



## Coachella Valley Mosquito & Vector Control District

43-420 Trader Place, Indio, CA 92201 (760) 342-8287 (760) 342-8110  
www.cvmosquito.org CVmosquito@cvmosquito.org @cvmosquito

September 29, 2021

To Prospective Contractor:

The Coachella Valley Mosquito and Vector Control District (the District) is seeking a qualified and DIR registered Contractors, under prevailing wage laws, for ADA Grading and Paving of the entrance walkway and front parking areas at the District headquarters located at 43-420 Trader Place, Indio, California. The project details are defined on the attached Scope of Work section of this document; please refer to this section for additional information.

Your proposal along with one additional copy must be received no later than 3:00 p.m. on Friday, October 29, 2021. Please direct any questions to David l'Anson, dianson@cvmvcd.org.

**This is a bid for a public works project; therefore, all bids must conform to prevailing wage standards as required by the Department of Industrial Relations.**

Thank you in advance for your time and consideration.

Sincerely,

David l'Anson

Administrative Finance Manager

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COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

NOTICE INVITING SEALED REQUEST FOR PROPOSALS

FOR

ADA GRADING AND PAVING OF THE ENTRANCE WALKWAY AND FRONT PARKING AREAS

PUBLIC NOTICE IS HEREBY GIVEN that the Coachella Valley Mosquito and Vector Control District ("District") invites sealed Requests for Proposals for the above stated project and will receive such proposals in the offices of the District up to the hour of 3:00 p.m. on Friday, October 29, 2021 at which time they will be publicly opened.

The purpose of this Public Works Request for Proposal (RFP) is to seek qualified and DIR registered Contractors, under prevailing wage laws, for ADA Grading and Paving of the entrance walkway and front parking areas at the District headquarters located at 43-420 Trader Place, Indio, California MANDATORY WALK THROUGH: All bidders will be required to attend the mandatory walk through scheduled for Friday October 15, 2021 at 10:00 a.m..

Request for Proposals must be responsive to the RFP and submitted in a sealed envelope plainly marked on the outside "ATTN: DAVID I'ANSON, ADMINISTRATIVE FINANCE MANAGER-SEALED REQUEST FOR PROPOSALS FOR ADA GRADING AND PAVING OF THE ENTRANCE WALKWAY AND FRONT PARKING AREAS #2021-04 - DO NOT OPEN WITH REGULAR MAIL." Any inquiry concerning this invitation and the Request for Proposals should be directed to David I'Anson, dianson@cvmvcd.org, Coachella Valley Mosquito and Vector Control District, 760-342-8287.

The District reserves the right to reject any or all qualifications, to waive any irregularity in any quote, to accept any proposal or portion thereof, and to take all qualifications under advisement for a period of sixty (60) days.

September 29, 2021



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David I'Anson

Administrative Finance Manager

Coachella Valley Mosquito and Vector  
Control District

## **Introduction and Background**

The Coachella Valley Mosquito and Vector Control District (the District) is a special district government agency formed March 12, 1928, under Section 2000 et. seq. of the California Health and Safety Code. The District is governed by a Board of Trustees comprised of 11 members. Each of the nine cities of the Coachella Valley appoints a member and the County of Riverside appoints two members. The District is one of the largest mosquito abatement/vector control districts in California servicing the Coachella Valley, with a population of approximately 410,000 with the District boundary encompassing 2,400 sq. miles.

## **Scope of work – ADA Grading and Paving Project**

The purpose of this Public Works Request for Proposal (RFP) is to seek qualified and DIR registered Contractors, under prevailing wage laws, for ADA Grading and Paving of the entrance walkway and front parking areas at the Coachella Valley Mosquito and Vector Control District's ("District") headquarters located at 43-420 Trader Place, Indio, California.

For detailed information see the **ADA Grading and Paving Improvement Plans**.

## **Mandatory Walk through**

All bidders will be required to attend the **mandatory walk through scheduled for Friday, October 15, 2021 at 10:00 a.m.**

## **Prequalification – minimum bonding**

The contractor is required to provide a bond for faith payment of labor and materials (Payment Bond) with ratings no lower than second highest long-term and short-term rating by Moody's and Standard and Poor's. The Payment Bond is required to be in an amount equal to the contract price.

Contractor shall furnish and deliver to the District a bid guarantee, furnished by a surety company satisfactory to the District, which is ten percent (10%) of the total amount of this bid. The proceeds of the bid guarantee shall become the property of the Coachella Valley Mosquito and Vector Control District (the District) provided this bid is accepted by the District. To be acceptable, the surety company must be authorized to do business and have an agent for service of process in California, be on the accredited list of the United States Treasury Department, and have an "A" policyholder's rating and a financial rating of Class V, or better, in accordance with the current Best's Rating. Any bid not accompanied by a bid guaranty will be rejected as invalid.

**A COPY OF YOUR CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED AND MUST BE ON FILE WITH THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT PRIOR TO ANY WORK PERFORMED.**

**MINIMAL LIABILITY COVERAGE:**

Bodily injury (excluding passengers) \$100,000.00 each person; \$300,000.00 each occurrence

Property Damage: \$100,000.00 each occurrence aggregate

Single Limit- Property damage and bodily injury: \$1,000,000.00 each occurrence aggregate

**Prevailing Wages**

**THIS IS A PUBLIC WORKS PROJECT. ANYONE WORKING ON A PUBLIC WORKS PROJECT MUST BE PAID PREVAILING WAGES AS DETERMINED BY THE CALIFORNIA STATE DEPARTMENT OF INDUSTRIAL RELATIONS (DIR).**

**Submittal Format and Content**

All RFP respondents shall follow the format specified below. The content of the submittal must be clear, concise, and complete and demonstrate the responder's qualifications and experience applicable to this service. Respondents shall base their submittals on the "Scope of Work" included as part of this RFP. Each section of the submittal shall be divided and tabbed in the following order:

1. Submittal Outside Cover Title – Include the RFP title, submittal due date, and the name, address, fax number, and telephone number of principal submitting firm.
2. Cover Letter – Provide a brief (maximum of two pages) submittal cover letter.
  - a. State any changes to the format or deletions of requested materials, which may be a part of the submittal.

- b. Include a summary describing how the submitter proposes to provide the required services to the District.

3. Identification of Responder

- a. Provide the legal name and address of the submitter.
- b. State the legal form of the submitter, i.e. partnership, corporation, joint venture, and so forth. If the submitter is a joint venture, identify the members of the joint venture team and provide all information required under this section for each member.
- c. If the submitter is a wholly owned subsidiary of a parent company, identify the parent company and its address.
- d. Provide the name, title, address, and telephone number of submitter's principal contact person for the RFP.

4. Qualifications and Experience – Provide a list of a minimum of three references. Each listed reference shall include the name(s) and current telephone number(s) of a contact person in the employ of the referenced entity.

5. Schedule of Rates – Provide costs for all services.

## Submittal Requirements

1. Number of Copies – Submit two fully executed originals, clearly marked on the cover.
2. Authorization – The submittal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the submitter.
3. Sealing and Delivery – The submittal must be SEALED, marked CONFIDENTIAL RFP #2021-04 and RECEIVED on or before **3:00 p.m. on Friday, October 29, 2021** at the office of:

Coachella Valley Mosquito and Vector Control District

Attn: David l'Anson

Administrative Finance Manager

43-420 Trader Place

Indio, CA 92201

4. Compliance
  - a. Failure to comply with the requirements of this RFP may result in disqualification of the submitter's RFP submittal.
  - b. The District reserves the right to revise this RFP prior to the due date. Revisions to the RFP shall be provided to all holders of record in a timely manner.
  - c. The District will answer questions submitted in writing in the form of Addendum to be issued to all holders of record no later than three (3) days prior to the submittal deadline.

- d. The District reserves the right to extend the date by which the submittals are due, and will do so in a timely manner.

### **Selection Process**

1. Following the District's receipt of submittals, the District will review the submitters' qualifications, considering the scope of work and the evaluation criteria. A "short-list" may be developed depending upon the number of firms responding to the RFP.
2. The District may or may not interview either, all submitters, or only the short-listed submitters. The interviewed submitters will be ranked according to qualifications as determined by the District.

### **Evaluation Criteria**

Submittals will be evaluated according to the criteria listed below.

- a. Conformance to the specified RFP format.
- b. The organization, presentation, and content of the submittal.
- c. References of performance including such factors as control of costs, quality of work, ability to meet schedules, cooperation, responsiveness, compliance with the requirements, and other considerations.
- d. Cost for services.

## **Submittal Schedule**

The solicitation, receipt, and evaluation of submittals and the selection of the provider will conform to the following schedule. NOTE: Dates are subject to change.

<b><u>Event</u></b>	<b><u>Date</u></b>
Public Notice	Tuesday, October 5, 2021
Mandatory Walk-Through	Friday October 15, 2021 at 10:00 a.m.
Submittal of RFP due	Friday October 29, 2021
Start of Contract	At conclusion of contract negotiations

## **Terms and Conditions**

1. This RFP does not commit the District to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
2. All submittals become the property of the District as public records. All submittals may be subject to public review on request, unless exempted as discussed elsewhere in this RFP.
3. The District reserves the right to reject all submittals. Selections are dependent upon the negotiation of a mutually acceptable contract with the successful respondent.
4. The District reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the District cancels or revises the RFP, the District will notify all responders of record in writing.



5. The District reserves the right to request additional information and/or clarifications from any or all responders to this RFP.

**CONTRACTOR/VENDOR**

**CORPORATE STATUS**

**AND**

**OTHER BACKGROUND INFORMATION**

**1.0 GENERAL BUSINESS INFORMATION**

**1.1 Name and Address**

firm name:

note: "firm" shall mean the legal entity under which the contractor/vendor is organized to do business whether in the form of a corporation, partnership, limited liability company, sole proprietorship, fictitious business name, or other.

mailing address: (please also include business address if different)

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**1.2 Incorporation or Formation**

DATE OF FIRM'S INCORPORATION OR FORMATION:

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STATE OF FIRM'S INCORPORATION OR FORMATION:

\_\_\_\_\_

IS THE FIRM'S CURRENT CORPORATE OR ENTITY STATUS WITH ANY SECRETARY OF STATE ACTIVE?

\_\_\_\_\_

IS THE FIRM CURRENTLY AUTHORIZED TO DO BUSINESS IN CALIFORNIA?

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IF THE FIRM HAS NO FILINGS WITH ANY SECRETARY OF STATE, PLEASE LIST ANY FICTITIOUS BUSINESS NAMES AND COUNTIES UNDER WHICH THE FIRM CONDUCTS BUSINESS.

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### **1.3 Licenses**

ARE ALL PERSONNEL WHO ARE REQUIRED TO BE LICENSED AND ARE TO PERFORM ANY SERVICES FOR THE DISTRICT CURRENTLY LICENSED WITH THE STATE OF CALIFORNIA?

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## **2.0 CIVIL FILINGS/LAWSUITS**

### **2.1 Lawsuits with Previous Clients**

WITHIN THE PREVIOUS FIVE YEARS, HAS THE FIRM OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS BEEN A PARTY TO A CIVIL LAWSUIT, ARBITRATION, OR MEDIATION, IN CONNECTION WITH ANY WORK PERFORMED ON BEHALF OF PREVIOUS CLIENTS?

no       yes  if "yes," please explain on separate attachment to this form

### **2.2 Lawsuits with Subcontractors**

WITHIN THE PREVIOUS FIVE YEARS, HAS THE FIRM OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS BEEN A PARTY TO A CIVIL LAWSUIT, ARBITRATION, OR MEDIATION, IN CONNECTION WITH ANY FAILURE TO PAY SUBCONTRACTORS?

no       yes  if "yes," please explain on separate attachment to this form

## **3.0 PUBLIC WORKS BIDDING**

### **3.1 Disqualification from Bidding**

WITHIN THE PREVIOUS FIVE YEARS, HAS THE FIRM OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS BEEN DEBARRED, DISQUALIFIED, REMOVED OR OTHERWISE PREVENTED FROM BIDDING ON, OR COMPLETING, ANY GOVERNMENT AGENCY OR PUBLIC WORKS PROJECT FOR ANY REASON?

no       yes  if "yes," please explain on separate attachment to this form

### **3.2 Responsible Bidder**

WITHIN THE PREVIOUS FIVE YEARS, HAS THE FIRM OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS BEEN DENIED AN AWARD OF A PUBLIC WORKS CONTRACT BASED ON A FINDING BY A PUBLIC AGENCY THAT THE FIRM WAS NOT A RESPONSIBLE BIDDER?

no       yes  if "yes," please explain on separate attachment to this form

## **4.0 SURETIES**

### **4.1 Surety Payments**

WITHIN THE PREVIOUS FIVE YEARS, HAS ANY SURETY COMPANY MADE ANY PAYMENTS ON THE FIRM'S OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS' BEHALF AS A RESULT OF A DEFAULT, TO SATISFY ANY CLAIMS MADE AGAINST A PERFORMANCE OR PAYMENT BOND ISSUED ON THE FIRM'S OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS' BEHALF, IN CONNECTION WITH A PUBLIC OR PRIVATE CONSTRUCTION PROJECT?

no       yes  if "yes," please explain on separate attachment to this form

### **4.2 Coverage by Surety**

WITHIN THE PREVIOUS FIVE YEARS, HAS THE FIRM OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS EVER BEEN DENIED BOND COVERAGE BY A SURETY COMPANY, OR HAS THERE BEEN A PERIOD OF TIME WHEN THE FIRM HAD NOT SURETY BOND IN PLACE DURING A PUBLIC CONSTRUCTION PROJECT WHEN ONE WAS REQUIRED?

no     yes  if "yes," please explain on separate attachment to this form

## **5.0 PREVAILING WAGE RECORD**

### **5.1 State Laws**

WITHIN THE PREVIOUS FIVE YEARS, HAS THE FIRM OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS BEEN REQUIRED TO PAY EITHER BACK WAGES OR PENALTIES FOR THE FIRM'S OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS' FAILURE TO COMPLY WITH THE STATE'S PREVAILING WAGE LAWS?

no       yes  if "yes," please explain on separate attachment to this form

## 5.2 Federal Laws

WITHIN THE PREVIOUS FIVE YEARS, HAS THE FIRM OR ANY OF ITS OWNERS, OFFICERS OR PARTNERS BEEN PENALIZED OR REQUIRED TO PAY BACK WAGES FOR FAILURE TO COMPLY WITH THE FEDERAL DAVIS-BACON PREVAILING WAGE REQUIREMENTS?

no  yes  if "yes," please explain on separate attachment to this form