

REQUEST FOR QUOTATIONS



Deconstruction Training RFQ

County of San Mateo Office of Sustainability

Release Date: September 18, 2018

Responses must be Received
by 5:00 p.m. Pacific Standard Time
on October 23, 2018

**REQUEST FOR QUOTATIONS
FOR
Deconstruction Training RFQ**

Interested respondents must register online with the County at
publicpurchase.com

Responses must be submitted electronically to
publicpurchase.com

By 5:00 p.m. Pacific Time on October 23, 2018

RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request for Quotations is a public record in its entirety. Also, all information submitted in response to this Request for Quotations is itself a public record **without exception**. Submission of any materials in response to this Request for Quotations constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

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SECTION I – GENERAL INFORMATION

A. STATEMENT OF INTENT

As outlined in more detail in Section II – Scope of Work, this RFQ seeks responses from any and all qualified agencies or individuals to provide deconstruction training services. The training would be offered through the County of San Mateo Office of Sustainability (OOS) Sustainability Academy to provide training to disadvantaged persons, Work Readiness Program inmates, and residents and businesses in San Mateo County on how to deconstruct houses and buildings to maximize the salvaging of building materials for reuse. The tentative target start date and term for the proposed services is January 2019 through January 2020, subject to negotiation of a final agreement.

B. THE REQUEST FOR QUOTATIONS

The County of San Mateo seeks by way of this RFQ to obtain quotes from all qualified providers who have knowledge and expertise with providing deconstruction training services, or similar services, indicated. Agencies or individuals must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the respondent's personnel and equipment resources.

Respondents should submit only one quote but may be a participant on more than one response.

SECTION II – SCOPE OF WORK

A. DESCRIPTION

The selected organization will deliver deconstruction trainings based on The Reuse Institute or Building Materials Reuse Association standards. Participants will be able to attend the trainings for free with priority given to residents from disadvantaged communities. The desired date for the trainings are beginning in May 2018.

The selected organization will provide up to four trainings: one intensive training for inmates of either the Maple Street Correctional Center or the Maguire Correctional Facility, one intensive training for the general public, one overview for the general public and one for construction and demolition professionals.

The selected training organization will provide **all** of the following:

Student Materials (for up to 18 students)

- Deconstruction curriculum
- Certified trainer

- Assistant trainer (if needed)
- Textbook for each student
- Workbook for each student
- Skills Assessment for each student
- Training completion card

Other Materials

- Tools for individual students (flat bar, hammer, screwdriver, plier, gloves, dust mask, hard hat, safety glasses, kit bag, etc.)
- Mechanical equipment and other tools needed for deconstruction training
- Site amenities (port-a-potty and hand washing station, drinking water and secure storage for student's equipment)
- Indoor classroom (as needed)
- Instructional tools including projector and computer (as needed)
- Material packaging and transport to approved reuse facility
- Drop box for recycling non-reusable materials and waste

Activities

- Find and secure a deconstruction jobsite to use for the duration of the training. The OOS will assist as needed.
- Provide insurance and indemnification for the OOS (language will be provided).
- Handle all registration details, including confirmation emails, reminders and clear instructions for what tools are needed, directions to jobsite and other training details.
- Recruit participants and allow the OOS to review before finalizing the attendee list.
- Coordinate with the County of San Mateo Human Services Agency, Vocational Rehabilitation Services (VRS) to identify opportunities for firms to hire disadvantaged persons.
- Accommodate skills assessments for new contractors seeking certification.
- Perform advanced jobsite preparation and post training clean-up.
- Capture daily photos of training in process.
- Survey participants post-training to determine successes and areas for improvement.
- Organize a “meet and greet” with deconstruction firms seeking new employees.
- Compile a final report with an overview, highlights, pictures, list of participants (including demographics and how they were recruited) and a summary of survey results. The report is to be provided to the OOS within 15 business days after the trainings are complete.

Security Clearance

Security clearances will be required for instructor(s) selected for coursework offered at the Maple Street Correctional Center or Maguire Correctional Facility. Contractors and potential subcontractors should be prepared to work in a jail environment, be able to pass a security clearance to gain access to the Maple Street Correctional Facility and

be willing and able to follow rules specific to that environment. Deputy Sheriffs and jail staff will provide a basic orientation to the unique environment and any pertinent rules the Contractor must be aware of.

B. FUNDING

The budget range for this project is \$65,000 to \$75,000.

SECTION III – GENERAL TERMS AND CONDITIONS

Register at publicpurchase.com. All potential respondents must register with Public Purchase to receive important updates about the RFQ process and to submit responses.

Read all Instructions. Read the entire RFQ and all enclosures (if any) before preparing your response.

Questions and Responses Process. Submit all questions relating to this RFQ to the designated questions field associated with this RFQ at publicpurchase.com.

All questions must be received no later than 5:00 p.m. on October 9, 2018.

All questions and responses will be posted to publicpurchase.com.

If changes to the RFQ are warranted, they will be posted to the publicpurchase.com website. It is the responsibility of each respondent to check the website for changes and/or clarifications to the RFQ prior to submitting a response.

Contact With County Employees. As of the issuance date of this RFQ and continuing until the final date for responses, all respondents are specifically directed not to hold meetings, conferences, or technical discussions with any County employee for purposes of responding to this RFQ except as otherwise permitted by this RFQ. Any respondent found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFQ.

Respondents will submit questions or concerns using the questions and answers process as stated above.

Miscellaneous. This RFQ is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFQ. The responses will be used to determine the respondent's ability to render the services to be provided. The failure of a respondent to comply fully with the instructions in the RFQ may eliminate its response from further evaluation as determined at the sole discretion of the County.

SECTION IV – REQUEST FOR QUOTATIONS

This section describes the general RFQ procedure used by the County, and the remaining sections of this RFQ list the requirements.

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Quotations	September 18, 2018
Questions Submitted to County Deadline	October 9, 2018
Release Responses to Questions	October 15, 2018
RFQ Response Deadline	October 23, 2018
Review of Responses ⁽¹⁾	October 24-25, 2018

(1) Dates are subject to change

B. SUBMISSION OF RESPONSES

Public Purchase Registration: Providers/service providers interested in responding to this RFQ must register online with the County of San Mateo at publicpurchase.com. The County will not be held responsible for, or held liable for registration errors.

Responses: The RFQ response will be submitted electronically to publicpurchase.com by 5:00 p.m. Pacific Standard Time on October 23, 2018.

All responses must be received by the stated date and time in order to be considered for review. The County will not be responsible for and may not accept late responses due to slow internet connection, or for any other electronic failure (including but not limited to information transmission and internet connectivity failures) of the publicpurchase.com system.

C. RESPONSE REVIEW AND SELECTION

During the review process, the County may require a respondent's representative to answer specific questions orally and/or in writing. The County may also require a visit to the respondent's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFQ review.

Responses to this RFQ must adhere to the format detailed in Section V - RESPONSE SUBMISSION REQUIREMENTS. The criteria used as a guideline in the review will include, but not be limited to, the following:

- Firm qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide these services
- Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
- Customer service
- History of successfully performing services for public or private agencies
- Ability to meet any required timelines or other requirements
- Cost to the County for the primary services described by this RFQ

- References
- Compliance with County RFQ and County requirements

SECTION V – RESPONSE SUBMISSION REQUIREMENTS

The response should be submitted in the following format:

A. GENERAL INSTRUCTIONS

All responses should be typewritten or prepared on a computer and have consecutively numbered pages, including any exhibits, charts, and/or other attachments.

All responses should adhere to the specified content and sequence of information described by this RFQ.

Submit one (1) complete electronic (PDF, Microsoft Word document, etc.) version of your response and any required attachments to the County via publicpurchase.com per the instructions found on the publicpurchase.com website. If paper submissions are also required, follow the instructions in C.2. below.

B. COVER LETTER

Provide a one page cover letter on your letterhead that includes the address, voice and facsimile numbers, and e-mail address of the contact person or persons. List the name of each person authorized to represent the respondent in negotiations.

C. RESPONSE CONTENT AND FORMAT

1) Signature Authority

The original quote must be signed by an individual with authority to submit quotes on behalf of the agency. Faxed, e-mailed, or mailed quotes will not be accepted.

2) Content

Items below contain brief descriptions of material that must be included in this response.

- Summary of Qualifications

Describe the agency's history, mission, programs, and services it provides; administrative structure; and experience in providing similar services. With the history include length of time in business, and any experience working with public agencies. Describe how this program will fit into your overall organization. Attach an organizational chart.

- Cultural Competency

Describe how your agency/program will ensure cultural competence. This may include culturally relevant service features and staffing objectives that reflect cultural and linguistic diversity and that value the cultural diversity of San Mateo County.

- Service Methodology
Describe your service model and approach to addressing the service needs of the target population, your approach to working collaboratively with multi-agency partners, and the geographic area of the County, if applicable.
- Staffing – Organizational Capacity
Describe proposed staff and their duties, including disciplines and degrees, as appropriate. Describe your process for initial and ongoing licensing checks, including waivers. Describe current and ongoing training and experience of staff to ensure client needs will be addressed. Identify the person who will be overseeing the County account. Provide the level of education, background and experience that this person has.
- Implementation Timeline
Describe your proposed implementation work plan, including timeline for the implementation of services. Demonstrate the capacity to implement the program by May, 2019.
- Start-up Requirements
Describe start-up requirements (if any) and the lead-time necessary to begin providing services as a part of your implementation plan above.
- Quality Assurance
Describe criteria for how potential employees are screened and what their qualifications are. Describe how you guarantee quality services over time. Describe measurements/metrics/deliverables/assessments you will provide on at least an annual basis to allow the County to assess the services you will provide.
- References
Include three references recently familiar with the quality and reliability of the respondent's work. Include the name, mailing address, contact person, and phone number for each reference.
- Insurance
The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation

insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.

- Cost Analysis and Budget for Primary Services
 - Provide a detailed explanation for all costs associated with your providing the requested services.
 - Include costs associated with start-up requirements, if such requirements were included above.

3) Response Submissions

- Submit one (1) signed, original response electronically through publicpurchase.com. Responses must include a company logo and be signed by the respondent. An unsigned response may be rejected. A response may be signed by any authorized agency representative of the respondent.
- If there are multiple pages included in the quote, additional pages should be consecutively numbered; including any attachments. For ease of reference, include a Table of Contents by page number.