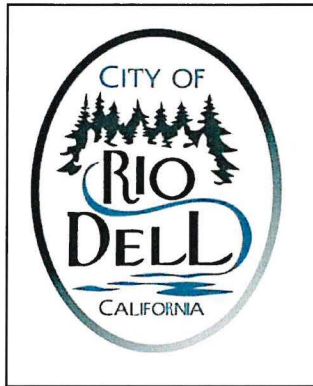


# Request for Qualifications: On Call General Contractor



## City of Rio Dell

Issued by Kyle  
Knopp, City  
Manager

[knoppk@cityofriodell.  
ca.gov](mailto:knoppk@cityofriodell.ca.gov)

**Issue Date:** November 27, 2024

**Due Date:** January 2, 2025

**Description:** Miscellaneous facility  
work including cabinet installation,  
countertops, drywall, siding etc.

**Addendum:**

**Summary:** The City of Rio Dell is requesting proposals from qualified California Contractor State License Board (CSLB) **B licensed – General Building Contractors** to perform on-call construction services at City facilities. This Request for Qualifications (RFQ) will select general contractors who will be the pre-qualified pool of on-call general contractors who are eligible to respond to work proposal requests for construction, repair work and design. Prevailing wages are required to be paid for work performed under this agreement as defined in Sections 1771 and 1774 of the Labor Code. This includes subcontractors. The initial term of the agreement will be three-years from January 7, 2025 to December 31, 2027 and extendable for up to an additional two years. Annual appropriations for miscellaneous projects are currently \$50,000.

All questions (requests for information) must be submitted in writing no later than Tuesday, December 31, 2024 at 5:00 p.m. to Kyle Knopp at [knoppk@cityofriodell.ca.gov](mailto:knoppk@cityofriodell.ca.gov)

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## REQUIRED LICENSING:

A “Class-B” license issued by the State of California is required for this project.

☐ Contractor has a Class “B” general contractor’s license. **Contractor’s License #**  
\_\_\_\_\_ **Expires:** \_\_\_\_\_

☐ Contractor has registered with the State of California’s DIR (Department of Industrial Relations) website:

**DIR Registration Number:** \_\_\_\_\_

## **MANDATORY SITE VISIT:**

There is no mandatory site visit required. However, an example of a project is included with this RFQ and prospective responders may schedule a site visit to tour the project site by contacting the Rio Dell Police Department at 707-764-5642.

## **SCOPE OF SERVICES:**

Qualified and selected respondents to this RFQ will be able to submit proposals for work at City Facilities. Examples of work include, but are not limited to:

Removal of windows and replacement of siding.

Installation of pass-thru lockers and integration with existing wall.

Design and build of counter and wall in compliance with the Americans with Disabilities Act (ADA) requirements.

Building new interior wall and security door.

Various miscellaneous office interior and exterior repair or remodels, including painting, flooring, tiling and other related general building work.

## **SUBMISSION**

All bids must be submitted in a sealed envelope clearly marked with the title of RFQ: GENERAL CONTRACTOR

- Late submissions will not be accepted.
- Post marks do not count.
- All proposals, whether selected or rejected, shall become the property of the City of Rio Dell.

Bids are to be sent to:

RFQ: GENERAL CONTRACTOR  
ATTN: CITY MANAGER  
675 Wildwood Avenue  
Rio Dell CA 95562

## **PREVAILING WAGE REQUIREMENT**

Pursuant to the provisions of the Labor Code of the State of California, the Department of Industrial Relations has made a determination of the rate of per diem wages to be paid on the prevailing rate of pay for regular, holiday and overtime work in the locality in which the public work is to be performed, for each craft, classification, or type of workman needed to execute the contract. All City of Rio Dell projects greater than \$1,000 requires that contractors adhere to Prevailing Wage requirements (California Labor Code, Sections 1770 through 1775). The rates can be found online here:



<http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>

## **CERTIFIED PAYROLL RECORDS**

Per Labor Code Section 1776 each contractor and subcontractor shall keep accurate payroll records. A certified copy of all payroll records for work performed under this contract shall be furnished upon request to a representative of the awarding body. Per SB 854 contractors and subcontractors are required to furnish certified payroll reports directly to the Department of Industrial Relations

## **PUBLIC RECORDS AND TRADE SECRETS**

All submissions and materials submitted become the property of the City and are subject to disclosure under the Public Records Act, Government Code section 6250 *et seq.*

This Request for Qualifications and all responses are considered public information, except for trade secrets specifically identified, which will be handled according to State statutes or other laws. Any information that contains trade secrets shall be communicated to city by the Bid. Any page of the Bid that is deemed to be a trade secret by the Bid shall be clearly marked "PROPRIETARY INFORMATION" at the top of the page in at least one-half inch (1/2") size letters. In the event that the city receives a request for disclosure of any such specifically identified information, prior to release of any such specifically identified information, the city will contact the Bid and will not release the specifically identified information if the Bid agrees to indemnify, defend, and hold harmless the city in any action brought to disclose such information. The Bid, by submitting such information, agrees that the failure of city to contact Bid prior to the release of such information will not be a basis for liability by City or any City employee to Bid.

## **EXPENSES INCURRED IN PREPARING THE SUBMISSION**

The city accepts no responsibility for any expense incurred by submitter in the preparation and presentation of a submittal, such expenses to be borne exclusively by the Contractor.

## **QUALIFICATIONS OF SUBMITTALS**

The Proposer must possess any required licenses, and meet insurance and permit requirements of the City, State and Federal governments, as well as all other requirements of the law to perform the required services. A current CSLB B-General Building Contractor license is required. All proposers must be registered with the California Department of Industrial Relations pursuant to Labor Code section 1725.5, and possess a DIR public works contractor registration number. In addition to the licensing and DIR registration

requirements, the selected contractors will be required to obtain a City of Rio Dell business license.

## **APPLICABLE LAW**

The solicitation and any contract resulting from this solicitation shall be governed in all respects by the laws of the State of California and any litigation with respect thereto shall be brought in the courts of this State in the County of Humboldt. The successful submittal shall comply with all applicable federal, state, and local laws and regulations.

## **SELECTION PROCESS AND SUBMITTAL REQUIREMENTS**

The award of contracts shall be at the sole discretion of the City. The City may accept or reject any or all submittals in whole or in part and may waive informalities in the process. Final list of approved on-call contractors will be subject to approval by the City Council.

Submittals shall include:

1.) A cover letter that includes:

1. Contractor's legal business name, mailing address and telephone number.
2. Name, telephone number and email address of primary contact person during the RFQ process.
3. California Contractors State License Board (CSLB) license number and expiration date
4. California Department of Industrial Relations (DIR) contractor registration number and expiration date.
5. Indicate the unique qualifications and features of your organization and project team that make your team uniquely qualified to provide superior on-call general contractor services to the City of Rio Dell.

Also, supporting written material that demonstrates the following criteria:

Proposals will be evaluated according to the following selection criteria. A total of 100 points is possible per the following breakdown:

<b>40 Points</b>	<b>Organization and Team's Experience and Qualifications:</b>  The organization and its proposed project team has the necessary experience and qualifications to effectively provide general contractor on-call services to the City for construction projects under \$50,000. Qualifications of the assigned key personnel coincide with the scope of work outlined in the RFQ.
<b>35 Points</b>	<b>Project Examples and References:</b>  Provided three (3) examples of construction projects completed within the past five (5) years highlighting experience in the performance and administration of general construction work for three like-sized customers, preferably municipalities.  Provided client references for the three (3) construction projects listed above, demonstrating the company's ability to effectively complete projects on schedule and within budget.
<b>25 Points</b>	<b>Project Approach:</b>  Clearly stated approach and ability to deliver projects utilizing efficient and effective bidding, quality control, scheduling, and safety program on projects. Experience working with on-call contracts.
<b>100 Points</b>	<b>TOTAL POINTS POSSIBLE</b>

## CONFLICT OF INTEREST

Bid warrants and covenants that no official or employee of the city, nor any business entity in which an official of the city has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor any such person will be employed in the performance of such contract without immediate divulgence of such fact to the city.

## CONTRACT

Qualified and approved submitters will be able to bid on call proposals from the City and enter into agreements with the City for the work.

## INSURANCE REQUIREMENTS:

On Call General Contractors can expect the following insurance requirements for approved projects:

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in



connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

#### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, 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.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** 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 disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor's profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate. *(If applicable – see footnote next page)*

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

#### Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

The Entity, 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 Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

### ***Primary Coverage***

For any claims related to this contract, the **Contractor's insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

### ***Umbrella or Excess Policy***

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

### ***Waiver of Subrogation***

Contractor hereby grants to Entity a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Entity by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

### ***Self-Insured Retentions***

Self-insured retentions must be declared to and approved by the Entity. The Entity may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named Insured.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

### ***Claims Made Policies (note – should be applicable only to professional liability, see below)***

If any of the required policies provide claims-made coverage:



1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not replaced **with another claims-made policy form with a Retroactive Date prior to** the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of work.

### **Verification of Coverage**

Contractor shall furnish the Entity with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements and copies of the Declarations & Endorsements pages are to be received and approved by the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

### **Special Risks or Circumstances**

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**Note:** *Professional liability insurance coverage is normally required if the Contractor is providing a professional service regulated by the state. (Examples of service providers regulated by the state are insurance agents, professional architects and engineers, doctors, certified public accountants, lawyers, etc.). However, other professional Contractors, such as computer or software designers, and services providers such as claims administrators, should also have professional liability. If in doubt, consult with your risk management or insurance advisors.*

### **ASSIGNMENT:**

Any contract resulting from this RFQ and any amendments or supplements shall not be assignable by the successful submitter.

### **RESERVATION OF RIGHTS:**

The City of Rio Dell reserves the right to:

- Cancel this Request for Contractor Bids
- Amend this Request for Contractor Bids



- Extend the deadline for submitting Bids
- Waive minor irregularities or failures to conform to the Request for Contractor Bids

**NEGOTIATIONS:**

The city reserves the right to negotiate prior to contract execution with any Bid. Items that may be negotiable include, but are not limited to, types and scope of services and activities, performance criteria, start date and project completion date. Negotiable items must be consistent with the original Bid submitted, including proposed costs. Bids may not change the terms of their Bid after bid opening.

**INQUIRY:**

Direct all questions regarding the RFQ: ON CALL CONTRACTOR to:

City of Rio Dell  
Attn: City Manager  
675 Wildwood Avenue  
Rio Dell, CA 95562

[knoppk@cityofriodell.ca.gov](mailto:knoppk@cityofriodell.ca.gov)

Project Web Address with current addendums:  
<http://cityofriodell.ca.gov/bids>

**ATTACHMENTS:**

A. Example Project