

Downtown San Diego Partnership

Clean & Safe Program

Request for Proposal

For

Downtown Property & Business Improvement District (PBID)

Tree Maintenance in the Public Right of Way

**1111 Sixth Ave. Suite 101
San Diego, CA 92101
(619) 234-8900
info@improvedtsd.org**

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Introduction: The Downtown San Diego Partnership (DSDP) is the managing agency of the Downtown Property and Business Improvement District (PBID), also known as the Clean and Safe Program. The Downtown PBID was established in February 2000 by a ballot proceeding in accordance with California Proposition 218. It was developed by a growing coalition of property owners in cooperation with the Downtown San Diego Partnership. The PBID is a special benefit assessment district proposed to improve and convey special benefits to properties located within the PBID boundaries.

The PBID boundaries are generally located south and west of Interstate 5 and includes the neighborhoods of Core/Columbia, Cortez, East Village, Gaslamp Quarter and Marina. It provides enhanced maintenance and public safety services above and beyond those provided by the City of San Diego.

The PBID is managed by the Downtown San Diego Partnership (DSDP) in accordance with its operating agreement with the City of San Diego. It is governed by the Downtown San Diego Partnership Board of Directors and a management committee consisting of property owners within the district. The program is financed through the levy of assessments upon real property that benefit from the services provided. These assessments are limited to a 5% adjustment per year as determined by the Downtown San Diego Partnership and the management committee.

The Downtown San Diego Partnership is requesting proposals for tree maintenance services within the PBID boundaries in Downtown San Diego. The district includes five neighborhoods and covers 272 blocks of Downtown San Diego. Within the 272 block area, San Diego Metropolitan Transit (MTS) Light Rail traverses the neighborhoods of Core Columbia and East Village (Exhibit A). The trimming of trees along the MTS line requires contractors meet additional requirements outlined in Exhibits B through E. For more information on MTS requirements go to <http://www.sdmts.com/Business/Permits.asp>. For this reason, contractors shall have the opportunity to bid on the MTS Line and the greater downtown area individually or together as a single bid.

Scope of Work – Tree Maintenance: The scope of work shall include regular tree maintenance and fertilization services. The contractor shall provide all equipment, labor and materials necessary for performing the maintenance and fertilization services. Contractor shall provide the services to meet the following specifications:

- Thin tree foliage to evenly form and balance the tree, promote growth in the desired direction and maintain proper health in accordance with NAA standards.
- Remove dead, damaged or diseased wood and structurally weak limbs that may pose a safety hazard.
- Cut back overweight limbs to prevent splitting and other damage to the trees, traffic signals, traffic signs, street lights and private property. Remove branches over sidewalks, parking lots, driveways, streets and road systems where they limit the

headroom of pedestrians, clearance of vehicles, or obstruct the view of traffic signals, traffic signs, or street lighting.

- Remove branches touching and/or over buildings and roofs and where needed to create adequate clearance from structures to avoid damage.
- Annual fertilization of trees to promote healthy growth and disease prevention as needed.
- Provide tree maintenance training for Partnership staff.
- Maintain downtown tree inventory database with up to date information on tree care and maintenance.
- Respond to emergency calls for tree maintenance.
- Contractor must participate in DSDP Maintenance Walks. Contractor will be notified of times and dates.
- Enter all service activity in required data entry system (Eponic)

Annual Tree Service by Neighborhood Including MTS

Neighborhood	Maximum Trees Serviced Annually
Cortez	204
Core Columbia	372
East Village	492
Gaslamp	144
Marina	420
MTS (Core Columbia)	60
MTS (EastVillage)	75
Total	1,767

Communication: The ability to speak English well enough to effectively communicate with people in the service area, management and supervisory personnel is required.

Service Activity Documentation: All service activity will be entered into the required data collection software. It will be the responsibility of the contractor to procure the necessary Iphone and software application titled Eponic. Contractor will be charged a service fee of \$75 per month by Eponic Corporation. Contact Executive Director, Bahija Hamraz, at 619-234-8900 for further instruction.

Appearance: A professional, well-groomed appearance is consistent with the Downtown San Diego Partnership Clean and Safe Program's image and ensures that our clients have a positive overall impression of the organization and Downtown San Diego.

- **Uniforms:** All work attire must be complete, clean, odor free, with no stains, rips, or holes.
 - Polo-style Shirts or T-Shirts: Must be tucked in at all times and display the DSDP Clean and Safe logo on the left chest and back. Whether long sleeve or short sleeve, if visible from collar the shirt must be white or blue. Explicit or suggestive language or images are forbidden.
 - Pants/Shorts: pants or shorts must not be ripped, worn, torn, or frayed. Pants and shorts must be worn above hip bone and should not be baggy or sagging.
 - Shoes: Shoes must be clean, in good repair and conform to the safety standards of your service.
 - Socks: Must wear black or white socks
 - Belt: Belts that are worn should coordinate and not pose a safety hazard.
 - Jewelry: Jewelry must not present a safety hazard.
- **Hygiene:** Clean hygiene is expected.
- **Hair:**
 - Men: Hair must be clean and styled to provide a conservative, neat appearance. Long hair may not fall forward while performing normal job duties. Extreme or bizarre hair colors are not permitted. Facial hair must be neatly trimmed and give a professional appearance.
 - Women: Hair must be clean and styled to provide a conservative, neat appearance. Long hair may not fall forward while performing normal job duties. Extreme or bizarre hair colors are not permitted. Hair clips, ribbons, or bows that coordinate with uniform colors are acceptable.
- **Body Art:** Tattoos are acceptable, but may not be offensive, derogatory, racial, explicit, or gang related.
- **Cell Phone/Pagers:** While delivering contracted services personal cell phones, texting devices, pagers, or any other electronic communication devices should not be used unless it is related to the service provided. Per California state law, a hands free device must be employed while driving and speaking on a cell phone.

- **Body Art:** Tattoos are acceptable, but may not be offensive, derogatory, racial, explicit, or gang related.
- **Cell Phone/Pagers:** While delivering contracted services personal cell phones, texting devices, pagers, or any other electronic communication devices should not be used unless it is related to the service provided. Per California state law, a hands free device must be employed while driving and speaking on a cell phone.
- **Sunglasses:** Sunglasses should have a conservative, professional appearance and should only be worn when conditions require.

Technical Specifications:

Equipment:

- Contractor shall furnish all equipment
- The truck(s) utilized in this contract shall be equipped with a cover to prevent debris from blowing out of the truck during transport.
- Contractor shall possess or shall be able to obtain necessary replacement equipment and manpower to insure that the work will be performed without regard to equipment failures or absenteeism of employees.

Contractor is to list equipment (make model and year) and manpower proposed to be used in this contract.

Performance Standards:

Management - Contractor shall provide management services, including but not limited to employee supervision, work scheduling, supplies control, quality control and management availability.

Employee Supervision - Contractor employee(s) shall be supervised by Contractor to ensure proper performance of duties and adherence to contractual requirements. A weekly inspection of Downtown trees must be made by the supervisor.

Dismissal of Unsatisfactory Employees- If, in the opinion of DSDP, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on DSDP property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract.

The removal of an employee is not to affect the quality or timeliness of the contract in any way.

Quality Assurance- Whenever complaints are received from building occupants, an inspection will be made to validate the complaint. If valid, DSDP will notify Contractor

and correct action must be taken within twenty-four (24) hours. Continued failure and/or poor performance shall be cause for termination of contract.

Protection of Existing Facilities- Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damages caused by Contractor's personnel or equipment will be promptly repaired to the condition existing before the damage or be replaced. All such costs for such repairs or replacement shall be the sole responsibility of the Contractor.

Compliance: Respondents must demonstrate the ability to operate in an environment with noise, parking, and traffic (i.e. one way streets, construction, etc.) restrictions. Respondents must also demonstrate the ability to comply with all San Diego Municipal Codes for noise, street closures. Respondents must also demonstrate the ability to perform the services at times and in a manner that does not interfere with, or disrupt normal business operations. This work involves activities of tree trimming and removal in connection with clearing of electrical power lines in accordance with CPUC GO-95 Rule 35, indicating minimum clearances.

Demonstration: Respondents are not required to schedule a demonstration. The point of contact is:

Sam Jackson
Director of Operations
1111 Sixth Avenue, Suite 101
San Diego, CA 92101
(619) 234-8900
sjackson@improvedtsd.org

Public Disclosure: As a general rule, all documents received by the Downtown San Diego Partnership in connection with the PBID are considered public records and will be made available for public inspection and copying upon request.

Proposal Format and Content: All respondents are required to submit three hard copies and an electronic submittal sent to the Executive Assistant Kate Simpson at ksimpson@improvedtsd.org. The format is specified below.

1. **Cover Page** – Include project title and company name, address, and telephone number.
2. **Table of contents** – Include a complete and clear listing of headings and pages to allow easy reference to key information.
3. **Cover Letter** – The cover letter should be brief, and any changes to the format or deletions of requested material should be explained in the cover letter. The cover

letter should also include the title and signature of the company's contact person for this procurement. The signatory shall be a person with official authority to bind the company.

4. **Methods of Service** – Describe the companies proposed methods and time schedule for performing the elements of the scope of work.
5. **Qualifications and Experience** – One to three pages that outline past experience conducting tree maintenance and landscaping, a summary of past experiences and backgrounds of the individuals to be involved with providing the services under this contract.
6. **Schedule of Rates** – This section shall contain the following: proposed fee and schedule of rates. Proposals submitted for both MTS and the greater Downtown must list separate rates for each.
7. **References** – This section shall contain the following: three to five past or current clients, performing this type of scope of work, with contact names and phone numbers.
8. **Insurance** – Evidence that respondent maintains insurance policies as stated in the RFP.
9. **Other Information** – List of all subcontractors to be involved with accomplishing the components listed in the scope or work, along with their credentials and background to perform under this contract.

Proposal Evaluation Criteria: Proposals received will be evaluated according to the following criteria.

- Demonstrated ability to deliver services requested
- Proposed methods to accomplish work in a competent and timely manner
- Ability to comply with Municipal Codes and Storm Water Regulations
- Specialized experience and technical competence
- Ability to meet insurance requirements
- Competitive fees and rates
- Technology and equipment reliability
- Ability to respond to, and resolve complaints in a timely manner
- Excellent customer service

- Demonstrated ability to meet MTS Regulations
<http://www.sdmts.com/Business/Permits.asp>.

Proposal Schedule:

- Pre-proposal Conference – March 12, 2014, 2:00pm-3:00pm at 1111 6th Ave, SD CA 92101
- Demonstrations – Demonstrations may be scheduled beginning March 13, 2014.
- Deadline – Three original hard copies and one digital copy shall be delivered not later than 5:00pm, Friday, March 21, 2014 to our office at:

Clean & Safe Program
1111 Sixth Avenue, Suite 101
San Diego, CA 92101

Terms and Conditions: The issuance of this RFP does not commit the Downtown San Diego Partnership/PBID to award a contract, to pay any cost incurred in the preparation of a response to this request, or to procure a contract for services. All respondents should note that the execution of any contract pursuant to this RFP is dependent upon the approval of the PBID Management Committee. The Partnership retains the right to reject all submittals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful respondent. Each submittal shall be valid for not less than ninety (90) days from the date of receipt. Any contracts awarded as a result of this request will be effective July 1, 2014 for a period of twelve (12 months).

Contract Extension: At the sole discretion of the Downtown San Diego Partnership/PBID, Any resulting contract may be extended on a year to year basis; however in no case shall the renewal extend beyond five years from the date of award of the original contract.

Insurance: The firm(s) selected to perform the work described in this RFP will be required to provide evidence of personal injury, bodily injury, and property damage insurance with a combined single limit of not less than one million dollars (\$1,000,000.00) per occurrence, subject to an annual aggregate of two million dollars (\$2,000,000.00) for general liability, completed operations, and personal injury, other than bodily injury, insuring against all liability of the City of San Diego, Downtown San Diego Partnership, its members, Board of Directors, and its authorized representatives, arising out of, or in connection with, the performance of work under this contract with the Downtown San Diego Partnership.

Worker's Compensation insurance for all employees to perform work under any PBID to the extent required by the State of California, providing coverage to a single limit of not less than one hundred thousand dollars (\$100,000) per occurrence.

Automobile insurance for all vehicles used in the performance of services under any PBID contract including owned, hired, and non owned automobiles, for bodily injury, and property damage providing coverage to a combined single limit of not less than one million dollars (\$1,000,000) per occurrence.

Equal Opportunity Program Requirements: The City of San Diego and the Downtown San Diego Partnership are strongly committed to equal opportunity in the solicitation of professional service consultants. To assure that consultants doing business with or receiving funds from the City of San Diego and the Downtown San Diego Partnership are equal opportunity contractors and employers. Respondents shall comply with requirements of San Diego Ordinance No. 18173, section 27.2701 through 22.2708.

Nondiscrimination Policy: The respondent 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 employees, subcontractors, vendors, or suppliers.

Partnership Contact: The Downtown San Diego Partnership looks forward to receiving a submittal from your company, if you have any questions regarding this RFP, please direct them to:

Bahija Hamraz or Sam Jackson
Downtown San Diego Partnership
1111 Sixth Avenue, Suite 101
San Diego, CA 92101
(619) 234-8900

bhamraz@improvedtsd.org
sjackson@improvedtsd.org

Attachments

Exhibit A	Map of Downtown PBID District & MTS Line
Exhibit B	MTS Policy and Procedure
Exhibit C	MTS / SD&AE Right of entry permit instructions
Exhibit D	MTS Insurance Requirements
Exhibit E	MTS Standard Construction Notes