



**CITY OF PACIFIC GROVE
Public Works Department**

**Requests for Proposals for
the Fascia, Gutter & Downspout Replacement Project
at the Pacific Grove Community Center**

RFP Issue Date	Monday, January 25, 2021
RFP Due Date	Thursday, February 25, 2021 at 2:00 PM
Contact Person	Joyce Halabi, Deputy Public Works Director (831) 648-5722 x 4201 jhalabi@cityofpacificgrove.org

Introduction

The City of Pacific Grove (City) is soliciting proposals from qualified contractors to remove and replace the fascia, gutter, and downspouts at the Pacific Grove Community Center. The Community Center owned and operated by the City and is located at 515 Junipero Avenue, Pacific Grove, CA 93950.

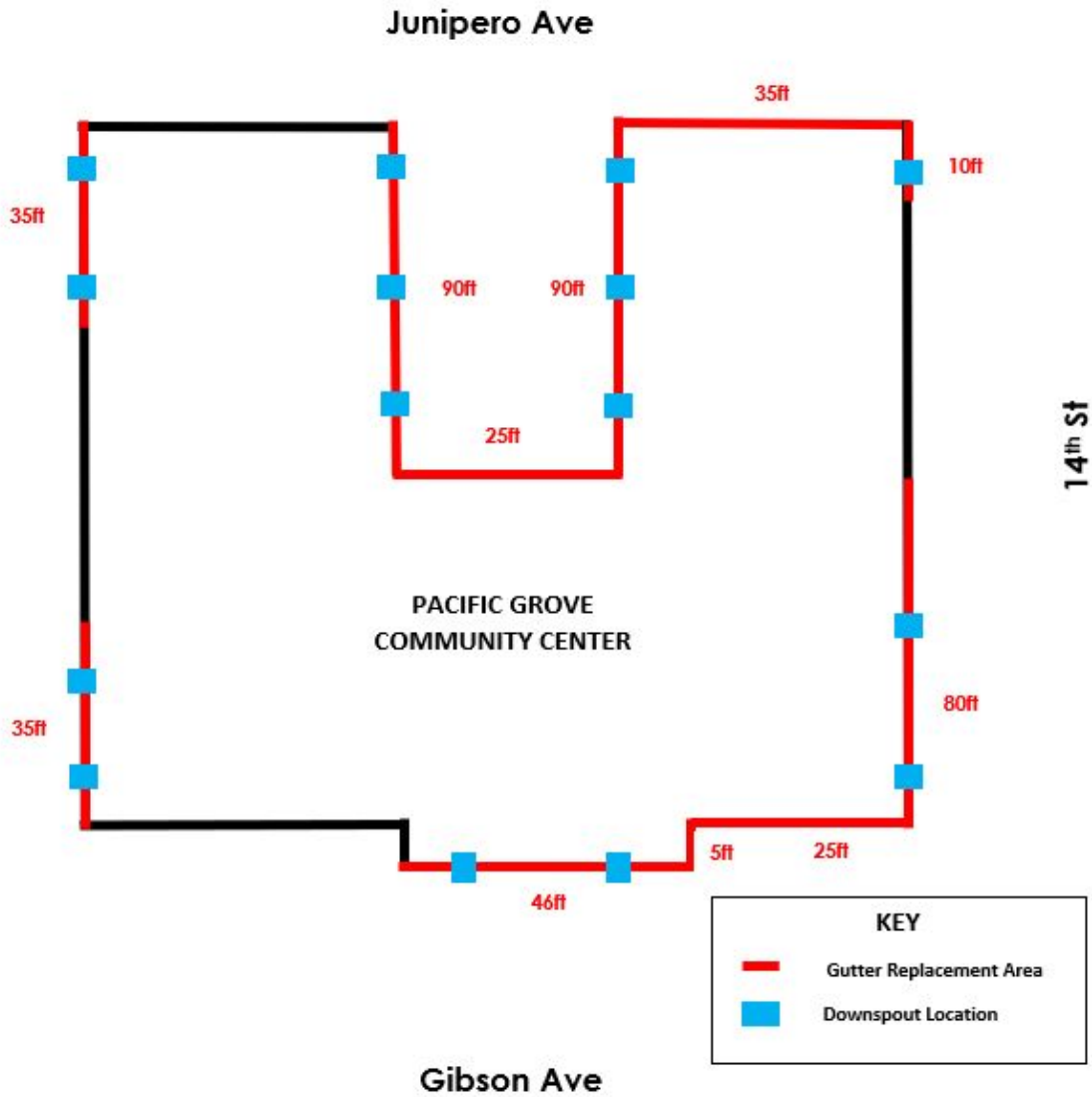
Scope of Work

The scope of work for this project includes all labor and materials necessary to complete the work outlined below:

- Remove and dispose of all existing sheet metal gutter around the perimeter of the building (approximately 653 ft).
- Cut back all existing rafter tails to accommodate new fascia; prime and paint rafter trails to match the existing building exterior.

- Install 2" x12" wood fascia around the whole perimeter of the building; prime and paint wood fascia to match the existing building exterior.
- Install 476 ft of aluminum seamless gutter in areas noted in Map 1
- Install 15 aluminum downspouts in areas noted in Map 1

MAP 1- Gutter Replacement & Downspout Installation Locations*



*Map is not drawn to scale

Submittal Requirements

All submissions shall include:

- A complete Project Bid Form (Attachment A)
- Department of Industrial Relations (DIR) contractor registration information. Registration should include the legal name of the business, registration number, county, city, registration date, and expiration date.
- Three references (Attachment B)

Proposals should be submitted no later than 2:00 pm on February 25, 2021 to the following in a sealed envelope labeled "COMMUNITY CENTER FACIA, DOWNSPOUTS, AND GUTTER REPLACEMENT PROJECT " to:

Public Works Department
C/O Joyce Halabi
City of Pacific Grove
2100 Sunset Drive
Pacific Grove CA 93950

Envelope(s) shall show the proposer's name and address in the upper left-hand corner. Submittals will be opened immediately following the submittal closing time.

Point of Contact for Project Questions

The contact for questions concerning project details, general project information, or the bid process should be directed to Joyce Halabi, Deputy Public Works Director at (831) 648-5722, ext. 4201.

ADDITIONAL RFP INFORMATION

Lowest Bidder

The contract will be awarded to the lowest responsible bidder (as defined in the City purchasing regulations) whose work, in the opinion of the Council, will best meet the requirements of the City of Pacific Grove. It is clearly understood by all bidders that said Council reserves the right to reject any and all proposals and to waive informalities in said proposals.

Prevailing Wage

The Contractor must meet all Department of Industrial Relations Requirements. No contractor or subcontractor may be listed on a bid proposal for a public works project

unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

For all new projects awarded on or after April 1, 2015, the contractors and subcontractors must furnish electronic certified payroll records to the Labor Commissioner.

No contractor or subcontractor may work on a public works project unless registered with DIR.

Contractors are required to provide their DIR public works contractor registration information as part of their bid packet. Registration should include the legal name, registration number, county, city, registration date, and expiration date.

Contract

The contracted firm will be required to sign a contract with the City relating to the work to be performed. A draft contract can be viewed at:

https://www.cityofpacificgrove.org/sites/default/files/forms/public-works/sample-contract_city-pacific-grove.pdf

Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Pacific Grove and will only be returned to the contracted firm at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a Contractor does not eliminate this right.

Acceptance of Proposal Content

The contents of the proposal of the successful Contractor may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the

submitted proposal. Failure of the successful Contractor to accept these obligations in a contract may result in cancellation of the award and such Contractor may be removed from future solicitations.

General Conditions of RFP

- A. The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- B. The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 60 days from the deadline for submission of proposals.
- C. The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.
- D. The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- E. The Contractor shall be unbiased and vendor-neutral.
- F. The City intends to recommend award of a contract to the City Council for the requested services within one (1) month of receipt of the proposals. The Contractor shall be prepared to commence work immediately upon execution of a contract with the City.
- G. Unless otherwise stated, invoices are to be submitted to the Public Works Department upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- H. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- I. This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- J. Unless otherwise specified all costs listed are firm for the term of the contract.
- K. Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.

- L. Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- M. Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposer's, bidders, or any person or firm responding to a Request for Information.
- N. All contracts entered into by the City of Pacific Grove shall be governed by the Laws of the State of California. Any disputes shall be resolved within the venue of the State of California.

ATTACHMENT A

Project Bid Form		
Item	Description	Cost
ITEM A	Facia Removal & Replacement (including rafter tail modifications)	\$
ITEM B	Gutter Removal & Replacement	\$
ITEM C	Downspout Installation	\$
TOTAL		\$

Attachment B

Reference List

Please include 3 references for which you have performed work similar to the work described in this request for proposals.

Reference 1	
Business/Company	
Point of Contact	
Description of Work Performed	
Phone Number	
Email	

Reference 2	
Business/Company	
Point of Contact	
Description of Work Performed	
Phone Number	
Email	

Reference 3	
Business/Company	
Point of Contact	
Description of Work Performed	

Phone Number	
Email	