

SAN DIEGO CONVENTION CENTER CORPORATION

REQUEST FOR PROPOSALS FOR WEST KITCHEN DESIGN RFP # 23-1014

Issue Date: September 8, 2022

Pre-Bid Site Walk: September 15, 2022 at 1:00 p.m. local time

Pre-Bid Question Deadline: September 20, 2022 at 5:00 p.m. local time

Bid Deadline: September 30, 2022 at 5:00 p.m. local time
San Diego Convention Center Corporation
Procurement Department
Send bids to: shane.young@visitsandiego.com

Procurement Contact: Shane Young
Procurement Manager
E-Mail: shane.young@visitsandiego.com
Phone: (619) 782-4392

Description: The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies (“Contractor”) to provide design and engineering support for the West Kitchen remodel at the San Diego Convention Center. For full details of the scope of work, see Section 3 – Scope of Work.

Exhibits incorporated into this RFP include:

- Exhibit A – West Kitchen Drawings

A copy of Exhibit A – West Kitchen Drawings will be provided upon request by e-mailing Shane Young at: shane.young@visitsandiego.com. Any addenda issued for this RFP can be found at: [RFP 23-1014 - West Kitchen Design - San Diego Convention Center \(visitsandiego.com\)](#)

Written questions regarding the substance of the RFP must be submitted via e-mail to the procurement contact listed above no later than the Pre-Bid Question Deadline indicated above. E-mailed Bids are due prior to the Bid Deadline indicated above and must be delivered to shane.young@visitsandiego.com. Late bids will not be accepted – NO EXCEPTIONS.

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Section 1 – Proposal Process Timeline

Event	Location	Date(s)	Time (PT)
Bid Issue	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	September 8, 2022	6:00 a.m.
Pre-Bid Site Walk	111 West Harbor Drive, San Diego, CA 92101	September 15, 2022	1:00 p.m.
Deadline for Pre-Bid Inquires	E-Mail: shane.young@visitsandiego.com	September 20, 2022	5:00 p.m.
Responses to Inquires Posted	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	September 23, 2022	5:00 p.m.
Bid Deadline	E-Mail Proposals to: shane.young@visitsandiego.com	September 30, 2022	5:00 p.m.
Bid Evaluation	Contractor will be notified by e-mail	October 3, 2022 & October 4, 2022	TBD
Shortlist Interviews	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	October 10, 2022 - October 12, 2022	TBD
Final Evaluation	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	October 13, 2022	TBD
Notice of Intent to Award (contingent on approvals)	Contractor will be notified by e-mail	October 14, 2022	TBD
Budget Committee Approval	Internal Approval Process	Mid-October, 2022	TBD
Board of Directors Approval	Internal Approval Process	Late October, 2022	TBD
Anticipated Award Date	Contractor will be notified by e-mail	Late October, 2022	TBD

Section 2 – Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to the Request for Proposal (RFP) must be made only through the Procurement Contact noted on the cover of this RFP, or their designee. A violation of this provision is cause for the Corporation to reject a company's bid. No contact regarding this document with other Corporation employees is permitted, and may be grounds for disqualification.
2. **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and for completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Corporation. If a Bidder finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Procurement Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing to the Procurement Contact before the Pre-Bid Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
3. **PRE-BID MEETING:** Attendance at the pre-bid site walk is **optional**. If you are interested in attending, e-mail shane.young@visitsandiego.com to confirm attendance and obtain directions for the meeting location.
4. **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Bid Deadline at the discretion of the Corporation. It is the Bidder's responsibility to periodically check the Corporation's website at <https://visitsandiego.com/work-with-us/vendors/current-opportunities> until the posted Bid Deadline to obtain any issued addenda.
5. **BID SUBMISSION:** Submit offer on the Bid Form provided. Bidders are required to complete the entire Bid Form and supplements (if applicable).
 - a. Bids must be submitted to the Procurement Department, San Diego Convention Center Corporation, by **e-mail** to shane.young@visitsandiego.com, before the date and time indicated as the deadline. It is each Bidder's sole responsibility to ensure the Procurement Department receives the bid prior to the Bid Deadline.
 - b. Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposal (RFP) and that the Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - c. All costs incurred in the preparation and presentation of the bid is the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the bid will become the property of the Corporation.
 - d. Bids must be held firm for a minimum of 60 days.
6. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Scope of Work in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the Corporation will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
7. **DUPLICATE BIDS:** No more than one (1) bid from any Bidder, including its subsidiaries, affiliated companies, and franchises will be considered by the Corporation. In the event multiple bids are submitted in violation of this provision, the Corporation will have the right to determine which bid will

be considered, or at its sole option, reject all such multiple bids.

- 8. REJECTION:** The Corporation reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Director, Procurement and Contracts that the best interest of the Corporation will be served by doing so. A Bidder's failure to provide any additional information requested by the Corporation prior to a contractor selection may result in rejection of the bid. The Corporation may reject any bid from any person, firm, or corporation in arrears or in default to the Corporation on any contract, debt, or other obligation, or if the Bidder is debarred by the Corporation from consideration for a contract award.
- 9.** The Corporation reserves the right to reject all nonconforming, nonresponsive, unbalanced, or conditional Bids. Discrepancies in the multiplication of unit prices and unit prices themselves will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 10. PROCUREMENT POLICY:** Procurement for the Corporation will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Corporation.
- 11. NON-DISCRIMINATION:** Corporation will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Bidder must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The Bidder must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
- 12. BIDDER EVALUATION:** The Bid will be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following criteria:
 - A. Price – 30%**
 - B. Comparable Projects (similar size & complexity) – 20%**
 - C. Sample Work Product – 20%**
 - D. Project Schedule & Methodology – 10%**
 - E. Company Resume – 10%**
 - F. Shortlist Interview (if shortlisted) – 10%**
- 13. CONTRACT AWARD:** The Corporation reserves the right to award by item, group of items, or total bid. The Bidder to whom the award is made will be notified at the earliest possible date. After a final award of the Contract by the Corporation, the Contractor must execute and perform said Contract. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after receipt of Contract, then the Corporation may recommend the award to the next qualified Bidder.
- 14. DISQUALIFICATION OF BIDDERS:** Any one or more of the following causes may be considered for the disqualification of a Bidder as non-responsible and the rejection of the Bid:
 - a. Evidence of collusion among Bidders;
 - b. Lack of competency as revealed by either financial, experience, or safety statements;
 - c. Lack of responsibility as shown by past work;
 - d. Uncompleted work under other contracts which in the judgment of the Corporation, might hinder or prevent the prompt completion of additional work if needed.
- 15. DISCUSSIONS:** Discussions may be conducted with responsible Bidders, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Bidders who submit bids determined to be reasonably susceptible of being elected for award, but

bids may be accepted without such discussions.

- 16. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder shall reduce any substantial oral clarification of a bid in writing.
- 17. **SUBCONTRACTORS:** The successful Bidder must identify all subcontractor(s) regardless of the dollar amount or percentage and the services they will provide. The successful Bidder is responsible for all payments and liabilities of all subcontractor(s). Corporation reserves the right to approve or reject any proposed subcontractor. If the Corporation rejects any proposed subcontractor, the successful Bidder shall be responsible to assume the proposed subcontractor's responsibilities. The successful Bidder may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract.
- 18. Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between subcontractor and the Corporation. The Contract will not be assignable to any other business entity without the Corporation's approval.
- 19. **INSURANCE REQUIREMENTS:** At all times during the term of the contract, the Contractor shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$2,000,000.00
B. Each Employee-disease	\$2,000,000.00
C. Policy Aggregate-disease	\$2,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$2,000,000.00
4. Business Auto Liability	\$2,000,000.00

San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities shall be named as additional insured.

- 20. **DISCLOSURE OF CONTENTS:** All information provided in the bid shall be held in confidence and shall not be revealed or discussed with competitors or the general public, until after award of the contract except as provided by law or court decision.
- 21. Bidders must make no other distribution of the bids other than authorized by this RFP. A Bidder who shares cost information contained in its bid with other Corporation personnel or competing Bidder's personnel shall be subject to disqualification.
- 22. **PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
- 23. **CONTRACT COMMENCEMENT:** Commencement of a contract shall not begin prior to all necessary Corporation approvals, including Corporation's Board of Directors approval where required, and subsequent execution of the Corporation's Contract. Commencement of a contract without these approvals is solely at the Bidder's own risk and is likely to result in no payment for services performed or goods received.
- 24. **LIVING WAGE:** Contractor shall comply with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245).

Section 3 – Scope of Work

OVERVIEW:

The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies (“Contractor”) to provide design and engineering support for the West Kitchen remodel at the San Diego Convention Center. The West Kitchen is approximately 10,956 square feet. Contractor shall provide project management support and conduct an analysis on existing electrical, plumbing, mechanical, and structural components with recommendations for replacement. This generally includes any site visits necessary to accomplish the task of creating mock drawings, providing a complete design package with the input of multiple stakeholders, and drawing support during construction. Corporation will purchase kitchen equipment based on the final agreed-upon design and permit approvals. A construction contractor will be selected at a future date to install the equipment in compliance with approved drawings, applicable codes, manufacturer guidelines, OSHA requirements, permits, and standards.

DESIGN AND ENGINEERING:

Contractor shall provide all necessary labor, materials, and equipment to complete the below tasks.

1. Drawings

Contractor shall provide design and engineering drawings that includes the following:

- Preliminary design drawings in PDF for the West Kitchen remodel that incorporates input from multiple stakeholders, all aspects of building code, and health department regulations. Preliminary drawings shall be provided digitally at 25% completion, 50% completion, and 90% completion.
- Construction specifications for demolition of existing kitchen.
- Locations and types of hazardous materials to be abated.
- Final construction drawings for the West Kitchen remodel that are finalized at 100% completion of design after input period is finalized.
- All applicable requirements of California Building Code, California Retail Food Code, NFPA Fire Code, and local San Diego Municipal Code. All drawings must be submitted to the Department of Environmental Health and Quality (“DEHQ”) as required by the California Retail Food Code.
- As-built drawings after construction phase to incorporate all construction and field changes.
- Contractor shall submit physical copies and digital AutoCAD (.dwg- version 22 or later) files of all finalized drawings to Corporation that include at a minimum:
 - Construction Drawings
 - As-built Drawings

2. Cost Estimates

Contractor shall develop rough order of magnitude cost estimates for proposed kitchen equipment and construction costs. Contractor shall submit physical copies and/or digital copies of the rough order of magnitude cost estimates as requested by Corporation.

3. Schedule Forecast

Contractor shall prepare and submit an estimated construction schedule for the West Kitchen remodel project to Corporation for review and approval. The schedule shall be in a Gantt chart format including the projected start and finish dates, critical path and non-critical activities, and predecessor relationships. All date estimates must account for potential delays related to Corporation event activity, additional permit approvals, and unanticipated construction delays.

4. Design Meetings

Contractor shall schedule and attend meetings as needed without additional cost to Corporation as follows:

- Project Initiation Meeting: Review responsibilities, personnel assignments, project schedule, site requirements, safety practices, and other items.
- Weekly Meetings: Contractor shall attend weekly meetings with Corporation personnel to review design, issues identified, and other topics as needed.
- Review Meetings: Conducted as part of ongoing review process at the following design completion milestones: 25%, 50%, 90%.
- Project Design Closeout Meeting: Held at the completion of the project to review 100% completion design and approved permits to prepare for construction phase.

5. Permits & Inspections

Contractor will be required to coordinate with the County of San Diego Health Department for County required permits. This includes assisting with and completing the plan submittal requirements as part of the application process per the latest County of San Diego Food Facility Plan Review Guide. Contractor shall submit physical copies and/or digital copies as requested by Corporation of all project permitting documentation including permitting and inspection reports from regulating agencies.

6. Other Permits

Contractor will be responsible for coordinating the project with the City of San Diego Development Services Department for building permits, plumbing permits, mechanical permits, electrical permits, and/or fire permits as required. Contractor shall submit physical copies and/or digital copies as requested by Corporation of all project permitting documentation including permitting and inspection reports from regulating agencies.

7. Engineering Support

Contractor shall provide engineering support for the construction of the West Kitchen remodel as follows:

- Develop and submit a written construction scope of work for construction contractor to follow.
- Make recommendations and assist with responses to RFIs from construction contractor(s) during bid and construction.
- Make recommendations on the requirements for permitting for local, state, and federal requirements for construction with expected timelines.
- Review any construction changes as they arise to ensure compliance with local requirements that includes permitting, building code, health department requirements, fire code, City of San Diego Development Services requirements, and any other applicable requirements.
- Create construction punch list for construction contractor.
- Create as-builts after construction that include any construction changes and redlines.

8. Construction Meetings

Contractor shall schedule and attend meetings as needed without additional cost to Corporation as follows:

- Construction Kick-Off Meeting: Delegate responsibilities between Contractor and construction contractor in addition to Corporation personnel, discuss project schedule and deliverables.
- Weekly Meetings: Contractor shall attend weekly meetings with Corporation personnel to review construction progress, issues identified, and other topics as needed.
- Construction Completion Meeting: Confirm punch list items are finalized, construction is completed per drawings and permits.

SCHEDULE & HOURS OF WORK:

This project shall commence on November 1, 2022. Work shall be completed during normal business hours (8:00 a.m. – 5:00 p.m.) or as approved otherwise, and scheduled around event activities. All visits must be pre-arranged and coordinated with Corporation personnel. The scope of work outlined in paragraphs 1-5 of the Design and Engineering subsection must be completed no later than February 1, 2023. The scope of work outlined in paragraphs 6-8 of the Design and Engineering subsection will be scheduled on an as-needed basis as ongoing support for the West Kitchen remodel.

SAFETY:

While onsite, Contractor personnel must wear applicable PPE (personal protective equipment) such as gloves, goggles, knee pads, and follow guidance/safety practices in accordance with all applicable OSHA and manufacturer regulations and requirements. Contractor personnel are required to wear a Corporation-issued badge at all times to gain access throughout the building.

CORPORATION EQUIPMENT:

Contractor shall have the right to use Corporation ladders and scissor lifts during the project, subject to availability. A waiver may be required to be signed for use of any Corporation provided equipment.

FINAL PAYMENT:

Final contract payment is contingent upon Corporation's inspection and approval of work, and Corporation's final acceptance of all submittals.

Section 4 – Bid Form to Follow

Section 4 – Bid Form

Failure to complete this form in its entirety may result in your Bid being deemed non-responsive.

BIDDER:

Legal Business Name _____

Other Entity Name(s) (if applicable) _____

Primary Contact Name _____

Primary Contact Position _____

Primary Contact Phone Number _____

Primary Contact E-Mail _____

BID:

(Lump Sum Price): _____

Bid includes drawings, cost estimates, schedule forecast, design meetings, and permit coordination as outlined in paragraphs 1-5 of the Design and Engineering subsection of Section 3 – Scope of Work.

Third-Party Markup % (if applicable): _____

TIME AND MATERIALS: (attach rate sheet as separate file)

Time and materials pricing includes other permits, engineering support, and construction meetings as outlined in paragraph 6-8 of the Design and Engineering subsection of Section 3 – Scope of Work. Submit a rate sheet with hourly and overtime rates for proposed personnel, and materials markup %.

EXCLUSIONS AND CLARIFICATIONS:

List any exclusions and/or clarifications (*use additional sheets of paper as needed*): _____

PROMPT PAYMENT DISCOUNT:

The price(s) proposed herein can be discounted by _____%, if payment is made within _____ days.

Note: Unless Prompt Payment Discount is specified above, a Net 30 will be considered.

COMPANY RESUME: (attach as separate file)

Submit a company resume that includes:

- Statement of Experience – Briefly describe the background and capabilities of your company.
- Proposed Personnel – Provide names, titles, resumes and experience of the individual(s) who will be assigned to the project.

PROJECT SCHEDULE & METHODOLOGY: (attach as separate file)

Submit a proposed schedule that identifies all tasks and deliverables to be performed, durations for each task, and milestones. Include a detailed summary on how your company plans to accomplish the project tasks.

SAMPLE WORK PRODUCT: (attach as separate file)

Submit one (1) sample design prepared for a past customer.

COMPARABLE PROJECTS: Provide four (4) comparable projects similar in size and complexity:
(use additional sheets of paper as needed)

1. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Are Different Values, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

2. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

3. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

4. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

TO: CORPORATION

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

BIDDER QUALIFICATION STATEMENT:

The following statements of experience, personnel, and general qualifications of the Bidder are submitted with the assurance that the Corporation can rely on its accuracy and truthfulness.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Instruction, Scope of Work, Bid Form, all Exhibits thereto, and all contents of this document, together with any written addenda issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addenda: _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that: 1) the Bidder is in compliance with any applicable ethics provisions of the Corporation's RFP, and 2) if awarded a contract to provide the goods or services required in the RFP, the Bidder will comply with the Corporation's standards outlined in this RFP.

NON-COLLUSION:

The undersigned, by submission of this Bid Form, hereby declares that this Bid is made without collusion with any other person, firm, or corporation.

INSURANCES:

The undersigned further agrees that if awarded the Contract, it will submit to the Corporation any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

FROM:

Respondent's Name: _____

Title: _____

Signature: _____

Business Ownership Declaration

For Statistical Purpose Only. Required by the City of San Diego.

Company Information

Name: _____

Contact Person: _____

Address: _____

Phone: _____

E-Mail: _____

Ownership Classification

*Includes Individuals, Sole Proprietorships, Partnerships, LLC's and Corporations

Women owned Business (WBE – SWBE) – 51% ownership and active management

Minority Owned Business (MBE – SMBE) – 51% ownership and active management

Disadvantaged Business (DBE): a for-profit small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged as defined in Code of Federal Regulations Title 49 part 26. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Disabled Veteran Business Enterprise (DVBE)

Small Business Enterprise (SBE)

Small Local Business Enterprise (SLBE)

None Apply

Certifications

Yes No Ownership Classification has been certified by a city, federal, state or private agency.

Certifying Agency: _____ Certification Date: _____

Certifying Agency: _____ Certification Date: _____

Ethnicity

*Required – select one.

African American

Asian

Caucasian

Hispanic

Filipino

Native American

Pacific Islander

Other: _____