



UC HASTINGS
COLLEGE OF THE LAW
EST. 1878

REQUEST FOR PROPOSALS
#78-0001

FOR

BUILDING ENGINEERING SERVICES

For

100 MCALLISTER STREET TOWER

Posted:
Friday, April 12, 2018

Due:
Thursday, May 3, 2018

UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

**REQUEST FOR PROPOSALS FOR
BUILDING ENGINEERING SERVICE**

I. INTRODUCTION

Hastings College of the Law (the “College”) is seeking proposals from firms to provide contract building engineering staff for the McAllister Tower, located at 100 McAllister Street, San Francisco.

Background on the College

The College is the oldest law school in California and one of the largest public law schools in the United States. Established in 1878 as the law department of the University of California, it remains part of the UC system but is fully controlled by its own Board of Directors. It is located in downtown San Francisco near Civic Center and had a total enrollment of 982 students as of the fall of 2017.

The McAllister Tower is the college’s residence hall. It also has administrative offices, and residence hall amenities. Generally, the building is laid out as follows:

- Basement: Gymnasium, restroom/shower facilities, storage, mechanical room
- Street level: Lobby, laundry facilities, lounge areas
- Mezzanine: Fitness center
- Floors 2-4: Administrative, clinical, seminar
- Floors 5-21: Residence Hall (252 rooms)
- Floors 22-23: Administrative (college journals)
- Floor 24: Skyroom (events/studying)
- Floors 25-26: Vacant, unimproved

Team members:

UC Hastings College of the Law	
David Seward, CFO	
Sunny Dhamrait, Facilities Director	Jarda Brych, Property Manager
Darryl Sweet, Director of Business Services	Brian Agius, Lead Buyer

RFP Schedule

The RFP schedule is as follows:

- Thursday, April 12, 2018 RFP Issued
- Friday, April 20, 2018 Questions Due, 5:00 p.m. PT
- Tuesday, April 24, 2018 Answers provided
- Thursday, May 3, 2018 Proposals Due, by 5:00 p.m. PT

The College reserves the right to conduct a finalist round, if needed, which would be scheduled at a later date.

All questions concerning the RFP shall be in writing, and directed to UC Hastings Purchasing, at: purchasing@uchastings.edu

Questions are due Friday, April 20, by 5:00 p.m.

II. SCOPE OF REQUIRED SERVICES

The selected firm shall provide stationary engineering staff for 100 McAllister Street.

Supervise, control, direct, administer, and coordinate all engineering operations and mechanical/electrical maintenance of the facility under the general direction of building management. Engineers are required to be members of Stationary Engineers Union, Local 39.

MAJOR DUTIES AND RESPONSIBILITIES

1. Supervise the performance and maintenance of all mechanical, electrical and craft services, ensuring operation within design capabilities and achieving proper environmental conditions prescribed by Facilities;
2. Oversee and supervise the efficient operation of the facility equipment and systems;
3. Perform requisite daily communication with Facilities on matters relating to the services performed;
4. Develop operating instructions and procedures for equipment and systems;
5. Strive toward a goal of zero down-time in operations by virtue of reliable system performance;
6. Prepare and maintain operating budgets relative to the Engineering Department.
7. Implement and conduct training programs for operating the facility equipment and systems;
8. Establish and maintain periodic operational testing schedules for critical systems and equipment;
9. Administer an effective and accountable preventative maintenance system tailored to the facility;
10. Evaluate all equipment and systems operationally and provide the customer with a list of deficiency items and recommendations for improvement;
11. Assist the college's Purchasing department by preparing scopes of work, list of materials, cost estimate, estimated project timelines, when needed for competition;
12. Monitor and supervise subcontracted jobs to outside concerns when it is not practical for them to be performed in-house, or as may be requested by Building Management;
13. Report to Facilities on issues related to contractor performance, advise if contracts need to be extended, are fully-executed, or if enforcement is required;
14. Implement and monitor an effective energy conservation and management program to ensure measures are taken to keep operating costs at a minimum;
15. Ensure that the on-site staff conforms to all federal, state and local laws, codes and regulations.
16. In conjunction with Facilities, establish a program for the acquisition, storage and accountability of all operating materials, tools and equipment.
17. Establish an approved inventory control system, approved by Facilities.

18. Ensure that work responsibilities are allocated properly among subordinates by developing and implementing manpower schedules and work methods and procedures that are designed to obtain low cost and efficient operation.
19. Maintain and update in timely manner existing UCH work order system for control and assignment of all on-call and unscheduled services requested by the customer.
20. Establish performance standards for each phase of work, adhering to standard practices and quality levels;
21. Carry out policies and procedures of UC Hastings concerning safety, administrative requirements, standards, practices, and work methods.
22. Perform any additional duties on an as required basis where such duties are within the scope of contractual limitations;
23. Minimum of 15 years experience in the implementation of the above.

LICENSING

All staff provided MUST possess the requisite licenses and permits required by local laws and ordinances to operate, repair, and maintain the facility equipment and systems.

These must be provided during the contract-signing process.

EPA - CFC refrigerant

Licensed for equipment - responsible per job location.

The Firm will provide a staff of qualified maintenance engineers, which will operate and maintain the heating, ventilating, air conditioning, electrical and plumbing systems, and other equipment related to the mechanical/electrical functions of the site.

In addition to the operation and maintenance responsibilities, engineers are to:

1. Prepare, maintain and regularly review logs having to do with the service, repair and operation of the mechanical systems of the HASTINGS COLLEGE OF LAW facility. Special logs for the management of trouble calls will be maintained as required.
2. Develop and implement a comprehensive program of preventive maintenance for the mechanical equipment contained on the site.
3. Provide building management with daily engineering logs, periodic management reports, and preventive maintenance schedules.
4. Establish and maintain a maintenance library to include equipment manufacturer manuals, maintenance manuals, operating logs, and similar compilations of information pertaining to the site and its equipment.
5. Establish and maintain a program of inventory control to include repair and replacement parts, supplies, tools and equipment. The firm will provide HASTINGS COLLEGE OF LAW with periodic reports on current usage, inventory, and predictable needs.
6. Provide building management with recommendations for improvements and increased efficiency in the operation of the site. These should be based on current trends, and best

practices in facilities management.

7. Develop and implement a comprehensive engineering personnel training program addressing:
 - Safety at the Workplace,
 - Preventive Maintenance,
 - Agency Compliance,
 - Quality Customer Service.
8. Prepare and provide Facilities with periodic reports on energy consumption and analysis.
9. Provide a contact for emergency service at all times (after hours/weekends).
10. Recommend subcontractor services and repair and replacement parts as necessary. All such services will be subject to the prior approval of building management.
11. Contracting and Purchases will be made through the college's centralized procurement function, and in accordance with the College's Purchasing and Procurement Policies, and all other applicable codes and practices.
12. Provide building system analysis with recommendations to Facilities as required.
13. Provide building operations support to ensure rooms are set-up safely and properly.

III. PROPOSAL REQUIREMENTS

Firms interested in providing building engineering services described in the section above must submit a proposal responding to all the questions. Provide responses and information in the order by section and order listed in this RFP. Unresponsive and/or incomplete responses may cause your proposal to be rejected.

A. Transmittal Letter

Please provide a transmittal letter addressed to Mr. David Seward, Chief Financial Officer, and signed by an officer responsible for the engagement. The transmittal letter, which shall not exceed one page in length, shall provide an executive summary of your response.

B. Firm Experience

1. Describe your firm's experience providing building engineering services for the prior 15 years.
2. Confirm your affiliation with Local 39.
3. Provide at least three references, same size and scope, and having a similar facility as UC Hastings. Provide detailed contact information.
4. Describe your firm's experience contracting with public agencies, working with a centralized procurement department, and in the context of a public agency purchasing and procurement policy.

C. Proposed Team & Philosophy

1. Identify the individuals who will be responsible for performing this contract. This includes day-to-day contract management, back-up contacts, A/P, A/R, etc.
2. Identify the engineers proposed for this contract. Include names, resumes with education, training, and current certifications.
3. Describe your firm's management philosophy for providing building engineering services, and what you can provide to UC Hastings College of the Law.
4. How does your firm track, monitor, and evaluate performance of professional engineering staff?
5. What is your firm's process for performance evaluations? Personnel issue escalation?

D. Fees

See next page for the fee schedule.

Fee Schedule

Monthly “guaranteed” fixed price

	<i>Monthly Price</i>	<i>Annual Price</i>
Year 1		
Year 2		
Year 3		
Year 4		

UC Hastings provides typical working office set-up (desk, chair, phone, computer, printing code, college ID). Bidders to include uniform costs in your monthly price (typical rental program - responsibility of firm).

Rates (per hour):

	Year 1	Year 2	Year 3	Year 4
Chief Engineer				
Regular				
Overtime				
Double-time				
Stationary Engineer				
Regular				
Overtime				
Double-time				
Utility Engineer				
Regular				
Overtime				
Double-time				

Additional Background & Certification

COMPANY BACKGROUND

1. Has your company ever failed to complete any contracts awarded to it? No___ Yes___
(If yes, please provide details.)
2. Has your company filed any arbitration request or law suits on contracts awarded within the last five years? No___ Yes___ (If yes, please provide details.)
3. Does your company now have any legal suits or arbitration claims pending or outstanding against it or any officers relating to the performance of a public contract? No___ Yes___
(If yes, please provide details.)
4. Does your company now employ any officers or principals who were with another firm when that company failed to complete a contract within the last five years? No___ Yes___
(If yes, please provide details.)
5. Has your company had a contract partially or completely terminated for default (cause) within the past five years? No___ Yes___ (If yes, please provide details.)
6. Has your company been found non-responsible on a government bid within the last five years? No___ Yes___ (If yes, please provide details.)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITIES MATTERS

(This form to be signed and returned at the time of bid)

The prospective Proposer, _____, certifies to the best of its knowledge and belief that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. Any exceptions provided will not necessarily result in denial of award, but will be considered in determining bidder responsibility and whether or not the City will enter into contract with the party. For any exception noted, indicate on an attached sheet to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

Typed Name & Title of Authorized Representative
Signature of Authorized Representative Date

I am unable to certify to the above statement. My explanation is attached.

Signature _____ Date _____

IV. SUBMITTAL REQUIREMENTS

Submittals must be received by Thursday, May 3, 2018.

Firms are to submit their written proposal to the UCH Purchasing Department. Written proposals must be submitted via e-mail only in PDF format to the individuals listed below.

Submissions:

UC Hastings College of the Law
PURCHASING DEPARTMENT
200 McAllister Street
San Francisco, CA 94102
purchasing@uchastings.edu

FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS RFP, INCLUDING FAILURE OF A PROPOSAL IN RESPONSE TO THIS RFP TO BE RECEIVED BY THE DEADLINE NOTED ABOVE, MAY RESULT IN DISQUALIFICATION OR REJECTION OF THE PROPOSAL.

V. EVALUATION CRITERIA

Evaluation Criteria

The College expects to evaluate the written proposals based on evaluation criteria including the following, which are not necessarily listed in order of importance:

- A. Management Philosophy - Account Manager, Point of Contact, Escalation, overall program, etc.
- B. Responsibility factors
- C. Tracking, monitoring, and reporting
- D. Electronic invoicing capabilities, and payment options
- E. Reasonableness of monthly fee
- F. References

VI. LIMITATIONS

This RFP does not commit the College to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for work.

All Proposals submitted in response to this RFP become the property of the College and public records, and as such may be subject to public review.

The College reserves the right to cancel or revise, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the College cancels or revises the RFP, all RFP holders of record will be notified in writing.

The College reserves the right to request additional information and/or clarifications from any or all responders to this RFP.

Proposed Price changes require 60-days advance notices and are not automatic.