



**REQUEST FOR PROPOSALS**

**FOR**

**TOWN OF HILLSBOROUGH**

**FOR**

Facilities Access and Control System Replacement Project

**TOWN OF HILLSBOROUGH**

**1600 Floribunda Ave.  
Hillsborough, CA 94010**

**Telephone: 650-375-7400**

## TOWN OF HILLSBOROUGH

### NOTICE INVITING PROPOSALS

PUBLIC NOTICE IS HEREBY GIVEN that proposals will be received by email ([ecooney@hillsborough.net](mailto:ecooney@hillsborough.net)) until 5 p.m., July 29, 2020, per Section F of this RFP, for the furnishing to Town of professional services for the Facility Access and Control System Replacement Project.

Interested parties may obtain copies of the above mentioned RFP at <https://www.hillsborough.net/204/Public-Bids-RFPs>.

\*\*An optional pre-proposal meeting and sites visit will be held on July 17, 2020 at 9:30 a.m. at 1320 La Honda Road, Hillsborough, CA 94010. The meeting will observe all COVID-19 best management practices. Protective personal equipment (e.g., face masks) and social distancing will be required. Alternatively, a second virtual meeting using Zoom software will be available on July 17, 2020 at 1:30 p.m. for proposers who cannot or do not wish to attend in person due to COVID-19. Proposers who wish to attend the virtual meeting must email [ecooney@hillsborough.net](mailto:ecooney@hillsborough.net) and RSVP. All prospective proposers are encouraged but not required to attend one of these meetings.

\*\*The Town has established August 13, 2020 as the date to conduct interviews. All prospective proposers will be asked to keep this date available. The Town intends to conduct virtual/remote interviews due to COVID-19.

The award of this contract is subject to available budget adequate to carry out the provisions of the proposed agreement including the identified scope of services. The Town reserves the right to reject any or all proposals determined not to be in the best interest of the Town.

Pursuant to Labor Code Section 1773, the Town has obtained the prevailing rate of per diem wages and the prevailing wage rates for holiday and overtime work applicable in San Mateo County from the Director of the Department of Industrial Relations for each craft, classification, or type of worker needed to execute the scope of services. A copy of these prevailing wage rates may be obtained via the internet at: [www.dir.ca.gov/dlsr/](http://www.dir.ca.gov/dlsr/). In addition, a copy of the prevailing rate of per diem wages is available at the Town's offices and shall be made available to interested parties upon request. It shall be mandatory upon the Proposer to whom the contract is awarded, and upon any subcontractors, to comply with all applicable Labor Code provisions, which include but are not limited to the payment of not less than the said specified prevailing wage rates to all workers employed by them in the execution of the contract, contractor registration, certified payroll records, employment of apprentices, hours of labor and debarment of contractors and subcontractors.

**TOWN OF HILLSBOROUGH  
REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES  
Facility Access and Control System Replacement Project**

**BACKGROUND AND INTRODUCTION**

The Town of Hillsborough (“Town”) is requesting proposals from qualified firms<sup>1</sup> for Facility Access and Control System Replacement Services (“Services”), which shall be provided under the general direction of the General Manager or his or her designee.

The Town of Hillsborough is a residential community located in San Mateo County, California. The Town has an area of 6.23 square miles. The Hillsborough Public Works Department is the largest department in the Town of Hillsborough with over 30 full-time staff members.

The Town’s Public Works Department currently operates a server based Cyberkey access and control system that is at the end of its useful life. The system is comprised of 122 locks at 23 different public works facility locations throughout the Town.

The Town of Hillsborough seeks proposals from qualified companies to replace the existing system. The current system provides access and control to the Town’s facilities, buildings, water tanks, tank ladders, control panels and other access points at its public works corporation yard, water tanks sites, water and sewer lift stations and other public works related facilities, as described in Exhibit “A”, Scope of Services and Exhibit “B”, Access Points and Locks List.

**I. REQUEST FOR PROPOSALS**

**A. Scope of Services**

The Services sought under this RFP are set forth in more detail in Exhibit “A,” attached hereto and incorporated herein by this reference. Notwithstanding the inclusion of such Services in Exhibit “A,” the final scope of Services negotiated between Town and the successful Proposer shall be set forth in the Professional Services Agreement (“Agreement”) executed by and between Town and the successful Proposer. A copy of the Agreement is attached hereto as Exhibit “D” and incorporated herein by this reference.

**B. Content and Format of Proposal**

Proposals shall be concise, well organized and demonstrate qualifications and applicable experience. Proposals shall be in the following order and shall include:

1. Executive Summary: Summarize the content of your

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<sup>1</sup> Use of the term “firm” throughout this document shall mean individual proprietorship, partnership, limited liability company, corporation or joint venture.

firm's proposal in a clear and concise manner.

2. Table of Contents:

3. Identification of Proposer:

- a. Legal name and address of the company.
- b. Legal form of company (partnership, corporation).
- c. If company is a wholly owned subsidiary of a "parent company," identify the "parent company."
- d. Name, title, address and telephone number of the proposed representative to contact concerning the Proposal Submittal.

4. Staffing Resources:

a. Firm Staffing and Key Personnel

- (i) Provide the number of staff to be assigned to perform the Services and the names/discipline/job title of key staff as well as your firm's capacity to provide additional personnel as needed.
- (ii) Identify three (3) persons that will be principally responsible for working with the Town. Indicate the role and responsibility of each individual. If the Proposer is chosen as a finalist, these principal individuals must attend the interview and in-person presentation.
- (iii) Describe proposed team organization, including identification and responsibilities of key personnel. Please include one-page resumes.
- (iv) Provide brief biographies of individuals that will be working directly with the Town.

b. Subcontractors/Subconsultants

- (i) The Proposer shall identify functions that are likely to be subcontracted and identify the subcontractor / sub-consultant that is anticipated to perform each function, if known at this time.

5. Fiscal Stability:

- a. The Proposer should provide evidence of corporate stability including:
  - (i) A current report from any commercial credit rating service such as Dun and Bradstreet or Experian; or
  - (ii) A letter from a financial institution stating a current line of credit; and
  - (iii) Latest audited financial statement and/or annual report that has been certified by a CPA. This information will remain confidential and is not subject to public disclosure.

6. Experience and Technical Competence:

- a. Experience
  - (i) The Proposer shall provide a description of how the Proposer's experience, technical and professional skills will meet the goals and fulfill the general functions identified in this RFP and Scope of Services.
  - (ii) Describe the past experience of the staff to be assigned to perform the Services in performing similar services.
  - (iii) The Proposer shall state the number of years the firm has conducted business and has provided the required scope of services for public and/or private clients.
  - (iv) Provide three (3) references regarding the Proposer's experience and performance performing similar services. Include the following information: (1) organization name, contact name, phone number, e-mail address; and (2) project size and description, if applicable, and description of services.
  - (v) Describe the firm's local experience and knowledge of Town's operations.
- b. Project Specific Experience
  - (i) The Proposer shall provide a description of the three (3) most relevant service contracts held by the firm within the last five years, one page per project, to include:
    - (a) Role of the firm
    - (b) Dollar value of the services

- (c) Dollar value of the fee
  - (d) Description of services
  - (e) Staffing
  - (f) Duration of providing services
  - (g) Relationship to client
  - (h) Contact name, position, entity name, telephone number, fax number and e-mail address for each project.
- (ii) If any of the following has occurred, please describe in detail:
- (a) Failure to enter into a contract or professional services agreement once selected or awarded the contract.
  - (b) Withdrawal of a proposal as a result of an error.
  - (c) Termination or failure to complete a contract prior to the expiration of the contract.
  - (d) Debarment by any municipal, county, state, federal or local agency or loss of contract license status.
  - (e) Involvement in litigation, arbitration or mediation. Conviction of the firm or its principals for violating a state or federal antitrust law by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or professional services performance. Knowing concealment of any deficiency in the performance of a prior contract.
  - (f) Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
  - (g) Willful disregard for applicable rules, laws or regulations.

Information regarding any of the above may, at the sole discretion of the Town, be deemed to indicate an unsatisfactory record of performance.

- c. Technical Competence
  - (i) Description of in-house resources (i.e., computer capabilities, software applications)
  - (ii) Ability to draw upon multi-disciplinary staff to address the Services requested in this RFP.

7. Proposed Method to Accomplish the Work: Describe the technical and management approach to providing the Services to the Town. Proposer should take into account the Scope of the Services, goals of the Town, and general functions required. Include a draft schedule of tasks, milestones, and deliverables that will provide for timely provision of the Services. In reviewing the scope of Services and goals described in Exhibit “A,” the Proposer may identify additional necessary tasks and is invited to bring these to the Town’s attention within the discussion of its proposed method to accomplish the work.

8. Fee Proposal: Please provide a lump-sum, not-to-exceed fee proposals for the Scope of Services. The fee proposals (Exhibit C) shall include hourly rate sheet for all personnel and equipment for “Additional Services” (as such term is defined in the Agreement attached hereto as Exhibit “D”).

9. Insurance: See the Agreement, attached hereto as Exhibit D, for a description of the insurance requirements.

10. Litigation: Provide litigation history for any claims filed by your firm or against your firm related to the provision of any services in the last five (5) years.

11. Other Information: This section shall contain all other pertinent information regarding the following:

- a. Demonstration of record of staffing tasks efficiently and completing projects on time and within the allocated budget.
- b. Description of community involvement.
- c. Description of any previous involvement with the Town.

### **C. Pre-Proposal Meeting**

Each Proposer is requested to attend a pre-proposal meeting and sites visit, to be held on July 17, 2020, as described in paragraph 3 of the “Notice Inviting Proposals”. Attendance to this meeting is encouraged but will not preclude a firm from submitting a proposal. Attendance at the pre-proposal meeting will ensure the Proposer understands the full scope of the Services requested.

## **D. Selection Process**

1. Town will evaluate proposals based on the following criteria:
  - a. The firm is independent and properly licensed to practice and authorized to do business in the State of California.
  - b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town.
  - c. Clarity and conformance of proposal to RFP.
  - d. Content of the proposal.
  - e. Proposer's experience and performance.
  - f. Team members' experience and performance.
  - g. Fee proposal.
  - h. Reference's comments.

2. It is the Town's intent to select a firm evidencing demonstrated competence and professional qualification sufficient to perform the Services. The Town reserves the right to reject all proposals, select by proposal review only or interview as needed. Certain firms may be selected to make a brief presentation and oral interview after which a final selection will be made. The successful proposer will be selected on the basis of information provided in the RFP, in-person presentations, and the results of the Town's research and investigation. Upon selection of a firm, the Town will endeavor to negotiate a mutually agreeable professional services agreement with the selected firm. In the event that the Town is unable to reach agreement, the Town will proceed, at its sole discretion, to negotiate with the next firm selected by the Town. The Town reserves the right to contract for services in the manner that most benefits the Town including awarding more than one contract if desired.

3. After negotiating a proposed Agreement that is fair and reasonable, Town staff will make the final recommendation to the City Council concerning the proposed Agreement. The City Council has the final authority to approve or reject the Agreement.

## **E. Protests**

1. Protest Contents: Proposer may protest a contract award if the Proposer believes that the award was inconsistent with Town policy or this RFP is not in compliance with law. A protest must be filed in writing with the Town (email is not acceptable) within five (5) business days after receipt of notification of the contract award. Any protest submitted after 5 p.m. of the fifth business day after notification of the contract award will be rejected by the Town as invalid and the Proposer's failure to timely file a protest will waive the Proposer's right to protest the contract award. The Proposer's protest must include supporting documentation,



legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

2. **Town Review:** The Town will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. The Town shall provide the Proposer submitting the protest with a written statement concurring with or denying the protest. Action by the Town relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this Section are mandatory and are the Proposer’s sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

**F. Proposal Schedule**

The tentative schedule is as follows:

ACTION	DATES
Release of Request for Proposal	July 1, 2020
Optional Pre-proposal Meeting and Site Meeting: 1320 La Honda Road, Hillsborough, CA 94010 (RSVP to ecooney@hillsborough.net)	July 17, 2020, @ 9:30 a.m.
Optional Pre-proposal Zoom Meeting (RSVP to ecooney@hillsborough.net)	July 17, 2020, @ 1:30 p.m.
Last Day to Submit Questions for Clarification received by the Town	July 21, 2020 by 5 p.m.
Clarifications Issued by Town	July 24, 2020 by 5 p.m.
Deadline for Receipt of Proposals submitted <b><u>on or before 5 pm</u></b>	July 29, 2020 by 5 p.m.
Optional Remote Interview of Finalists ( <b>Hold the Date</b> )	August 13, 2020
Authorization to Negotiate Contract	September 14, 2020

The above scheduled dates are tentative and Town retains the sole discretion to adjust the above schedule. Nothing set forth herein shall be deemed to bind Town to award a contract for the above-described professional Services and Town retains the sole discretion to cancel or modify any part of or all of this RFP at any time.

**G. Submittal Requirements**

1. General: It is strongly recommended that the Proposer submit proposals in the format identified in Section B to allow the Town to fully evaluate and compare the proposals. All requirements and questions in the RFP should be addressed and all requested data should be supplied. The Town reserves the right to request additional information which, in the Town's opinion, is necessary to assure that the Proposer's competence, qualifications, number of qualified employees, business organization and financial resources are adequate to perform the Services according to the terms of the Agreement.

2. Preparation: Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer's demonstrated capability to perform work of this type. Expensive bindings and promotional materials, etc., are not necessary or desired. However, technical literature that supports the approach to providing the Services and work plan should be forwarded as part of the proposal. Emphasis should be concentrated on completeness, approach to the work and clarity of the proposal.

3. Site Examination: Proposers are encouraged to visit Town and its physical facilities and determine the local conditions which may in any way affect the performance of the Services; familiarize themselves with all federal, state and local laws, ordinances, rules, regulations, and codes affecting the performance of the Services; make such investigations, as it may deem necessary for performance of the Services at its proposal price within the terms of the Agreement; and correlate its observations, investigations, and determinations with the requirements of the Agreement.

4. Number of Copies: One executed original submitted electronically per Section G.8, below.

5. Authorization: The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Proposer.

6. Confidentiality of Proposal: Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals submitted in response to this RFP shall be held confidential by Town and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 6250 *et seq.*) until after either Town and the successful proposer have completed negotiations and entered into an Agreement or Town has rejected all proposals. All correspondence with the Town including responses to this RFP will become the exclusive property of the Town and will become public records under the California Public Records Act. Furthermore, the Town will have no liability to the Proposer or other party as a result of any public disclosure of any proposal or the Agreement.

If a Proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the Proposer must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a Proposer submits trade secret information, the Proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. Although the California Public Records Act recognizes that

certain confidential trade secret information may be protected from disclosure, the Town may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked “Confidential”, “Trade Secret” or “Proprietary”, the Town will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

7. Delivery: The proposal must be received electronically:

**To:** [ecooney@hillsborough.net](mailto:ecooney@hillsborough.net)

**Subject:** Facility Access and Control System Replacement Project Proposal

If you have any questions contact Ed Cooney, Project Manager, at 650-375-7505; 415-606-6786 or 650-375-7444.

## **H. Miscellaneous**

1. Exceptions Certification to this RFP: In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the Agreement. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the proposed Agreement and, in particular, the insurance and indemnification provisions therein.

2. Amendments to Proposals: No amendment, addendum or modification will be accepted after a proposal has been submitted to Town. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to Town prior to the proposal due date and time.

3. Cancellation of RFP: Town reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP.

4. Price Validity: Prices provided by Proposers in response to this RFP are valid for 90 days from the proposal due date. The Town intends to award the contract within this time but may request an extension from the Proposers to hold pricing, until negotiations are complete and the contract is awarded.

5. No Commitment to Award: Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. Town expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or any part of this RFP.

6. Requests for Clarification: All requests for information and/or clarification must be submitted to Ed Cooney at [ecooney@hillsborough.net](mailto:ecooney@hillsborough.net) no later than the date and time set forth in Section F, Proposal Schedule. Answers to all questions will be issued to all prospective proposers via e-mail. Each Proposer is responsible for ensuring that it has received

all addenda, clarifications, supplemental information and responses to questions prior to submitting a proposal.

7. Right to Negotiate and/or Reject Proposals: Town reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of Town, such action shall serve its best interests and those of the tax-paying public. The Proposers are encouraged to submit their best prices in their proposals, and Town intends to negotiate only with the Proposer(s) whose proposal most closely meets Town's requirements at the lowest estimated cost. The Agreement, if any is awarded, will go to the Proposer whose proposal best meets Town's requirements.

8. Non-Discrimination: The Town does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.

9. Prevailing Wage: Proposers shall take cognizance of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public work" and "maintenance" projects. The Proposer must agree to fully comply with and to require its subcontractors/subconsultants to fully comply with such Prevailing Wage Laws to the extent applicable.

Publication Date of RFP: July 1, 2020

**EXHIBIT "A"**

**PROPOSED SCOPE OF SERVICES**

**EXHIBIT “B”**

**PUBLIC WORKS FACILITIES ACCESS POINTS AND LOCKS LIST**

**EXHIBIT “C”**  
**FEE PROPOSAL**

**EXHIBIT “D”**

**PROFESSIONAL SERVICES AGREEMENT**