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COUNTY OF ALAMEDA
PROFESSIONAL CONSTRUCTION MANAGEMENT
SERVICES
REQUEST FOR PROPOSAL AND STATEMENT OF QUALIFICATIONS

SPECIFICATIONS, TERMS & CONDITIONS
FOR
ASHLAND YOUTH CENTER – UNINCORPORATED ALAMEDA COUNTY
PROJECT NO. 10020

NETWORKING/PROPOSERS CONFERENCES

At

MANDATORY
Networking and Info Conference
On
Thursday December 17, 2009
12:00 noon
At
GSA, Conf. Rm. 1107
1401 Lakeside Drive
Oakland, CA 94612

NON-MANDATORY
Networking and Info Conference
On
Friday December 18, 2009
12:00 noon
At
GSA, Conf. Rm. 1107
1401 Lakeside Drive
Oakland, CA 94612

RESPONSE DUE
by
2:00 p.m.
on
Monday, January 11, 2010
at
Alameda County, GSA
Technical Services Department
1401 Lakeside Drive, Suite 800, Oakland, CA 94612

COUNTY OF ALAMEDA

**PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES
REQUEST FOR PROPOSAL AND STATEMENT OF QUALIFICATIONS
SPECIFICATIONS, TERMS & CONDITIONS FOR
ASHLAND YOUTH CENTER**

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COUNTY OF ALAMEDA

**PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES
REQUEST FOR PROPOSAL AND STATEMENT OF QUALIFICATIONS
SPECIFICATIONS, TERMS & CONDITIONS**

**For
ASHLAND YOUTH CENTER –**

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I. ACRONYM AND TERM GLOSSARY

Unless otherwise noted, the terms below may be upper or lower case. Acronyms will always be uppercase.

A/E	Architecture(-al) and Engineer(-ing)
Board	Shall refer to the County of Alameda Board of Supervisors
CSC	Shall refer to County Selection Committee
Contractor	When capitalized, shall refer to selected Proposer that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
Federal	Refers to United States Federal Government, its departments and/or agencies
F.O.B	Shall mean without charge for delivery to destination and placing on board a carrier at a specified point (Free On Board)
GSA	General Services Agency – County of Alameda
IRS	Refers to Internal Revenue Service
Labor Code	Refers to California Labor Code
MSDS	Refers to Material Safety Data Sheets
OSHA	Refers to California Occupational Safety and Health Administrations
Proposal	Shall mean proposer/contractor response to this RFP
Proposer	Shall mean specific person or firm responding to this RFP
PO	Shall refer to Purchase Order(s)
Qualifications	Shall mean Proposer's response to this RFP
Request for Proposal	Shall mean this document, which is the County of Alameda's request for contractors'/proposers' proposal to provide the goods and/or services being solicited herein. Also referred herein as RFP
Response	Shall refer to proposer's proposal or quotation submitted in reply to RFP
RFP	Request for Proposal
RFQ	Request for Qualifications
SF	Standard Form
SLEB	Small Local Emerging Business
SOQ	Statement of Qualifications
State	Refers to State of California, its departments and/or agencies
TSD	Technical Services Department

II. STATEMENT OF WORK AND SCOPE OF SERVICES

COUNTY PARTICIPANT PARTNERS:

- **Alameda County Redevelopment Agency (RDA)**
- **Alameda County Library**
- **Alameda County Deputy Sheriff's Activities League**
- **Alameda County County Health Care Services Agency**
- **Alameda County Associated Community Action Program**
- **Alameda County Office of Education**

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A. PROJECT DESCRIPTION AND OVERVIEW:

The Ashland Youth Center is one part of a 13.25 acre community park and comprehensive complex that will include the following:

- **Holland Park (Hayward Area Recreation Department)**
 - Open lawn areas and landscape
 - A skate park
 - Picnic areas
 - Play structures
 - A public rest room facility
 - Vehicular paths and parking spaces
- **Edendale Middle School Fields (San Lorenzo Unified School District)**
 - New track and field facility
 - T-ball fields
 - Upgrades to existing baseball fields
 - New Gymnasium
 - Parking area adjacent to gymnasium
- **Ashland Youth Center (Redvelopment Agency)**
 - Recreation facility for the youth
 - Health Clinic Mentoring and guidance programs
 - Educational programs
 - Job training services
 - Café/coffe shop.
- **Edendale Park (Hayward Area Recreation Department)**
 - Off leash dog park

General:

The Ashland Youth Center (Youth Center) site is located at 16301 East 14th Street in Unincorporated Alameda County and is within the Transit Corridor in the Ashland Avenues Business District as described in the Ashland-Cherryland Business District (ACBD) Specific Plan (1994). The Alameda County Redevelopment Agency (RDA) will fund the construction of the Youth Center and is in the process of selecting an operator to manage the facility.

The new Youth Center will encompass about 30,000 gross SF of space and will provide spaces for recreation, such as a living room, a café, a game room and a teen oriented library to encourage socialization, integration, trust and respect among peers and adults. In addition to Recreation the facility will provide Art and Cultural Programs, Education and Career guidance and Health and Wellness facilities all with in a safe and comfortable environment. Offices will be provided on the second floor for limited tenant spaces to provide a source of income to help in covering the operating costs of the Center. The building is to meet a level of at least a LEED Silver or better certification by the USGBC per the Green Building Ordinance objectives of the County and NPDS requirements. On June 2, 2009 RDA completed SEQA review by adopting a Mitigated Negative Declaration for the site.

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Design Philosophy

It is the intention of the RDA that the design objectives for the Youth Center be of the highest caliber of design excellence, both in concept and execution. This project is part of a greater overall master plan. The Youth Center's site location directly on East 14th Street and its anticipated impact on the overall long term development of the area, is considered to be a significant and an important focal point for the area, both artistically and socially.

Design/Build Team Concept

A separate RFP is being issued for firms interested in becoming the bridging architect for the Youth Center. The expected relationship between the Construction Manager, the bridging architect and the design/build team is described below under Scope of Services.

B. SCOPE OF SERVICES

In accordance with the circumstances described above, the County seeks a firm or firms to provide the services of a construction manager with no direct financial responsibility, as an agent to the County during design and construction and typically providing advice on the following:

- Review Bridging A/E schematic design for code compliance, budget and plan check.
- Testing and inspections, including special inspection and inspector sign offs.
- Construction technology
- Constructibility
- Special materials and products
- Construction market conditions
- Scheduling
- Cost
- Recommendations for early purchase and long lead-time items
- Contract packaging
- Coordination
- Close out process

LEED Commissioning

In order to facilitate the objectives of meeting the requirements of a LEED Silver certification or better, the construction manager should provide as part of his team a commissioning agent to provide the following:

- Create a Commissioning Plan
- Develop Commissioning Specifications

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- Verify Installation and Performance of Commissioned Systems
In performance of these duties the Construction Manager will liaise with the bridging architect in developing the performance specifications and basic systems design and follow through with the design/build teams implementation, during Design Development and Construction

The bridging architect, construction manager and design/build teams ability to provide integrated and mutually supportive roles during the various stages of the design and construction process will be considered an important factor in the evaluation process.

Pre-construction – Bridging Phase

- Cost estimating (Schematic Design, bridging documents)
- Value engineering.
- Contractor pre-qualification.
- Bid management (RFI's, bid evaluation)

Design/Build

- Cost consultation of D/B cost estimate
- Value engineering review
- Design/Builder pre-qualification
- Preparation of Design/Build RFP
- Design/Builder selection (RFI's, interviews, selection/recommendation)

Construction

- Schedule review / recovery analysis
- Admin Support
 - a. Meeting notes
 - b. Establish/maintain filing system
 - c. Monthly progress reports
 - d. RFI response review
 - e. Photo documentation
 - f. Pay application review
 - g. On-site observation (TBD)
- Change order review and negotiation.
- Contractor & D/B Entity performance issue analysis

Close-out

- Punch list management review.
- Operations & Maintenance (O&M) manual review
- As-built documents review
- Fixtures Fittings & Equipment (FFE) coordination
- Move coordination
- Final pay application (release of retention)
- Warranty work management will vary with end-user capability

C. TIME OF SERVICES/PROJECT SCHEDULE

RFP issued for bridging A/E & CM 12/2/09

- ## Bridging A/E

- ## Issue RFP for D/B

- ## Construction Phase

- **Start construction** **9/20/10**
- Complete construction (16 months)
- Commission building 2/26/12
- Grand opening/move-in
- Close-out Board letter **March 2012**

Total 28 months

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which demonstrates achievement of services within these overall time frames, but may modify intermediate dates to fit the proposing firm's methodology.

D. OTHER COUNTY REQUIREMENTS

1. Local Participation: Note that it is a requirement for award that all contracts such as this one include local (defined as Alameda County based) businesses. The County Small and Emerging Locally Owned Business (SLEB) Program requires that to be awarded this contract the lead firm must be a SLEB or, if the lead firm is not a SLEB, the lead firm must partner with SLEBs to the maximum extent reasonable and possible, with a minimum of 20% SLEB participation required. Please note detailed provisions in Part IV, Section C, Paragraph (a), of this RFP.
2. Green Building: The County of Alameda has a Green Building Ordinance which requires all projects in excess of \$5M to achieve LEEDTM Silver rating. The ordinance will apply to this project. The ordinance includes construction waste management requirements.
3. Environmentally Friendly Packaging: Alameda County is an environmentally responsible employer and seeks all practical opportunities for waste reduction and recycling. The County, therefore, encourages its contractors to reduce waste volume and toxicity by using environmentally friendly packaging material whenever possible. Options may include backhauling product packaging to the supplier for reuse or recycling, shipping in bulk or reduced packaging, using soy bean-based inks for packaging printing, using recycled product packaging or using recyclable or reusable packaging material. The County encourages all bidders and contractors for goods and services to adhere to these principles where practicable.

III. INSTRUCTIONS TO PROPOSERS

A. COUNTY CONTACTS

The GSA-Technical Services Department (TSD) is managing the RFP/SOQ process for this project on behalf of the County. All contact during the competitive process is to be through GSA-TSD only.

The evaluation phase of the RFP/SOQ process shall begin upon receipt of sealed proposals until a contract has been awarded. Proposers shall not contact or lobby evaluators during the evaluation process. Attempts by Proposer to contact evaluators may result in disqualification of that proposer.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by Friday, December 11, 2009 to the Project Manager:

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Howard Johnson, A.I.A., R.I.B.A., GSA-TSD
Alameda County
1401 Lakeside Drive, Suite 800
Oakland, CA 94612
E-Mail: howard.johnson@acgov.org
Fax: 510-208-3995

The GSA Contracting Opportunities website will be the official notification posting place of all Request for Proposals and Addenda. Go to http://www.acgov.org/gsa/purchasing/proposal_content/ContractOpportunities.jsp to view current contracting opportunities.

B. CALENDAR OF EVENTS

Event	Date/Location	
RFP Issued	12/2/09	
Written Questions Due	BY 2:00 PM ON FRIDAY, DECEMBER 11,2009	
Networking/RFP Conference MANDATORY	THURSDAY, DEC 17, 2009 NOON <u>LOCATION:</u> GSA Conf. Rm. 1107 1401 Lakeside Drive, Oakland, CA	<i>Please allow enough time for parking at metered street parking or public parking lot and entry into secure building.</i>
Networking/RFP Conference NON-MANDATORY	TUESDAY, DEC 18, 2009 NOON <u>LOCATION:</u> GSA Conf. Rm. 1107 1401 Lakeside Drive, Oakland, CA	
Addendum Issued	WEDNESDAY, DECEMBER 23, 2009	
Response Due	MONDAY, JANUARY 11, 2010 <u>NO LATER THAN</u> 2:00 p.m.	
Evaluation Period	MONDAY,JANUARY 11, TO FRIDAY, JANUARY 29 ,2010	
Oral Presentation/ Interviews	MONDAY, FEBRUARY 1, TO FRIDAY FEBRUARY 12 ,2010	
Board Letter Issued	FRIDAY, MARCH 5, 2010	
Board Award Date	TUESDAY, MARCH 23 , 2010	
Contract Start Date	MONDAY, MARCH 29 , 2010	

Note: Award and start dates are approximate.

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of this RFP. By the submission of a proposal, proposer certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

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C. NETWORKING/RFP CONFERENCE

NOTE: Firms wishing to participate must attend ONE Mandatory Conference. TWO (2) networking/RFP conference(s) will be held to:

- Provide an opportunity for small and local and emerging businesses (SLEBs) and large firms to network and develop partnering relationships in order to participate in the contract(s) that may result from this RFP
- Provide an opportunity for Proposers to ask specific questions about the project and request RFP clarification
- Provide Proposers an opportunity to receive documents and other information necessary to respond to this RFP
- Provide the County with an opportunity to receive feedback regarding the project and RFP

Written questions submitted prior to the networking/proposers conference, in accordance with the Calendar of Events, and verbal questions received at the networking/proposers conference, will be addressed whenever possible at the networking/proposers conference. All questions will be addressed and the list of attendees will be included in an RFP Addendum following the networking/RFP conference in accordance with the Calendar of Events.

Failure to participate in the Networking/Proposers Conference(s) will in no way relieve the Contractor from furnishing services required in accordance with these specifications, terms and conditions.

The Networking/RFP conference will be held as shown on Calendar of Events section above.

D. SUBMITTAL OF PROPOSALS

1. All proposals must be SEALED and must be received at the Office of the Purchasing Agent of Alameda County **BEFORE** 2:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED PROPOSALS CANNOT BE ACCEPTED. IF HAND DELIVERING PROPOSALS PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.

A separate sealed envelope providing detailed information of the proposer's qualifications to perform the work shall be included as part of the proposal.

Proposals will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any proposal received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the Proposer unopened.

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All proposals, whether delivered by an employee of Proposer, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Technical Services Department's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.

2. Proposals are to be addressed and delivered as follows:

ASHLAND YOUTH CENTER
Attn: Howard Johnson A.I.A., R.I.B.A.
Alameda County, GSA-TSD
1401 Lakeside Drive, Suite 800
Oakland, CA 94612

3. Proposer's name and return address must also appear on the mailing package.
4. No telegraphic, e-mail or facsimile proposals will be considered.
5. By submission of its proposal Proposer agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform.
6. All costs required for the preparation and submission of a proposal shall be borne by Proposer.
7. Only one proposal response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response.
8. It is the responsibility of the Proposers to clearly identify information in their proposal responses that they consider to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
9. All other information regarding the proposal responses will be held as confidential until such time as an award has been made or negotiations with the successful proposer have concluded, as required by law. Proposers will receive mailed award/non-award notification(s), which will include the name of the Proposer to be awarded this project. In addition, award information will be posted on the County's "Contracting Opportunities" website, mentioned above.
10. Each proposal received, with the name of the Proposer, shall be entered on a record, and each record with the successful proposal indicated thereon shall, after the award of the order or contract, be open to public inspection.

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E. RESPONSE FORMAT

1. Proposal responses are to be straightforward, clear, concise and specific to the information requested. Submit in 8-1/2 x 11 format one (1) original plus four (4) copies of the proposal, plus a copy shall be submitted on read-only CD in "PDF" format. The original proposal is to be clearly marked and is to be either loose leaf or in a 3-ring binder, not bound. Submittals shall contain only material directly related to response to requirements, not general marketing material. Organize your information under tabs in the same order delineated below under "Response Content."
2. In order for proposals to be considered complete, proposer must provide all information requested, including Standard Form 330, which replaces the old SF forms 254 and 255.

F. RESPONSE CONTENT/SUBMITTALS

1. Proposal responses must be signed in ink. The signatures of all persons required under the applicable organizational documents in order to bind the Proposer must be on the proposal response. Provide applicable signature documentation pursuant to Contractor's organizational structure verifying the authority of the person signing the proposal response to commit to its Proposal on behalf of the Contractor.
2. Proposal response shall include the following information:
 - a. Organization and Approach
 - i. Describe the roles and organization of your proposed Team for this project. Indicate the composition and number of project staff, facilities available and experience of your Firm/Team as it relates to this project. Identify the "Work Team" as distinct from the "Firm Team"
 - ii. Describe your project and management approach. Provide a detailed description of how the Team, including all Consultants, will be managed and the scope of work provided by each firm to respond to the phases described above. Describe how you will address energy efficiency strategies, your ability to model and verify energy performance goals, achieve waste reduction goals and develop a LEEDTM certified design in compliance with the County's ordinance. Describe your approach to compliance with the County's SLEB/Outreach Program, with particular reference to any mentoring or capacity developing strategies represented by partnering with local Alameda County firms.

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- iii. Describe the roles of key individuals on the Team, including roles of individuals in each consultant firm. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing firm. Key members, especially the Senior Designer designated for this project, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.
- iv. Describe how your Team will work with the RDA staff, youth groups, Youth Center partners and General Services Agency (GSA) staff and identify what information and time will be required from them for this project.

b. Scope of Work Provided:

- i. Include a detailed Scope of Work statement describing all services to be provided.
- ii. Describe Project Deliverables for each phase of your work.
- iii. Describe your Cost Control and Budgeting Methodology for this project.

c. Schedule of Work:

Provide a detailed Schedule for all phases of the project and Proposer's services including time for reviews and approvals, bearing in mind the accelerated time frame.

d. Litigation:

Indicate if your firm was involved with any litigation in connection with your prior projects. If yes, briefly describe the nature of the litigation and the result.

e. Hourly Rate Schedule

- i. Provide hourly rate fee schedules for your office and each key consultant indicating the job classifications for the proposed staff for the intended. Show duration of applicability of hourly rates.
- ii. Provide a man-hours budget for the proposed project scope by position, broken out by project phase.

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f. References

Provide three references for clients/projects which are similar to this one and who can attest to proposer's firm/team performance. Provide name, contact address and telephone number, with brief description of the project. Prefer completed projects, but one may be ongoing.

3. Exhibits/Attachments

Proposers shall include in their submittal completed and signed documentation for all listed Exhibits, including any attachments required by the Exhibit. Any material deviation from these requirements may be cause for rejection of the proposal, as determined in the County's sole discretion. The content and sequence for each required document shall be as follows:

- Exhibit A – Acknowledgement, signed
- Exhibit B – Questionnaire: Standard Form
- Exhibit C – Insurance Requirements
- Exhibit D – (Not used)
- Exhibit E – SLEB Certification Application Package, completed, signed, required documentation attached (if applicable)
- Exhibit F – Small Local Emerging Business (SLEB) Partnering Information Sheet, completed and signed
- Exhibit G – (Not used)
- Exhibit H, First Source Agreement, completed and signed
- Exhibit I, Exceptions, Clarifications and Amendments Form, completed and signed. Any exceptions, clarifications and amendments should also address the attached Exhibits, particularly Exhibit J, Agreement (the County is under no obligation to accept any exceptions and such exceptions may be a basis for proposal disqualification).
- Exhibit J- Draft Agreement
- Exhibit K – Proposal Evaluation Form, fill in firm name
- Exhibit L – Debarment and Suspension Form

G. EVALUATION CRITERIA/SELECTION COMMITTEE

All proposals will be evaluated by a County Selection Committee (CSC). The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in the professional services described herein. The CSC will review the submittals and will rank the proposers. The five highest ranked proposers will be invited for an interview in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

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All contacts during the evaluation phase shall be through the GSA-TSD Department contact only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact and/or influence members of the CSC may result in disqualification of Proposer.

The CSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed to reflect an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

As a result of this RFP, GSA intends to interview the five (5) highest ranked proposers. However, GSA reserves the right to determine the number of interviews it will conduct for this project. Following the interviews, GSA will request the highest ranked proposer to submit a fee proposal. Upon acceptance of a fee proposal and successful contract negotiations GSA will recommend a contract be awarded. Should an agreement not be reached on a fair and reasonable fee with the highest ranked firm, the next highest ranked firm will be requested to submit a fee proposal.

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five-point scale. The scores for all the Evaluation Criteria will then be added according to their assigned weight (below) to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of Proposer's proposals. Proposals will be evaluated according to each Evaluation Criteria, and rated on a zero to five-point scale where the range is defined as follows:

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0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
F.1.	<u>Completeness of Response</u> Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. To be considered complete, Proposers must include the complete and accurate documentation identified herein that they are certified small and local or emerging and local business or are partnering, joint venturing or subcontracting with small and local or emerging and local business(es) that are certified at the time of response submittal. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.	Pass/Fail
F.2.a. F.2.a.1	<u>Organization & Approach</u> <u>Roles and Organization of Proposed Team</u> ▪ Proposes adequate and appropriate disciplines of project team. ▪ Some or all of team members (firms) have previously worked together on similar project(s). ▪ Overall organization of the team is relevant to County needs. ▪ Integration and involvement of primary consultants in the early design stages.	35 Points

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	Evaluation Criteria	Weight
F.2.a.2	<u>Project and Management Approach</u> - Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project. - Team successfully addresses Site Planning and Programming efforts. - Project team and management approach responds to project issues, including LEED certification, and County SLEB/Outreach program. - Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.	
F.2.a.3	<u>Roles of Key Individuals on the Team</u> - Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project. - Key positions required to execute the project team's responsibilities are appropriately staffed.	
F.2.a.4	<u>Working Relationship with County/GSA and ACSO</u> - Team and its leaders have experience working in the public sector and knowledge of public sector procurement process. - Team leadership understands the nature of public sector work and its decision-making process. - Proposal responds to need to assist both County/GSA and ACSO during the project.	
F.2.b	<u>Scope of Services to be Provided</u>	
F.2.b.1	<u>Detailed Scope of Services to be Provided</u> - Proposed scope of services is appropriate for all phases of the work. - Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.	22 Points
F.2.b.2	<u>Project Deliverables</u> - Deliverables are appropriate to schedule and scope set forth in above requirements. - Architectural Program review is appropriately defined.	
F.2.b.3	<u>Cost Control and Budgeting Methodology</u> - Proposer has a system or process for managing cost and budget. - Evidence of successful budget management for a similar project.	

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	Evaluation Criteria	Weight
F.2.c.	<u>Schedule of Work</u> ▪ Schedule shows completion of the work in a believable manner within the County’s overall time limits. ▪ The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.	15 Points
F.2.d.	<u>Litigation History</u> ▪ Litigation history, if any, is described. ▪ If judgment(s) against Proposer, appropriate explanation provided.	5 Points
F.2.e.	<u>Hourly Rate Schedule</u> ▪ Schedule for each firm and for representative positions within each firm is provided for each key consultant/team member. <u>Man-hour Budget</u> ▪ Proposer provides a man-hour budget displayed for the scope of work which represents the level of effort Proposer anticipates for the project.	5 Points
F.2.f.	<u>References</u> ▪ Three references for the lead firm on similar projects are provided.	3 Points
G.	<u>Oral Presentation and Interview</u> Following evaluation of the written proposals, Proposers receiving the five (5) highest scores will be invited to an oral presentation and interview. The scores at that time will not be communicated to Proposers. The oral presentation and question/answers by each Proposer shall not exceed thirty (30) minutes in length. The oral interview will consist of a Proposer’s presentation, followed by standard questions asked of each of the Proposers and specific questions regarding the specific proposal. The proposals may then be re-evaluated and re-scored based on the oral presentation and interview.	15 Points

H. NOTICE OF AWARD

1. At the conclusion of the RFP/SOQ response evaluation process (“Evaluation Process”), all Proposers will be notified in writing of the contract award recommendation. The document providing this notification is the Notice of Award.

The Notice of Award will provide the following information:

- The name of the proposer being recommended for contract award;
- The names of all other proposers; and,
- In summary form, evaluation points for each proposer.

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2. Debriefings for unsuccessful proposers may be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror's proposal with the Project Manager.
 - a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful proposer, etc.
 - b. Debriefing may include review of successful proposer's proposal.

I. PROPOSAL PROTEST/APPEALS PROCESS

GSA prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following those procedures. The following is provided in the event that proposers wish to protest the proposal process or appeal the recommendation to award a contract for this project.

1. Any proposal protest must be submitted in writing to the Deputy Director of GSA - TSD, 1401 Lakeside Drive, 11th Floor, Oakland, CA 94612. The proposal protest must be submitted before 5:00 p.m. of the fifth (5th) business day following the date of the Notice of Award.
 - a. The proposal protest must contain a complete statement of the basis for the protest.
 - b. The protest must include the name, address and telephone number of the person representing the protesting party.
 - c. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest which may be adversely affected by the outcome of the protest.
 - d. The procedure and time limits are mandatory and are the Proposer's sole and exclusive remedy in the event of Proposal Protest.
2. Proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the Proposal Protest, including filing a Government Code claim or legal proceedings.
3. Upon receipt of written protest/appeal Deputy Director, TSD will review and provide an opportunity to settle the protest/appeal by mutual agreement and will schedule a meeting to discuss or issue a written response to advise an appeal/protest decision within five (5) business days of review date.
4. Responses will inform the proposer whether or not the recommendation to the Board is going to change.

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5. The decision of the TSD-Deputy Director, GSA may be appealed to the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612, Fax: (510) 272-6502. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days of notification of decision by the Deputy Director.
6. The decision of the Auditor-Controller's OCC is the final step of the appeal process.

III. TERMS AND CONDITIONS

A. AWARD

1. The Evaluation Committee will recommend award to the proposer who, in its opinion, has submitted the proposal that best serves the overall interests of the County, attains the highest overall point score, submits an acceptable fee proposal upon request and completes successful contract negotiations.
2. The County reserves the right to reject any or all responses that materially differ from any terms contained herein or from any Exhibits attached hereto and to waive informalities and minor irregularities in responses received.
3. The County reserves the right to award to a single or multiple contractors.
4. The County has the right to decline to award this contract for any reason.
5. Board approval to award a contract is required.
6. Contractor shall sign an acceptance of award letter prior to Board approval.
7. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Proposer's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

B. METHOD OF CONTRACTING

1. A signed Agreement will be issued upon Board approval.
2. Agreement will be faxed, transmitted electronically or mailed and shall be the only authorization for the Contractor to begin work
3. Payments will be issued only in the name of Contractor.
4. Change orders shall be agreed upon by Contractor and County and issued as needed in writing by County.

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C. COUNTY PROVISIONS

1. Small and Emerging Locally Owned Business: A small business for purposes of this RFP is defined by the United States Small Business Administration as having no more than Four million dollars (\$4,000,000) over the last three (3) years. An emerging business, as defined by the County is one having less than one-half (1/2) of the above amount and has been in business less than five (5) years. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions, Application and Renewal Application) has been attached hereto as Exhibit E and must be completed and returned by a qualifying contractor.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP; and which holds a valid business license issued by the County or a city within the County.

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. As a result of the County's commitment to advance the economic opportunities of these businesses the following provisions shall apply to this RFP:

Proposers not meeting the small or emerging local business requirements set forth above must partner, joint venture or subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Proposer's total proposal amount in order to be considered for the contract award. Proposer, in its proposal response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this RFP. Evidence of participation shall be provided immediately upon request at any time during the term of such contract. Contractor shall provide quarterly participation reports during the term of said contract and a final account statement at the end of the contract to the County Business Outreach Officer.

The County reserves the right to waive these small/emerging local business participation requirements in this RFP, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak

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St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

2. Online Contract Compliance System : As part of the Alameda County General Services Agency's commitment to assist contractors to conveniently comply with legal and contractual requirements, the County has established an online Contract Compliance System. The system was designed to help reduce contractors' administrative costs and to provide various work-flow automation features that improve the project reporting process.

The Alameda County Contract Compliance System will be implemented to monitor contract compliance for County contracts through the use of a new interactive website, Elation Systems. The prime contractor and all participating subcontractors awarded contracts as a result of this bid process for this project, are required to use the secure web-based system to submit SLEB Program information including, but not limited to, monthly progress payment reports and other information related to SLEB participation.

The Alameda County Contract Compliance System has been designed to provide online functionality that streamlines the process, reduces paperwork and assists contractors and subcontractors in complying with the County's SLEB Program and its reporting requirements. Utilizing the Alameda County Contract Compliance System will reduce the amount of time currently required to submit hard copy documentation regarding contract compliance information and is provided for use by County contractors and subcontractors at no cost.

Procedural differences between the previous conventional reporting and the new web-based system include:

- Monthly progress payment status reports will be submitted via the web-based system.
- Paper copies will no longer be required.
- Contractor will be required to enter data for payments made and subcontractors will be required to enter data for payments received into the web-based system.

Alameda County Contract Compliance System training and ongoing support are provided at no charge to contractors and participating subcontractors awarded a contract as a result of this bid process for this project. Contractors having contracts with the County should schedule a representative from their office/company, along with each of their subcontractors, to attend training. Training sessions are approximately one hour and will be held periodically in a number of locations throughout Alameda County.

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Upon award of contract, please view the training schedule http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at (510) 764-1870. A special access code will be provided to contractors and subcontractors participating in any contract awarded as a result of this bid process to allow use of the System free of charge. It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize the Alameda County Contract Compliance System.

Please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org if you have any other questions regarding utilization of the Alameda County Contract Compliance System.

3. Compliance Information And Records: As needed and upon request, for the purposes of determining compliance with the SLEB Program, the Contractor shall provide the County with access to all records and documents that relate to SLEB participation and/or certification. Proprietary information will be safeguarded. All subcontractor submittals must be through the prime contractor.
4. First Source Program: The First Source Program is a component of the SLEB Program and has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act requires that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Contractors awarded contracts for goods and services for \$100,000 or more as a result of this RFP are required to provide Alameda County within ten (10) working days to refer to Contractor potential candidates to be considered by Contractor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County and that Contractor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Contractor will be pre-screened, qualified applicants based on Contractor's specifications. Contractor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Contractor.

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Contractors participating in the First Source Program may be eligible for incentives, including but not limited to tax credits for employees hired, Enterprise Zone credits, and on the job training subsidy.

Proposers are required to complete, sign and submit in their proposal response, the First Source Agreement that has been attached hereto as Exhibit H, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten day window) in the event that they are awarded a contract as a result of this RFP. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

If compliance with the First Source Program will interfere with Contractor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct the Contractor's ability to carry out the terms of the contract, the Contractor will provide to the County a written justification of non-compliance.

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

EXHIBIT A – SOQ ACKNOWLEDGEMENT

COUNTY OF ALAMEDA REQUEST FOR PROPOSAL For ASHLAND YOUTH CENTER

The County of Alameda is soliciting proposals from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP. This Proposal Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the proposal response. Obligations assumed by such signature must be fulfilled.

- 1. Preparation of proposals:** (a) All proposal responses must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing proposal. No alterations or changes of any kind shall be permitted to Exhibits attached herein unless indicated otherwise in writing. Responses that do not comply shall be subject to rejection in total.
- 2. Failure to submit proposal:** If you are not submitting a proposal but want to remain on the mailing list and receive future proposals, complete, sign and return this Proposal Acknowledgement and state the reason you are not proposing.
- 3. Award:** (a) Unless otherwise specified by the proposer or the RFP gives notice of an all-or-none award, the County may accept any item or group of items of any proposal. (b) Proposals are subject to acceptance at any time within thirty (30) days of opening, unless otherwise specified in the RFP/SOQ. (c) A valid, written purchase order mailed, or otherwise furnished, to the successful proposer within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
- 4. Patent indemnity:** Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
- 5. California Government Code Section 4552:** In submitting a proposal to a public purchasing body, the proposer offers and agrees that if the proposal is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the proposer for sale to the purchasing body pursuant to the proposal. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the proposer.
- 6. No guarantee or warranty:** The County of Alameda makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.

The undersigned acknowledges receipt of above referenced RFP and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the vendor indicated below, in accordance with the specifications, terms and conditions of this RFP Acknowledgement.

Firm:
Address:
State/Zip
What advertising source(s) made you aware of this RFP?

By: _____ Date: _____

Print Name Signed Above: _____

Title: _____

Phone: _____

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IF APPLICABLE
ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: **9000-0157**
Expires: **12/31/2006**

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this

form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime

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contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.
13. Role in This Contract. Self-explanatory.
14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).
15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.
16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.
18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.
19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed

with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.
21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.
- 23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 23c. Point of Contract Telephone Number. Self-explanatory.
24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.
25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

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26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection

criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative

31. & 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

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SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY
PERSONNEL
(From Section E,
Block 12)

27. ROLE IN THIS
CONTRACT
(From Section E,
Block 13)

28. EXAMPLE PROJECTS LISTED IN SECTION F
Fill in "Example Projects Key" section below
before completing table. Place "X" under project
key number for participation in same or similar role.

		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	N	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

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Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective

and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

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List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

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COUNTY OF ALAMEDA
REQUEST FOR QUALIFICATIONS
For
ASHLAND YOUTH CENTER

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics; Noise Abatement	E07	Energy Conservation; New Energy Sources
A02	Aerial Photography; Airborne Data and Imagery	E08	Engineering Economics
A03	Agricultural Development; Grain Storage; Farm Mechanization	E09	Environmental Impact Studies, Assessments or Statements
A04	Air Pollution Control	E10	Environmental and natural Resource Mapping
A05	Airports; Navais; Airport Lighting; Aircraft Fueling	E11	Environmental Planning
A06	Airports; Terminals and Hangars; Freight Handling	E12	Environmental Remediation
A07	Arctic Facilities	E13	Environmental Testing and Analysis
A08	Animal Facilities	F01	Fallout Shelters; Blast-Resistant Design
A09	Anti-Terrorism/Force Protection	F02	Field Houses; Gyms; Stadiums
A10	Asbestos Abatement	F03	Fire Protection
A11	Auditoriums and Theaters	F04	Fisheries; Fish Ladders
A12	Automation; Controls; Instrumentation	F05	Forensic Engineering
B01	Barracks; Dormitories	F06	Forestry and Forest Products
B02	Bridges	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C01	Cartography	G02	Gas Systems (<i>Propane; Natural, Etc.</i>)
C02	Cemeteries (<i>Planning and Relocation</i>)	G03	Geodetic Surveying: Ground and Airborne
C03	Charting; Nautical and Aeronautical	G04	Geographic Information System Services: Development,
C04	Chemical Processing and Storage		Analysis, and Data Collection
C05	Child Care/Development Facilities	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C06	Churches; Chapels	G06	Graphic Design
C07	Coastal Engineering	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C08	Codes; Standards; Ordinances	H02	Hazardous Materials Handling and Storage
C09	Cold Storage; Refrigeration and Fast Freeze	H03	Hazardous, Toxic, Radioactive Waste Remediation
C10	Commercial Building (<i>Low Rise</i>); Shopping Centers	H04	Heating; Ventilating; Air Conditioning
C11	Community Facilities	H05	Health Systems Planning
C12	Communications Systems; TV; Microwave	H06	High-rise; Air-Rights-Type Buildings
C13	Computer Facilities; Computer Service	H07	Highways; Streets; Airfield Paving; Parking Lots
C14	Conservation and Resource Management	H08	Historical Preservation
C15	Construction Management	H09	Hospital and Medical Facilities
C16	Construction Surveying	H10	Hotels; Motels
C17	Corrosion Control; Cathodic Protection Electrolysis	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H12	Hydraulics and Pneumatics
C19	Cryogenic Facilities	H13	Hydrographic Surveying
D01	Dams (<i>Concrete; Arch</i>)	I01	Industrial Buildings; Manufacturing Plants
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees Collection and Analysis	I02	Industrial Processes; Quality Control
D03	Desalinization (<i>Process and Facilities</i>)	I03	Industrial Waste Treatment
D04	Design-Build - Preparation of Requests for Proposals	I04	Intelligent Transportation Systems
D05	Digital Elevation and Terrain Model Development	I05	Interior Design; Space Planning
D06	Digital Orthophotography	I06	Irrigation; Drainage
D07	Dining Halls; Clubs; Restaurants	J01	Judicial and Courtroom Facilities
D08	Dredging Studies and Design	L01	Laboratories; Medical Research Facilities
E01	Ecological and Archeological Investigations	L02	Land Surveying
E02	Educational Facilities; Classrooms	L03	Landscape Architecture
E03	Electrical Studies and Design	L04	Libraries; Museums; Galleries
E04	Electronics	L05	Lighting (<i>Interior; Display; Theater, Etc.</i>)
E05	Elevators; Escalators; People-Movers	L06	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)
E06	Embassies and Chanceries	M01	Mapping Location/Addressing Systems

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M02	Materials Handling Systems; Conveyors; Sorters	R09	Resources Recovery; Recycling
M03	Metallurgy	R10	Risk Analysis
M04	Microclimatology; Tropical Engineering	R11	Rivers; Canals; Waterways; Flood Control
M05	Military Design Standards	R12	Roofing
M06	Mining and Mineralogy	S01	Safety Engineering; Accident Studies; OSHA Studies
M07	Missile Facilities (<i>Silos; Fuels; Transport</i>)	S02	Security Systems; Intruder and Smoke Detection
M08	Modular systems Design; Pre-Fabricated Structures or Components	S03	Seismic Designs and Studies
N01	Naval Architecture; Off-Shore Platforms	S04	Sewage Collection, Treatment and Disposal
N02	Navigation Structures; Locks	S05	Soils and Geologic Studies; Foundations
N03	Nuclear Facilities; Nuclear Shielding	S06	Solar Energy Utilization
O01	Office Buildings; Industrial Parks	S07	Solid Wastes; Incineration; Landfill
O02	Oceanographic Engineering	S08	Special Environments; Clean Rooms, Etc.
O03	Ordnance; Munitions; Special Weapons	S09	Structural Design; Special Structures
P01	Petroleum Exploration; Refining	S10	Surveying; Platting; Mapping; Flood Plain Studies
P02	Petroleum and Fuel (<i>Storage and Distribution</i>)	S11	Sustainable Design
P03	Photogrammetry	S12	Swimming Pools
P04	Pipelines (<i>Cross-Country - Liquid and Gas</i>)	S13	Storm Water Handling and Facilities
P05	Planning (<i>Community, Regional, Areawide and State</i>)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P06	Planning (<i>Site, Installation and Project</i>)	T02	Testing and Inspection Services
P07	Plumbing and Piping Design	T03	Traffic and Transportation Engineering
P08	Prisons and Correctional Facilities	T04	Topographic Surveying and Mapping
P09	Product, Machine Equipment Design	T05	Towers (<i>Self-Supporting and Guyed Systems</i>)
P10	Pneumatic Structures, Air-Support Buildings	T06	Tunnels and Subways
P11	Postal Facilities	U01	Unexploded Ordnance Remediation
P12	Power Generation, Transmission, Distribution	U02	Urban renewals; Community Development
P13	Public Safety Facilities	U03	Utilities (<i>Gas and Steam</i>)
R01	Radar; Sonar; Radio and Radar Telescopes	V01	Value Analysis; Life-Cycle Costing
R02	Radio Frequency Systems and Shieldings	W01	Warehouse and Depots
R03	Railroad; Rapid Transit	W02	Water Resources; Hydrology; Ground Water
R04	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)	W03	Water Supply; Treatment and Distribution
R05	Refrigeration Plants/Systems	W04	Wind Tunnels; Research/Testing Facilities Design
R06	Rehabilitation (<i>Buildings; Structures; Facilities</i>)	Z01	Zoning; Land Use Studies
R07	Remote Sensing		
R08	Research Facilities		

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COUNTY OF ALAMEDA
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ASHLAND YOUTH CENTER
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ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*):
2. PUBLIC NOTICE DATE:
3. SOLICITATION OR PROJECT NUMBER:

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE:
5. NAME OF FIRM:
6. TELEPHONE NUMBER:
7. FAX NUMBER:
8. E-MAIL ADDRESS:

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

-
- | | |
|------|-------------------------------------|
| 9a. | PRIME (CHECK HERE): |
| 9a. | JOINT-VENTURE PARTNER (CHECK HERE): |
| 9a. | SUBCONTRACTOR (CHECK HERE): |
| 9a. | FIRM NAME: |
| 9a. | IF BRANCH OFFICE CHECK HERE: |
| 10a. | ADDRESS |
| 11a. | ROLE IN THIS CONTRACT |
-
- | | |
|------|-------------------------------------|
| 9b. | PRIME (CHECK HERE): |
| 9b. | JOINT-VENTURE PARTNER (CHECK HERE): |
| 9b. | SUBCONTRACTOR (CHECK HERE): |
| 9b. | FIRM NAME: |
| 9b. | IF BRANCH OFFICE CHECK HERE: |
| 10b. | ADDRESS |
| 11b. | ROLE IN THIS CONTRACT |
-
- | | |
|------|-------------------------------------|
| 9c. | PRIME (CHECK HERE): |
| 9c. | JOINT-VENTURE PARTNER (CHECK HERE): |
| 9c. | SUBCONTRACTOR (CHECK HERE): |
| 9c. | FIRM NAME: |
| 9c. | IF BRANCH OFFICE CHECK HERE: |
| 10c. | ADDRESS |

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11c. ROLE IN THIS CONTRACT

9d. PRIME (CHECK HERE):

9d. JOINT-VENTURE PARTNER (CHECK HERE):

9d. SUBCONTRACTOR (CHECK HERE):

9d. FIRM NAME:

9d. IF BRANCH OFFICE CHECK HERE:

10d. ADDRESS

11d. ROLE IN THIS CONTRACT

9e. PRIME (CHECK HERE):

9e. JOINT-VENTURE PARTNER (CHECK HERE):

9e. SUBCONTRACTOR (CHECK HERE):

9e. FIRM NAME:

9e. IF BRANCH OFFICE CHECK HERE:

10e. ADDRESS

11e. ROLE IN THIS CONTRACT

9f. PRIME (CHECK HERE):

9f. JOINT-VENTURE PARTNER (CHECK HERE):

9f. SUBCONTRACTOR (CHECK HERE):

9f. FIRM NAME:

9f. IF BRANCH OFFICE CHECK HERE:

10f. ADDRESS

11f. ROLE IN THIS CONTRACT

D. ORGANIZATIONAL CHART OF PROPOSED TEAM *(Attached; check here)*

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME:

13. ROLE IN THIS CONTRACT:

14a. YEARS EXPERIENCE - TOTAL:

14b. YEARS EXPERIENCE - WITH CURRENT FIRM:

15. FIRM NAME AND LOCATION *(City and State)*:

16. EDUCATION *(DEGREE AND SPECIALIZATION)*:

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*:

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*:

19a(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:

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- 19a(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:
- 19a(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:
- 19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:
- 19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:
-
- 19b(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:
- 19b(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:
- 19b(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:
- 19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:
- 19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:
-
- 19c(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:
- 19c(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:
- 19c(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:
- 19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:
- 19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:
-
- 19d(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:
- 19d(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:
- 19d(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:
- 19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:
- 19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:
-
- 19e(1) RELEVANT PROJECT - TITLE AND LOCATION *(City and State)*:
- 19e(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:
- 19e(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION *(If applicable)*:
- 19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION *(Brief scope, size, cost etc.)* AND SPECIFIC ROLE:
- 19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S
QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified.
Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER:
21. TITLE AND LOCATION *(City and State)*:
22. YEAR COMPLETED - PROFESSIONAL SERVICES:
- 25 YEAR COMPLETED – CONSTRUCTION *(If applicable)*:
- 23a. PROJECT OWNER'S INFORMATION – PROJECT OWNER:
- 23b. PROJECT OWNER'S INFORMATION – POINT OF CONTACT NAME:
- 23c. PROJECT OWNER'S INFORMATION – POINT OF CONTACT TELEPHONE NUMBER:

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24 BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*:

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

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29. EXAMPLE PROJECTS KEY			
NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

-
30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED:

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE OF AUTHORIZED REPRESENTATIVE:
32. DATE SIGNED:
33. NAME AND TITLE OF SIGNER:

ARCHITECT-ENGINEER QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

1.	SOLICITATION NUMBER <i>(If any)</i> :
2a.	FIRM (OR BRANCH OFFICE) NAME:
2b.	FIRM (OR BRANCH OFFICE) STREET:
2c.	FIRM (OR BRANCH OFFICE) CITY:
2d.	FIRM (OR BRANCH OFFICE) STATE:
2e.	FIRM (OR BRANCH OFFICE) ZIP CODE:
3.	YEAR ESTABLISHED:
4.	DUNS NUMBER:
5a.	OWNERSHIP - TYPE:
5b.	OWNERSHIP - SMALL BUSINESS STATUS:
6a.	POINT OF CONTACT NAME AND TITLE:
6b.	POINT OF CONTACT TELEPHONE NUMBER:
6c.	POINT OF CONTACT E-MAIL ADDRESS:
7.	NAME OF FIRM <i>(If block 2a is a branch office)</i> :

8a. FORMER FIRM NAME(S) <i>(If any)</i>	8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

[illegible]

EXHIBIT C
ASHLAND YOUTH CENTER
COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS
EXHIBIT C

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
D	Professional Liability/Errors & Omissions Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 project aggregate

EXHIBIT C
ASHLAND YOUTH CENTER
COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Endorsements and Conditions:

1. **ADDITIONAL INSURED:** All insurance required above with the exception of Professional Liability, Personal Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives.
2. **DURATION OF COVERAGE:** All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.
3. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.
4. **INSURER FINANCIAL RATING:** Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of A- or better, with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.
5. **SUBCONTRACTORS:** Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
6. **JOINT VENTURES:** If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods:
 - Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies.
 - Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured.
7. **CANCELLATION OF INSURANCE:** All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.
8. **CERTIFICATE OF INSURANCE:** Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The require certificate(s) and endorsements must be sent to:
 - Department/Agency issuing the contract
 - With a copy to Risk Management Unit (125 – 12th Street, 3rd Floor, Oakland, CA 94607)



EXHIBIT E
Small Local Emerging Business (SLEB) Program New Certification Application
COMMISSIONING RFP/Q No. 900697 ????
For
ASHLAND YOUTH CENTER

1. Complete the appropriate application form for New or Renewal Certification:

Current or previously certified businesses must complete the Renewal Certification Application on Page 4 of 4.

To apply for a New Certification, complete the application form in Pages 2 and 3 of 4.

Program Definitions

Local Business: A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County

Small Business: A business which has been certified by the County as local and meets the U.S. Business Administration (SBA) size standards for its classification. Size standards and classification codes information available at <http://www.naics.com/search.htm>

Emerging Business: A business which has been certified by the County as local and meets one half of the U.S. SBA size standards for its classification and has been in business less than 5 years.

If you own less than 51% interest in your business, please indicate other owner(s) name(s), title(s) and percentage of ownership. List all current business and professional licenses. If you have been in business for less than three years, please provide your actual gross receipts received for the period that you have been in business. If you have not been in business for a complete tax year, please provide actual gross receipts to date. If any item on the application form is not applicable, please put "N/A" in the designated area. If additional space is needed, please attach additional sheet(s).

2. Please sign* and mail Application to:

Alameda County Auditor-Controller Agency
Office of Contract Compliance
1221 Oak Street, Room 249
Oakland, CA 94612

*The application form must be signed by the owner, principal partner or authorized officer of the corporation. We will contact you within 10 days to schedule a site visit upon receipt of your application.

3. On-site Visit

The following items must be available for our review during the visit to your business address:

- ☐ Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years**
- ☐ Business Licenses
- ☐ Current Identification (i.e. Driver's License, Identification Card)
- ☐ Deed, Rental or Lease Agreement showing Business Address

**Personal Net Worth Statement (if the business has never filed taxes)

If you have questions regarding your certification, please contact the Office of Contract Compliance Telephone: (510) 891-5500 Email: ACSLEBcompliance@acgov.org
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East Bay Interagency Alliance (EBIA)

COMMON APPLICATION for LOCAL CERTIFICATION

Alameda County – Alameda County Transportation Improvement Authority – City of Oakland – Port of Oakland

√ Alameda County
RFP/Q/I# 900697 RFP/Q/I Response Due Date: 1/6/2010

Check additional certifying agencies below that you would like your application to be forwarded to:

- ☐ Alameda County Transportation Improvement Authority
☐ City of Oakland
☐ Port of Oakland
☐ All the above

The Common Application is a sharing of information between agencies and NOT a reciprocal certification.

1) Contact Information

Legal Name of Entity		Contact Person (Name & Title)	
Street Address of Entity (No P.O. Box)			
City		State	Zip Code
Telephone ()		Fax # ()	Cell# ()
Email Address		Web Site	

2) Company Profile

Primary Service undertaken/offered:		Specialty Service undertaken/offered:	
Date Entity was established (mm/dd/yr)	Does the entity have one or more additional offices outside the city of Oakland, CA? ☐ Y ☐ N If yes, list other location(s)	Date Oakland office was established (mm/dd/yr)	
Method of Acquisition ☐ New ☐ Merger or consolidation	☐ Purchased existing ☐ Inherited	☐ Secured concession ☐ Other (explain)	Federal ID Number:
Has this entity operated under a different name during the past five years? ☐			
Type of Firm ☐ Sole Proprietorship ☐ Joint Venture ☐ Partnership ☐ Corporation ☐ Limited Liability Partnership ☐ Limited Liability Corporation ☐ Publicly traded entity ☐ Non-Profit or Church ☐ Other _____		Ethnicity Group of owners(s) that own greater than 50% of the business. (for tracking purposes only) ☐ African American ☐ Hispanic ☐ Asian ☐ Native American ☐ Asian Pacific /Hawaiian ☐ Multi ethnic ownership ☐ Asian Indian ☐ Multi ethnic minority ownership ☐ Caucasian ☐ Other _____ ☐ Filipino Gender (for tracking purposes only) ☐ Male ☐ Female	
Gross Receipts for the last three recent fiscal years: Please attach copies of appropriate tax returns: (e.g. Form 990, Form 1040, Form 1120, etc)		Year Ended _____ Year Ended _____ Year Ended _____	Total Receipts \$ _____ Total Receipts \$ _____ Total Receipts \$ _____

2) Company Profile: (Continue Exhibit E) (Page 3 of 4)

Number of Employees at the local office Permanent Full time _____ Permanent Part time _____	Temporary Full Time _____ Temporary Part Time _____	Seasonal Full Time _____ Seasonal Part Time _____
TOTAL Number of Employees at all locations. Permanent Full time _____ Permanent Part time _____	Temporary Full Time _____ Temporary Part Time _____	Seasonal Full Time _____ Seasonal Part Time _____

3) Certifications:

Name of Issuing Authority	Type	Number	Expiration Date
City / County Business Tax Certificate			
Internal Revenue Service (required) – If your firm is a Non-Profit, submit the Letter of Determination of Not For Profit Status.			
State of CA /CUCP Certification for DBE/ACDBE firm			
State of CA /SBA Certification for Small firm			
Other Certification			
Other Certification			
Other Certification			

4) Professional Licenses, Permits and/or Certificates (e.g. contractor, architect, engineer, etc. – list all that apply - attach copies. List on a separate page if additional space is needed)

Name of Issuing Authority	Type	Number	Expiration Date
State of CA Contractor's License Board – Contractor's License:			
State of CA Professional Service License or Permit:			
State of CA Service Provider License or Permit:			
Other:			
Other:			

5) NAICS Codes: Please review the NAICS¹ listing of work codes and indicate below your areas of expertise ranked in order of importance (begin with primary and specialty areas as indicated in the Company Profile section) NAICS Codes can be found at: <http://www.naics.com/search.htm> & <http://www.census.gov/epcd/naics02/>. Add separate sheet for additional NAICS codes if needed.

NAICS Code	Description of Work

6) Additional Information:

Are you a Trucking Firm? ☐ Yes ☐ No Are you a Truck Broker? ☐ Yes ☐ No Both? ☐ Yes ☐ No
 A supplier? ☐ Yes ☐ No

7) I consent to the sharing of information contained herein with the certifying agencies I have checked on Page 1, and declare under penalty of perjury that all statements made in this Application are true and correct : ☐ Yes ☐ No

Signature: _____

Date: _____

Printed Name: _____

¹ North American Industry Classification System – www.naics.com

EXHIBIT E
SLEB CERTIFICATION/APPLICATION PACKAGE
FOR
COUNTY OF ALAMEDA
ASHLAND YOUTH CENTER

(Continue Exhibit E) (Page 4 of 4)

SLEB Certification Number: _____ Date of Initial Certification: _____

Business Name: _____

Business Address: _____

How long at this address: _____ Business Telephone Number: _____

Federal Tax Identification Number: _____ Business Fax Number: _____

Main Contact Name: _____

Phone Number: _____ Email Address: _____

Ownership changed since last certification: ☐ Yes ☐ No Number of Employees: _____

Gross Business Receipts for Last Three Years:

\$ _____ 20 _____ \$ _____ 20 _____ \$ _____ 20 _____

Composition of Ownership	
Are you a publicly traded entity, a public school, or a government? Yes ☐ No ☐	
Are you a non-profit, or a church? Yes ☐ No ☐	
If "Yes" to one of the above, skip Ethnicity and Gender below. The Collection of ethnicity and gender data is for statistical and demographic purposes only. Please check the ONE most applicable in each category:	
<u>Ethnicity</u>	
☐ African American or Black (greater than 50%) ☐ American Indian or Alaskan Native (greater than 50%) ☐ Asian (greater than 50%) ☐ Caucasian or White (greater than 50%) Minority) ☐ Filipino (greater than 50%)	☐ Hispanic or Latino (greater than 50%) ☐ Native Hawaiian/Pacific Islander (greater than 50%) ☐ Multi-ethnic minority ownership (greater than 50%) ☐ Multi-ethnic ownership (50% Minority-50% Non-
<u>Gender</u>	
☐ Female (greater than 50% Ownership)	☐ Male (greater than 50% Ownership)

North America Industry Classification System Codes (NAICS)

RENEWAL AFFIDAVIT

I declare, under penalty of perjury all of the foregoing statements are true and correct.

Signature: _____ Date: _____

Printed Name: _____

Title (Proprietor, Partner, Officer, etc.): _____

EXHIBIT F

COUNTY OF ALAMEDA

In order to meet the small local emerging business (SLEB) requirements of this RFP/Q, all bidders must complete this form as required below.

Bidders not meeting the definition of a SLEB (as stated in this RFP/Q County Provisions) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute the partner without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

The OCC will monitor the contract for compliance with the SLEB requirements.

BIDDER (CONTRACTOR)

NAME: _____

☐ is Certified SLEB # _____ through ____/____/____ (certification expiration date)

☐ **BIDDER is not a SLEB** and will subcontract _____% with the SLEB named below for the following service(s):

EXHIBIT F

COUNTY OF ALAMEDA

Exhibit F (continued)

SLEB Subcontractor
Business Name:

Street Address:

City, State, Zip:

Phone: _____ Fax: _____ E-
mail: _____

Tax ID Number: _____ SLEB Certification
Number: _____

SLEB Certification Status (Small or Emerging) _____ SLEB Certification Expiration Date:
____/____/____

Principal Name:

SLEB Principal Signature: _____
Date: _____

Bidder Signature: _____
Date: _____

EXHIBIT H
VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION
FOR
COUNTY OF ALAMEDA
ASHLAND YOUTH CENTER

ALCOLINK Vendor Number (if known):

SLEB Vendor Number:

Full Legal Name:

DBA:

Type of Entity: ☐ Individual ☐ Sole Proprietor ☐ Partnership
 ☐ Corporation ☐ Tax-Exempted ☐ Government or Trust

Check the boxes that apply:

☐ Goods Only ☐ Goods & Services ☐ Rents/Leases ☐ Legal Services
☐ Rents/Leases paid to you as the agent ☐ Medical Services
☐ Non-Medical Services – Describe: _____
☐ Other: _____

Federal Tax ID Number (required): _____

P.O. Box/Street Address: _____

Vendor Contact's Name: _____

Vendor Contact's Telephone: _____ Fax: _____

Vendor Contact's E-mail address: _____

Please check all that apply:

LOC	☐	Local Vendor (Holds business license within Alameda County)
SML	☐	Small Business (as defined by Small Business Administration)
I	☐	American Indian or Alaskan Native (>50%)
A	☐	Asian (>50%)
B	☐	Black or African American (>50%)
F	☐	Filipino (>50%)
H	☐	Hispanic or Latino (>50%)
N	☐	Native Hawaiian or other Pacific Islander (>50%)
W	☐	White (>50%)

Number of Entry Level Positions available through the life of the contract: _____

Number of other positions available through the life of the contact: _____

This information to be completed by County:

Contract # _____

Contract Amount: _____

Contract Term: _____

Vendor agrees to provide Alameda County (through East Bay Works and Social Services Agency), ten (10) working days to refer to Vendor, potential candidates to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Vendor will also provide the County with specific job requirements for new or vacant positions. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but final decision of whether or not to offer employment, and the terms and conditions thereof, to the candidate(s) rest solely within the discretion of the Vendor.

Alameda County (through East Bay Works and Social Services Agency) agrees to only refer pre-screened qualified applicants, based on vendor specifications, to vendor for interviews for prospective employment by Vendor (see Incentives for Vendor Participation under Vendor/First Source Program located on the Small Local Emerging Business (SLEB) Website, <http://www.co.alameda.ca.us/gsa/sleb/vendor.shtml>)

(Vendor Signature)

(Date)

(Company Name)

(Alameda County Representatives Signature)

(Date)

EXHIBIT I
EXCEPTIONS, CLARIFICATIONS, AMENDMENTS
FOR
COUNTY OF ALAMEDA
ASHLAND YOUTH CENTER

List below requests for clarifications, exceptions and amendments, if any, to the RFP/SOQ and its exhibits, including Exhibit J, and submit with your proposal response.

The County is under no obligation to accept any exceptions and such exceptions may be a basis for proposal disqualification.

Item No.	Reference To:		Description
	Page No.	Paragraph No.	

Proposer:

EXHIBIT J

**DRAFT PROFESSIONAL SERVICES AGREEMENT
FOR
COUNTY OF ALAMEDA
ASHLAND YOUTH CENTER
(FOLLOWS)**

**EXHIBIT K
PROPOSAL EVALUATION FORM
FOR ASHLAND YOUTH CENTER**

COUNTY OF ALAMEDA

Proposer Name: _____
Evaluated By: _____

J.1	Completeness of Response	Pass/Fail	
------------	---------------------------------	------------------	--

		Weight (Must total 100)	X Rating*	= Points
J.2.a	Organization & Approach	35		
J.2.b.	Scope of Services to be Provided	22		
J.2.c.	Schedule of Work	15		
J.2.d.	Litigation History	5		
J.2.e.	Hourly Rate Schedule	5		
J.2.f.	References	3		
K.	Oral Presentation and Interview	15		
Evaluation Total (Maximum 500)				

*** 5 = Excellent 4 = Above Average 3 = Average 2 = Fair 1 = Poor 0 = Unacceptable**

DEBARMENT/SUSPENSION POLICY:

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of RFP/SOQ response to ensure bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

- The County will verify bidder, its principal and their named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at www.epls.gov; and
- Bidders are to complete a Debarment and Suspension Certification form, Exhibit N attached, certifying bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government.

Exhibit L
COUNTY OF ALAMEDA
DEBARMENT AND SUSPENSION CERTIFICATION
For Procurements Over \$25,000

The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its Principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessary result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

BIDDER: _____

PRINCIPAL: _____ TITLE: _____

SIGNATURE: _____ DATE: _____