



REQUEST FOR PROPOSAL (RFP)
RFP NO.: 10014983-11-G

REDISTRICTING SUPPORT SERVICES

RFP Release Date:	February 28, 2011
Date Written Questions/Comments Due: See Section L.1 of this RFP for question/comment instructions.	March 7, 2011 On or before 5:00 p.m., PT
Proposal Closing: On or before 4:00 p.m. PT to the Purchasing & Contracting Department 1200 Third Avenue, Suite 200 San Diego, CA 92101	March 21, 2011
Term of Contract:	December 30, 2011
License(s) Required:	N/A
Contact Name and Information:	Pam Glover, Procurement Specialist (619) 236-5554, (619) 533-3234 MGlover@sandiego.gov

Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101

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RFP Document

Contractors need to review this document carefully. An explanation of the sections and parts are outlined below:

- o Sections A-J will form the body of the contract once both parties have signed Section A. Upon award and acceptance of the proposed work, these sections become the contract with the Contractor (Contractor/Contractor) and THE CITY OF SAN DIEGO and may include attachments containing terms, conditions and/or pricing specific to the product or service being rendered. Section J contains all attachments or additional supporting information.
- o Sections K-M contains the representations and certifications all Contractors must complete to meet the eligibility requirements (Section K). It also contains the format instructions to Contractors for both the specific product or service and general terms and conditions for all RFPs (Section L). Section M outlines specific information about the eligibility requirements, evaluation criteria and general selection process.
- o Section C contains the scope of services. All items specified in Section C, “Scope of Services” beginning with Paragraph E, “Core Requirements and Deliverables” must be addressed in the proposal. Proposers must expressly indicate that the Proposal satisfies and is fully capable of providing each point listed in this section. Proposers shall provide responses to each paragraph in the same order as the RFP citing the heading and then their response. Simple “Yes”, “No”, or “Comply” responses to stated specifications are insufficient. Rather, the Proposers must describe in detail how the proposed products and/or services meet or exceed the requirements of this RFP and Proposers shall state their understanding and compliance. Proposers should also include any other information they feel may be of benefit to the City.
- o Proposers must explain any exception or deviation from the requirements in accordance with the applicable terms of this RFP. Exceptions are deemed rejected unless accepted in writing by the City of San Diego.
- o The purpose of this Request for Proposal is to solicit proposals for a Contractor to provide goods, products and/or services to the City of San Diego.

Contract Form

This contract is entered into by the City of San Diego, a municipal corporation (“City”), and [contractor] (“Contractor”) for the scope of services specified herein. For good and valuable consideration, the sufficiency of which is acknowledged, the City and Contractor agree as follows:

- A. The Contract Documents are hereby defined as this Contract Form, and Sections A through J. If the provisions within a single Contract Document conflict, the more specific shall control.

A Best and Final Offer (BAFO) or written clarifications to the Contractor’s proposal, if requested by the City, will become part of the contract only upon written acceptance by the City in the form of a fully executed Signature Page. If the City requests a BAFO or written clarifications of the Contractor’s proposal, the Contractor shall complete a revised Section A, Contract (blocks 4, 6 and 8), sign and return the revised Contract Document(s). Any changes that result from the BAFO or written clarifications of the Contractor’s proposal shall be clearly identified and justified by the Contractor in a cover letter attached to the revised Contract Document(s).

- B. Once the City issues a letter of Award to the apparent successful Proposer, the Contractor is required to provide any requisite information or documents prior to contract execution as specified in Section L of this RFP, such as certificates of insurance, bonds, or business license, to the Purchasing & Contracting Department within ten (10) calendar days. Failure to provide requisite information or documents may result in the apparent successful Proposal being rejected as non-responsive.
- C. Contractor shall be bound by and shall perform in strict conformity with the terms and conditions of this contract.
- D. For such performances, the City shall pay to Contractor the amounts set forth at the times and in the manner as are provided for in this contract.
- E. This contract shall be for a period of eight months effective on the date as specified in a Notice to Proceed letter which will be issued by Purchasing & Contracting Department only after this contract has been executed by the last party to sign the Signature Page (Section A), and approved by the City Attorney in accordance with San Diego Charter Section 40.

SECTION A
SIGNATURE PAGE

1. Contract No.:			2. RFP No.: 10014983-11-G		
3. Contract Title: REDISTRICTING SUPPORT SERVICES					
4. Contract Amount:			Prompt Payment Discount Terms: ____ % ____ Days		
5. Term of Contract:					
6. Contractor Name: Address: City/State/Zip: Telephone: Contact: E-Mail Address: The City of San Diego Business Tax License Number: Federal Tax ID Number:					
7. Contract Table of Contents					
Section A: Signature Page					
Section B: Price Schedule					
Section C: Scope of Services					
Section D: Packaging and Marking (Reserved)					
Section E: Inspection and Acceptance					
Section F: Deliveries or Performance					
Section G: Contract Administration Data					
Section H: Special Contract Requirements					
Section I: General Contract Clauses					
Section J: List of Attachments, Exhibits, or Appendices					
8. Signature of Authorized Representative/Contractor (Print Name) (Title) (Date)		9. Signature of The City of San Diego Purchasing Agent (Print Name) (Title) (Date)		10. Signature of The City of San Diego City Attorney Approved for Form and Legality (Print Name) (Title) (Date)	

SECTION B

PRICE SCHEDULE

- A. Proposers shall submit their proposal for pricing on the following Price Schedule. Using the Price Schedule will help ensure consistency in the price evaluation process. The Price Schedule shall be completed in full and shall be incorporated herein. Any deviations from the Price Schedule may be considered non-responsive and unacceptable. For information purposes, Proposers shall provide attachment worksheets, which include a breakdown of any pricing, labor hours and other rationale used in determining their pricing for the core requirements and deliverables. Blanks on the pricing pages will be interpreted as zero (0) and no price will be allowed.
- B. NOTE: All prices and notations must be written in ink or typed. Responses must be free of erasures. Corrections must be initialed in ink by the person signing the Proposal. All prices shall be inclusive of all fees and costs of operations to provide the contract materials and/or services, including but not limited to administrative costs, office rent, telephone, facsimile, postage, photocopying, support services and overtime, travel and any other expenses incurred in the course of representing the City. No other charges will be considered.

Item No.	U/M	Description	Fully Burdened Fixed Unit Price, All Costs Inclusive
1.	Task 1	See Page 10 for Description	\$
2.	Task 2	See Page 10 for Description	\$
3.	Task 3	See Page 10 for Description	\$
4.	Task 4	See Page 10 for Description	\$
5.	Task 5	See Page 10 for Description	\$
6.	Task 6	See Page 10 for Description	\$
7.	Task 7	See Page 11 for Description	\$
8.	Task 8	See Page 11 for Description	\$
9.	Task 9	See Page 11 for Description	\$
		FIXED PRICE TOTAL:	\$

SECTION C

SCOPE OF SERVICES

A. BACKGROUND

As required by the City Charter, the City of San Diego shall be redistricted at least once in every ten years, but no later than nine months following the receipt of the final Federal Decennial Census information (Article II, Section 5 of the San Diego City Charter). The City of San Diego 2010 Redistricting Commission has the sole and exclusive authority to adopt plans which specify the boundaries of districts for the City Council (Article II, Section 5.1 of the San Diego City Charter). The Commission requests proposals from qualified Contractors to provide redistricting support services, including mapping software; data processing and analysis; preparation and review of proposed redistricting plans; and technical staff support to facilitate creation of the 2010 redistricting plan.

Currently, the City is divided into eight districts for the purpose of electing members of the City Council. Unique to this redistricting cycle, in response to a vote of the people to amend the City Charter, a ninth Council district shall be created, at which time the City shall be divided into nine council districts as nearly equal in population as practicable (Article II, Section 4 of the San Diego City Charter).

Additionally, due to pending state legislation that may impact the date of the 2012 California State primary election, the Commission is conducting its work on a significantly shorter timeline than is provided for in the City Charter. Because the City municipal primary election is held on the same date as the California State primary election (Article II, Section 10 of the San Diego City Charter), the Commission currently anticipates adopting the final redistricting plan in August 2011 in order to comply with guidance provided by the San Diego County Registrar of Voters.

Finally, it is the intent of the Commission to encourage public participation to the greatest extent possible. Therefore, the Commission seeks a Contractor who will provide dedicated services to maximize public access to the mapping process, including installation and maintenance of a web-based tool; on-line help and step-by-step instructions and tutorials; and attendance at Commission meetings, public hearings, and publicly accessible mapping workstations provided by the Commission to facilitate training and mapping exercises.

The City is requesting proposals from qualified proposers (a “Request for Proposals,” or “RFP”) to provide a redistricting support services.

B. SCOPE OF WORK

The successful Contractor will furnish the City with support services for the redistricting process as indicated below:

- Task 1 - Install mapping software, including all necessary licensing and associated infrastructure, to make available both on Commission computers and through a web-based tool accessible to all interested parties.
- Task 2 - Obtain, verify, update, and maintain accurate Census and other data related to use of the mapping software. If secondary data is required to perform the scope of work, Contractor is responsible for verifying and maintaining any additional electronic repository for the duration of the contract.
- Task 3 - Prepare a data layer showing current City Council district boundaries and demographic profiles using final Federal Decennial Census data for use as a baseline comparison, and other necessary pre-map materials as needed.
- Task 4 - Facilitate mapping exercises at Commission meetings and/or public hearings, including providing demonstration and/or hands-on training related to description of features and instructions for use.
- Task 5 - Prepare redistricting proposals as requested by the Commission, including technical reports and analysis for drawn maps that compute measures and evaluate requirements associated with redistricting, including but not limited to, contiguity, compactness, communities of interest, etc., during the mapping process.
- Task 6 - Assist members of the public at public hearings and/or publicly accessible mapping workstations provided by the Commission in order for groups and individuals to prepare redistricting plans in an electronic format compatible with the redistricting effort.

- Task 7 - Review redistricting proposals submitted to the Commission to determine demographic profile and conformance with redistricting laws and requirements, and assist preparing responses where necessary.
- Task 8 - Produce technical reports and analysis needed to adopt and defend the final redistricting plan.
- Task 9 - Maintain all software and data for the duration of the contract period, and provide overall technical support to the Commission's redistricting effort as necessary.

C. OBJECTIVE

The objective of this RFP is to make an award to a qualified Contractor which delivers Redistricting Support Services that represents best overall value to the City while meeting or exceeding the specifications and requirements of this RFP.

D. PRECLUDED PARTICIPATION

In order to avoid any real or perceived conflicts of interest, the successful Proposer to this RFP will be precluded from participation in any solicitations or contracts that result, directly or indirectly, from this RFP.

E. CORE REQUIREMENTS AND DELIVERABLES

To be considered as an eligible candidate to submit a proposal for the requested services described in this RFP, Contractor(s) must meet all of the following minimum requirements:

1. Contractor(s) shall have performed a minimum of three (3) similar or large scale initiatives as defined in the Scope of Work.
2. Contractor (s) and their staff must have a minimum of three (3) years expertise and experience in redistricting support services as requested by the Commission. In addition, at least one member of the Contractor team should have prior experience completing a redistricting process.
3. Contractor (s) must demonstrate current, comprehensive understanding of Federal and California state laws and regulations pertaining to redistricting plans and criteria, including California Elections Code §21500, the Federal Voting Rights Act of 1965, and the San Diego City Charter.

4. Contractor (s) must submit their proposal using the format identified in the RFP.
5. Contractor (s) must demonstrate that their products meet or exceed industry standards for software used in the redistricting process. Contractor (s) should demonstrate to the Commission's satisfaction that software:
 1. Is user-friendly and meets accessibility standards as required by the Americans with Disabilities Act and other related laws.
 2. Has capacity for data import, export, and integration.
 3. Makes "real-time" changes as lines are changed.
 4. Can be used to analyze multiple redistricting plan maps.
 5. Can produce maps that are transferrable to a variety of formats, including print, Internet, and multimedia display for interactive community meetings.
 6. Can produce data analysis and reports that compute measures and evaluate requirements associated with redistricting, including but not limited to, contiguity, compactness, communities of interest, etc.
 7. Allows for mapping portions of the City if desired.
 8. Additional consideration may be given to software that is versatile and customizable.

F. LICENSES

Contractor will install mapping software, including providing all necessary licensing and associated infrastructure, to make available both on commission computers and through a web-based tool accessible to all interested parties. Commission has the right to make backup/archival copies of data and to make unlimited copies of the documentation.

G. DOCUMENTATION AND REPORTS

Nine (9) hard copies of the proposal should be submitted in the following format and include:

H. PROPOSERS IMPLEMENTATION PLAN

Proposers shall provide a contract implementation plan proposing procedural, operational steps, technical approach and milestones of how Consultant intends to provide the work plan with specified deliverables as previously specified. A revised schedule may be required from the Proposer(s) within ten (10) calendar days of the City's notification of provisional award.

I. A SCOPE OF WORK DESCRIBING

- a) Overall approach to the project, including approach to completing the Scope of Services within the constrained timeframe specified;
- b) Description of methodology and deliverables Contractor(s) can produce associated with each task in the Scope of Services;
- c) Identification of any requirements for Commission-furnished equipment, materials, facilities or any other Commission support necessary to implement Contractor's proposal.

J. QUALIFICATIONS AND EXPERIENCE

The following experience, qualifications and skills are required to successfully complete the requirements of this RFP.

- A. Names, classification/designation, and relevant qualifications and experience of Contractor(s) and/or sub-contractors to be employed through this contract;
- B. Fixed fee schedule priced by task and categorized by cost (i.e., labor , direct costs, indirect costs, overhead, etc.);
- C. Description of any additional contingency fees or costs that may be added should Contractor's services be selected (if there are expenses which are considered reimbursable and not included in the flat fee structure, such expenses shall be identified and quantified as full as possible);
- D. A list of additional services included at no additional cost and those optional services that may be provided at specific cost (i.e., web design, telephone support, on-site support, and other related consulting services on a time and materials basis).

SECTIONS D, E, F, G, H, AND I

**SECTION J
LIST OF ATTACHMENTS, EXHIBITS, OR APPENDICES**

- Attachment 1 - Contractor Registration Form
- Attachment 2 - Contractor Standards Pledge of Compliance Questionnaire
- Attachment 3 - Equal Opportunity Contracting Program (EOCP) Proposer Requirements

**SECTION K
REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF
CONSULTANTS OR RESPONDENTS**

SECTION L

INSTRUCTIONS, CONDITIONS AND NOTICES TO CONTRACTORS

The acceptance of the Contractor's proposal for the services specified herein will be made by issuance of a duly authorized contract prepared by the City of San Diego. Contractors are cautioned to make no assumptions or accept any representations by any employee, member, officer or representative of The City of San Diego concerning the award until a contract is executed.

L.1 Questions

Contractors are responsible for reading carefully and understanding fully the terms and conditions of this RFP. All contact between Contractors and the City will be formally made at scheduled meetings in person, telephone or in writing through the Procurement Specialist. Requests for clarification or additional information must be made in writing to the Procurement Specialist and received at the Purchasing & Contracting Office listed on the cover page no later than 5:00 p.m. P.T. on the due date specified on the Cover Page of this solicitation. Such requests should contain the following: "QUESTIONS: 10014983-11-G RFP". Only written communications relative to the procurement shall be considered. Electronic mail is the only acceptable method for submission of questions. Please e-mail the Procurement Specialist listed on the cover page. It is incumbent upon Contractors to verify City receipt of their questions. All questions will be answered in writing. Both questions and answers will be distributed, without identification of the inquirer(s), to all Contractors who are on record with the Procurement Specialist as having received this RFP. No oral communications can be relied upon for this Proposal. To the extent that a question causes a change to any part of this RFP, an addendum shall be issued addressing such.

L.2 Additional Instructions

1. Contractor's Mailing Address

It is the responsibility of every Contractor to register and maintain their current mailing address with the City of San Diego.

2. Submission Instructions

Please submit one (1) original and nine (9) complete copies of your proposal documents in sealed envelopes or cartons. The original proposal must be clearly marked, signed (use blue ink) and submit in a separate sealed envelope, with all copies being addressed to:

Purchasing & Contracting Department
The City of San DiegoATTN: Pam Glover, Procurement Specialist
1200 Third Avenue, Suite 200
San Diego, CA 92101

If hand carried, proposals must be delivered by 4:00 p.m. PT on the Closing Date specified on the Cover Page. Late proposals delivered/received after 4:00 p.m. PT will not be accepted.

The outside of each envelope or package must be labeled:

- a. RFP Description
- b. RFP No. 10014983-11-G
- c. Name of Contractor
- d. Package x of y

3. Firm Offer Period

By submission of a Proposal, Contractor guarantees that the offer is firm for ninety (90) calendar days, commencing the day following the date of Proposal Closing. If an Award is not made during that period, the Proposal shall automatically extend for another ninety (90) days, unless the Contractor indicates otherwise to the contact person listed on the cover page of the Proposal in writing thirty (30) days prior to expiration of the current ninety (90) days period.

4. Detailed Proposal

All items specified in Section C, "Scope of Services" beginning with Paragraph E "Core Requirements and Deliverables" must be addressed in the proposal. Proposers must expressly indicate that the Proposal satisfies and is fully capable of providing each point listed in this section. Proposers shall provide responses to each paragraph in the same order as the RFP citing the heading and then their response. Simple "Yes", "No", or "Comply" responses to stated specifications are insufficient. Rather, the Proposers must describe in detail how the proposed products and/or services meet or exceed the requirements of this RFP and Proposers shall state their understanding and compliance. Additionally, Proposers must explain any exception or deviation from the requirements in accordance with the applicable terms of this RFP. Proposers should also include any other information they feel may be of benefit to the City. Exceptions are deemed rejected unless accepted in writing by the City of San Diego.

In order for a Proposal to be accepted, it must be submitted on the forms, if any, provided by the Purchasing Agent. A detailed proposal must be submitted along with those forms identified in Section K for the proposal to be complete. The documents should be prepared in single-spaced type on 8 ½ x 11" paper, using one side of the paper only. The original proposal must contain a signature of an authorized representative of the Contractor. An authorized representative of the Contractor must initial all corrections made on the proposal sheets. The company name must appear on each sheet where a correction is made. The Proposal must include all documents materials and information required herein. Pages should be numbered at the bottom to show page numbers and total number of pages should be no more than 50 pages, excluding any forms or attachments required

per this RFP. This also does not include resumes or descriptive literature. (e.g. Page 1 of xx, etc.)

Contractor shall carefully examine all Contract Documents and regulations relating to the goods or services to be furnished and shall be bound by same unless exceptions are proposed in writing at the time of submission of the Proposal and said exceptions are accepted by the City in writing. Any exceptions to the City's Contract Documents submitted by Contractor are deemed rejected unless and until accepted by the City in writing as discussed above. The City may reject Contractor's Proposal as non-responsive or consider the Proposal without Contractor's proposed exceptions if exceptions are submitted. If after Award of Contract, Contractor attempts to provide materials or services subject to new or additional terms or conditions, unless mutually agreed between City and Contractor, they too shall be considered void and City may terminate the Contract.

5. Schedule

The unit of measure specified in the Schedule is descriptive only and is not used as a basis to determine award of Contract.

- a. The line item(s) in the Price Schedule (Section B) must include any and all warehousing, freight, delivery, pickup, financing, carrying charges, and all other such charges to accommodate the supply/service and delivery requirements.
- b. Contractor shall insert a unit price, and extended amount for each line item specified on the schedule, if applicable. Additionally, Contractors shall calculate and insert the total offer price, where appropriate on the schedule.
- c. Contractors are cautioned that the item descriptions in the Schedule are not intended as complete descriptions of the required supplies or services to be purchased under this solicitation. Each Contractor must consult the Specifications of the solicitation document for complete descriptions of the required supplies or services.
- d. Contractor shall verify all prices and extensions before submitting a Proposal. Withdrawal or correction will not be permitted except as provided below.
- e. Prior to the exact hour and date set for Proposal Closing, Proposals may be modified or withdrawn by providing written notice by either the Contractor, or an authorized representative of the Contractor. Telephonic withdrawals or modifications are not permitted.

6. Options

- a. The City of San Diego will evaluate offers for award purposes by adding the total price for all options, if applicable, to the total price for the basic requirement. The City of San Diego may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the City of San Diego to exercise the option(s).
- b. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful Contractor within the initial ninety (90) days period or extension thereof, shall result in a tentative award subject to required post-award submittals and approvals by the appropriate City official(s) or body. Final approval and execution by the City will result in a binding Contract. Before the offer's specified expiration time, the City of San Diego may accept an offer (or incorporate the accepted option price), whether or not there are negotiations after its receipt.

7. Awards

One award of contract is anticipated under this solicitation. However, The City of San Diego reserves the right to make a single or multiple awards. Based on the Proposal submitted and subsequent negotiations and submission of a Best and Final Offer, if applicable, the City and Contractor will sign the Contract furnished by the City.

8. Contact during and after Contractor's Submittal

All Contractors who are considering submitting a proposal for a project are prohibited from having any communication concerning the RFP with any City employee, any City of San Diego Council Member, the Mayor, or any Evaluation Committee Member, after issuance of the RFP, and prior to the Contract being awarded, with the exception of communications with the contact person listed on the cover page of this RFP, or designee, in the Purchasing & Contracting Department. A proposal from any Contractor will be disqualified when the Contractor violates this condition of the RFP. The City will inform all Contractors of its Intent to Award a Contract (also known as an Announcement of the Selected Contractor) in writing.

9. Acceptance and Rejection of Proposals

- a. Acceptance: All proposals properly completed and submitted shall be considered by The City of San Diego.
- b. Rejection: A proposal may be rejected if it does not conform to the rules or the requirements contained in this RFP. Examples for rejection include, but are not limited to the following:

- (1) The proposal is time-stamped at the Purchasing & Contracting Department after the deadline specified in the RFP.
 - (2) Failure to execute and return the required forms.
 - (3) Failure to respond to all subsections within the RFP. All proposals that are materially unbalanced, (i.e. that contain unreasonably high unit prices for some items and/or unreasonably low unit prices for other items.
 - (4) The Contractor warrants that: (1) this Proposal is genuine and not sham or collusive, or made in the interest of or on behalf of any person, firm or corporation not therein named; (2) the Contractor has not directly or indirectly induced or solicited any other Contractor to put in a sham Proposal, or any other person, firm or corporation to refrain from submitting a proposal; and (3) the Contractor has not in any manner sought by collusion to secure any advantage over the other Contractors. Proof of collusion among Contractors, in which case all suspected proposals involved in the alleged collusive action shall be rejected, and any participants to such collusion shall be barred from future procurement opportunities until reinstated.
 - (5) The proposal shows non-compliance with applicable laws or contains any unauthorized additions, deviations or deletions, is a conditional proposal, is an incomplete proposal, or contains irregularities of any kind which make the proposal incomplete, indefinite, or ambiguous as to its meaning.
 - (6) The Contractor adds provisions reserving the right to accept or reject an award or to enter into a contract pursuant to award or adds provisions contrary to those in the RFP.
- c. Pursuant to the Notice to Contractors advertised in the official City newspaper and/or the-Solicitation issued by the City, the Contractor's offer to furnish the City of San Diego (City) with the goods or services described in the Proposal is binding at the price stated (Contract Amount), subject to further negotiations as outlined in these General Contract Clauses (Section I), and is subject to all of the terms and conditions of these General Contract Clauses (Section I), all Contract Documents, as well as the City of San Diego Charter and Municipal Code.
 - d. The time of mailing of proposals or other documents, modifications, or withdrawals submitted by registered or certified mail shall be the last minute of the date shown in the postmark on the registered mail receipt or registered mail wrapper or on the Receipt for Certified Mail, unless the Contractor furnishes evidence from the post office station of mailing which establishes an earlier time.
 - e. The Terms of the Addenda shall be considered in evaluating and submitting Proposals. It is the Contractor's responsibility to ensure that any Addenda to a Proposal are downloaded from the City's website or otherwise obtained. Failure

to respond to any Addenda issued may render a Proposal invalid and result in its rejection.

10. Protests

If an unsuccessful Contractor wants to dispute the Award, the Protest must be submitted in writing to the Purchasing Agent no later than ten (10) calendar days after Announcement of the Apparent Successful Contractor, detailing the grounds, factual basis and providing all supporting information. Failure to submit a timely written Protest to the Purchasing Agent will bar consideration of the Protest. Protests will only be considered if one of the grounds for protest as set forth in the San Diego Municipal Code Section 22.3029 has been met.

11. Requirements Prior to Contract Execution

Prior to contract execution, the selected Contractor will be required to provide the additional materials as referenced below within ten (10) calendar days from the date of the City's request, if not already on file. Failure to provide the required submittals within the time period specified may be cause for the provisional award to be voided and the Contractor to be rejected as non-responsive. Required submittals include:

- a. Insurance requirements, as specified in Section I.09.
- b. Taxpayer Identification number (W-9), as specified in Section I.36.
- c. San Diego Business Tax License, as specified in Section I.58, if not currently on file.
- d. In order to prevent potential or perceived conflicts of interest among Proposer personnel, the Contractor shall submit a current Statement of Economic Interest Form 700 applicable to this scope of work prior to execution of the Contract. Please visit the link for the form and instructions at <http://www.fppc.ca.gov/index.php?id=500>.

L.4 RFP Proposal Format and Organization

Contractors shall compile and organize the responses according to the tabs listed below. Within the tabbed section, clearly organize and mark your responses according to the topics outlined below. It is very important for you to follow the format outlined below to assist us in the evaluation process. All proposals should be securely bound, and must include the following items. Responses must be in the same order as, and responsive to, the information requested. Unnecessarily elaborate proposals and/or lengthy presentations are not desired or required by the City of San Diego.

1. **Tab A - Representations and Certifications.** Contractor shall include all completed verification statements and required forms specified in Section K.

2. **Tab B - Executive Summary and Responses to Scope of Services.** Contractor shall provide the following information in the order outlined below:

- a. A title page;
- b. A table of contents;
- c. Executive Summary – This summary, limited to one typewritten page, should provide a high level description of the Contractor’s ability to meet the requirements of the RFP and a statement describing why the Contractor believes itself to be best qualified to provide the identified services;
- d. List any exceptions to this RFP. Exceptions listed elsewhere will not be recognized. Any exceptions determined to be material by the City of San Diego may cause the proposal to be not further considered; and
- e. Responses to all items specified in Section C, “Scope of Services” beginning with Paragraph E “Core Requirements and Deliverables”.

3. **Tab C - Cost/Price Proposal (if applicable)**

Contractors shall submit its detailed cost proposal as specified in Section B, including any required attachments as specified in Section B.

4. **Tab D – Subcontracting Plan:** The Contractor shall submit a subcontracting plan with the proposal. The subcontracting plan shall address the following:

- Use of San Diego-Based (Local) Business.
- See Section J “Equal Opportunity Contracting Program (EOCP)” for additional forms and requirements.

The plan shall address each of these areas and specifically identify name of potential sub-contractor(s), or area to be sub contracted, field of expertise, number of years in the field, proposed dollars amounts of subcontracting effort by category and references. This plan will be incorporated into the winning contractor’s contract, and monitored throughout the life of the contract for compliance.

5. **Tab E - Signed Contract:** This tab represents the Contract in its entirety, which shall include Sections A through J and the proposal by the Contractor. This tab must include each and every page, form, option, or submittal, as specified in Sections A – J. Therefore, the Contractor shall prepare this tab as follows:

- a. Complete Section A, Contract (blocks 4, 6 and 8) of the RFP;
- b. Complete Section B of the RFP in its entirety to include any options;
- c. Include Section C of the RFP, and Contractor’s proposal in response to Section C;
- d. Include Sections D through I of the RFP;

- e. Include Section J of the RFP and all completed forms as required in this section; and

All Proposals must be signed with the firm name as indicated. A Proposal by a corporation must be signed by a duly authorized officer, employee or agent, with his or her title. The representative signing on behalf of a corporation, partnership, sole proprietorship, joint venture or entity hereby declares that authority has been obtained to sign on behalf of the corporation, partnership, sole proprietorship, joint venture, or entity and agrees to hold the City harmless, if it is later determined that such authority does not exist. An original signature, in ink, is required. Copies and facsimiles are not acceptable. A Best and Final Offer (BAFO) or written clarifications to the Contractor's proposal, if requested by the City, will become part of the contract only upon written acceptance by the City in the form of a fully executed Signature Page. If the City requests a BAFO or written clarifications of the Contractor's proposal, the Contractor shall complete a revised Section A, Contract (blocks 4, 6 and 8), sign and return the revised Contract Document(s). Any changes that result from the BAFO or written clarifications of the Contractor's proposal shall be clearly identified and justified by the Contractor in a cover letter attached to the revised Contract Document(s).

SECTION M

EVALUATION PROCESS

M.1 Evaluation for Options

The City of San Diego shall evaluate offers for award purposes by evaluating the qualifications of firms submitting a response to this RFP.

M.2 Process for Award

The City of San Diego will award a contract to the responsible Contractor whose offer conforms to the RFP and whose offer best meets our needs and are most likely to assist The City of San Diego in achieving its objectives. The combined relative merit of the evaluation criteria listed below will be used in the selection of the Contractor. The City of San Diego reserves the right to seek clarification of information submitted in response to this RFP. The City of San Diego also reserves the right to make award without further discussion.

Optional Oral Presentation: The City may require additional written or oral information from Contractors to clarify responses. Only Proposers meeting qualifications as determined by the City may be required to make individual oral presentations to the City Evaluation Committee, or its designated representatives, in order to clarify their Proposals and as part of the selection process. Prior to any oral interview, the City will have completed all reference checks. Additionally, the Proposer's key personnel may be required to be interviewed by the City's Evaluation Committee, or its designated representatives. Interviews may be by telephone and or in person. Multiple interviews may be required. The purpose of the interview of the key personnel is to determine if the City is able to establish rapport and a productive professional working relationship with these individual(s) and to assess their expertise. If the City determines that such oral presentation and interview of the key personnel is needed, the Issuing Office will schedule a time and place. Proposers are required to make the oral presentation and interview of the key personnel within seven (7) workdays after request by the City. Proposers should be prepared to discuss and substantiate any of the areas of the Proposal submitted, as well as its qualifications to furnish the specified products and services. Notwithstanding the possibility of a request for an oral presentation and interview of the key personnel, Proposers shall not rely on the possibility of such a request and shall submit a complete and comprehensive written response to this solicitation. Any costs incurred for the oral presentation and interview of the key personnel are the responsibility of the Proposer.

Optional Discussions/Negotiations: The City has the right to accept the Proposal, which serves the best interest of the City, as submitted, without discussion or negotiation. Contractors should, therefore, not rely on having a chance to discuss, negotiate, and adjust their Proposals. Contractors, who submit Proposals initially judged by the Procurement Specialist to be reasonably susceptible of being selected for award may be asked to discuss and/or negotiate their Proposals with the City to facilitate arrival at a Proposal that is most advantageous to the City. Discussions/negotiations may include verbal and/or written clarifications in price, specifications, terms and conditions, quality, performance of the contract, and any other aspect of this procurement. If the Procurement Specialist determines that discussions/negotiations are in the best interest of the City, the Procurement Specialist will advise select firms in the competitive range to have discussions/negotiations, and then contact those select firms in writing to submit a Best and Final Offer (BAFO) allowing Proposer(s) to change their price proposal after the RFP due date based upon discussions/negotiations for consideration by the City after discussions/negotiations are held. However, discussions/negotiations may not be conducted if the Procurement Specialist determines either that discussions/negotiations are not in the best interests of the City or that discussions/negotiations need not be conducted: (a) with respect to Price Proposals that are fixed by law or regulation, although consideration shall be given to competitive terms and conditions; (b) because the time of delivery or performance does not permit discussions; or (c) because it can be demonstrated clearly from the existence of adequate competition or accurate prior Price Proposal experience with the particular item that acceptance of an initial offer without negotiation would result in a fair and reasonable Price Proposal.

Unless the Contractor clearly specifies otherwise, the City may elect to award more than one Contract, by awarding separate items or groups of items to various Contractors. Awards will be made for the items, or combinations of items, which result in the best value and/or best meet the City's requirements. The additional administrative costs associated with awarding more than one Contract will be considered in the determination.

The City of San Diego also reserves the right to make award without further discussion. In addition, the City of San Diego reserves the right to seek clarification of information submitted in response to this RFP and/or to request additional information during the evaluation process. The City may elect to waive informalities, technical defects and minor irregularities in Proposals and may reject all Proposals when to do so is in the best interest of the City. The City reserves the right to limit the competitive range to firms highly rated for purposes of efficiency.

M.3 Evaluation Panel

1. Based on the evaluation criteria outlined in M.4, all technical proposals shall be evaluated and scored by the Source Selection Evaluation Committee designated by the City of San Diego. Written or oral discussions may be requested from the Contractors to resolve uncertainties relating to their Proposals and to arrive at a complete agreement on all requirements. The Source Selection Evaluation Committee, upon completion of evaluating the technical proposals, will recommend

to the Purchasing Agent award be made to the selected highest technically qualified ranked firm(s).

- A. The City of San Diego reserves the right to investigate the qualifications of all Contractors under consideration and to confirm any part of the information furnished by a Contractor, or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the work.

M.4 Evaluation Criteria The following elements represent the evaluation criteria that will be considered during the evaluation process:

A. Responsiveness to the Request for Proposal (10 Points) 1. Requested information included and thoroughness of response 2. Understanding of the project 3. Creativity of proposed project approach 4. Clarity and brevity of the response
B. Staffing Plan (15 Points) 1. Provision for the required disciplines 2. Provision for participation by Firm's key personnel 3. Qualifications of personnel adequate for requirement
C. Firm's Capability to provide the services and expertise and Past Performance (25 Points) 1. Background of the Firm and subcontractors including (Discipline) qualifications 2. Relevant experience of the Firm and subcontractors 3. Previous relationship of firm and subcontractors on similar projects 4. Other pertinent experience 5. Resources including computers, total number of people, and number of offices 6. Location in the general geographical area of the project and knowledge of the locality of the project 7. Past/Prior Performance 8. Capacity/Capability to meet the City of San Diego needs in a timely manner 9. References

D. Equal Opportunity Contracting Program (EOCP) Desirable (25 Points) 1. Firm presented an Equal Employment Opportunity policy to the City of San Diego. 2. Firm presented a positive subcontracting utilization plan.
E. Cost (15 Points)
Optional Oral Presentations, at no cost to the City. (10 Points).
GRAND TOTAL (100)

All responsive proposals will be evaluated in accordance with the evaluation factors specified above. The evaluation criteria are weighted as indicated above.

It is the policy of the City of San Diego that one factor, among others, that are to be considered when awarding a contract or approving a purchase order is the existence of a pending legal dispute - whether in court or an alternative dispute forum - with any contractor or Contractor which has submitted a bid or proposal. Before including a consideration of the legal dispute as a factor, the Purchasing Agent shall seek the advice of the City Attorney regarding the legal dispute.

M.5 Additional Eligibility Requirements

M.5.1 The Contractor must have no conflict of interest with regard to any other work performed by the firm for The City of San Diego.

M.5.2 The Contractor must adhere to the instructions in this RFP on preparing and submitting the response

Attachment 1



City of San Diego
Purchasing & Contracting Department
Contractor/Vendor Registration Form

All prospective bidders, as well as existing contractors and vendors, are required to complete this form.

Vendor ID: _____

[ID Number will be provided by City]

Firm Info:

Firm Name:

(as reported on W9)

Firm Address:

City:

State:

Zip:

Phone:

Fax:

Taxpayer ID:

Business License:

Website:

Contact Info:

Contact Name:

Title:

Email:

Phone:

Cell:

☐ **Alternate Address (if different from above) to Receive Remittance:**

Mailing Address:

City:

State:

Zip:

☐ **Alternate Address (if different from above) to Receive Bid/Contract Opportunities:**

Mailing Address:

City:

State:

Zip:

Contractor Licenses (if applicable)

License Number:

License Type:

License Number:

License Type:

License Number:

License Type:

Contractor/Vendor Registration Form – Page 2

Firm Name:
(as reported on W9)

Product/Services Information:

NIGP Codes:

*find list of available NIGP Codes at <http://www.sandiego.gov/purchasing> OR request hard copy from Purchasing & Contracting

The City requires this information for statistical purposes only.

Primary Owner of the Firm* (51% ownership or more) *Required	☐ Male ☐ Female or	☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Partnership ☐ Limited Liability Corporation ☐ Joint Venture ☐ Non-Profit ☐ Governmental/Municipality/Regulatory Agency ☐ Utility

Ethnicity:

Ethnicity:

* select one from the following **List of Ethnicities:**

AFRICAN AMERICAN
ASIAN AMERICAN
CAUCASIAN AMERICAN
HISPANIC AMERICAN
NATIVE AMERICAN
PACIFIC ISLANDER AMERICAN

Ownership Classification

Classification:

*

* select from the following **List of Ownership Classification Codes** (select all that apply):

☐	WBE	(Woman Owned Business Enterprise)
☐	OBE	(Other Business Enterprise)
☐	DBE	(Disadvantaged Business Enterprise)
☐	DVBE	(Disabled Veteran Business Enterprise)
☐	SLBE	(Small Local Business Enterprise)
☐	8(a)	(Small Business Administration 8(a) Enterprise)
☐	SDB	(Small Disadvantaged Business Enterprise)
☐	LBE	(Local Business Enterprise)
☐	MLBE	(Micro Local Business Enterprise)
☐	SBE	(Small Business Enterprise)
☐	MBE	(Minority Business Enterprise)
☐	EBE	(Emerging Business Enterprise)
☐	ELBE	(Emerging Local Business Enterprise)

Certified by an Agency? ☐ No ☐ Yes (enter Certification Number and Certifying Agency below)

Certification #:

Expiration Date:

Agency:

Certification #:

Expiration Date:

Agency:

Information regarding a vendor's racial or gender ownership status will not be used as a factor in the City's selection process for any contract.

Please mail this form to: Purchasing & Contracting Department
1200 Third Avenue, Suite 200
San Diego, CA 92101

or fax to: 619/ 236-5904

Attachment 2

City of San Diego Purchasing & Contracting Department CONTRACTOR STANDARDS *Pledge of Compliance*

Effective December 24, 2008, the Council of the City of San Diego adopted Ordinance No. O-19808 to extend the Contractor Standards Ordinance to all contracts greater than \$50,000. The intent of the Contractor Standards clause of San Diego Municipal Code §22.3224 is to ensure the City of San Diego conducts business with firms that have the necessary quality, fitness and capacity to perform the work set forth in the contract.

To assist the Purchasing Agent in making this determination and to fulfill the requirements of §22.3224(d), each bidder/proposer must complete and submit this *Pledge of Compliance* with the bid/proposal. If a non-competitive process is used to procure the contract, the proposed contractor must submit this completed *Pledge of Compliance* prior to execution of the contract. A submitted *Pledge of Compliance* is a public record and information contained within will be available for public review for at least ten (10) calendar days, except to the extent that such information is exempt from disclosure pursuant to applicable law.

All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, respondents must use the *Pledge of Compliance Attachment "A"* and sign each page. The signatory guarantees the truth and accuracy of all responses and statements. Failure to submit this completed *Pledge of Compliance* may make the bid/proposal non-responsive and disqualified from the bidding process. If a change occurs which would modify any response, Contractor must provide the Purchasing Agent an updated response within thirty (30) calendar days.

A. PROJECT TITLE:

B. BIDDER/CONTRACTOR INFORMATION:

Legal Name	DBA		
Street Address	City	State	Zip
Contact Person, Title	Phone	Fax	

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?
? Yes ? No

If Yes, use *Pledge of Compliance Attachment "A"* to list all prior legal and DBA names, addresses and dates when used. Explain the specific reasons for each name change.

2. In the past five (5) years, has a firm owner, partner or officer operated a similar business?
? Yes ? No

If Yes, use *Pledge of Compliance Attachment "A"* to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds or has held a similar position in another firm.

Attachment AA

D. **BUSINESS ORGANIZATION/STRUCTURE:** Indicate the organizational structure of your firm. Check one only on this page. Use *Pledge of Compliance Attachment "A"* if more space is required.

☐ **Corporation** Date incorporated: ____/____/____ State of incorporation: _____

List corporation's current officers: President: _____
 Vice Pres: _____
 Secretary: _____
 Treasurer: _____

Is your firm a publicly traded corporation? ☐ Yes ☐ No

If Yes, name those who own five percent (5%) or more of the corporation's stocks:

☐ **Limited Liability Company** Date formed: ____/____/____ State of formation: _____

List names of members who own five percent (5%) or more of the company:

☐ **Partnership** Date formed: ____/____/____ State of formation: _____

List names of all firm partners:

☐ **Sole Proprietorship** Date started: ____/____/____

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

☐ **Joint Venture** Date formed: ____/____/____

List each firm in the joint venture and its percentage of ownership:

Note: Each member of a Joint Venture must complete a separate *Contractor Standards Pledge of Compliance* for a Joint Venture's submission to be considered responsive.

Attachment AA

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm in preparation for, in the process of, or in negotiations toward being sold?
☐ Yes ☐ No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances, including name of the buyer and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?
☐ Yes ☐ No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?
☐ Yes ☐ No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances.

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?
☐ Yes ☐ No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances.

2. In the past five (5) years, has a government agency terminated your firm's contract prior to completion?
☐ Yes ☐ No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances and provide principal contact information.

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executives or management been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement for violating any federal, state or local law in performance of a contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees?
☐ Yes ☐ No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances surrounding each instance; include name of entity involved, specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been debarred or determined to be non-responsible by a government agency?
☐ Yes ☐ No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include name of entity involved, specific infraction, dates, and outcome.

Attachment AA

H. BUSINESS INTEGRITY:

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or governmental entity?

☐ Yes ☐ No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s) or violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

☐ Yes ☐ No

If Yes, use *Pledge of Compliance Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

I. TYPE OF SUBMISSION: This document is submitted as:

- ☐ Initial submission of *Contractor Standards Pledge of Compliance*.
☐ Update of prior *Contractor Standards Pledge of Compliance* dated ____/____/____.

Complete all questions and sign below. Each *Pledge of Compliance Attachment "A"* page must be signed.

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Pledge of Compliance* and that I am responsible for completeness and accuracy of responses and all information provided is true to the best of my knowledge and belief. I further certify my agreement to the following provisions of San Diego Municipal Code §22.3224:

- (a) To comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) To notify the Purchasing Agent within fifteen (15) calendar days upon receiving notification that a government agency has begun an investigation of the Contractor that may result in a finding that the Contractor is or was not in compliance with laws stated in paragraph (a).
- (c) To notify the Purchasing Agent within fifteen (15) calendar days when there has been a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) To provide the Purchasing Agent updated responses to the *Contractor Standards Pledge of Compliance* within thirty (30) calendar days if a change occurs which would modify any response.
- (e) To notify the Purchasing Agent within fifteen (15) days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (f) To cooperate fully with the Purchasing Agent and the City during any investigation and to respond to a request for information within ten (10) working days from the request date.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive.

_____ Print Name, Title	_____ Signature	_____ Date
----------------------------	--------------------	---------------

Attachment AA

City of San Diego Purchasing & Contracting Department
CONTRACTOR STANDARDS
Pledge of Compliance Attachment "A"

Provide additional information in space below. Use additional *Pledge of Compliance Attachment "A"* pages as needed; sign each page. Print in ink or type responses and indicate question being answered. Information provided will be available for public review, except if exempt from disclosure pursuant to applicable law.

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Contractor Standards Pledge of Compliance* and that I am responsible for completeness and accuracy of responses on this *Pledge of Compliance Attachment "A"* page and all information provided is true to the best of my knowledge.

Print Name, Title

Signature

Date

VERY IMPORTANT: YOU MUST REPLACE THE ENTIRE ATTACHMENT BELOW WITH A SEPARATE EOC ATTACHMENT IF THE RFP IS FOR CONSULTING SERVICES. THE EOC CONSULTING

SERVICES ATTACHMENT IS LOCATED IN THE S: DRIVE LOCATED AT “S:\All Dept Contract Templates 2008.04\Procurement\RFP Templates and Forms” UNDER THE FILE TITLED “Equal Opportunity Contracting - Exhibit - Contractor Requirements 010611.docx”.

ATTACHMENT 3

EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)

PROPOSER REQUIREMENTS – GOODS AND SERVICES

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- I. City’s Equal Opportunity Commitment.** The City of San Diego (City) is strongly committed to equal opportunity for employees and Subcontractors of professional service Proposers doing business with the City. The City encourages its Proposers to share this commitment. Prime Proposers are encouraged to take positive steps to diversify and expand their Subcontractor solicitation base and to offer consulting opportunities to all eligible Subcontractors.
- II. Nondiscrimination in Contracting Ordinance.** All Proposers and professional service providers doing business with the City, and their Subcontractors, must comply with requirements of the City’s *Nondiscrimination in Contracting Ordinance*, San Diego Municipal Code Sections 22.3501 through 22.3517.

Attachment AA

- A. Proposal Documents to include Disclosure of Discrimination Complaints. As part of its bid or proposal, Proposer shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Proposer in a legal or administrative proceeding alleging that Proposer discriminated against its employees, Subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.
- B. Contract Language. The following language shall be included in contracts for City projects between the Proposer and any Subcontractors, vendors, and suppliers:

Proposer shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, or suppliers. Proposer shall provide equal opportunity for Subcontractors to participate in opportunities. Proposer understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

- C. Compliance Investigations. Upon the City's request, Proposer agrees to provide to the City, within sixty (60) calendar days, a truthful and complete list of the names of all Subcontractors, vendors, and suppliers that Proposer has used in the past five (5) years on any of its contracts that were undertaken within County of San Diego, including the total dollar amount paid by Proposer for each subcontract or supply contract. Proposer further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's *Nondiscrimination in Contracting Ordinance*, Municipal Code Sections 22.3501 through 22.3517. Proposer understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Proposer up to and including contract termination, debarment and other sanctions for violation of the provisions of the *Nondiscrimination in Contracting Ordinance*. Proposer further understands and agrees that the procedures, remedies and sanctions provided for in the *Nondiscrimination in Contracting Ordinance* apply only to violations of the *Ordinance*.

III. Equal Employment Opportunity. Proposers shall comply with requirements of San Diego Ordinance No. 18173, Section 22.2701 through 22.2707, Equal Employment Opportunity Outreach Program. Proposers shall submit with their proposal a *Work Force Report* for approval by the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP).

- A. Work Force Report. If based on a review of the *Work Force Report* (Attachment AA) submitted an EOCP staff Work Force Analysis determines there are under representation when compared to County Labor Force Availability data, then the Proposer will also be required to submit an *Equal Employment Opportunity (EEO) Plan* to the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP) for approval
- B. Equal Employment Opportunity Plan. If an *Equal Employment Opportunity Plan* is required, it must include at least the following assurances that:
 - 3. The Proposer will maintain a working environment free of discrimination, harassment, intimidation and coercion at all sites and in all facilities at which the Proposer's employees are assigned to work;
 - 4. A responsible official is designated to monitor all employment related activity to ensure the Proposer's EEO Policy is being carried out and to submit reports relating to EEO provisions;
 - 5. Proposer disseminates and reviews its EEO Policy with all employees at least once a year, posts the policy statement and EEO posters on all company bulletin boards and job sites, and documents every dissemination review and posting with a written record to identify the time, place, employees present, subject matter, and disposition of meetings;
 - 6. The Proposer reviews, at least annually, all supervisor's adherence to and performance under the EEO Policy and maintains written documentation of these reviews;
 - 7. The Proposer discusses its EEO Policy Statement with Subcontractors with whom it anticipates doing business, includes the EEO Policy Statement in its subcontracts, and provides such documentation to the City upon request;
 - 8. The Proposer documents and maintains a record of all bid solicitations and outreach efforts to and from Subcontractors, Proposer associations and other business associations;

Attachment AA

9. The Proposer disseminates its EEO Policy externally through various media, including the media of people of color and women, in advertisements to recruit, maintains files documenting these efforts, and provides copies of these advertisements to the City upon request;
10. The Proposer disseminates its EEO Policy to union and community organizations;
11. The Proposer provides immediate written notification to the City when any union referral process has impeded the Proposer's efforts to maintain its EEO Policy;
12. The Proposer maintains a current list of recruitment sources, including those outreaching to people of color and women, and provides written notification of employment opportunities to these recruitment sources with a record of the organizations' responses;
13. The Proposer maintains a current file of names, addresses and phone numbers of each walk-in applicant, including people of color and women, and referrals from unions, recruitment sources, or community organizations with a description of the employment action taken;
14. The Proposer encourages all present employees, including people of color and women employees, to recruit others;
15. The Proposer maintains all employment selection process information with records of all tests and other selection criteria;
16. The Proposer develops and maintains documentation for on-the-job training opportunities and/or participates in training programs for all of its employees, including people of color and women, and establishes apprenticeship, trainee, and upgrade programs relevant to the Proposer's employment needs;
17. The Proposer conducts, at least annually, an inventory and evaluation of all employees for promotional opportunities and encourages all employees to seek and prepare appropriately for such opportunities;
18. The Proposer ensures the company's working environment and activities are non-segregated except for providing separate or single-user toilets and necessary changing facilities to assure privacy between the sexes;
19. The Proposer establishes and documents policies and procedures to ensure job classifications, work assignments, promotional tests, recruitment and other personnel practices do not have a discriminatory effect; and

20. The Proposer is encouraged to participate in voluntary associations, which assist in fulfilling one or more of its non-discrimination obligations. The efforts of a Proposer association, Proposer/community professional association, foundation or other similar group of which the Proposer is a member will be considered as being part of fulfilling these obligations, provided the Proposer actively participates.

IV. Equal Opportunity Contracting. Prime Proposers are encouraged to take positive steps to diversify and expand their Subcontractor solicitation base and to offer contracting opportunities to all eligible Subcontractors. To support its Equal Opportunity Contracting commitment, the City has established a voluntary *Small Emerging Local Business Program participation level*.

A. Small Emerging Local Business Program Participation Level

Prime vendors/contractors/Contractors are encouraged to take positive steps to diversify and expand their Small Local Business Enterprises (SLBE)/ Emerging Local Business Enterprises (ELBE) solicitation base and to offer contracting opportunities to all eligible small emerging local businesses. To support its Equal Opportunity Contracting commitment, the City has established participation level(s) as defined in the following website, <http://www.sandiego.gov/eoc/boc/slbe.shtml>.

1. All professional services contracts valued over \$50,000 or more have a voluntary SLBE/ELBE goal of 20%. Details can be found in the website above.
 2. For all goods and services contracts valued over \$50,000, the City shall apply a 2% bid discount for either: 1) SLBE/ELBE prime contractors or 2) Prime contractors meeting the 20% voluntary SLBE/ELBE goal. The discount will not apply if the award to the discounted bidder would result in a total contract cost of \$10,000 in excess of the low, non-discounted bidder. Details can be found in the website above.
- B. Contract Activity Reports.** To permit monitoring of the winning Proposer's commitment to achieving compliance, *Contract Activity Reports* (Attachment BB) reflecting work performed by Subcontractors/SubContractors/Vendors shall be submitted quarterly for any work covered under an executed contract.

V. Demonstrated Commitment to Equal Opportunity. The City seeks to foster a business climate of inclusion and to eliminate barriers to inclusion.

A. Proposers are required to submit the following information with their proposals:

1. Outreach Efforts. Description of Proposer's outreach efforts undertaken on this project to make subcontracting opportunities available to all interested and qualified firms including SLBE/ELBE/DBE/MBE/WBE/DVBE/OBE.

Attachment AA

2. **Past Participation Levels.** Listing of Proposer's Subcontractor participation levels achieved on all private and public projects within the past three (3) years. Include name of project, type of project, value of project, Subcontractor firm's name, percentage of Subcontractor firm's participation, and identification of Subcontractor firm's ownership as a certified Small or Emerging Local Business Enterprise, Woman Business Enterprise, Disadvantaged Business Enterprise, Disabled Veteran Business Enterprise, or Other Business Enterprise.
 3. **Equal Opportunity Employment.** Listing of Proposer's strategies to recruit, hire, train and promote a diverse workforce. These efforts will be considered in conjunction with Proposer's *Workforce Report* as compared to the County's Labor Force Availability.
 4. **Community Activities.** Listing of Proposer's current community activities such as membership and participation in local organizations, associations, scholarship programs, mentoring, apprenticeships, internships, community projects, charitable contributions and similar endeavors.
- B. In accordance with the City's Equal Opportunity Commitment, EOCP will evaluate the **Proposer's** demonstrated commitment to equal opportunity including the following factors:
1. **Outreach Efforts.** Proposer's outreach efforts undertaken and willingness to make meaningful subcontracting opportunities available to all interested and qualified firms on this project including SLBE/ELBE/DBE/MBE/WBE/DVBE/OBE.
 2. **Past Participation Levels.** Proposer's Subcontractor participation levels achieved on all private and public projects within the past three (3) years.
 3. **Equal Opportunity Employment.** Proposer's use of productive strategies to successfully attain a diverse workforce as compared to the County's Labor Force Availability.
 4. **Community Activities.** Proposer's current community activities.

VI. List of Subcontractors/SubContractors. Proposers are required to submit a *Subcontractor List* with their proposal.

- A. **Subcontractors List.** The *Subcontractor List* (Attachment CC) shall indicate the Name and Address, Scope of Work, Percent of Total Proposed Contract Amount, Dollar Amount of Proposed Subcontract, Certification Status and Where Certified for each proposed Subcontractor/SubContractor.
1. Subcontractors, SubContractors and Vendors must be named on the *Subcontractors List* if they receive more than one-half of one percent (0.5%) of the Prime Proposer's fee.
- B. **Commitment Letters.** Proposer shall also submit Subcontractor *Commitment Letters* on Subcontractor's letterhead, no more than one page each, from all proposed Subcontractors to acknowledge their commitment to the team, scope of work, and percent of participation in the project.

VII. Definitions. Certified "**Minority Business Enterprise**" (MBE) means a business which is at least fifty-one percent (51%) owned by African Americans, American Indians, Asians, Filipinos, and/or Latinos and whose management and daily operation is controlled by one or more members

of the identified ethnic groups. In the case of a publicly-owned business, at least fifty-one percent (51%) of the stock must be owned by, and the business operated by, one or more members of the identified ethnic groups.

Certified **“Women Business Enterprise” (WBE)** means a business which is at least fifty-one percent (51%) owned by one or more women and whose management and daily operation is controlled by the qualifying party(s). In the case of a publicly-owned business, at least fifty-one percent (51%) of the stock must be owned by, and the business operated by, one or more women.

Certified **“Disadvantaged Business Enterprise” (DBE)** means a business which is at least fifty-one percent (51%) owned and operated by one or more socially and economically disadvantaged individuals and whose management and daily operation is controlled by the qualifying party(s). In the case of a publicly-owned business, at least fifty-one percent (51%) of the stock must be owned by, and the business operated by, socially and economically disadvantaged individuals.

Certified **“Disabled Veteran Business Enterprise” (DVBE)** means a business which is at least fifty-one percent (51%) owned by one or more veterans with a service related disability and whose management and daily operation is controlled by the qualifying party(s).

“Other Business Enterprise” (OBE) means any business which does not otherwise qualify as Minority, Woman, Disadvantaged or Disabled Veteran Business Enterprise.

Emerging Local Business Enterprise (ELBE) – Any for-profit enterprise that is not a broker, that is independently owned and operated; that is not a subsidiary of another business; that meets the definition of a local business; and that is not dominant in its field of operation whose average gross annual receipts in the prior three fiscal years do not exceed:

6. \$2.75 million – Construction
7. \$1.5 million – Specialty Construction
8. \$1.5 million – Goods/Materials/Services
9. 1.0 million – Trucking
10. \$750,000 – Professional Services and Architect/Engineering

If a business has not existed for 3 years, the gross sales limits described above shall be applied based upon the annual averages over the course of the existence of the business.

Local Business Enterprise (LBE) – A firm having a Principal Place of Business and a Significant Employment Presence in San Diego City or County, California that has been in operation for 12 consecutive months and a valid business tax certificate. This definition is subsumed within the definition of Small Local Business Enterprise.

Small Local Business Enterprise (SLBE) – Any for-profit enterprise that is not a broker, that is independently owned and operated; that is not a subsidiary of another business; that meets definition of a local business; and that is not dominant in its field of operation whose average gross annual receipts in the prior three fiscal years do not exceed:

- \$5.0 million – Construction
- \$3.0 million – Specialty Construction
- \$3.0 million – Goods/Materials/Services

Attachment AA

- \$2.0 million – Trucking
- \$1.5 million – Professional Services and Architect/Engineering

California State certified Micro and Disabled Veteran Owned business enterprises shall also satisfy the requirements to be defined as a Small Business Enterprise.

If a business has not existed for 3 years, the employment and gross sales limits described above shall be applied based upon the annual averages over the course of the existence of the business.

VIII. Certification.

Below are the EOC – accepted certification agencies along with certifiable groups:

City of San Diego:	ELBE, SLBE
Caltrans:	DBE, SDBE, SWBE
Dept. of General Services:	DVBE
CA Public Utilities Commission:	MBE, WBE
City of Los Angeles:	DBE, WBE, MBE
SD Regional Minority Supplier Diversity Council:	MBE, WBE

IX. List of Attachments.

- AA. Work Force Report
- BB. Subcontractors List
- CC. Contract Activity Report



City of San Diego

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 235-5209

WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

NO OTHER FORMS WILL BE ACCEPTED

Section 1.01 CONTRACTOR IDENTIFICATION

Type of Contractor: ☐ Construction ☐ Vendor/Supplier ☐ Financial Institution ☐ Lessee/Lessor
☐ Consultant ☐ Grant Recipient ☐ Insurance Company ☐ Other

Name of Company: _____

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: () _____ Fax Number: () _____

Name of Company CEO: _____

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: () _____ Fax Number: () _____

Type of Business: _____ Type of License: _____

The Company has appointed: _____

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: _____

Telephone Number: () _____ Fax Number: () _____

☐ One San Diego County (or Most Local County) Work Force - Mandatory☐ Branch Work Force *☐ Managing Office Work Force*Check the box above that applies to this WFR.***Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of _____

(Firm Name)

_____, _____ hereby certify that information provided

(County)

(State)

herein is true and correct. This document was executed on this _____ day of _____, 20____

(Authorized Signature)

(Print Authorized Signature Name)

WORK FORCE REPORT – Page 2

NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

1. INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- | | |
|--|--|
| (1) Black, African-American | (5) Filipino |
| (2) Hispanic, Latino, Mexican-American, Puerto Rican | (6) White, Caucasian |
| (3) Asian, Pacific Islander | (7) Other ethnicity; not falling into other groups |
| (4) American Indian, Eskimo | |

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial														
Professional														
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

I. INSTRUCTIONS: FOR EACH OCCUPATIONAL CATEGORY, INDICATE NUMBER OF MALES AND FEMALES IN EVERY ETHNIC GROUP. TOTAL COLUMNS IN ROW PROVIDED. SUM OF ALL TOTALS SHOULD BE EQUAL TO YOUR TOTAL WORK FORCE. INCLUDE ALL THOSE EMPLOYED BY YOUR COMPANY ON EITHER A FULL OR PART-TIME BASIS. THE FOLLOWING GROUPS ARE TO BE INCLUDED IN ETHNIC CATEGORIES LISTED IN COLUMNS BELOW:

- | | |
|--|--|
| (1) Black, African-American | (5) Filipino |
| (2) Hispanic, Latino, Mexican-American, Puerto Rican | (6) White, Caucasian |
| (3) Asian, Pacific Islander | (7) Other ethnicity; not falling into other groups |
| (4) American Indian, Eskimo | |

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--



CITY OF SAN DIEGO WORK FORCE REPORT

HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (Black, Hispanic, Asian, American Indian, Filipino) for each occupation. Currently, our CLFA data is taken from the 2000 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report.¹ By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county.² If participation in a San Diego project is by work forces from San Diego County and, for example, from Los Angeles County and from Sacramento County, we ask for separate Work

Force Reports representing your firm from each of the three counties.

MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report.^{1,3} In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.³

TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one ¹, two ² & three ³. These numbers coincide with the types of work force report required in the example. See below:

- ¹ One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- ² Branch Work Force *
- ³ Managing Office Work Force

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

Exhibit A: Work Force Report Job categories-Administration

Refer to this table when completing your firm's Work Force Report form(s).

Management & Financial

Advertising, Marketing, Promotions, Public Relations, and Sales Managers
Business Operations Specialists
Financial Specialists
Operations Specialties Managers
Other Management Occupations
Top Executives

Professional

Art and Design Workers
Counselors, Social Workers, and Other Community and Social Service Specialists

Entertainers and Performers, Sports and Related Workers
Health Diagnosing and Treating Practitioners
Lawyers, Judges, and Related Workers
Librarians, Curators, and Archivists
Life Scientists
Media and Communication Workers
Other Teachers and Instructors
Postsecondary Teachers
Primary, Secondary, and Special Education School Teachers
Religious Workers
Social Scientists and Related Workers

Architecture & Engineering, Science, Computer

Architects, Surveyors, and Cartographers
Computer Specialists
Engineers
Mathematical Science Occupations
Physical Scientists

Technical

Drafters, Engineering, and Mapping Technicians
Health Technologists and Technicians
Life, Physical, and Social Science Technicians
Media and Communication Equipment Workers

Sales

Other Sales and Related Workers
Retail Sales Workers
Sales Representatives, Services
Sales Representatives, Wholesale and Manufacturing
Supervisors, Sales Workers

Administrative Support

Financial Clerks
Information and Record Clerks
Legal Support Workers
Material Recording, Scheduling, Dispatching, and Distributing Workers
Other Education, Training, and Library Occupations
Other Office and Administrative Support Workers
Secretaries and Administrative Assistants
Supervisors, Office and Administrative Support Workers

Services

Building Cleaning and Pest Control Workers
Cooks and Food Preparation Workers
Entertainment Attendants and Related Workers
Fire Fighting and Prevention Workers
First-Line Supervisors/Managers, Protective Service Workers
Food and Beverage Serving Workers
Funeral Service Workers
Law Enforcement Workers
Nursing, Psychiatric, and Home Health Aides
Occupational and Physical Therapist Assistants and Aides
Other Food Preparation and Serving Related Workers
Other Healthcare Support Occupations
Other Personal Care and Service Workers
Other Protective Service Workers
Personal Appearance Workers
Supervisors, Food Preparation and Serving Workers
Supervisors, Personal Care and Service Workers
Transportation, Tourism, and Lodging Attendants

Crafts

Construction Trades Workers
Electrical and Electronic Equipment Mechanics, Installers, and Repairers
Extraction Workers
Material Moving Workers
Other Construction and Related Workers
Other Installation, Maintenance, and Repair Occupations
Plant and System Operators
Supervisors of Installation, Maintenance, and Repair Workers
Supervisors, Construction and Extraction Workers
Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
Woodworkers

Operative Workers

Assemblers and Fabricators
Communications Equipment Operators
Food Processing Workers
Metal Workers and Plastic Workers
Motor Vehicle Operators
Other Production Occupations
Printing Workers
Supervisors, Production Workers
Textile, Apparel, and Furnishings Workers

Transportation

Air Transportation Workers
Other Transportation Workers
Rail Transportation Workers
Supervisors, Transportation and Material Moving Workers
Water Transportation Workers

Laborers

Agricultural Workers
Animal Care and Service Workers
Fishing and Hunting Workers
Forest, Conservation, and Logging Workers
Grounds Maintenance Workers
Helpers, Construction Trades
Supervisors, Building and Grounds Cleaning and Maintenance Workers
Supervisors, Farming, Fishing, and Forestry Workers

Exhibit B: Work Force Report Job categories-Trade**Brick, Block or Stone Masons**

Brickmasons and Blockmasons
Stonemasons

Carpenters**Carpet, floor and Tile Installers and Finishers**

Carpet Installers
Floor Layers, except Carpet, Wood and Hard Tiles
Floor Sanders and Finishers
Tile and Marble Setters

Cement Masons, Concrete Finishers

Cement Masons and Concrete Finishers
Terrazzo Workers and Finishers

Construction Laborers**Drywall Installers, Ceiling Tile Inst**

Drywall and Ceiling Tile Installers
Tapers

Electricians**Elevator Installers and Repairers****First-Line Supervisors/Managers**

First-line Supervisors/Managers of Construction Trades and Extraction Workers

Glaziers**Helpers, Construction Trade**

Brickmasons, Blockmasons, and Tile and Marble Setters
Carpenters
Electricians
Painters, Paperhangers, Plasterers and Stucco
Pipelayers, Plumbers, Pipefitters and Steamfitters
Roofers
All other Construction Trades

Millwrights

Heating, Air Conditioning and Refrigeration Mechanics and Installers
Mechanical Door Repairers
Control and Valve Installers and Repairers
Other Installation, Maintenance and Repair Occupations

Misc. Const. Equipment Operators

Paving, Surfacing and Tamping Equipment Operators
Pile-Driver Operators
Operating Engineers and Other Construction Equipment Operators

Painters, Const. Maintenance

Painters, Construction and Maintenance
Paperhangers

Pipelayers and Plumbers

Pipelayers
Plumbers, Pipefitters and Steamfitters

Plasterers and Stucco Masons**Roofers****Security Guards & Surveillance Officers****Sheet Metal Workers****Structural Iron and Steel Workers****Welding, Soldering and Brazing Workers**

Welders, Cutter, Solderers and Brazers
Welding, Soldering and Brazing Machine Setter, Operators and Tenders

Workers, Extractive Crafts, Miners

SUBCONTRACTORS LIST

INFORMATION REGARDING SMALL EMERGING LOCAL BUSINESS PROGRAM PARTICIPATION:

- a. Subcontractor's List shall include name and complete address of all Subcontractors who will receive more than one half of one percent (0.5%) of the Prime Proposer's fee.
- b. Proposer shall also submit Subcontractor commitment letters on Subcontractor's letterhead, no more than one page each, from Subcontractors listed below to acknowledge their commitment to the team, scope of work, and percent of participation in the project.
- c. Subcontractors shall be used for scope of work listed. No changes to this Subcontractors List will be allowed without prior written City approval.

NAME AND ADDRESS SUBCONTRACTORS	SCOPE OF WORK	PERCENT OF CONTRACT	DOLLAR AMOUNT OF CONTRACT	* SLBE/ELBE /MBE/ WBE/DBE/ DVBE/OBE	** WHERE CERTIFIED

* *For information only.* As appropriate, Proposer shall identify Subcontractors as:

Certified Minority Business Enterprise	MBE
Certified Woman Business Enterprise	WBE
Certified Disadvantaged Business Enterprise	DBE
Certified Disabled Veteran Business Enterprise	DVBE
Other Business Enterprise	OBE
Small Local Business Enterprise	SLBE
Emerging Local Business Enterprise	ELBE

** *For information only.* As appropriate, Proposer shall indicate if Subcontractor is certified by:

City of San Diego	CITY
State of California Department of Transportation	CALTRANS

