

REQUEST FOR PROPOSALS
SIDEWALK STEAM POWER CLEANING
NEWPORT AVENUE MAINTENANCE ASSESSMENT DISTRICT

ISSUED BY
OCEAN BEACH MAINSTREET ASSOCIATION
PUBLIC RIGHTS OF WAY MAINTENANCE OF NEWPORT AVENUE
BEGINNING NOVEMBER 2016



INTRODUCTION

The Ocean Beach MainStreet Association (OBMA) managing the Newport Avenue Maintenance Assessment District (NAMAD) is seeking a qualified contractor to provide sidewalk steam cleaning maintenance along Newport Avenue within the boundaries of the NAMAD in the City of San Diego, California, for a period of two years **beginning November 1, 2016, and ending October 31, 2018.**

SCOPE OF SERVICES

The chosen contractor shall be responsible for provide sidewalk steam cleaning maintenance of the public right-of-way in the District. The following is a breakdown of items to be addressed in the response to the Request for Proposal:

PUBLIC RIGHT-OF-WAY SIDEWALK STEAM CLEANING MAINTENANCE	FREQUENCY BY BLOCK EXACT SCHEDULE TBD	PARTICIPATE IN DESIGN MEETINGS & WALK-THROUGHS with staff
4800 block Newport Avenue	Monthly (12 times per year)	Quarterly (minimum)
4900 block Newport Avenue	Monthly (12 times per year)	Quarterly (minimum)
5000 block Newport Avenue	Monthly (12 times per year)	Quarterly (minimum)

- Steam clean** the sidewalks with a minimum of 3000 psi according to generally-accepted City of San Diego environmental standards after midnight and before 8am to be scheduled in coordination with OBMA staff.
- Scrub/clean** around existing trash receptacles and curbs surrounding planters.
- Prevent water run-off** into storm drains and **properly dispose of reclaimed water** according to City of San Diego requirements during steam cleaning.
- Properly dispose of debris** from the gutters according to City of San Diego requirements.
- Prevent overspray** from running under doors into commercial properties and from soaking automobiles parked next to the curb.

QUALIFICATION REQUIREMENTS

Contractors must demonstrate the resources, expertise, and ability to provide sidewalk steam cleaning of the public right-of-way within the District. Previous direct involvement with similar maintenance projects and special considerations such as community outreach, knowledge of best practices and environmental requirements will be an important factor in evaluating the qualifications of the Contractor team. Contractor must be available to do the work between midnight and 8 am on any given date.

SELECTION CRITERIA

OBMA staff will use the following factors in preparing a recommendation for the selection of the Contractor team:

1. Professional Qualifications and Experience
 - a. **Expertise and professional resources** assigned to perform duties as described in the Scope of Services,

- b. **Quality and completeness of information** submitted in response to this Request for Proposals, and
 - c. **Cost for completion of services per month and per year.**
2. Non-Technical Qualifications
- a. **Compliance with the City of San Diego Equal Opportunity Contracting Program.**
 - b. **Possession of Insurance** Contractor shall not commence work until Contractor has obtained, at its sole cost and expense, all insurance required by OBMA and until such insurance has been approved by the OBMA.
Once contractor is chosen, contractor must supply current insurance policies with an additional insured and endorsement page naming Ocean Beach MainStreet Association and its respective officers, employees, agents and representatives, 1868 Bacon Street Suite A, CA 92107.
 - i. **Commercial General Liability** – provide coverage to a combined single limit of \$1,000,000 per occurrence, subject to an annual aggregate of \$2,000,000 for general liability, completed operations and personal injury other than bodily injury. Contractual liability shall include coverage of tort liability of another party to pay for bodily injury or property damage to a third person or organization. This must include an additional insured and endorsement page naming Ocean Beach MainStreet Association and its respective officers, employees, agents, and representatives, 1868 Bacon Street Suite A, CA 92107.
 - ii. **Automobile Insurance** – the same limits as GL and including all owned auto, hired and non-owned auto for all Contractor’s activities within the district or related to the NAMAD. This must include an additional insured and endorsement page naming Ocean Beach MainStreet Association and its respective officers, employees, agents, and representatives.
 - iii. **Worker’s Compensation** – for all Contractor’s employees who are subject to this Agreement and to the extent required by the State of California, the Contractor shall keep in full force and effect, a worker’s compensation policy. That policy shall provide a minimum of \$1,000,000 of employer’s liability coverage, and the Contractor shall provide an endorsement that the insurer waives the right of subrogation against “Ocean Beach MainStreet Association and its respective officers, employees, agents, and representatives”.

SELECTION PROCESS

OBMA Board Evaluation Committee will review and evaluate the responses to the Request for Proposals and then interview those Contractor teams that Committee believes meets the Request for Proposal requirements. Any proposals submitted without the listed submittal requirements (below) will not be considered. The ability to have proposals reviewed by OBMA Board members is at OBMA’s sole discretion. Following this process, a recommendation will be formulated for subsequent consideration by the OBMA Board of Directors, and they will be the final approval authority. OBMA reserves the right to reject any or all proposals.

PROPOSED SCHEDULE FOR CONTRACTOR SELECTION

Issue Request for Proposals	September 14, 2016
Deadline for receiving Response to RFPs	October 3, 2016
Complete interview process	October 12, 2016
Board Action on Agreement with Contractor	October 13, 2016
Contractor begins work	November 1, 2016

SUBMITTAL REQUIREMENTS

1. **Contact Information** – provide company name, address, phone, fax, and email address along with key contact person.
2. **Nature of the Contractor Team** – include a brief description of key individual(s) in the Contractor Management team and what role each will play in fulfilling the proposed scope of services.
3. **Qualifications and Experience** – include relevant work history and experience with other MADs, local government agencies, commercial entities, and City of San Diego regulations.
4. **References** – include at least 2 sources including names and telephone numbers of existing or previous clients for which similar work has been provided.
5. **Knowledge of Best Practices** – provide a statement as to Contractor’s familiarity with accepted best practices for steam cleaning under the City of San Diego’s strict environmental requirements especially, but not limited to, waste water reclamation during cleaning.
6. **Compensation** – provide annual contract fee and/or not-to-exceed amount for this RFP.
7. **Delivery of RFP Submission** – provide two copies of the *complete* response to this Request for Proposal including all supporting documents in one sealed envelope and **submit before 12 noon, October 3, 2016**, to:

Denise (Denny) Knox, Executive Director
Ocean Beach MainStreet Association
NAMAD RFP Enclosed
1868 Bacon Street
San Diego, CA 92107 619-224-4906

OR Email a PDF-formatted response to: info@oceanbeachsandiego.com
with **“NAMAD RFP”** in the subject line.

For questions, please contact Denny Knox 619-224-4906.

NEWPORT AVENUE MAINTENANCE ASSESSMENT DISTRICT BOUNDARIES
OCEAN BEACH, CALIFORNIA 92107



September 9, 2016