estimate only</i> )	August 19-24, 2021
Negotiations and execution of contract ( <i>estimate only</i> )	August 2021
Contract start date ( <i>estimate only</i> )	September 2021
Contract end date ( <i>estimate only</i> )	October 2021

#### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP and can be found on the Court’s website at: <https://www.slo.courts.ca.gov/gi/contracts.htm>.

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Standard Form Agreement	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Court Standard Form agreement.
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. The Proposer must complete and submit this form with its proposal.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6:	This form contains information the Court requires in order to process payments and must be submitted with the proposal.
Attachment 7: Iran Contracting Act Certification	The Proposer must complete and submit the certification with its proposal.
Attachment 8: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Attachment 9: Public Works – California Labor Code Provisions and Prevailing Wage Certification	These provisions apply to this solicitation. The certification must be completed and included in the Proposal.
Attachment 10: Disabled Veteran Business Enterprise (DVBE) Bidder Declaration	If Proposer wishes to seek the DVBE incentive, Proposer must complete and submit this Declaration.
Attachment 11: DVBE Declaration	If Proposer wishes to seek the DVBE incentive, Proposer must complete and submit this Declaration.

## 5.0 QUESTIONS

- 5.1. The deadline for questions date is shown in section 3 of this document. Questions must be submitted by email to: [slopurchasing@slo.courts.ca.gov](mailto:slopurchasing@slo.courts.ca.gov).
- 5.2. Proposers must include the RFP number in the subject line of the email. Questions and answers will be posted on the date shown in section 3 of this document on the Court's website at: <https://www.slo.courts.ca.gov/gi/contracts.htm>.

## 6.0 PAYMENT INFORMATION

The Court will pay a fixed firm price for all work. Progress payments may be paid on completion and acceptance of finished work in each courtroom. Payments will be subject to a 10% withholding, with full payment made upon completion and acceptance of work in all courtrooms.

## 7.0 PRE-PROPOSAL JOB WALK

The Court will hold a pre-proposal job walk on the date identified in the timeline above. The pre-proposal job walk will be held at the Court's offices at 216 S. 16<sup>th</sup> Street, Grover Beach, CA on the time and date shown in section 3 of this document.

Attendance at the pre-proposal job walk is **MANDATORY**. Each Proposer must be certain to check in at the pre-proposal job walk, as the attendance list will be used to ascertain compliance with this requirement. The Court will reject a proposal from any Proposer who did not attend the pre-proposal job walk.

## 8.0 SUBMISSIONS OF PROPOSALS

- 8.1. Proposals should provide straightforward, concise information that satisfies the requirements of the "Proposal Contents" section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP's instructions and requirements, and completeness and clarity of content.

- 8.2. The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
  - b. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
- 8.3. Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

By mail:

RFP 202107-01  
Attention: Taylor Dacus  
1035 Palm Street - Room **385**  
San Luis Obispo, CA 93408

By hand or certified mail:

RFP 202107-01  
Attention: Taylor Dacus  
1035 Palm Street - Room **355**  
San Luis Obispo, CA

- 8.4. Late proposals will not be accepted.
- 8.5. Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand in a sealed envelope. Proposals may not be transmitted by fax or email.

## 9.0 PROPOSAL CONTENTS

- 9.1. Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive. The Court, in its sole discretion, will determine what constitutes non-responsiveness.
- a. Payee Data Record Form (Attachment 6).
  - b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
  - c. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
  - d. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer.
  - e. Proposed method to complete the work, including:
    - 1) Estimated number of hours to complete project.
    - 2) Number of workers on site for project.
    - 3) Materials needed to complete project.
  - f. Acceptance of the Terms and Conditions.
    - 1) On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification.
    - 2) If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
  - g. Certifications, Attachments, and other requirements.
    - 1) The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
    - 2) The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
    - 3) If Contractor is a California corporation, limited liability company ("LLC"), limited partnership ("LP"), or limited liability partnership ("LLP"), proof.



that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

- 4) Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials.
- 5) The Proposer must complete the Iran Contracting Act Certification (Attachment 7) and submit the completed certification with its proposal.
- 6) The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 8) and submit the completed certification with its proposal.
- 7) Proposer must supply Material Safety Data Sheets (MSDS) for all materials proposed to be used.

9.2. Cost Proposal. The following information must be included in the cost proposal.

- a. A detailed line item budget showing total cost of the proposed services, with labor and material costs listed separately. (Note that all workers must be paid not less than the prevailing rate of per diem wages. See Attachment 9.)
- b. A full explanation of all budget line items in a narrative entitled "Budget Justification."
- c. A "not to exceed" total for all work and expenses payable under the contract, if awarded.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

## 10.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

## 11.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents. The Court will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal. Proposers qualifying for the DVBE incentive (see section 14) will receive 3 additional points. The Court may, at its sole discretion, make multiple awards to the highest-scored proposals.

Criteria	Maximum Points
Quality of work plan submitted	20
Experience on similar assignments	20
Cost	40
Credentials of staff to be assigned to the project	10
Acceptance of the Terms and Conditions	5
Ability to meet timing requirements to complete the project	5
<b>TOTAL:</b>	<b>100</b>

If a contract will be awarded, the Court will post an intent to award notice at:  
<https://www.slo.courts.ca.gov/gi/contracts.htm>

## 12.0 INTERVIEWS

The Court may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Court's offices. The Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Court will notify eligible Proposers regarding interview arrangements.

## 13.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

Proposals are subject to disclosure pursuant to applicable provisions of the California Public Contract Code and rule 10.500 of the California Rules of Court. The Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked "confidential," "proprietary," or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Court's right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be

rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

#### **14.0 DISABLED VETERAN BUSINESS ENTERPRISE (“DVBE”) INCENTIVE**

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for and application of the DVBE incentive is governed by the Court’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Court’s sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer’s proposal. The number of points that will be added is specified in Section 11.0 above.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

If Proposer wishes to seek the DVBE incentive:

- 1) Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 11) Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- 2) Proposer must submit with its proposal a DVBE Declaration (Attachment 11) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. **NOTE:** The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Court may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the Court approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

**FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.**

**15.0 PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is shown in section 3 of this document. Protests must be sent to:

By mail:

RFP 202107-01  
Attention: Protest Officer  
1035 Palm Street - Room **385**  
San Luis Obispo, CA 93408

By hand or certified mail:

RFP 202107-01  
Attention: Protest Officer  
1035 Palm Street - Room **355**  
San Luis Obispo, CA

**16.0 CANCELLATION OF SOLICITATION**

The Court may cancel this solicitation at any time in accordance with the Judicial Branch Contracting Manual (JBCM) 4.4.B, which states in part “Before a Bid Closing Date, the Court (Judicial Branch Entity) may cancel a solicitation for any or no reason. After the Bid Closing Date, all bids may be rejected if the Court determines that:

- The Bids received are not really competitive
- The cost is unreasonable;
- The cost exceeds the amount expected; or
- The Court determines otherwise that awarding the contract is not in the best interest of the Court