

**REQUEST FOR QUALIFICATIONS &
REQUEST FOR PROPOSALS (RFQ/RFP)
FOR CONSULTING SERVICES:**

Feasibility Study for the Mather Sports Center

Issued by:



**Proposals due by:
January 24, 2025, 4 p.m.**

Proposal Contact:

Rick Smith
Senior Management Analyst
Phone: 916-842-3323
E-mail: rsmith@cordovarpd.gov

Request Issued: Thursday, November 21, 2024

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REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS NOTICE

NOTICE IS HEREBY GIVEN that sealed proposals are invited by the Cordova Recreation & Park District located in Sacramento County, CA to provide qualifications and a proposal for a:

Feasibility Study for the Mather Sports Center

The Cordova Recreation & Park District (CRPD) is requesting qualifications and proposals from consulting firms to prepare a comprehensive feasibility study for rehabilitation or replacement of the Mather Sports Center. A feasibility study is needed to fine tune programmatic needs for the building and evaluate the cost effectiveness of building replacement compared to renovating. CRPD recently completed our Optimized Plan that can be used as a tool for demographics and community desires for the future of the Mather Sports Center. It can be found here <https://cordovarpd.gov/optimizedplan/>. The feasibility study requires a Consultant with expertise in recreation facility planning, community outreach, recreation program assessment, financial analysis, and cost estimating. The Consultant will be required to assist in outreach in achieving community support which may require public vote for achieving the recommended goal(s). The Consultant will develop a work plan using the scope of work in the Request for Qualifications & Request for Proposal (RFQ/RFP). The RFQ/RFP can be obtained on CRPD's website: [RFPs/RFQs - Cordova Recreation and Park District \(cordovarpd.gov\)](https://cordovarpd.gov).

Addenda for this RFQ/RFP will be published on the CRPD website: [RFPs/RFQs - Cordova Recreation and Park District \(cordovarpd.gov\)](https://cordovarpd.gov). Proposers are required to obtain addenda, and acknowledge they are included in the submittal.

All submittals and questions should be directed to:

Cordova Recreation & Park District
Attn: Rick Smith, Senior Management Analyst
11070 White Rock Road, Suite 130
Rancho Cordova, CA 95670
916-842-3323, rsmith@cordovarpd.gov

Qualifications and Proposals must be submitted by 4 p.m. PST, Friday, January 24, 2025.

A selection committee will examine, evaluate, and rank proposals based on qualifications. The highest ranked proposers may be invited for an interview. CRPD staff intends to make a recommendation for award of an Agreement to the CRPD Board of Directors at a meeting within 90 - 120 days after the final date for proposal acceptance. CRPD reserves the right to reject any and all proposals, to waive any irregularities or informalities in any proposal or in the proposal procedure, or to postpone the final date of proposal acceptance or award for good cause. CRPD hereby notifies all proposers that it will affirmatively ensure that any Agreement entered into pursuant to this proposal, Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the basis of race, color, sex, or national origin in consideration for an award. For more information about DBE's visit: http://www.dot.ca.gov/hq/bep/find_certified.htm

The successful proposing firm must ensure that employees and applicants for employment are not discriminated against on the basis of age, color, race, national origin, ancestry, religion, sex, sexual preference, marital status, and shall comply with the Americans with Disabilities Act. Submittals shall be in accordance with the requirements set forth in the proposal documents. Submission of a proposal shall constitute a firm offer to the CRPD. During the evaluation, solicitation and bid information are kept confidential. Once bids are opened, evaluated, and awarded, they become public records available to anyone requesting to review the file, per the Public Records Act, Government Code Section 6250.

Patrick Larkin, General Manager
Cordova Recreation & Park District

Issued November 21, 2024. Advertisement dates: November 21 and 28, 2024.

RFQ/RFP – Feasibility Study for the Mather Sports Center, Cordova Recreation & Park District

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1.0 INTRODUCTION

Cordova Recreation & Park District (CRPD) is requesting comprehensive feasibility study for rehabilitation or replacement of the Mather Sports Center.

Mather Sports Center is a recreation center located within the Mather Sports Complex. The center features basketball, volleyball, and racquetball courts, as well as a weight room and dance studio. The facility hosts restrooms and locker rooms with showers (currently non-operational). The current condition of the Mather Sports Center is in fair to poor condition. The building is over 50 years old. Mechanical, electrical, plumbing, and roof systems are in need of replacement. The interior layout is ineffective for modern programming. Administrative staff will be moving into temporary facilities in an adjacent parking lot at the facility in the winter of 2025.

The Consultant will need to perform a facility condition index report on the building to determine if it is economical to rehabilitate the facility by replacing plumbing, electrical, heating and ventilation (HVAC), replacing the roof, and bringing it up to current building code or replace in kind. The Consultant will be required to develop a cost estimate to either rehabilitate the facility or replace the facility, including relocating the building on the existing parcel, and constructing a like facility. Demolition cost at the current site and construction of a parking lot in its place will also need to be included.

Consultants providing the best professional services proposals to address the RFQ/RFP scope of work will be invited to an interview. Thereafter, negotiations will proceed with the top-ranked Consultant. The Consultant fee is to be provided in a sealed envelope and will not be opened until the top-ranked Consultant has been determined by a selection committee.

2.0 CLIENT PROFILE

2.1 Cordova Recreation & Park District (CRPD)

The Cordova Recreation & Park District (CRPD) is one of the largest independent special districts in Northern California serving over 133,000 residents and four school districts in the greater Sacramento area. CRPD serves the park and recreation needs of residents in the City of Rancho Cordova (City), the communities of Gold River, Larchmont, Mather, Riviera East, Rosemont, and additional unincorporated portions of Sacramento County (County). Over the next several decades, the CRPD is expected to double the number of parks/facilities and new residents.

CRPD is a leading public agency with multiple regional and state awards in facility design and park planning and recreation programming. CRPD provides youth & adult sports, camps, enrichment classes, educational programs, and special events for the community. CRPD oversees 49 parks, manages over 600 acres of urban and open space, three recreational facilities, a sports complex, two community pools, and a full-service 18-hole golf course. CRPD employs 73 full-time staff and approximately 50 FTE part-time/seasonal staff. The 2024-25 budget approves a \$25 million spending budget of \$10.3 million in labor, taxes and benefits; \$8.4 million in services and supplies; \$5.4 million in capital outlay and improvement projects; \$853,000 in debt service; and \$113,000 in commodities ([Final Budget](#)). The CRPD collects revenue from six Community Facility Districts (CFD's) and two Lighting & Landscape Districts (L&L's). Park Development Impact fees are collected by the land authorities (City of Rancho Cordova and Sacramento County) and passed through to the CRPD.

2.2 Land Authorities and Special Districts in the CRPD boundary

CRPD boundaries include jurisdiction in two land authorities (the City of Rancho Cordova and Sacramento County) and several special districts. The entire City of Rancho Cordova is in the middle of the CRPD boundaries. The eastern side of the City, south of Highway 50, is anticipated to grow by approximately 100,000 residents. To the east and west of the City limits, there are unincorporated Sacramento County areas. The unincorporated Sacramento County areas on the west side of the CRPD include the communities of Rosemont, Riviera East, Butterfield, Mather and Sacramento County's Mather Regional Airport. The southwest portion of the CRPD includes four major future land developments in various stages of approvals. The Newbridge, South Mather, Jackson Township and

West Jackson Highway developments will bring approximately 51,000 new residents. The unincorporated areas to the east include the community of Gold River, commercial development along Folsom Boulevard and undeveloped areas mostly belonging to Aerojet-Rocketdyne. Developments in the Aerojet-Rocketdyne ownership area known as Glenborough and Easton have been approved by Sacramento County.

The CRPD works with four school districts: Folsom Cordova Unified School District, Elk Grove Unified School District, Sacramento City Unified School District and San Juan Unified School District.

There are several utility districts in CRPD's boundaries: three water districts, two drainage authorities, one sewer district and two electric/natural gas districts.

CRPD prides itself on developing relationships and establishing partnerships solidified as needed with agreements and memorandums of understanding.

3.0 KEY CONSIDERATIONS

The comprehensive feasibility study needs to include the total cost of remodeling the facility, bringing it up to current building code, replacing mechanical and plumbing systems, and reroofing the facility to extend its usable life. The Consultant will also need to estimate the cost of constructing a new building on the existing parcel that meets the current and projected programming needs of the community. Inflation factors will need to be built-in to allow CRPD time to secure community support and consent for future bonds to fund the improvements.

The Consultant will be tasked to assist in marketing the recommendations to the public, the CRPD Board of Directors, and potential bond investors. Participation in public and Board meetings during this process will also be required.

4.0 DELIVERABLES

The Consultant will be tasked to a present Facility Condition Index* report on the current state of the Mather Sports Center. It will be used to determine if the building is salvageable for the long term or if it is at the end of its useful life. The replacement cost estimate should include re-siting the facility on the existing parcel so as to keep the old facility in operation during construction and then planning eventual demolition and converting the current site to parking to serve the complex. Data is to include costs, charts, graphics, and artist renderings of before and after. All the deliverables required are described in the Scope of Work under Section 6.0

* The Facility Condition Index (FCI) is a standardized metric that measures the condition of a building or facility by comparing the cost of repairs to the cost of replacement. It's a key tool for facility managers to make informed decisions about maintenance, budgeting, and upgrades.

5.0 REFERENCE DOCUMENTS

CRPD is providing various reference documents the Consultant can utilize during the proposal submittal process. Where possible, the Consultant should utilize, not re-create, Reference Documents in the Feasibility Study.

CRPD Reference Documents available on-line include:

- CRPD's Mission & Vision:
<https://cordovarpd.gov/us-mission-vision/>
- CRPD Optimized Plan
<https://cordovarpd.gov/resources-and-information/plans-studies/>
- CRPD Digital Recreation Guide:
[Cordova Recreation and Park District \(cordovarpd.gov\)](https://cordovarpd.gov/cordova-recreation-and-park-district)
- Inventory and Assessment Plan 2012 by PROS Consulting:
[FINAL-Cordova-RPD-Inventory-Assessment-Plan.pdf \(cordovarpd.gov\)](https://cordovarpd.gov/ FINAL-Cordova-RPD-Inventory-Assessment-Plan.pdf)
- Master Plan for Incorporated Areas, 2014, consolidated by CRPD staff:
[Development - Cordova Recreation and Park District \(cordovarpd.gov\)](https://cordovarpd.gov/development-cordova-recreation-and-park-district)

- Design & Construction Standards Manual, January 2021, by CRPD staff:
[Design & Construction Standards Manual 2021 \(cordovarpd.gov\)](http://cordovarpd.gov)
- Final Budget Books for Fiscal Years 2017 - 2024:
[Budget & Finance - Cordova Recreation and Park District \(cordovarpd.gov\)](http://cordovarpd.gov)
- Assessment District Annual Reports:
[Budget & Finance - Cordova Recreation and Park District \(cordovarpd.gov\)](http://cordovarpd.gov)
- CRPD's Reserve Study:
[Reserve Study - Facilities](http://cordovarpd.gov)
- Programming Statement
[Sample Programming Statement](http://cordovarpd.gov)
- Mather Facility Reports
[MSC Roof Report](http://cordovarpd.gov)
[MSC Mechanical Report](http://cordovarpd.gov)
- Marketing Assessment Example
[Cordova Pool Replacement Project](http://cordovarpd.gov)

Reference Documents not available on-line will be made available electronically upon request. To request a link to the documents below, contact Andrew Saltmarsh at asaltmarsh@cordovarpd.gov or by phone at 916-842-3317.

Additional CRPD Reference Documents available electronically upon request include:

- CRPD Map with existing and future parks
- Map of Development Areas within CRPD
- Map of Projected District (CRPD) Population Growth
- Preliminary District-wide Facilities Distribution Plan, June 2017, by CRPD staff
- Park Impact Fee Nexus Study for the Unincorporated Sacramento County Area of the CRPD, May 13, 2021, by Goodwin Consulting Group
- Capital Facilities Plan Costs by Gates + Associates, April 2010
- Accessibility Survey, 2017, by Disability Access Consultants and ADA Transition Plan by CRPD staff

6.0 SCOPE OF WORK

Tasks identified below are a starting point for the work to be accomplished in the feasibility study. The Consultant should confirm or modify tasks as necessary to address RFQ/RFP goals while determining the best sequences for tasks. The Consultant proposal should identify specific deliverables for each task.

Part One - Current Facility Analysis

A substantial assessment of existing physical conditions has been documented in the CRPD's Reserve Study, Accessibility Survey, a mechanical system review and a roof report included in the Reference Documents. Recommend supplemental inventory of physical resources to fill gaps that are needed to complete the inventory of physical conditions. Evaluation of the system must include programs and resources to identify opportunities for resiliency and sustainability, operations, maintenance, and staffing.

Part Two - Market Assessment

The Consultant will need to do a market assessment to evaluate the demographics, recreational needs, and service area that will serve a remodeled or new facility. The remodeled or new facility should complement the area and be constructed to meet the needs of the community while keeping duplication of services to a minimum. An example of a market assessment is included in the reference documents.

Part Three - Community Workshops, Stakeholder Outreach and Programming

Part Two includes conducting stakeholder outreach, community meetings, and preparing visuals for the meetings including site analysis and conceptual plans. The Consultant will be responsible for leading two public meetings in addition to gathering, evaluating, and consolidating community input. The Consultant will work with CRPD staff to produce a programming document that incorporates the current District-wide planning efforts, service gaps, and community input. The Consultant will then create a concept plan and present the plan to the CRPD Board for approval.

First Community Meeting: Stakeholder Outreach - This meeting shall include information about the site and potential amenities described in CRPD's nexus study. No concepts will be shown as the first meeting is more of a "listening session", although image boards of potential amenity options may be presented as a method for gathering input. It is also an opportunity to educate the public on CRPD's planning process. On-going input received by CRPD will be forwarded to the Consultant for their consideration.

Programming Statement - The programming statement is the first step in designing any recreational facility. This document should include a description of the goals, objectives and necessary metrics for the facility. The Consultant will work with CRPD staff to craft this document after the first outreach meeting. See Reference Documents for an example of a programming statement.

Second Community Meeting - The goal of the 2nd public meeting is to present a limited number of alternative conceptual designs and/or amenity options that are a direct result of the programming statement and outreach information gathered from the public. The Consultant shall be prepared to show examples of proposed design features and offer suggestions. The Consultant shall be responsible for producing and distributing all necessary materials. The Consultant in partnership with CRPD staff will consider comments made by the public and stakeholders regarding the selection of a preferred alternative, or combination of alternatives, based on feedback gathered at the meeting.

The Consultant will be responsible for agendas and all handouts and/or exhibits necessary to conduct the meeting. All documentation of the meeting including keeping an accurate sign-in sheet, taking notes, and preparing meeting minutes for review and approval by CRPD shall also be the responsibility of the Consultant.

CRPD will be responsible for public outreach and notification prior to all public meetings. The Consultant shall present the preferred conceptual design to the CRPD Board of Directors at a regularly scheduled meeting. This includes, but is not limited to, preparing and presenting a power point presentation, any necessary exhibits, providing a summary of the programming statement, public outreach and design process, and answering questions from the Directors so they can take action to approve a preferred alternative.

Part Four - Summary Report, Briefings, Presentations and General Agreement

Summarize the findings of the previous tasks. Where there is not an obvious choice for outcome, identify areas where general agreement is yet to be achieved. Strategize with the project team to achieve general agreement if possible or justifications where general agreement cannot be achieved. Provide and present a draft report to the project team for comments prior to finalizing. Revise as needed and present the final report to the CRPD Board of Directors. Recommend a "workshop" format for the Board as appropriate.

Part Five - Funding Analysis

The Consultant is to review finances for recreation programming, capital expenditures, and Assessment Districts in the area of the Mather Sports Center. The estimated cost for potential debt service for development will also need to be part of the feasibility calculation. Information from the existing District Fee Schedule, which addresses part of cost recovery, should be incorporated as an offset to costs.

Rising utility connection fees and construction costs have necessitated value engineering for some recent park projects. Park Impact Fees may be a source of partial funding for this development. However, the trend appears to be a widening gap between construction costs and available Park Impact Fees.

Part Six - Partnerships

To accomplish its Mission, CRPD partners with the City of Rancho Cordova, Sacramento County, several School Districts, youth and adult sports groups, and numerous community groups to offer services to the community. The CRPD endeavors to strengthen these partnerships and ensure resources are being allocated in the most effective manner. Stakeholder organizations will be invited to provide input into the planning process.

The Consultant will examine CRPD partnerships with stakeholders to determine if there is opportunity for partnerships/sponsorships related to the Mather Sports Center.

Part Seven - Final Feasibility Report

The Consultant will create a simple and usable Feasibility Report for the Board, the public, and eventual prospective bond investors. The report will provide a cost benefit analysis for the Mather Sports Center that will give the stakeholders complete information to make a well-informed decision on the future of the Mather Sports Center.

7.0 PROPOSAL FORMAT AND REQUIREMENTS

Proposals shall include the following:

- 1) Consultant Profile:
 - Name, address, and telephone number of the firm's point of contact
 - Company website
 - Length of time organization has been conducting Feasibility Study services described in the RFQ/RFP
- 2) A summary of the firm's approach to the project. Highlight qualifications and strengths that will single out your firm as the best firm to accomplish the CRPD Feasibility Study. The work plan should address all items in the RFQ/RFP.
- 3) Work Plan. Propose a work plan with timeline and deliverables to address the RFQ/RFP scope of work. Include all staff assigned and the number of hours to complete work plan elements by staff level and by task.
- 4) Communication with CRPD Project Manager and the Project Team. The CRPD requires succinct, regular Feasibility summaries by the Consultant. CRPD prefers in-person meetings for certain milestone meetings. Remote (virtual) meeting technologies may be used to reduce travel time and project costs. Describe milestone meetings your firm recommends for in-person and meetings intended to be remote. Describe your firm's current use of remote meeting technology and how the firm will employ these and other technologies to save time and money.
- 5) Similar experience. Identify three (3) representative Feasibility Study projects your firm has completed. Provide a contact reference for each project. Submit an electronic version of the three (3) Feasibility Study Projects to rsmith@cordovarpd.gov on or before the proposal due date.

- 6) Resumes. Submit a resume for each member of the Consultant team. Resumes should highlight staff members' experience as it relates to this project. Explain how your staff is skilled in conducting effective Feasibility Studies with the CRPD's ethnically diverse population by referencing other similar Feasibility Study Plan efforts.
- 7) Subcontractors. Identify any subcontractors and the specific requirements the subcontractor will perform.
- 8) Cost. **In a separate sealed envelope**, provide a cost proposal based on the Consultant work plan addressing the scope of work set forth in the RFQ/RFP. Include staff costs by task, travel and office expenses by task, reimbursable items, and contingency. The total cost shall be stated as a not-to-exceed price.

8.0 PROPOSAL SUBMISSION

8.1 Format

Submit one signed original and five copies of the proposal. Mark the original "ORIGINAL". If discrepancies between two or more copies of the proposal are noted, the ORIGINAL shall be used as the basis for resolving any discrepancies. All proposals, whether accepted or rejected, shall become the property of the CRPD upon submission.

8.2 RFQ/RFP and Attachments

The RFQ/RFP and attachments are accessible on the Cordova Recreation & Park District website at [RFPs/RFQs - Cordova Recreation and Park District \(cordovarpd.gov\)](https://www.cordovarpd.gov/RFPs/RFQs). Refer to Section 5.0 for a list of reference documents available to the Consultant, some with on-line links provided. Reference Documents not available on-line will be made available electronically upon request. To request a link to the documents below, contact Rick Smith (rsmith@cordovarpd.gov) or by phone at 916-842-3323.

8.3 RFQ/RFP Inquiries

All inquiries concerning the RFQ/RFP must be directed in writing to Rick Smith at rsmith@cordovarpd.gov. **All inquiries must be received by 8 a.m. PST, Friday, December 13, 2024.** Responses will be posted on the Cordova Recreation & Park District website at [RFPs/RFQs - Cordova Recreation and Park District \(cordovarpd.gov\)](https://www.cordovarpd.gov/RFPs/RFQs) no later than 5 p.m. Friday, December 20, 2024. It will be the Consultant's responsibility to access the RFQ/RFP Responses document.

8.4 Proposal Submission

Proposals must be received no later than 4 p.m. PST, Friday, January 24, 2025. Proposals received after this time and date will not be considered. **Faxed or electronic proposals will not be accepted.**

Proposals must be submitted to:

Cordova Recreation & Park District
Attn: Rick Smith, Senior Management Analyst
11070 White Rock Road, Suite 130
Rancho Cordova, CA 95670

9.0 RFQ/RFP SCHEDULE

The CRPD will endeavor to administer the proposal process in accordance with the terms and dates outlined below; however, the CRPD reserves the right to modify the activities, timeline, or any other aspect of the process at any time, as deemed necessary.

Milestone	Dates
RFQ/RFP Issued	November 21, 2024
Closing Date for Written Questions	December 13, 2024, 8 a.m. PST
Responses to Questions Available	December 20, 2024, 5 p.m. PST
Professional Services Proposal Due	January 24, 2025, 4 p.m. PST
Consultant Interviews	February 3 - 7, 2025
Staff Recommendation of Top-Ranked Consultant	February 10, 2025
Consultant Negotiations	February 10 - 14, 2025
CRPD Board Approval of Consultant Agreement	March 19, 2025
Project Begins	April 1, 2025
Anticipated Completion of Feasibility Study presentation to CRPD Board for final approval	October 15, 2025

10.0 PROPOSAL EVALUATION AND SELECTION CRITERIA

The CRPD will conduct a comprehensive evaluation of all proposals received by the proposal due date and time specified in the RFQ/RFP.

10.1 Selection Criteria

The Consultant should prepare a professional services proposal which addresses the scope of work for the best, appropriate fee. Consultants submitting the highest quality professional services proposals will be invited to interview with the CRPD.

Determination of best professional services proposals shall be based upon, but not limited to, the following (in no particular order or weight):

1. Quality of the proposal.
2. Consultant's approach to the Feasibility Study.
3. Consultant experience with similar projects.
4. Overall responsiveness of Consultant work plan to the RFQ/RFP scope of work.

At the conclusion of interviews, the CRPD will undertake contract negotiations with the top-ranked Consultant. The Consultant Fee is to be provided in a sealed envelope and will not be opened until the interviewed Consultants have been ranked. If negotiations with the top firm are unsuccessful, the CRPD will initiate negotiations with the second-ranked firm, and with the next-ranked firm as needed.

10.2 General Information about Proposal Submission, Evaluation and Selection

The CRPD reserves and may exercise the following rights and options with respect to the proposal submission, evaluation, and selection process:

The right to:

- Reject any or all of the proposals and re-issue the RFQ/RFP at any time prior to execution of a final contract, if, in the CRPD's sole discretion, it is in the CRPD's best interest to do so;
- To waive any informalities, defects, non-responsiveness or irregularities that, in the CRPD's sole judgment, is not material to the proposal;

- Reject any proposal that does not address the requirements of the RFQ/RFP, or that is incomplete or not in conformity with applicable law as non-compliant;
- Supplement, amend, substitute, or otherwise modify the RFQ/RFP at any time prior to selection of one or more Consultants for negotiation, and to cancel the RFQ/RFP with or without issuing another RFQ/RFP;
- Accept or reject any or all of the items in any proposal and award the contract(s) in whole, or in part, if it is deemed in the CRPD's best interest to do so;
- Request that some or all of the Consultants modify proposals based upon the CRPD's review and evaluation;
- Conduct such investigations with respect to the financial, technical, and other qualifications of each Consultant as the CRPD, in its sole discretion, deems necessary or appropriate.

11.0 GENERAL INFORMATION

11.1 Notice to Proposer

This RFQ/RFP does not constitute a contract or an offer of employment and does not commit the CRPD to award a contract. The CRPD may enter into negotiations for an agreement, on terms and conditions satisfactory to the CRPD, with one or more selected Consultant(s); however, the CRPD reserves the right to terminate any negotiations at any time.

11.2 Protest of Process

Any Consultant who wishes to file a complaint about the selection process or method of award may do so in writing. Protest letters must be submitted to the contact person for this RFQ/RFP within ten days of staff recommendation of Consultant.

11.3 Discrepancy or Other Errors in RFQ/RFP

If a Consultant perceives a discrepancy, conflict, omission or error amongst terms within the RFQ/RFP or between the RFQ/RFP and any other relevant documents, the Consultant shall immediately and timely notify the CRPD in writing of the specific problem(s) perceived. Notice of any modification made by the CRPD to relevant documents at issue will be sent to all parties who requested an RFQ/RFP and of which the CRPD is aware.

If a Consultant fails to timely notify the CRPD of the perceived error prior to the date and time stated for submission of proposals, the proposal shall be submitted at the Consultant's own risk, and if awarded the contract, the Contractor shall not be entitled to additional compensation, damages, or time by reason of any and all perceived errors or their later correction.

11.4 Expenses

Any costs incurred by the Consultant in preparing and providing a response to the RFQ/RFP are solely the responsibility of the Consultant.

11.5 Confidential Information

Proposer acknowledges and agrees that, in the performance of the work under the RFQ/RFP or in the contemplation thereof, Consultant may have access to private or confidential information which may be owned or controlled by the CRPD and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to the CRPD. Consultant agrees that all information disclosed by the CRPD to, or discovered by, Consultant shall be held in strict confidence and used only in performance of the RFQ/RFP. Consultant shall exercise the same standard of care to protect such information as a reasonably prudent company would use to protect its own proprietary data. Consultant agrees to notify the CRPD immediately in writing if it is requested to disclose any information made known to, or discovered by, the Consultant during the performance or in connection with the RFQ/RFP.

11.6 Terms of Agreement

- When a Consultant has been selected by the CRPD, the CRPD and Consultant shall negotiate a Contract. If the terms of the Contract cannot be agreed upon for any reason, another Consultant may be selected.
- After successful negotiations of a contract with a Consultant, the CRPD will bring forth a staff report to the CRPD Board of Directors for approval. Once accepted, the Consultant will be notified by phone and email.
- Consultants will be required to obtain, and during the term of the contract maintain, insurance policies as detailed in Attachment A - Insurance Requirements.
- Consultants that employ any person or persons to fulfill this contract will be required to have a policy of Worker's Compensation Insurance as required by the Labor Code of the State of California.
- The successful Consultant shall commence work after the transmittal of a fully executed contract.

ATTACHMENT A: INSURANCE REQUIREMENTS

Minimum Insurance

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

Consultant shall maintain limits no less than:

1. Commercial General Liability (CGL) including operations, products and completed operations, as applicable
\$2,000,000 per occurrence for bodily injury, property damage, personal and advertising injury. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit (\$4,000,000).
2. Workers' compensation Insurance
As required by the State of California with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or illness.
3. Errors and Omissions Liability
\$1,000,000 per occurrence or per claim. If protection is accomplished through a "claims made" policy, a 36-month extended reporting period shall be provided.
4. Automobile Liability
\$1,000,000 per accident for bodily injury and property damage.
5. Additional Insured Endorsement
CRPD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

Deductibles and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and approved by the CRPD. At the option of the CRPD - Either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the CRPD, its officers, officials, employees, and volunteers; or, the Consultant shall provide a financial guarantee satisfactory to the CRPD guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions

The general liability is to contain, or be endorsed to contain, the following provisions:

1. The CRPD, its officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the CRPD, its officers, officials, employees, or volunteers.

2. For any claims related to the services provided by the Consultant, the Consultant's insurance coverage shall be primary insurance as respects the CRPD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the CRPD, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of any policies required by this clause, including breaches of warranties, shall not affect coverage provided to the CRPD, its officers, officials, employees, or volunteers.
4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, except for non-payment of premium, by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CRPD. In the event the policy is cancelled for non-payment of premium, ten (10) days' prior written notice, as stated above, will be given.

Acceptability of Insurers

The insurance company providing coverage must be licensed to do business in the State of California, with an A.M. Best rating of not less than A:VII.

Verification of Coverage

Consultant shall furnish the CRPD original certificates of insurance and endorsement(s) affecting coverage to the CRPD for approval. The Commercial General Liability endorsement shall be a form CG 20 10 11 85 and shall have the required wording. All certificates and endorsements are to be received and approved by the CRPD before work commences. The CRPD reserves the right to require complete, certified copies of all insurance policies required by this section.