



**California State University East Bay
Procurement Services
25800 Carlos Bee Boulevard
Hayward, CA 94542-3021**

REQUEST FOR PROPOSAL

RFP: 2009 –SFP017

DESIGN-BUILD

STADIUM SYNTHETIC TURF PROJECT



California State University East Bay
Procurement Services
25800 Carlos Bee Boulevard
Hayward, CA 94542-3021

REQUEST FOR PROPOSAL

RFP ISSUE DATE: April 28, 2009

TITLE: Design-Build Stadium Synthetic Turf Project

RFP NUMBER: 2009- - SFP017

PURCHASING OFFICE CONTACT:

Laura Learned
Interim Purchasing Manager
Phone (510) 885-3607
Fax (510) 885-7484
E-mail: laura.learned@csueastbay.edu

DEPARTMENT OFFICIAL:

Gary Banks
CSUEB Campus Architect
Facilities Planning & Design

IMPORTANT: The Proposal is to be submitted in a sealed package. Indicate company name, RFP number and date and time proposal is due on the front of the envelope or package

Sealed Proposals will be received until 2:00 p.m. on June 4, 2009

Proposals not received by this date and time will not be considered. Proposals may also be hand-delivered by vendor in a sealed envelope to the Purchasing Office at the location indicated below.

***Submittal of proposal by fax or email is not acceptable.**

Physical Location:

Purchasing
Room 715, Warren Hall
CSU East Bay, Hayward Campus

Mail Delivery:

Laura Learned
Procurement Services
CSU East Bay
25800 Carlos Bee Blvd, WA715
Hayward, CA 94542-3021

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Request for Proposal

RFP#2009-SFP017

To Provide Design, Engineering and Construction Services for the Installation of New Synthetic Turf in the Campus Stadium at California State University East Bay – Hayward Campus

1. INTRODUCTION

California State University, East Bay (CSUEB) is an urban, comprehensive State University providing instruction to approximately 14,000 students at its two bay area campuses in Hayward and Concord, California. Additionally, there are approximately 1,600 faculty and staff. The university is open year-round, and has been operating all four quarters for many years.

Subject to the conditions prescribed by the Board of Trustees of The California State University and California State University, East Bay, Proposals will be received for the completion of the design and construction of the Stadium Synthetic Turf Project on the California State University East Bay campus.

In general, the scope of the project is to complete the design and engineering documents and construct the project utilizing a common Design/Build process for the Stadium Synthetic Turf Project as described in this Request for Proposal (RFP). The scope of the Stadium Synthetic Turf Project includes, but is not limited to, the replacement of an existing turf sports field with a synthetic turf system and replacement of an existing running track with a new running track system. The total site area is approximately 152,000 square feet and the proposed synthetic turf area equals approximately 124,000 square feet with the balance to synthetic track material. The project includes the completion of the design/engineering and construction of the synthetic turf and track systems, all site development, site utilities and associated work.

Each proposer will submit a Technical Proposal as outlined in this RFP and a Firm, Fixed Price Cost Proposal to design and construct the total project. The budget for this project is limited to **\$2,000,000.00**.

The Request for Proposal will be available on BidSync.com is available after **April 28, 2009**. All Contractors must register with this site in order to insure receipt of all documents and addendum related to this RFP.

SECTION II • RFP SCHEDULE /CONTRACTOR REQUIREMENTS

RFP Schedule

The total contract completion time from Notice to Proceed for design and engineering through construction completion is eighty nine (89) calendar days. Construction shall be only begin after all approvals, permits and supporting compliant documentation is received and accepted and a formal Notice to Proceed is issued.

Release of Proposal	Wednesday, April 28, 2009
Mandatory Pre-Conference	10:00 a.m. Thursday May 14, 2009
Deadline for questions/clarifications:	Thursday, May 28, 2009
Deadline for receipt of proposals:	2:00 p.m. Friday, June 4, 2009
Complete review of technical proposals by CSUEB:	Friday, June 12, 2009
Public Opening of Cost Proposal	2:00 p.m. Friday, June 12, 2009
Anticipated award date:	Monday, June 12, 2009
Issuance of Contract Documents	Monday, June 12, 2009
Site Available:	Monday, June 22, 2009
Notice to Proceed:	Monday, June 29, 2009
Term of contract: Days	Eighty Nine (89) Calendar
Contract Completion:	September 26, 2009

Mandatory Pre-Conference

A Mandatory pre-conference is scheduled for Thursday, May 14, 2009 – 10:00 a.m. in Warren Hall Room 702. Prospective firms are requested to submit questions to the University contact noted below not later than Thursday, May 21, 2009 All questions/clarifications are to be sent by email to laura.learned@csueastbay.edu. Questions and responses will be accumulated and information will be provided to all participants receiving the original RFP document.

SECTION II – CONTRACTOR'S REQUIREMENTS

Design-Builder shall be thoroughly familiar with the Design-Build Contract General Conditions, Supplementary General Conditions and all provisions contained therein, especially compliance with the following:

- Proposer Qualifications. (CONTRACT REQUIREMENTS, Part 1 – Design-Build Contract General Conditions 32.02.d.)
- Nondiscrimination laws to be observed. (CONTRACT REQUIREMENTS, Part 1 – Design-Build Contract General Conditions 35.02.a.)
- Prevailing Wage Rates: General prevailing wage rates for Alameda County apply to this project and are included in Contract Requirements, Part 2 --Supplementary General Conditions. (Contract Requirements, Part 1 - Design-Build Contract General Conditions 35.02.c.). Wage Rates are also available on the Internet/World Wide Web at the following address:

http://www.dir.ca.gov/DLSR/statistics_research.html

Prequalification submittals must be received by the Prequalification Coordinator no later than five (5) calendar days prior to the bid date. Prequalification forms may be obtained by contacting the Trustees' Prequalification Coordinator, telephone number (562) 951-4114. The forms are also available on the internet:

<http://www.calstate.edu/cpdc/cm> , under "Construction Management."

Contractor License Requirement:

Must have a minimum of three (3) years experience in installation of synthetic turf

Design-Build Contractor shall possess a current valid:

General Building – B License or Landscape

Contractor – C-27 License issued by the California State Contractor's License Board (CSLB).

A mandatory pre-proposal conference and site visit has been scheduled for Thursday, May 14, 2009, at 10:00 a.m. in Warren Hall Room 702. Interested proposers should assemble at the designated time in Warren Hall, Room 702 on the campus. It is mandatory that proposers attend this conference, as it may be the only time proposers can walk through the project area, raising questions or requesting clarifications. Afterwards, all other requests or clarifications shall be submitted in writing

The Trustees require the successful proposer to achieve a minimum goal of 3% DVBE participation in contracting construction projects as established in the Request for Proposal or to provide acceptable evidence of good faith efforts to do so, see Contract General Conditions,

Article 32.12. Proposers shall contact the Trustees' DVBE Coordinator, Procurement Services at 510/885-3607

Bid Security: Proposer shall enclosed with their Cost Proposal Form bidder's security in the amount equal to at least ten (1) percent of the amount proposed (see Article 32.05 of the Design/Build Contract General Conditions). If the proposer fails to execute the contract, this bidder's security shall be forfeited to the State.

SECTION III - INSTRUCTIONS TO CONTRACTORS

Instructions to Contractors

This RFP contains the conditions governing the requirements for the submittal of a proposal by interested and qualified Contractors. Section II includes the requirements which must be met to be considered eligible for consideration and other bidder responsibilities; Exhibit R defines the Scope of Work. Section IV provides information on the format in which the proposal information is to be submitted and the material to be included therein. Section V Evaluation / Award contain the evaluation criteria for award.

Submittal of Proposals

1. **Proposals to be submitted by mail no later than 2:00 p.m., Friday, June 4, 2009.** It shall be the sole responsibility of the bidder to ensure all documents are received in a timely manner. No facsimile or email proposals will be considered. **Proposals received after the 2:00 p.m. time and date for closing will not be accepted. No Exceptions.**

***NOTE: UNIVERSITY WILL NOT ACCEPT FAXED OR EMAILED PROPOSALS.**

2. Proposal must be received from each Vendor in a sealed package containing one (1) original, four (4) copies, and one electronic version on a CD.

***Any vendor who does not follow procedures will be deemed non-responsive**

3. A proposal may be withdrawn at any time prior to the time and date specified for proposal submission. If the firm notices any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its attachments, the firm shall immediately notify the University of such error in writing and request modification or clarification of the document.
4. This solicitation does not obligate the campus to enter into an agreement. The University retains the right to cancel this RFP at any time for any reason. The University also retains the right to obtain the goods and/or services specified in this RFP in any other way. No obligation, either expressed or implied, exists on the part of the University to make an award or to pay any cost incurred in the preparation or submittal of a proposal.
5. No department, college or office at the University has the authority to solicit or receive official proposals other than Procurement Services.
6. The University reserves the right to conduct discussions with Contractors, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the University will not disclose any information derived from proposals submitted, or from discussions with other Contractors. Once a decision is made, a Notice of Intent to award will be sent to Contractors, and the RFP Selection Report, will be made available to Contractors upon request.

7. Contractors submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Scheduling of these oral presentations will be done by Procurement Services.
8. The award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the University based on the evaluation factors set forth in this Request for Proposal. Price, although a consideration, is weighted along with the other evaluation criteria and will not be the sole determining factor.
9. If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the Director of Procurement concurs, this information will not be considered public information. The Director of Procurement is the final authority as to the extent of material which is considered proprietary or confidential. Pricing information cannot be considered proprietary.
10. The University is committed to the development of Small Business and Disabled Veteran Business suppliers. Because of the limited subcontracting opportunities, the University has waived the mandatory requirement to comply, but does require Contractors to report to the University any Disabled Veteran Owned Business participation.
11. Your proposal should be submitted in the format described in Section IV. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered. All proposals must be signed by an authorized officer of the firm who has the legal authority to bid the firm to contracts. Proposals that are not signed may be rejected.
12. The University reserves the right to reject any or all proposals or any part thereof, or to accept any proposals, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The University also reserves the right to hold all proposals for a period of 90 days after the closing date and the right to accept a proposal not withdrawn before the scheduled proposal opening date.
13. The successful vendor is expected to enter into a CSU Agreement with California State University East Bay. Contract documents will include the CSU General Conditions for Design-Bid-Build (Major Capital Outlay) and supporting exhibits as noted. In the event of a conflict between contract documents, the following order of precedence will apply.
 - a. (www.calstate.edu/cpdc/cm)
 - b. CSU Request for Proposal.
 - c. Vendor's Proposal.
14. Unless specifically stated to the contrary, any manufacturer's names, trade names, brand names or catalog numbers used in the specifications of this Request for Proposals are for the purpose of describing and/or establishing the qualifications and performance required. Any such reference is not intended to limit or restrict an offer by a vendor and is included in order to advise the potential vendor of the requirement for the University.
15. Definitions:
 - v **May:** Indicates something that is not mandatory but permissible/desirable.

- v **Shall, Must, Will**: Indicates mandatory requirements. Failure to meet these mandatory requirements will result in rejection of your proposal as non-responsive.
- v **Should**: Indicates something that is recommended but not mandatory. If the vendor fails to provide recommended information, the University may, at its sole option, ask the vendor to provide the information or evaluate the proposal without the information.

19. Any person, firm, corporation, or association submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work.
20. All responses and accompanying documentation will become the property of the University at the time the proposals are opened.
21. All formal inquiries or requests for significant or material clarification or interpretation, or notification to the University of errors or omissions, relating to this Request for Proposal must be directed **in writing by email** only by **Thursday, May 28, 2009**:

Laura Learned
Interim Purchasing Manager
California State University East Bay
Warren Hall, Room 715
25800 Carlos Bee Blvd.
Hayward, CA 94542

Phone 510-885-3607
Fax: 510/885-7484
laura.learned@csueastbay.edu

Oral statements concerning the meaning or intent of the contents of the RFP by any other person is unauthorized and invalid. Bids, protests and other communications should also be directed to the above contact. Modifications / clarifications will be made by addenda to all parties who have requested an RFP.

22. The University shall not reimburse any vendor the cost of responding to a Request for Proposal.
23. Protests to the award of a contract as a result of this Request for Proposal must be filed in writing within five days after the posting of the initial notice of intent to award. Failure to timely protest shall be deemed a waiver of all rights. The University's decision on protest is final.
24. Elaborate Proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired (unless specifically requested).

SECTION IV • PROPOSAL FORMAT

In addition to meeting the basic requirements of the RFP, Contractors must adhere to all the administrative requirements of all sections to be considered responsive. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Proposals should emphasize the Vendor's demonstrated capability to provide the specified equipment and service. Emphasis of the proposals should be concentrated on completeness and clarity of content.

Proposal format shall adhere to the following for organization and content. Proposal must be divided into the individual sections listed below, indexed, and tabbed.

NOTE: ANY DELINATION FROM THIS FORMAT WILL DEEM THE VENDOR NON-RESPONSIVE

1. Tab 1: Cover Letter – limit one (1) page

An introductory cover letter, signed by a principal of the company authorized to bind the company contractually is an integral part of the proposal. The signature must indicate the title or position that the individual holds in the firm. **DO NOT INCLUDE ANY LIMITING STATEMENTS THAT WOULD PRECLUDE THE PROPOSAL FROM BEING HELD AN IRREVOCABLE OFFER FOR AT LEAST 90 DAYS AFTER THE SCHEDULED AWARD DATE.** Vendor documents/agreements may not be executed by the University and may be cause for rejection of proposal at the sole discretion of the University.

2. Tab 2: Business Entity – limit to five (5) pages

Identify by name and title key staff members who will be assigned to manage or otherwise play a major role in the proposed project analysis. Briefly describe each individual's proposed role. Describe responsibilities on other projects and the percentage of time. Provide project data for a minimum of five (5) relevant projects completed within the last three (3) years.

Identify by name and title key staff members who will be assigned to manage or otherwise play a major role in the proposed project. Briefly describe each individual's proposed role. Describe responsibilities on other projects and the percentage of time.

3. Tab 3: Technical Requirements

This section shall address all the criteria listed as required in Exhibit R Scope of Work/ Specifications. This section of the proposal should contain complete specification on the proposed design, engineering and the installation, service/maintenance, training, etc. offered by your firm

Describe the proposed scope of services. Include your project management and quality control approach.

4. Tab 4: Schedule – one (1) page (oversized foldout okay)

Provide a project schedule, including major task milestones in conformance with the proposed project tasks. Include total estimated time from issuance of contract to completion of all work.

5. Tab 5: Customer References – limit one (1) page

Bidder must submit a list of at least three customer references for which similar equipment and service have been provided. Also include any UC/CSU or other higher education entities for which your company has provided equipment and service of similar size and scope. Each reference should include:

- 1) Name and address of entity
- 2) Current telephone number
- 3) Current contact person having full knowledge of the project.

6. Tab 6: Additional Submittals:

These forms must be signed and shall be included in the original proposal only in a separate envelope.

Exhibit A: Firm, Fixed Price Cost Proposal

Exhibit B: Proposal Signature Page

Exhibit C: Certifications of Corporate Resolution
(copy of resolution required)

Exhibit D: Bidder's Bond

Exhibit E: Small Business Preference and Certification Request

*The California Government Code requires that a 5% preference be given to Contractors who qualify as a small business and request the preference. If applicable, please complete and sign Exhibit E and include it with the proposal, as well as a copy of your OSMB Small Business Certification approval letter.

Exhibit F: Certification of Appropriate License
(photo copy of pocket license required)

Exhibit G: Non Collusion Affidavit

Exhibit H: Drug Free Workplace Certification

Exhibit I: Non-discrimination Compliance Statement

*Non-discrimination Compliance Statement , Drug-Free Workplace and Non-discrimination are mandatory State of California forms State law requires that companies doing business with the State of California may not discriminate against any employee or applicant for employment.

* State law requires that companies doing business with the State of California certify compliance with Government Code Section 8355 relating to providing a drug-free workplace.

Exhibit L: DVBE Summary

*State law requires that state agencies make efforts to achieve a goal of three (3) percent participation for disabled veteran business enterprises (DVBE) in state contracts. The University is committed to the development of Disabled Veteran Business suppliers. Because of the limited subcontracting opportunities, the University has waived the mandatory requirement to comply, but does require Contractors to report to the University any Disabled Veteran Owned Business participation. Please complete and return Exhibit E if you or any of your sub-Contractors or suppliers qualifies.

Exhibit J: List of Proposed Subcontractors

Exhibit K: Expanded List of Subcontractors (due upon award)

Exhibit M: Vendor Data Record Form

SECTION V – EVALUATION / AWARD

EVALUATION

A. Format Requirements and Documentation

Proposals will be reviewed to determine those proposals that meet the format requirements and have submitted the required documentation. This includes the signed cover letter, narrative, attachments, and signature as required.

ANY CONTRACTOR WHO FAILS TO SUBMIT THEIR PROPOSAL AS IDENTIFIED IN THIS RFP WILL BE DEEMED NON-RESPONSIVE AND WILL BE DISQUALIFIED

B. Evaluation Committee and Scoring

The evaluation committee will consist of selected members of the campus community who will review and score proposals (interview scoring will be similar) as follows:

Business Entity: 5 Points

1. What type of business entity is proposed to respond to the RFP?
2. Describe your design-build team and list each participant, type of entity, corporate officers or principals, corporate headquarters, office nearest Hayward.
3. For each participant, list the number of years in business, the total number of professional and other employees and the number of professional and other employers in the office that will have primary responsibility for this project.

Licensing and Qualifications: 5 Points

1. Describe the professional and contractor licenses of all team participants.
2. Indicate those trades for which the prime contractor is qualified and may self perform.
3. Include a copy of Trustees' letter of prequalification for the Prime Contractor in the design-build team.

General Design/Build Experience: 20 Points

1. Describe the prior design-build experience of your primary team members (Prime Contractor, Architect, Engineer) working as a team and as members of other teams.
2. Are any of your members affiliated with professional design-build organizations?
3. Describe the value engineering experience of your primary team members and the quantifiable success of these efforts.
4. Discuss your design/build change order history, including number, amounts and types of change order claims for the projects.

Synthetic Turf and Track Design and Construction: 50 Points

1. List and describe the experience of primary team members (Prime Contractor, Architect, Engineer) on synthetic turf and track construction projects including location, size, cost and year of completion.
2. Describe how this experience is similar in size and complexity to the proposed project.
3. Describe the cost, quality, construction schedule, and budget for prior synthetic turf and track construction projects and successes achieved from the owners' point of view.
4. Describe the prior public works projects, CSU and other university projects completed as either design-build or design-bid-build construction within the last five years.
5. Identify in detail at least three synthetic turf and track construction projects, successfully completed in the past five years. Include information on size of project, number and amount of change orders, original completion dates versus actual completion dates, and owner names and contact information, including current names, phone and fax numbers.

Project Schedule: 10 Points

1. Describe progress from start of design through construction completion of all delivery phases.
2. Include anticipated major project elements with significant milestones and approvals.

Project Management: 10 Points

1. The design phase of this project will require substantial time commitments and the construction phase will require on site staff. Please identify and furnish resumes for all of the following: Principal and Project Architect, Project Engineers, Project Manager, Project Superintendent, and Estimator.
2. Include an estimate of the duration and percentage of time each of the above will dedicate to this project.
3. List any concurrent commitments of the key individuals in your team during the design and construction of this project.

References: 0 Points

1. Provide a minimum of three (3) references including owner name and contact name, title, address, phone and fax numbers for owners of a previously executed design-build projects, preferably for a University.
2. List appropriate references for each of the key team members.

Bonus: 20 points*

California State University East Bay, as an agency of the State of California, strives to award a minimum of 25% of its annual procurement to certified small businesses and 3% of its annual procurement to certified Disabled Veteran Business Enterprises. A maximum of 10 points will be awarded to a respondent who achieves these percentages because it holds one or both of these certifications, or awards these percentages of their total contract value to subcontractors holding these certifications.

Cost:

- 1 Quality of service and the proposed cost will be evaluated.
Maximum points will be awarded to the lowest responsive proposal. Other vendor's proposal points will be determined by dividing the lowest proposal price by their proposal price and multiplying by the maximum points:

Lowest Bid (divided by) other proposed Bid = % x _____ = points awarded

For example : lowest bid = \$100,000. Another bid - \$150,000

150,000/100,000 = .6666

.6666 x 250 points = 33.33 points

The Quality Point Value determined by the Evaluation Team is final, and no appeal of its decision will be considered.

C. Evaluated Score

Each evaluator will score each proposal independently. Scores will be totaled and averaged to select the top three (3) proposals. At their option, evaluators may request oral presentations or discussions with any or all firms for the purpose of clarification or amplification of any of the materials presented in any part of the proposal. However, firms are cautioned that evaluators are not required to request clarification and all proposals should be as complete as possible and reflect the most favorable terms available from the firm.

D. Finalist Presentations (at the discretion of the University)

The top three scored Contractors may be asked to participate in a finalist presentation. Contractors who are finalists will be notified as promptly as possible. Each interview will consist of a presentation of no longer than 2 hours, and each finalist will be evaluated according to equal criteria. Notice of confirmation of the interview date/time will be given by telephone or in writing.

Interviews will be conducted and award will be made to anyone of the top firms, which is considered to provide the best overall program for the University. Award of a contract to one firm does not mean that other firms lacked merit, but that all factors considered, the selected firm was deemed to provide the best value to the University and/or seemed to offer the best fit with the University. Once an award is determined, the University and firm will work together through the proposal to identify details, which need to be modified and adjusted before issuing the final master enabling agreement. If the University and firm are unable to come to an agreement within a reasonable period of time, the University may elect to withdraw primary award and move to award to the next highest scoring vendor

E. Award

All qualified Proposals will be evaluated and an award may be made, to the Contractors whose Proposal is deemed by interview and scoring to offer the best overall value to the University. Any award made is subject to a signed Contract. If a Contract between the Vendor and the University cannot be negotiated and consummated in a timely fashion to the University's satisfaction, the award may be withdrawn.

The University reserves the right to withdraw the award at any time for any reason during the Contract negotiation process. Any changes to the Contract must be mutually agreed by the Vendor and the University in writing. In the event the successful Vendor does not execute the Contract as required, the award of the Contract may then be offered to another Vendor or the University may decide to solicit new Proposals.

F. Contract

From the Contractors responding, the University will evaluate the proposals and identify a short list of Contractors who will subsequently be invited to interview. With the contractor selected, it is then anticipated that the University will execute a contract by Monday, May 18, 2009. If the University and the contractor are unable to reach agreement within a reasonable term, the University reserves the right to cancel the award and move to the next bidder.