



ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REQUEST FOR PROPOSALS

FOR

INSECT REARING LAB PROJECT CONSTRUCTION

Issued by

The Orange County Mosquito and Vector Control District
13001 Garden Grove Blvd
Garden Grove, CA 92843

October 2023

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

**REQUEST FOR PROPOSALS
(RFP)**

INSECT REARING LAB PROJECT

CONSTRUCTION STANDARD

INSTRUCTIONS TO VENDORS

October 25, 2023

I. INTRODUCTION

NOTICE IS HEREBY GIVEN THAT the Orange County Mosquito & Vector Control District (OCMVCD), Garden Grove, California, is seeking proposals from qualified firms to provide, construct and install a prefabricated facility suitable for breeding and containing large amounts of mosquitoes for the District's Sterile Insect Technique program.

II. OBTAINING REQUEST FOR PROPOSAL DOCUMENTS

A. CONTACT INFORMATION

Supplemental information requests may be obtained at the Orange County Mosquito & Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, California, 92843. Project contacts are as follows:

Steve Shepherd
Director of Operations
sshepherd@ocvector.org
(714) 971-2421 Ext. 7121

or

Jerry Sims
Operations Supervisor
jsims@ocvector.org
(714) 971-2421 Ext. 7159

Written questions for clarification concerning this RFP should be directed to:

Steve Shepherd
Director of Operations
13001 Garden Grove Boulevard
Garden Grove, California 92843
sshepherd@ocvector.org

Requests for clarification and other questions concerning this RFP must be in writing and shall be submitted to the contact identified above no later than 3:00 p.m. (PST) on Wednesday, November 22nd, 2023.

B. REQUEST FOR PROPOSAL (RFP) SUBMISSION INSTRUCTIONS

The District will accept proposals through 3:00 p.m. PST December 6th, 2023. Proposals in response to this RFP must be delivered in a sealed envelope to the address below:

Steve Shepherd
Director of Operations
13001 Garden Grove Blvd.
Garden Grove, CA 92843

If submitted in written form, please include four (4) original copies of all required submission materials. Proposals must be clearly marked as follows:

“Insect Rearing Lab Project”

If submitted electronically, please include all pertinent documents. The Subject Line shall read as follows: “HBP SIT Lab Project Proposal”.

Address the submittal to the following recipients:

sshepherd@ocvector.org
jsims@ocvector.org

III. PROPOSAL ORGANIZATION AND FORMAT

Consultants responding to this RFP must include the following information:

- A. Cover letter, RFP signature page: Include here any cover letter and the RFP signature page. Submittals in response to this RFP must be signed by the person in the consultant’s organization who is responsible for the submittal and is authorized to submit on behalf of their organization. An electronic signature(s) will be accepted if submitting electronically.

- B. Qualifications of the submitting consultant and any sub-consultants who are team members: The specific qualifications of the consultant(s) to accomplish the work outlined in the scope of services should be included. Identify projects relevant to this assignment with dates, clients, and specific references that could comment on the quality of the work.

- C. Qualifications of the individuals who will work on the project: The qualifications must identify the project manager and explain how this point of contact will lead the project's efforts. If interviews are required for selection, it will be necessary for the proposed project manager to conduct most of the presentation and be able to answer most questions asked during the interview process. All other relevant personnel who will work on the project should be identified in this section with relevant specific experience identified. Include specific work assignments of the proposed personnel.

IV. GENERAL INFORMATION

The Orange County Mosquito and Vector Control District is a special district governed by a Board of Trustees comprised of 35 members, of which 34 members are each appointed by the city they represent within the District, and one Board member is appointed by the Orange County Board of Supervisors and represents the unincorporated area of the County-at- Large. The District maintains a year-round operational control and disease surveillance program for mosquitos, rats, flies, and fire ants.

V. SCOPE OF SERVICES

OCMVCD seeks the services of a qualified and licensed contractor in install a prefabricated laboratory facility under 1,000 square feet within the existing space of 12898 in the District's Haster Business Park (HBP). The space must include the following:

- Cleanable walls, ceilings, and flooring
- Hot and cold water access
- Floor drains connected to existing drainage system.
- Electrical
- LED lighting that is controllable by timers
- HVAC systems and controls capable of maintaining temperatures between 70-85F and 65 to 80% humidity.
- Entry/exit doorway with air curtain
- Three separate rooms with doorway access

Additional Job Instructions and Inclusions:

1. Framing and finish drywall between HBP units 12898 and 12900.
2. Access doorway installed between HBP units 12898 and 12896.
3. All parts, labor and materials must be included to cover completion of this project.
4. Include all warranties (labor and manufacturers) in the proposal.
5. Include all permits, State and local.
6. All work performed must meet any applicable State and local code requirements.
7. All work is to be done during normal business hours Monday through Friday, 7:00 am to 4:00 pm.
8. Contractor shall verify equipment location and that location is adequate to support weight of equipment.
9. Removal of all job-related debris upon completion of work.

Special Instructions:

1. Drawings of the space containing water connections, electrical outlets, lighting controls, HVAC controls, drainage connections, doorways and other project specifics will be provided during the job walk.
2. Any required change order must be submitted in writing for approval prior to any work being performed.
3. Contractors shall be responsible for visiting the site locations and verifying all information before submitting proposal.
4. There will be a mandatory Pre-bid meeting on **November 8, 2023, at 10:00 A.M.** The meeting will be held at the OCMVCD main office located at 13001 Garden Grove Boulevard, Garden Grove, CA 92843.
5. All contractors are required to have a representative attend and sign up at the pre-bid meeting. Failure to comply with this attendance and sign-in requirements will result in the Contractor's proposal being found non-responsive to the required procedures.
6. Contract documents, including the RFP and instructions and conditions can be obtained at the Orange County Mosquito and Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, CA 92843 or on our website: www.ocvector.org.

The Contractor shall comply with the provisions of the California Labor Code, the prevailing rate and scale of wages determined by the Director of the Department of Industrial Relations, State of California. Prevailing rates shall be paid to all workers employed in the performance of the contract. Such rates of wages are on file with the Department of Industrial Relations and in the office of the District and are available to any interested party upon request. The contractor is responsible for all penalties prescribed for noncompliance to these provisions.

No bidder or subcontractor shall be listed in a bid proposal unless registered with the Director of Industrial Relations pursuant to Labor Code Section 1725.5.

B. KEY EVENT DATES

Listed below are estimated dates and times of actions related to this Request for Proposals (RFP). If the District finds it necessary to change any of the specific dates and times, will do so by issuing amendments to this RFP. Failure by the District to issue amendments to this schedule will not invalidate this selection process.

DATE	EVENT
October 25, 2023	Posting of RFP for Public View
November 1, 2023	Advertise RFP
November 2, 2023	RFP Open
November 8, 2023	Mandatory pre-bid meeting and job walk
November 22, 2023	Deadline for submissions of Questions
December 6, 2023	Proposals due on or before 3:00 p.m. (PST).
December 13, 2023	Interviews/presentations (if required)
January TBD, 2024	Presentation to Budget & Finance, Bldg., Prop & Equip
January 18, 2024	Board Review /Approval
January 22, 2024	Agreement start date (estimated)
May 4 th , 2024	Agreement completion

VI. CONSULTANT SELECTION AND AWARD PROCESS

A. REVIEW OF SUBMITTALS

The District’s evaluation committee may include the District Manager, Director of Operations, and other relevant District staff members. The evaluation committee will review the proposal and references and may request interviews/presentations. The resulting information will be used to rate the submittals.

The evaluation committee reserves the right to make a selection based on submittals without scheduling interviews. The evaluation committee’s scoring will be tabulated, and submittals ranked based on the numerical scores received.

B. INTERVIEW/PRESENTATIONS

Top-scoring contractors, based on the evaluation of the written proposals, may be required to have interviews/presentations to support and clarify their proposals, if requested by the District. The District will make every reasonable attempt to schedule each interview/presentation at a time that is mutually agreeable between the consultant and District. Failure of a consultant to complete a scheduled interview/presentation to the evaluation committee may result in rejection of the opportunity for award of an agreement.

C. FINAL EVALUATION

Upon completion of any interviews/presentations by proposers, the District's evaluation committee will gather and review all information obtained, conduct possible reference checks, and other pertinent factor(s) that may arise and/or be included by the District in the selection process.

D. RIGHT TO REJECT PROPOSALS AND NEGOTIATE AGREEMENT TERMS

The District reserves the right to reject any and all proposals without cause or notice, such as if determined that one or another does not satisfactorily meet the needs, qualifications, product, and/or outcomes required or desired. The District reserves the right to negotiate the terms of an agreement, including the award amount, with the selected proposer or any other person, even with someone who has not submitted a proposal, prior to entering into an agreement. Selection, award, terms, conditions, and amount are each within the sole discretion of the District Manager.

E. LATE PROPOSALS

The District may deem a proposal as late if received at any time after 3:00 p.m. PST on December 6, 2023. Proposals received after this time on this date will be marked "LATE PROPOSAL," will not be considered and will be returned to the consultant unopened.

F. PROPOSAL PROPERTY

All proposals become the property of the District upon submission and subject to California's public records laws. Nothing contained in any submission will be considered proprietary or a trade secret and a submission will act as an irrevocable acknowledgment of this by the proposer.

G. AMENDMENTS TO RFP

The District reserves the right to amend the RFP by addendum or to waive minor irregularities. If necessary, the proposal submittal deadline will be extended to allow proposers additional time to respond to the RFP addendum. The District may waive conflicts.

H. NON-COMMITMENT

This RFP does not commit the District to award an agreement to any person; to pay any person's costs, fees, or expenses incurred in the preparation of a proposal for this request; or to procure or contract for services. The District reserves the right to accept or reject any or all proposals received because of this request, or to modify or cancel in part or in its entirety the RFP, without cause and without notice, such as, but not limited to, if the District Manager determines it is in the best interests of the District to do so.

VII. INSURANCE REQUIREMENTS

A. Insurance Requirements:

The Awardee shall produce 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 Awardee, his agents, representative, employees, or subcontractors.

B. Insurance Coverages & Limits Required:

The Awardee shall maintain limits of insurance no less than:

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| 1) Worker’s Compensation: | As required by the state of California. Awardee shall provide a waiver of subrogation endorsement, under the terms of the workers’ compensation insurance. |
| 2) General Liability: | \$1,000,000 per occurrences for bodily injury, personal injury, and property damage. |
| 3) Automobile Liability: | \$1,000,000 per accident for bodily injury and property damage. |
| 4) Professional Liability (Errors & Omissions): | \$2,000,000 per occurrence. |
- All insurance requirements shall be submitted with Awardee’s proposal.
 - If Awardee maintains higher limits than the minimum shown above, OCMVCD shall be entitled to coverage at the higher limits maintained by the Awardees.
 - The Orange County Mosquito and Vector Control District shall appear as an additional insured on all Certificates of Insurance and shall be provided with an additional insured endorsement on the general liability policy.
 - All insurance to be provided by the Awardee shall be issued by a company authorized to do so in the State of California.

C. Substitutions

NO substitutions or cancelations are permitted after award without written approval by the Purchasing Agent.

D. Method of Payment

The contractor shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables. Invoices shall be submitted to using departments. Upon acceptance of work, the District will render payment within forty-five (45) days of receipt of invoice.

E. Termination

Subject to the provisions below, the contract may be terminated by the District upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the District until said work or services are completed and accepted.

1) Termination for Convenience

If this contract is terminated or canceled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

2) Termination for Cause

Termination by the District for cause, default, or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.