

PROPOSAL BOOK

CITYWIDE BUILDING ACCESS CONTROL PROPOSAL BOOK



JUNE 2018  
CITY OF SAN MATEO  
Public Works Department  
330 West 20<sup>th</sup> Avenue  
San Mateo, CA 94403  
650/522-7300  
650/522-7301 (fax)

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## NOTICE INVITING SEALED PROPOSALS

### REQUESTS FOR PROPOSALS – CITYWIDE BUILDING ACCESS CONTROL SYSTEM

#### CITY OF SAN MATEO, CALIFORNIA

1. Sealed proposals will be received by the City Clerk of the City of San Mateo, California, for CITYWIDE BUILDING ACCESS CONTROL SYSTEM as described in the Instructions to Proposers.
2. The Contract Book and proposal forms are available as a free download at <http://www.cityofsanmateo.org/bids.aspx>. Addenda will be available as a download at the same web location. Any questions regarding the contract documents should be directed to David Fink, Facilities and Fleet Services Manager, at 650/522-7360, or in writing mailed to 1961 Pacific Blvd. San Mateo, CA 94403 or via e-mail to [dfink@cityofsanmateo.org](mailto:dfink@cityofsanmateo.org)
3. Equipment providers are notified that they shall comply with the requirements for Non-Discrimination as set forth in the General Contract Requirements.
4. Addenda issued during the proposal period shall become a part of the documents furnished to proposers for the preparation of proposals, shall be covered in the proposals, and shall be made a part of the Contract. Each proposal shall include specific acknowledgement in the space provided of receipt of all Addenda issued during the proposal period. Failure to acknowledge may result in the proposal being rejected as not responsive. Failure of any proposer to receive such Addenda shall not be grounds for non-compliance with the terms of the instructions. It is the responsibility of the Equipment Provider to determine the existence of any and all addenda.
5. The right is reserved, as the interest of the City may require, to reject any or all proposals, to waive any informality in proposals, and to accept, modify, or reject any items of the proposal, or in the case of a single proposal being received to extend the acceptance date by up to thirty (30) days with notice. The City of San Mateo is a charter city and any contract entered into is subject to the provisions of the City of San Mateo Charter, which may supersede certain provisions of the state law.
6. A mandatory pre-bid meeting is scheduled to be held on **June 29, 2018 at 8:30 a.m.** This mandatory pre-bid meeting shall be held at the City of San Mateo City Hall, 330 20<sup>th</sup> Ave, San Mateo, CA 94403. The meeting shall be approximately one hour.

This is a mandatory pre-bid meeting. Failure to sign-in and attend the walk-through will deem the bidder non-responsive.

7. Said sealed proposals shall be marked “Sealed Proposal: CITYWIDE BUILDING ACCESS CONTROL SYSTEM” and shall be delivered to the City Clerk, City Hall, 330 West 20th Avenue, San Mateo, California 94403, at or before **2:00 p.m., July 26, 2018.**
8. A panel interview of finalists will be conducted August 8 or 9, 2018 at a time to be determined, at City Hall as above in #6. Interview schedule will be communicated by end of day August 2, 2018. If selected to interview as a finalist, a representative with authority to present the Equipment Provider’s qualifications must attend at the time/day scheduled. Failure to participate in a scheduled interview will disqualify the Equipment Provider from further consideration.

9. Said City Panel shall report the results of the bidding to the City Council at a later date, at which time the City Council may award the contract to the lowest responsive, responsible bidder as so reported; or any other bidder as the City's interest may dictate. The City Council may exercise its right to modify the award or to reject any or all bids. Any protests to award of contract shall follow the procedures outlined in City Council Resolution No. 61, dated June 7, 2004.

Dated: June 24, 2018

/S/ Rick Bonilla, MAYOR

**REQUEST FOR PROPOSALS**

**FROM**

**CITY OF SAN MATEO, CALIFORNIA**

**FOR**

**CITYWIDE BUILDING ACCESS CONTROL SYSTEM**

**SAN MATEO, CALIFORNIA**

**Prepared by:**

David Fink, Facilities and Fleet Services Manager  
City of San Mateo  
1961 Pacific Boulevard  
San Mateo, CA 94403  
Phone: (650) 522-7360  
FAX: (650) 522-7351  
Email: [dfink@cityofsanmateo.org](mailto:dfink@cityofsanmateo.org)

CITY-WIDE BUILDING ACCESS CONTROL SYSTEM  
SAN MATEO, CALIFORNIA

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## **PART I INTRODUCTION**

### **PART I - SECTION 1 BACKGROUND/INTENT**

#### **BACKGROUND**

The City of San Mateo provides municipal services to a current population of approximately 103,000. The services are provided through a number of municipal buildings including City Hall, Libraries, Police Station, Community Centers, Day Care Centers, Park Services, City Corporation Yard and the Waste Water Treatment Plant (WWTP). Currently the city utilizes a building access control (badge) system in just three primary buildings and at vehicle gates at the corporation yard and the WWTP. Access system utilizes proximity cards imbedded in City Staff Identification Cards.

#### **INTENT**

It is the intent of the City of San Mateo to request independent competitive proposals to replace the existing Building Access Control (BAC) system and expand the system to additional City-owned buildings as detailed in the Scope of Work (Exhibit A). The city would prefer to continue utilizing a proximity style card/badge format; however, selection is not contingent upon those preferences as new or different technology may sway the selection if sufficient reasons are found.

A select team of City staff will evaluate all proposals submitted. A group of up to five proposals will be selected for further review and analysis. The contractors selected will be scheduled to interview before a City staff panel at City Hall on either August 8<sup>th</sup> or 9<sup>th</sup>. Interview times will be communicated by the end of the day on August 2<sup>nd</sup>. Proposers will have 60 minutes to preview their systems and demonstrate those aspects of their products that they believe will be most beneficial to the City. The panel will have 30 minutes to ask questions based on the proposals.

The intent is to award a contract after review of the presentations. However, the City reserves the right to narrow the group of possible contractors and continue the selection process by requesting further information or a more detailed presentation. The City may elect to reject all bids and initiate a new request for proposal.

## **PART I - SECTION 2 PROCESS OVERVIEW**

### **PROCESS OVERVIEW**

Proposers are requested to submit “turn-key” proposals for Citywide Building Access Systems. The successful proposal will include all materials, licenses (as required) and labor to install all aspects of the system as detailed in the scope of work.

Proposals should include the following components:

- I. Proposers Qualifications
  - 1.1 Years in business as a provider of building access control systems.
  - 1.2 Number of municipal or other government agency systems installed or in progress during past five (5) years.
  - 1.3 Names of any proposed sub-contractors and their qualifications
  - 1.4 Insurance documents as required in Exhibit C of the contract form.
- II. Proposal Components
  - 2.1 Overview of proposed system including sales materials, brochures and documentation
  - 2.2 Proposed services, software, licensing, hardware, installation, maintenance, and training to be provided
  - 2.3 Detailed description of access equipment proposed (card reader, proximity, or other, etc.)
  - 2.4 Proposed lead time and schedule based on award of contract date of September 17, 2018
  - 2.5 Breakdown of pricing proposal including, materials, licenses, labor, maintenance agreements etc.
  - 2.6 Proposals for Add-Alternates (Optional)

## **PART I- SECTION 3 TIME TABLE**

### **TIME TABLE**

### **DATE**

REQUEST FOR PROPOSALS AVAILABLE	June 24, 2018
MANDATORY PRE-BID MEETING	June 29, 2018
QUESTIONS DUE TO CITY	July 5, 2018
ADDENDUM (If required) ON WEB SITE	July 6, 2018
PROPOSALS SUBMITTED TO CITY	July 26, 2018 (2:00PM)
NOTICE OF FINALIST SELECTIONS	August 2, 2018
FINALIST PANEL INTERVIEWS	August 8 and/or 9, 2018
NOTICE OF INTENT TO AWARD	August 14, 2018
CITY COUNCIL AWARD OF CONTRACT	September 17, 2018

## **PART II      PROPOSER'S INSTRUCTIONS/INFORMATION**

### **PART II - SECTION 1 INFORMATION AND STATEMENTS BY THE CITY**

1.0 MANDATORY SITE VISIT/PRE-PROPOSAL CONFERENCE - Contractors shall visit the site and attend the Pre-Proposal Conference and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Failure to attend the Pre-Proposal Conference will disqualify firms from participating further in the bidding process. The City will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless expressly stated in the contract.

1.2 INFORMATION. Any information given a prospective Contractor concerning this Request for Proposal (RFP) will be furnished promptly to all other prospective Contractors by an addendum to the RFP if: (1) such information is necessary for Contractors to submit proposals or (2) the lack of such information would be prejudicial to uninformed Contractors. The information will be furnished even though a pre-proposal conference is held. The specific exception will be any questions pertaining to what may or may not be considered within the public right of way or City-owned.

1.3 INQUIRIES BY CONTRACTORS - All questions regarding this RFP must be directed in WRITING via mail or e-mail to:

David Fink, Facilities and Fleet Services Manager  
1961 Pacific Boulevard  
San Mateo, California 94403  
Phone: (650) 522-7360  
Email: dfink@cityofsanmateo.org

1.4 ENTER INTO CONTRACT - The successful proposer will be required to enter into a contract with the terms and conditions identified in the attached Services Contract, Terms and Conditions. Any requests by proposers to modify the terms and conditions must be submitted with their proposal and will be considered by the City in its evaluation of the proposals.

## **PART II - SECTION 2 PROPOSAL PREPARATION**

2.0 GENERAL - Sealed proposal(s) entitled "Citywide Building Access Control" will be accepted by the City Clerk of the City of San Mateo, 330 West 20th Avenue, San Mateo, California 94403, until 2:00 p.m. on July 26, 2018.

### **2.1 PREPARATION OF PROPOSAL.**

2.2.1 Contractors are expected to examine the proposal book, specifications, and all instructions. Failure to do so will be at the Contractor's risk.

2.1.2 UNNECESSARILY ELABORATE CONTRACTOR'S PROPOSALS - Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Contractor's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

2.1.3 INCOMPLETE PROPOSALS - Incomplete proposals are not acceptable and will be considered null and void for all purposes.

2.1.4 ADDITIONAL INFORMATION - The City may request additional information from Contractors which the City considers reasonably susceptible of being made acceptable by additional information clarifying or supplementing, but not essentially changing, any proposal as submitted. For that purpose, the City may discuss any proposal with the proposing Contractor. Each Contractor submitting an unacceptable Technical Proposal will be notified upon final determination of such unacceptability.

2.1.5 FORM AND FORMAT - The Technical Proposals must be submitted in an orderly format and contain sufficient details to enable the City to make a thorough evaluation and arrive at sound conclusions as to the technical competence of the Contractor and their ability to perform the services required. Proposals will be submitted in the following form and format:

2.1.5.1 Dimensions of the paper will be 8 1/2 x 11 inches excluding fold-out charts and drawings which are not to exceed 36 inches in length.

2.1.5.2 Typing format:

- a. One side of sheet permitted
- b. Double spaced
- c. Typewritten

2.1.5.3 Binding must be easily separated to facilitate review.

2.1.5.4. ALL PROPOSALS WILL BE SUBMITTED IN AN ORIGINAL AND FOUR COPIES.

### **2.2 TECHNICAL PROPOSAL CONTENT.**

2.2.1 Basic System Information – An overview of the capabilities of the proposed building access operating system. Information shall include, but is not limited to;

- Commercial Name of system and where the product is manufactured.
- Where the system software is located (hosted, client server, cloud, web, etc.)
- How updates are made to system after installation
- Capabilities (number of card users and number of entry points)
- Expandability

2.2.2 Hardware Type – Provide details as to how the access system operates:  
What type of “Card Key”, or other device will be used with the reader?  
What type of reader is used? How does it communicate with the central system?  
Provide detail as to the mechanical aspects of the entry point, how are doors actuated, power requirements etc.

## 2.3 LATE PROPOSALS, MODIFICATIONS OF PROPOSALS OR WITHDRAWAL OF PROPOSALS.

2.3.1 Any proposal or modification of proposal received by the City Clerk after the stated deadline for submission will not be considered and will be returned to the proposer unopened.

2.3.2 A proposal may be withdrawn in person by a Contractor or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of proposals.

2.3.3 PROPOSAL POSTPONEMENT AND ADDENDUM - The City reserves the right to revise or amend the RFP and specifications up to the time set for opening the proposals.

2.3.4 POSTPONEMENT OF PROPOSAL OPENING - Notwithstanding the time for opening of proposals established in the proposal documents, an addendum postponing the proposal opening may be issued when it is in the best interests of the City.

2.4 MINIMAL PROPOSAL RESPONSE - The City reserves the right, in its unfettered discretion, to extend the proposal or reinstate the same or a different RFP at some later date, if insufficient proposals are received in response to this RFP.

2.5 PRICING - Contractors shall submit pricing for full scope of work as requested. Any proposed alteration or addendums proposed to the scope of work requested must be noted and priced separately. Add alternates as listed in 3.0 of Exhibit A “Scope of Work” shall also be priced separately.

2.6 AWARD OF CONTRACT - The contract(s) will be awarded by the City Council to that responsible Contractor(s) whose proposal(s) are conforming to the proposal documents and will be most advantageous to the City, based on price, form and functionality of the equipment, warranty, delivery time.

2.7 The City reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received.

2.8 PRE-AWARD DOCUMENTS - The successful Contractor will be required to provide the City the following documents within the time required as a condition of receiving a fully executed contract with the City:

2.8.1 Insurance Certificates. The successful Contractor will also furnish certificates of insurance evidencing the Contractor has the required amounts and types of coverage required.

2.8.2 Contract for Services – City Contract signed (two original copies with “wet” signatures) by responsible parties as specified in the document.

## **PART II - SECTION 3 PROPOSAL OUTLINE**

### **GENERAL**

#### **3.0 CHAPTER 1 - INTRODUCTION.**

Summarize the equipment proposed to satisfy the requirements of the City.

#### **3.1 CHAPTER 2 – CONTRACTOR EXPERIENCE**

Number of years in business

Number of installed similar systems at a municipality or public agency in the last five years;

Quality Control program.

Please provide the names and addresses of two clients you have recently provided systems to.

##### **Client 1.**

Company

Client Company

Contact Name

Address

City, State, Zip

Telephone Number

Contract Term (Years)

No. of Vehicles/Equipment

##### **Client 2.**

Company

Client Company

Contact Name

Address

City, State, Zip

Telephone Number

Contract Term (Years)

No. of Vehicles/Equipment

### 3.2 CHAPTER 3 – CONTRACTOR PROMOTIONAL MATERIAL

Brochures and other information that describes in a sales format the basic qualities, functions or other aspects the contractor typically touts to demonstrate why their product is superior to other products.

### 3.3 CHAPTER 4 – EQUIPMENT SPECIFICATIONS

- 3.4.1 – Software information,
  - 3.4.1.1 - Platform, compatibilities, required host equipment, if any to be supplied by the City.
  - 3.4.1.2 - User Features such as administrator access controls, filters, etc.
  - 3.4.1.3 - Licensing Requirements if any
- 3.4.2 – Activation System, Card Reader or other activation system proposed
- 3.4.3 – Compatibility of proposed activation system to current City Badge system
- 3.4.4 – Infrastructure requirements
  - 3.4.4.1 - Changes to infrastructure required to replace existing system and access points
  - 3.4.4.2 - Upgrades or installation of infrastructure required for new buildings/locations
- 3.4.5 – Expandability of proposed system at each building / location
- 3.4.6 – Interface Capability with other possible systems:
  - 3.4.6.1 – Can system interface with an intrusion alarm system, restrictions etc.
  - 3.4.6.2 – Can system interface with Fire Alarm systems
  - 3.4.6.3 – Can system interface with Panic Button type systems
- 3.4.7 – Badge Creation, if system uses badges, details of how badges are created, blanks used

### 3.4 CHAPTER 5 – INSTALLATION/IMPLEMENTATION PROCESS

- 3.5.1 – Mobilization Process
- 3.5.2 – Project Management Process
- 3.5.3 – Project Phasing
- 3.5.4 – Testing Process
- 3.5.5 – Training

### 3.5 CHAPTER 6 – PROPOSAL DETAILS

- 3.6.1 – Details of what is included based on proposal scope of work as found in EXHIBIT A
- 3.6.2 – Detail Pricing
- 3.6.3 – Proposed Project Schedule listed in days starting with award of contract
- 3.6.4 – Add alternate Proposals (Optional) including information as in 3.6.1,2,3
- 3.6.5 – Warranty Information
- 3.6.6 – Follow-up support information, such as help desk etc.

### 3.6 CHAPTER 7 – INTRODUCTION/RESUME OF KEY PERSONS

- 3.7.1 - Provide profile or resume information for those individuals key to the project such as:
  - 3.7.1.1 – Project Manager or Coordinator
  - 3.7.1.2 – On-site Construction Manager
  - 3.7.1.3 – Trainer (If applicable)
  - 3.7.1.4 – Any other individual who will be assigned to work directly with the City during the project.
- 3.7.2 – Provide background and key information for any proposed sub-contractors

# EXHIBIT A

## SCOPE OF WORK

### PART I - SECTION 1: GENERAL INFORMATION/LOCATIONS

1.0 **OVERVIEW:** The City of San Mateo currently uses a touch card reader system utilizing “Facility Commander” Software for our building access system. Currently the card readers are installed at seven (7) buildings/locations in various areas of the City. The request for proposal is to replace the existing system and extend the scope of building access system to Seventeen (17) buildings/locations. Currently access is granted utilizing a card, which is printed with City ID on them.

This scope of work provides desired general attributes of the system as well as specific locations and number of access points required. The scope is intentionally minimal to allow the proposers to share the attributes of their products and what value their products would bring to the city. Proposers may, provide proposals with only the desired general attributes and provide optional add alternates that they believe would be of value to the city.

2.0 **GENERAL ATTRIBUTES:** The following is a list of attributes or functions that the City desires to be part of the selected system. The City understands that some attributes requested MAY be functionally replaced with new technologies. Proposals that provide an alternative approach to an attribute listed must include a specific statement that City-requested attribute “Y” is replaced with “X” due to “X” ability to perform “W” and detail the reason.

- 2.1 Access Device – Current technology used is touch card readers. Proposed device should be easy to replicate as changes are required and new users added. Ease of use is also important. Consideration may be made to re-use existing infrastructure (Card Readers, wiring, door devices etc.) at those locations that are currently serviced.
- 2.2 Timers – Some exterior doors that allow public access must have the ability to be schedules for periods of open vs. secure.
- 2.3 Individual Accessibility Restrictions – System must allow for individual accessibility restrictions for each access point as well as by each user.
- 2.4 Assignment of Administrative Authority – Each building location has a building manager (BM) assigned. Each BM will need to be able to access the system in order to make changes to timers and accessibility restrictions.
- 2.5 Access Logs – System should log each activation of an access point. Log should include date/time of activation and user information (ID # and Name).
- 2.6 Remote Activation – At Police Department, there are a number of doors with mag-locks and card key access that can be activated by push pads located at specific workstations. These are identified in the accompanying drawings.
- 2.7 Additional Security Measures at access points in the Police Department:
  - 2.7.1 There are seven locations where card readers include an additional Key Pad for PIN activation
  - 2.7.2 There are four “Scramble Pads” located in the Suspect Holding (Jail) area that require a code to be entered before exiting the area.
- 2.8 Power Outage – Access points should fail to lock position during power outages. Doors must open from secure side via panic devices to allow safe egress.

**3.0 ADDITIONAL ALTERNATIVES:** The following items are not required. Proposals are not required to include them and they may not be selected by the City if offered in the winning proposal.

- 3.1 Intrusion Alarm Interface – Some buildings currently have intrusion alarm systems. The city is interested in replacing current outdated alarm systems and would be interested in possibly including Intrusion Alarm options if proposing contractor has products. Assumption is made that alarm monitoring would be a third party provider to be solicited separately by the city.
- 3.2 Fire Alarm Interface – Some buildings currently have fire alarm systems. The city is interested in replacing current outdated alarm systems and would be interested in possibly including Fire Alarm options if proposing contractor has products. Assumption is made that alarm monitoring would be a third party provider to be solicited separately by the city.
- 3.3 Panic Device – In some locations, there is a public interface at counters etc. The City would be interested in seeing proposals for devices that may integrate into the selected system that would allow for a panic option (Button or other device) that may be used in an emergency to activate (secure) doors. The City would also be interested in technology that allows for the panic device to integrate into an e-mail notification or other medium that could activate 9-1-1.
  - 3.3.1 At the police station there are currently seven (7) panic buttons that will activate inter-com and provide notifications. Locations of existing buttons are shown on the attached building drawings.
  - 3.3.2 City Hall Panic – there is a strong interest in installing some form of panic system. There is no police presence in the building therefore a good system should notify the staff throughout City Hall so that staff can proceed accordingly, possibly via some form of software.

## **PART I - SECTION 2: CURRENT LOCATIONS AND ACCESS POINTS TO BE REPLACED IN PROPOSAL**

- 1.0 **CITY HALL:** San Mateo City Hall is located at 330 West 20<sup>th</sup> Ave. Original facility was built in 1970s, and several remodels and expansions have brought City Hall to its current size. The building is a single story structure approximately 38,652 square feet. This building has outdated intrusion and fire alarm systems. Panic Button option would be highly desirable.
  - 1.1 Exterior Access points = 10
  - 1.2 Interior Access points = 16
- 2.0 **MAIN PUBLIC LIBRARY:** San Mateo Main Public Library is located at 55 W 3<sup>rd</sup> Ave. Built in 2008. There are 3 floors above ground and 3 levels of parking garage below ground. Total square footage of the above ground building is approximately 93,806 square feet. The building has intrusion and fire alarms installed in 2008. There is an existing panic system at this location, but the City would be interested in upgrade.
  - 2.1 Exterior access points = 5
  - 2.2 Interior access points = 12
  - 2.3 Elevator control access = 1
- 3.0 **POLICE STATION:** San Mateo Police Station is located at 200 Franklin Parkway. Built in 2011. There are 2 floors above ground and 1 level of parking garage below ground. Total square footage of above ground building is approximately 55,000 square feet. The fire alarm system was installed in 2011. This facility operates 24 hours per day, 365 days per year.
  - 3.1 Exterior access points = 16
  - 3.2 Interior access points = 43
  - 3.3 Interior access point located in elevator cab = 1
  - 3.4 Interior access point with PIN pad = 7
  - 3.5 Interior access point with Scatter Pad = 4
  - 3.6 Exterior Gate access point = 2
- 4.0 **POLICE SUB-STATION/DOWNTOWN OFFICE:** The City occupies one retail storefront space at the City-owned Main Street Parking Garage located at 380 1<sup>st</sup> Ave, built in 1999. Main IMPO room for this space is located one floor below this space. No alarms required for this space.
  - 4.1 Exterior access point = 1
- 5.0 **CITY HALL ANNEX SPACE:** The City leases 2 office suites on the third floor of 1900 O'Farrell St. Modifications to these access points will require coordination with building manager.
  - 5.1 Interior access point = 2
- 6.0 **CITY MUNICIPAL SERVICE CENTER (CORPORATION YARD):** The City Service Center is located on Pacific Blvd incorporating the addresses from 1949 to 2001.
  - 6.1 Exterior Vehicle Gate Access Point = 1
- 7.0 **WASTEWATER TREATMENT PLANT:** The wastewater treatment plant is located at 2050 Detroit Dr. This facility is scheduled for substantial modification and expansion over the next 5-10 years. Expansion and improvement of access system will be addressed as construction begins. For purposes of this proposal, replacement of existing functionality only is requested.
  - 7.1 Exterior Vehicle Gate access point = 1

## **PART II - SECTION 1: PROPOSED CHANGES AND NEW WORK**

### **OVERVIEW:**

The following includes ten (10) new buildings/locations and access points proposed and requested changes to existing locations.

1. **CITY HALL – 330 W. 20<sup>th</sup>:**
  - 1.1 Add exterior access point - 2
2. **MAIN LIBRARY – 55 W. 3<sup>rd</sup>:**
  - 2.1 Add – exterior access controls to main garage vehicle gate (not drive up)
3. **MARINA BRANCH LIBRARY – 1530 SUSAN COURT (new location)**
  - 3.1 Exterior access point = 1
4. **HILLSDALE BRANCH LIBRARY – 205 W. HILLSDALE BLVD (new location)**
  - 4.1 Exterior access point = 1
5. **SHOREVIEW CENTER – 950 OCEAN VIEW (new location)**
  - 5.1 Exterior access point = 2
  - 5.2 Interior access point = 1
6. **LAKESHORE CENTER – 1550 MARINA COURT (new location)**
  - 6.1 Exterior access point = 2
7. **BERESFORD CENTER – 2720 ALAMEDA DE LAS PULGAS (new location)**
  - 7.1 Exterior access point = 2
  - 7.2 Install one (1) new interior door and add access point
8. **SENIOR CENTER – 2645 ALAMEDA DE LAS PULGAS (new location)**
  - 8.1 Exterior access point = 1
  - 8.2 Install one (1) new interior door and add access point
9. **M.L. KING RECREATION CENTER – 725 MONTE DIABLO (new location)**
  - 9.1 Exterior access point = 3
  - 9.2 Interior access point = 2 (+9.3)
  - 9.3 Install one (1) new interior door and add access point
10. **POLICE STATION (HEADQUARTERS) – 200 FRANKLIN PARKWAY**
  - 10.1 Add interior access point = 1
11. **POLICE SUB-STATION – 380 1<sup>ST</sup> AVE**
  - 11.1 Add – Exterior access point = 1
12. **CITY HALL ANNEX SPACE – 1900 O’Farrell St.**

No additional access points proposed
13. **MUNICIPAL SERVICE CENTER (Corporation Yard) – 1949 to 2001 PACIFIC BLVD.**
  - 13.1 Add Exterior vehicle gate access point = 2 (brings total to 3)
  - 13.2 Add Exterior pedestrian gate access point = 1
  - 13.3 Add Exterior door card access to Compliance Trailer = 1
  - 13.4 Add Exterior door card access to Admin Trailer = 2
14. **FACILITIES FLEET SERVICES DIVISION AND WAREHOUSE – 1961 PACIFIC BLVD. (new location)**

14.1 Exterior access points = 2

**15. PARK MAINTENANCE BUILDING – 2001 PACIFIC BLVD (new location)**

15.1 Exterior access points = 2

15.2 Interior access points = 2

**16. MAIN ADMINISTRATION BUILDING – 1949 PACIFIC BLVD. (new location)**

16.1 Add exterior access points = 2

**17. WASTEWATER TREATMENT PLANT – 2050 DETROIT DRIVE :**

No additional access points proposed

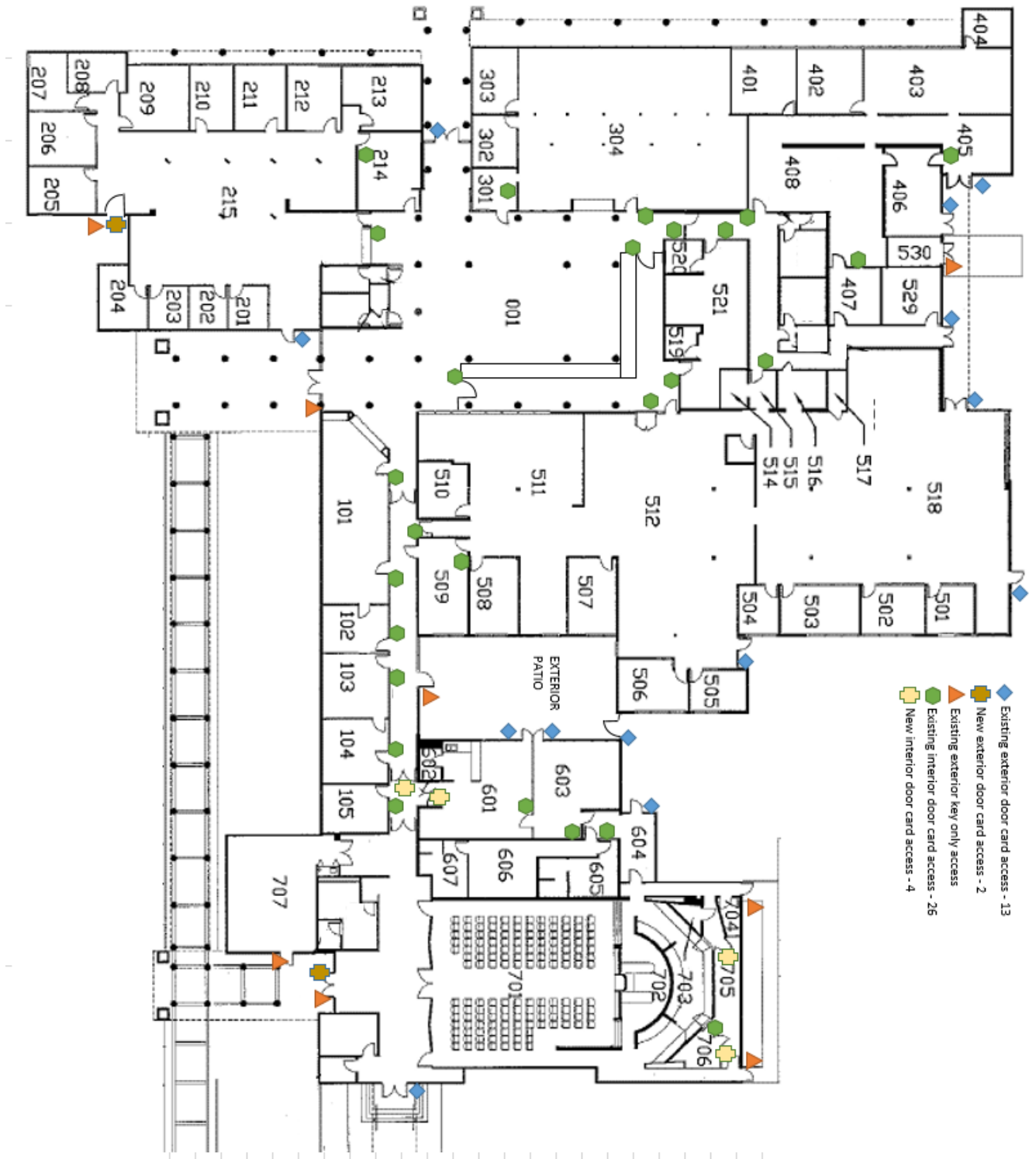
**PART II - SECTION 3: PROJECT SUMMARY OF TOTALS**

	EXTERIOR	INTERIOR	NEW EXT	NEW INT	EXISTING GATE ACCESS	NEW GATE ACCESS	In-Cab Elevator Access	Int-PIN PAD	Int Scramble	TOTAL
CITY HALL	13	26	2	4	0	0	0	0	0	45
CITY HALL ANEX (LEASED SPACE)	0	2	0	0	0	0	0	0	0	2
MAIN LIBRARY	7	19	1	0	0	0	1	0	0	27
POLICE STATION	16	43	0	1	2	0	1	7	4	74
PD SUB STATION@GAR	1	0	1	0	0	0	0	0	0	2
WASTE WATER PLANT	0	0	0	0	1	0	0	0	0	1
MARINA BRANCH LIB	0	0	1	0	0	0	0	0	0	1
HILLSDALE BRANCH LIB	0	0	1	0	0	0	0	0	0	1
BERESFORD REC. CENT	0	0	2	3	0	0	0	0	0	5
KING REC. CENT	0	0	4	2	0	0	0	0	0	6
SENIOR CENTER	0	0	1	1	0	0	0	0	0	2
SHOREVIEW CENTER	0	0	3	1	0	0	0	0	0	4
LAKESHORE CENTER	0	0	2	0	0	0	0	0	0	2
CITY CORPORATE YARD & TRAILERS	0	0	3	0	1	3	0	0	0	7
FACIL FLEET SERV	0	0	2	0	0	0	0	0	0	2
PARK MAINT	0	0	2	2	0	0	0	0	0	4
CORP YARD ADMIN	0	0	2	0	0	0	0	0	0	2
	37	90	27	14	4	3	2	7	4	187
Total New:						44				

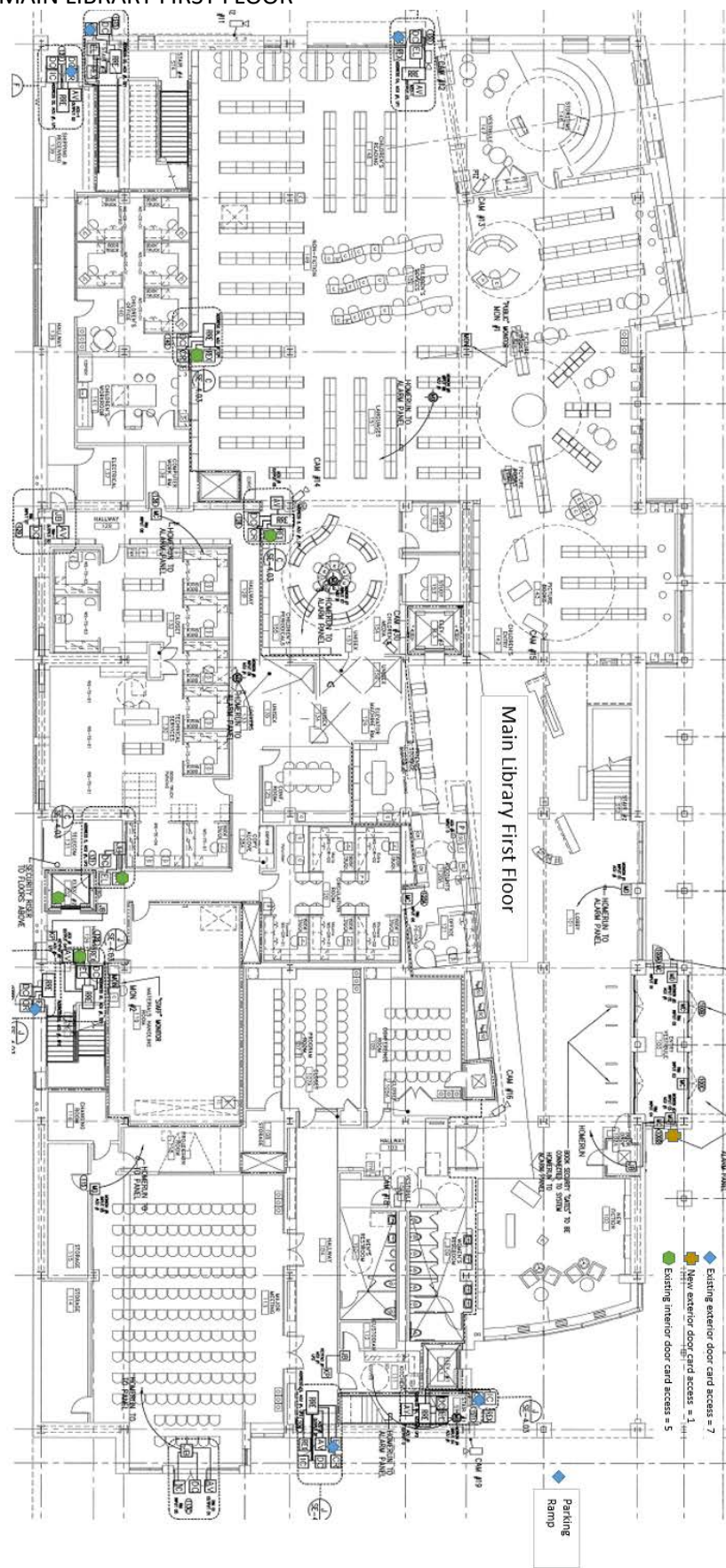
## PART II - SECTION 4: PROJECT DRAWINGS/SKETCHES

There are limited AS-BUILT drawings available for City Owned facilities. Proposers should be able to utilize the attached drawings/sketches to formulate cost estimates.

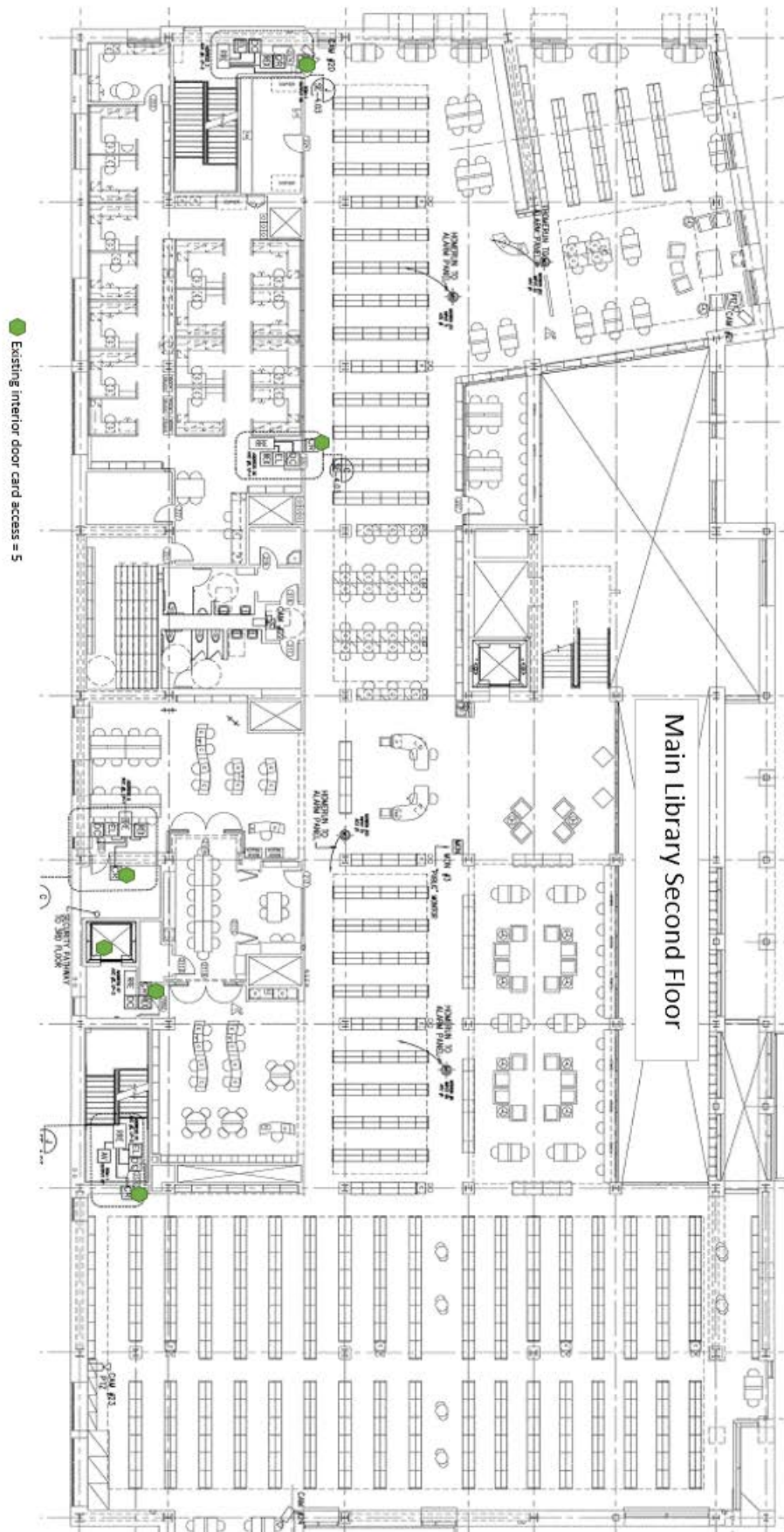
### 1.0 – CITY HALL



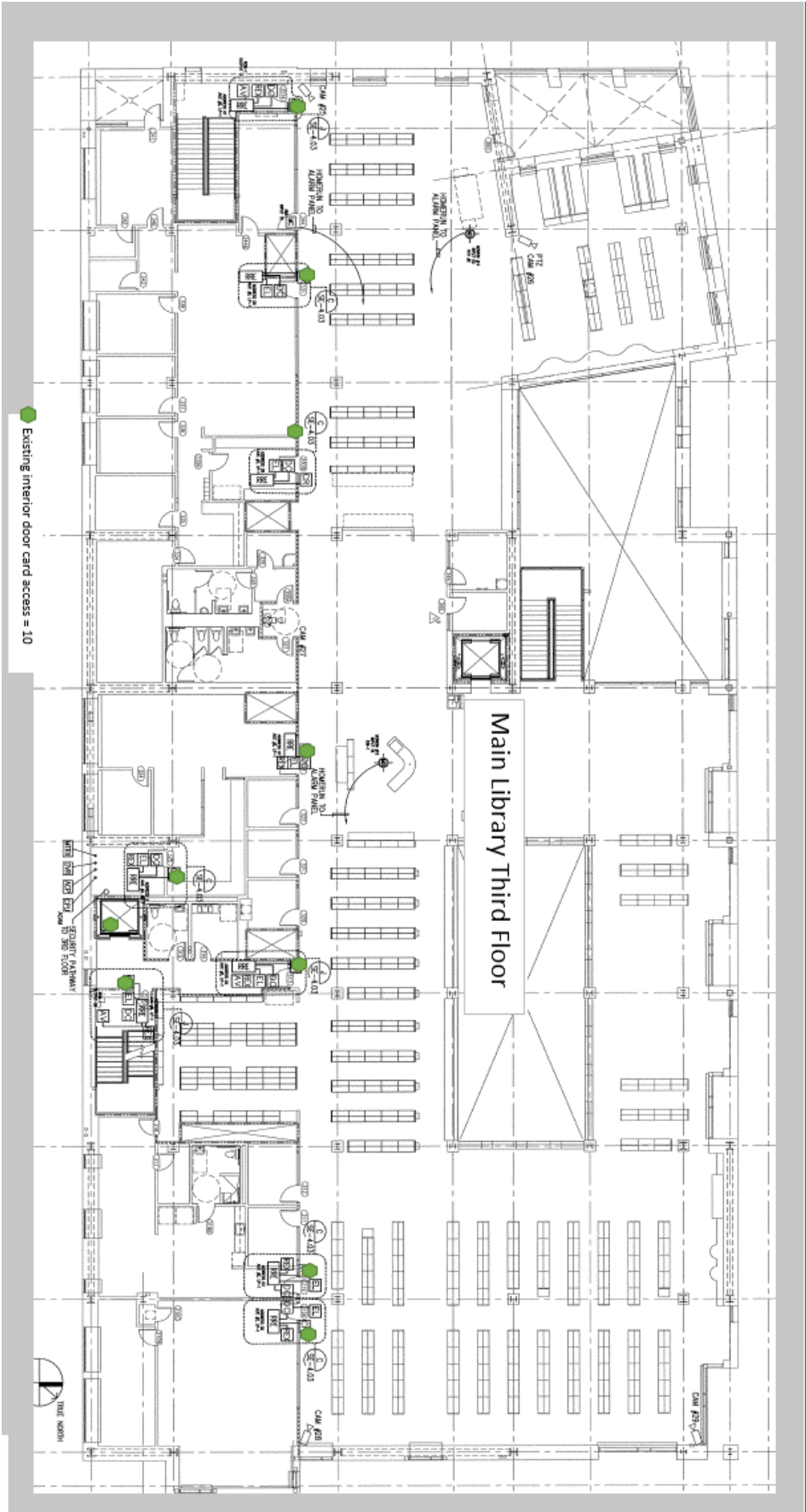
2.0 MAIN LIBRARY FIRST FLOOR



3.0 MAIN LIBRARY SECOND FLOOR



4.0 MAIN LIBRARY THIRD FLOOR



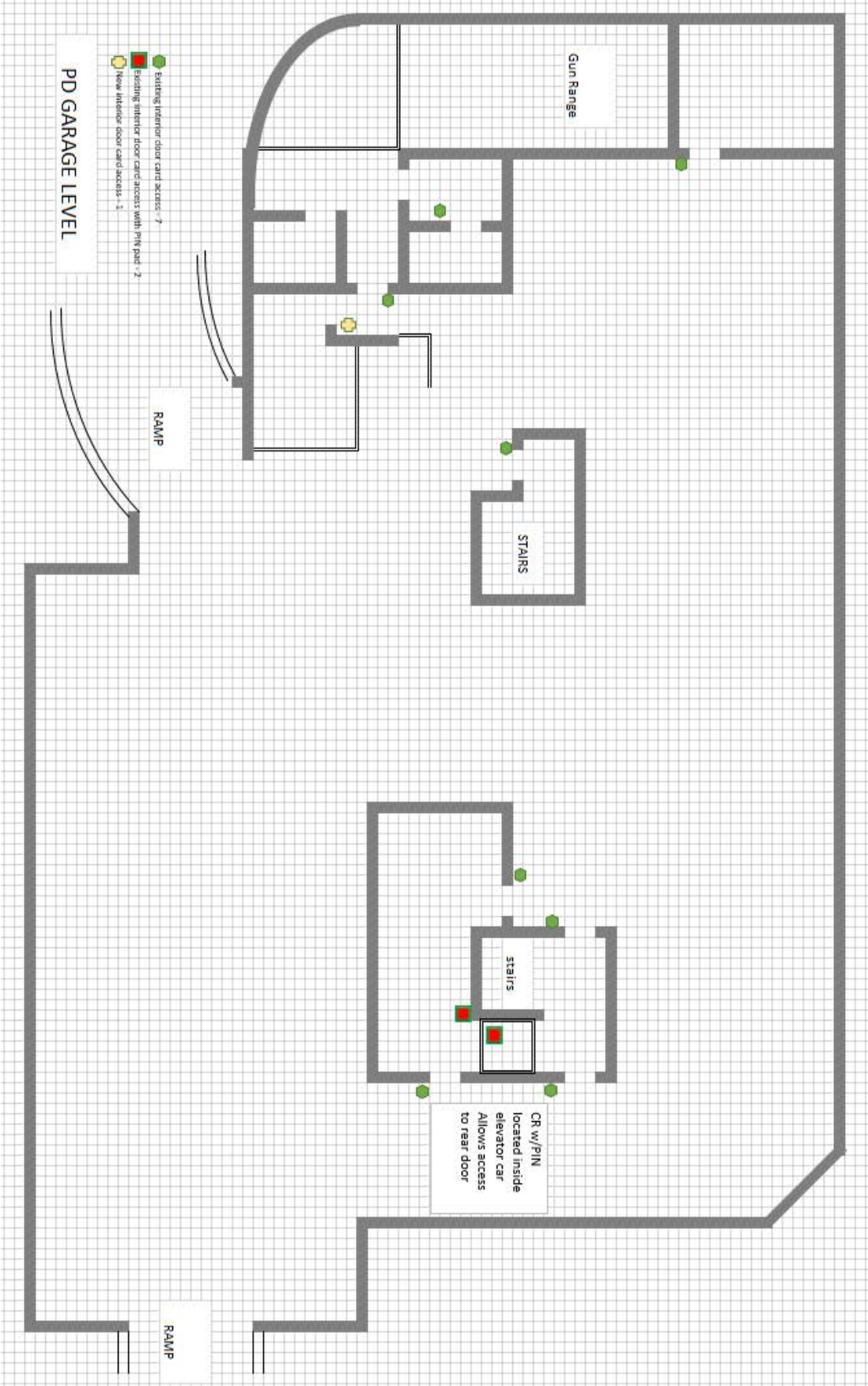
## 5.0 POLICE STATION FIRST FLOOR



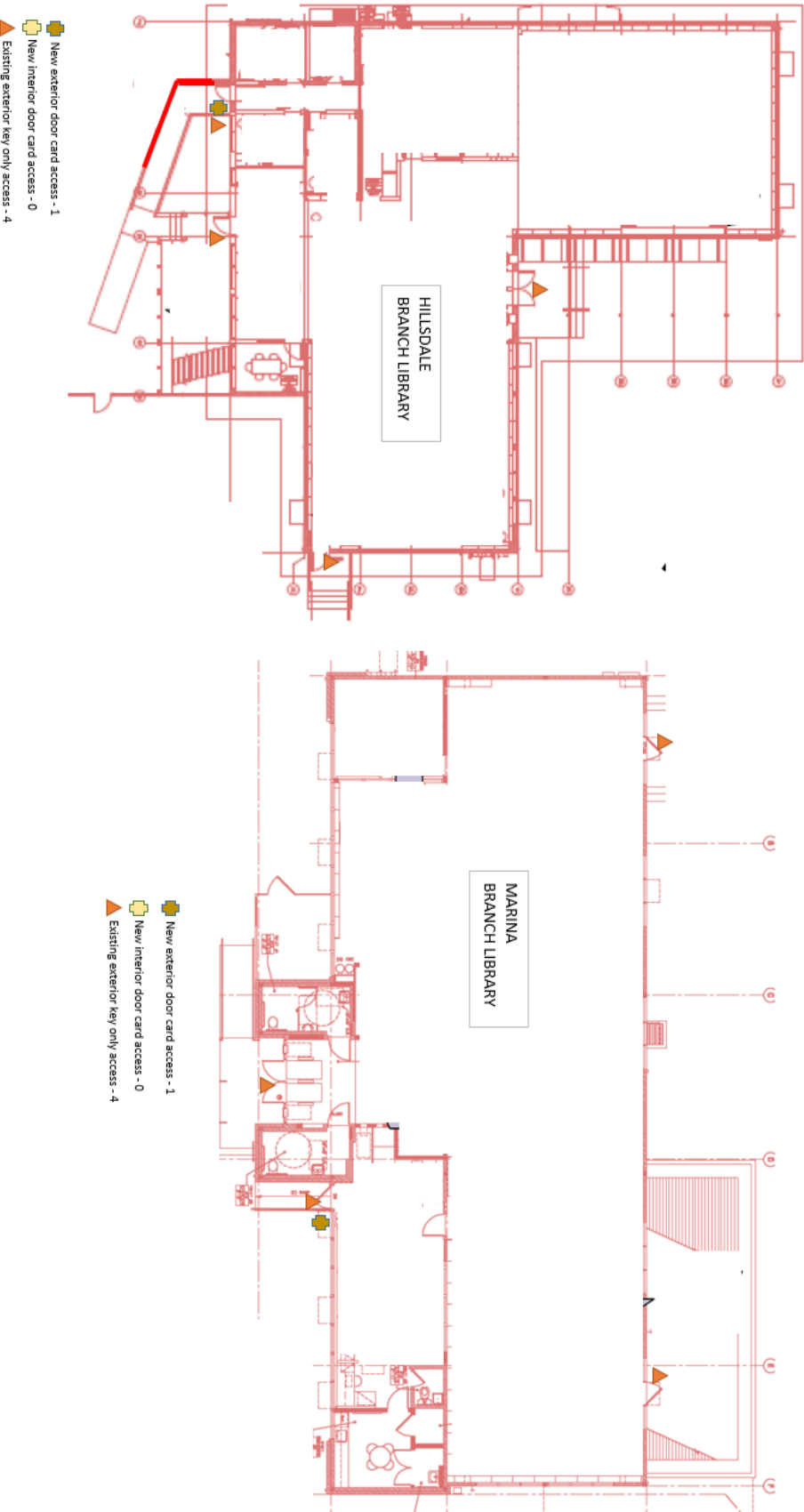
## 6.0 POLICE STATION SECOND FLOOR



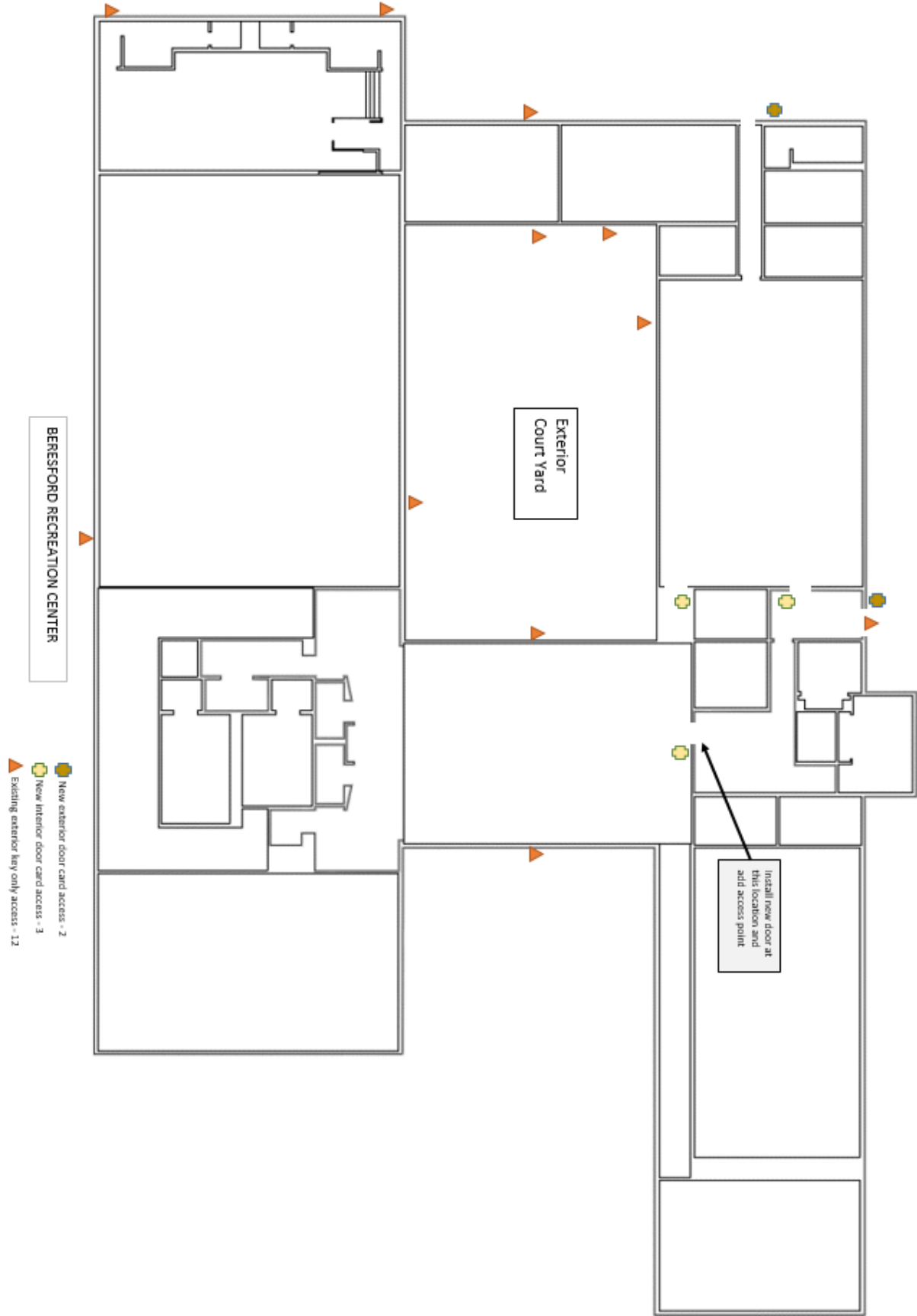
7.0 POLICE STATION GARAGE



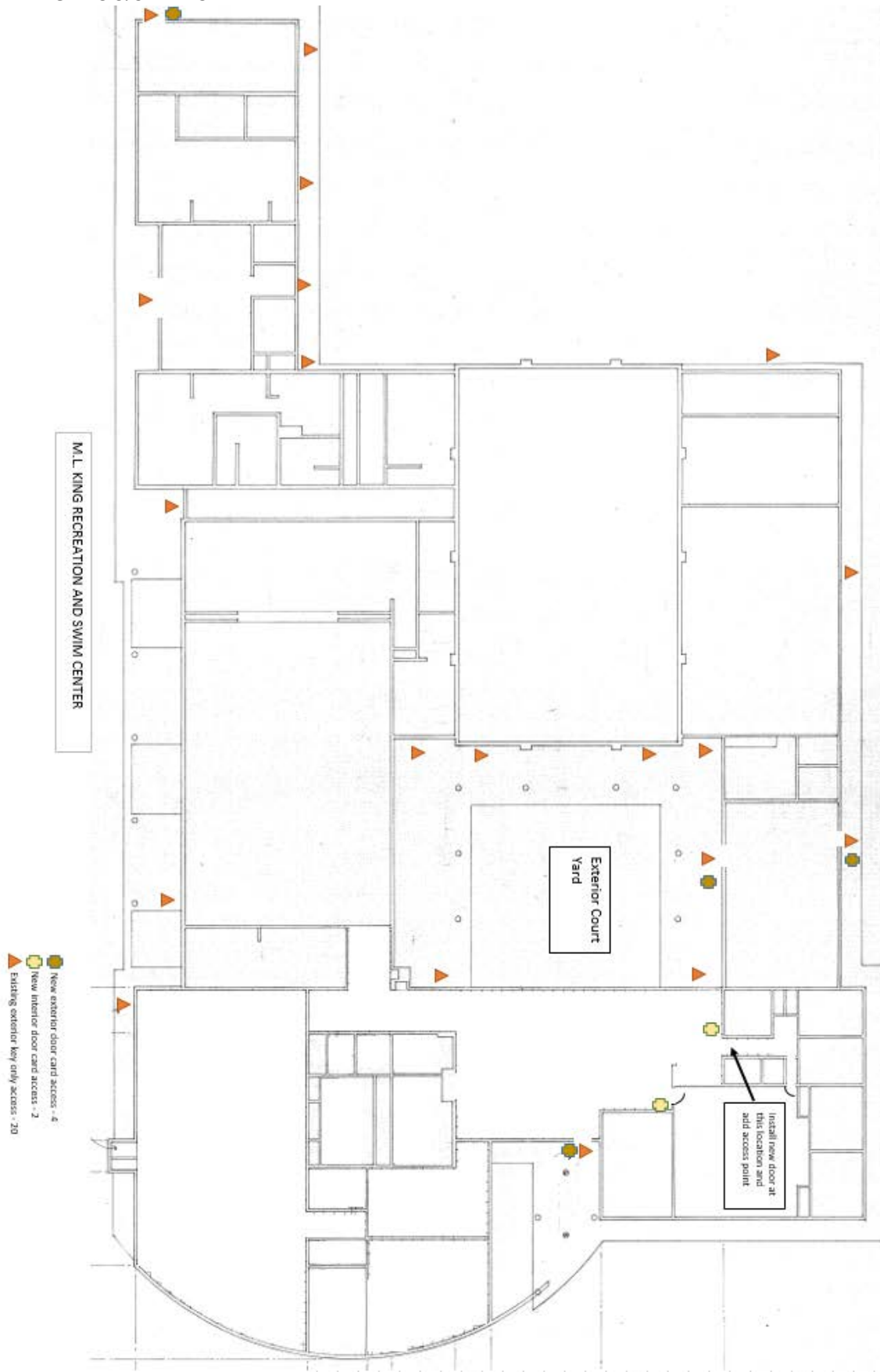
8.0 BRANCH LIBRARIES



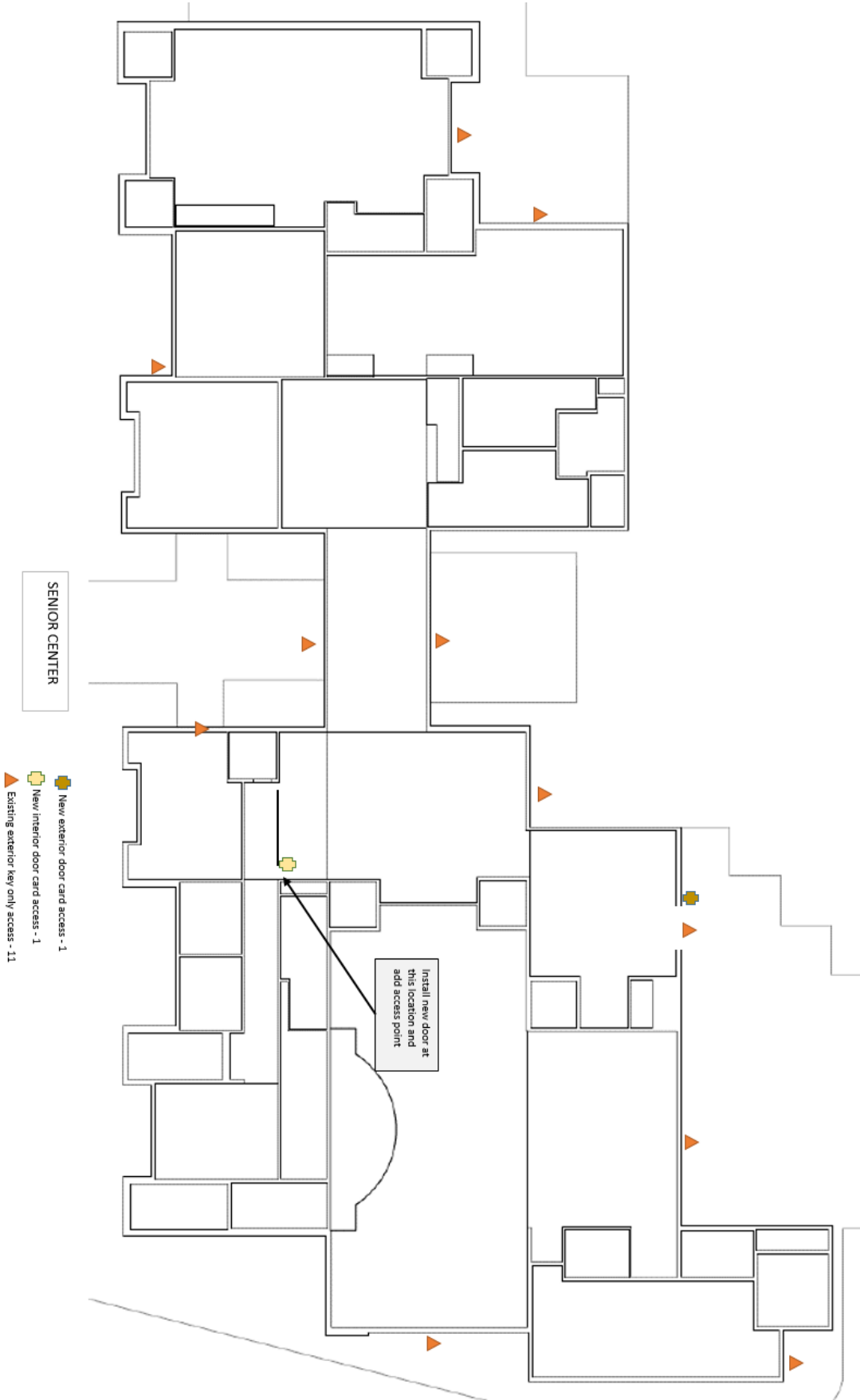
9.0 BERESFORD REC. CENTER



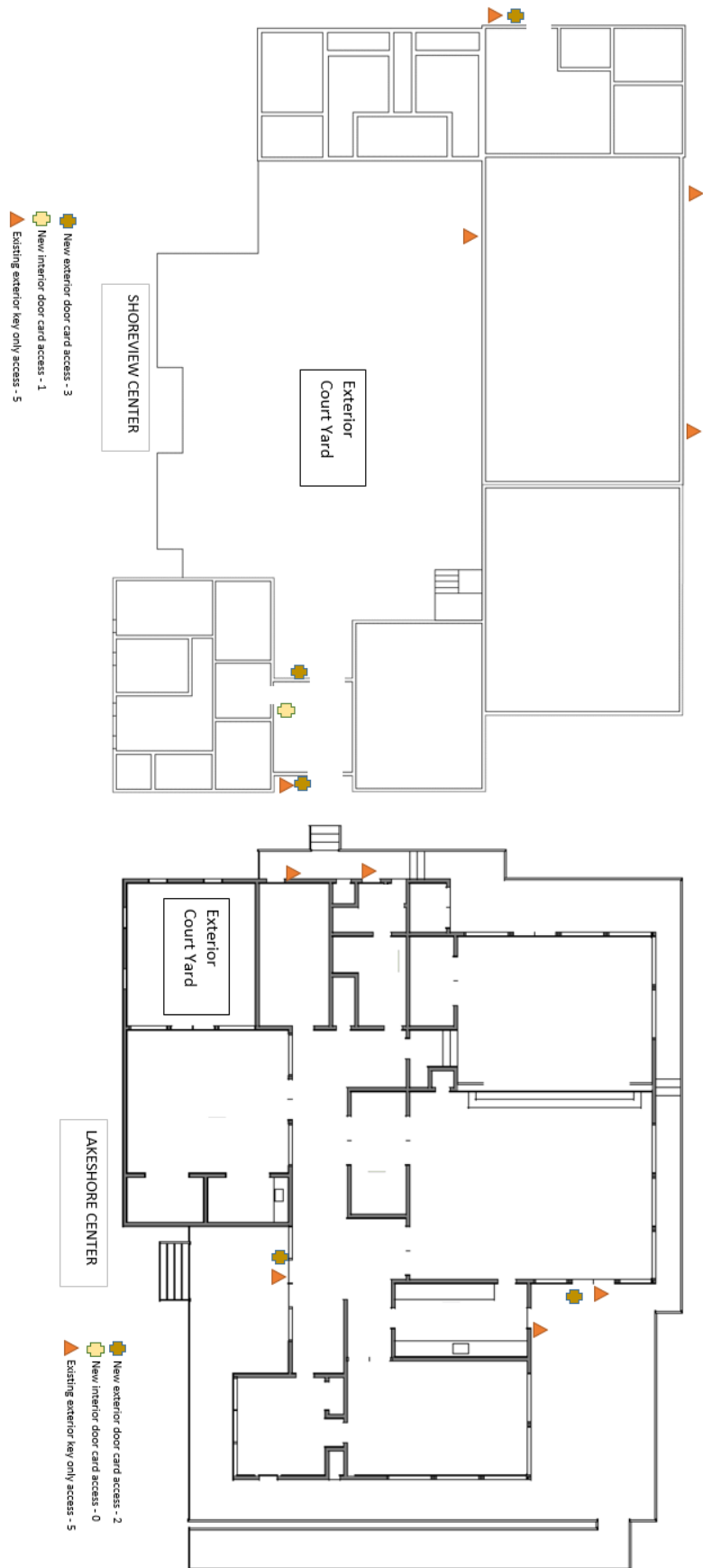
## 10.0 KING REC & SWIM CENTER



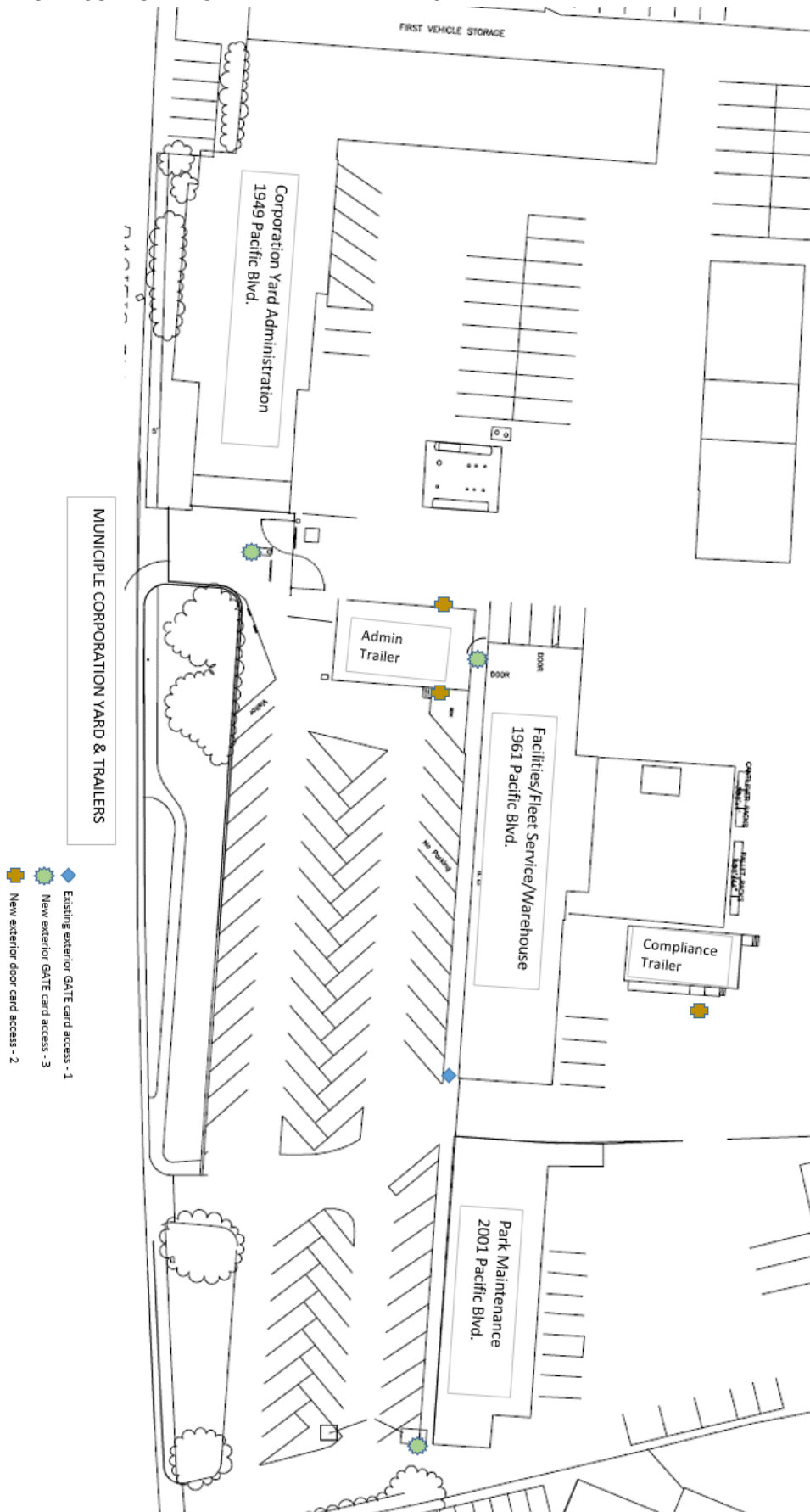
11.0 SENIOR CENTER



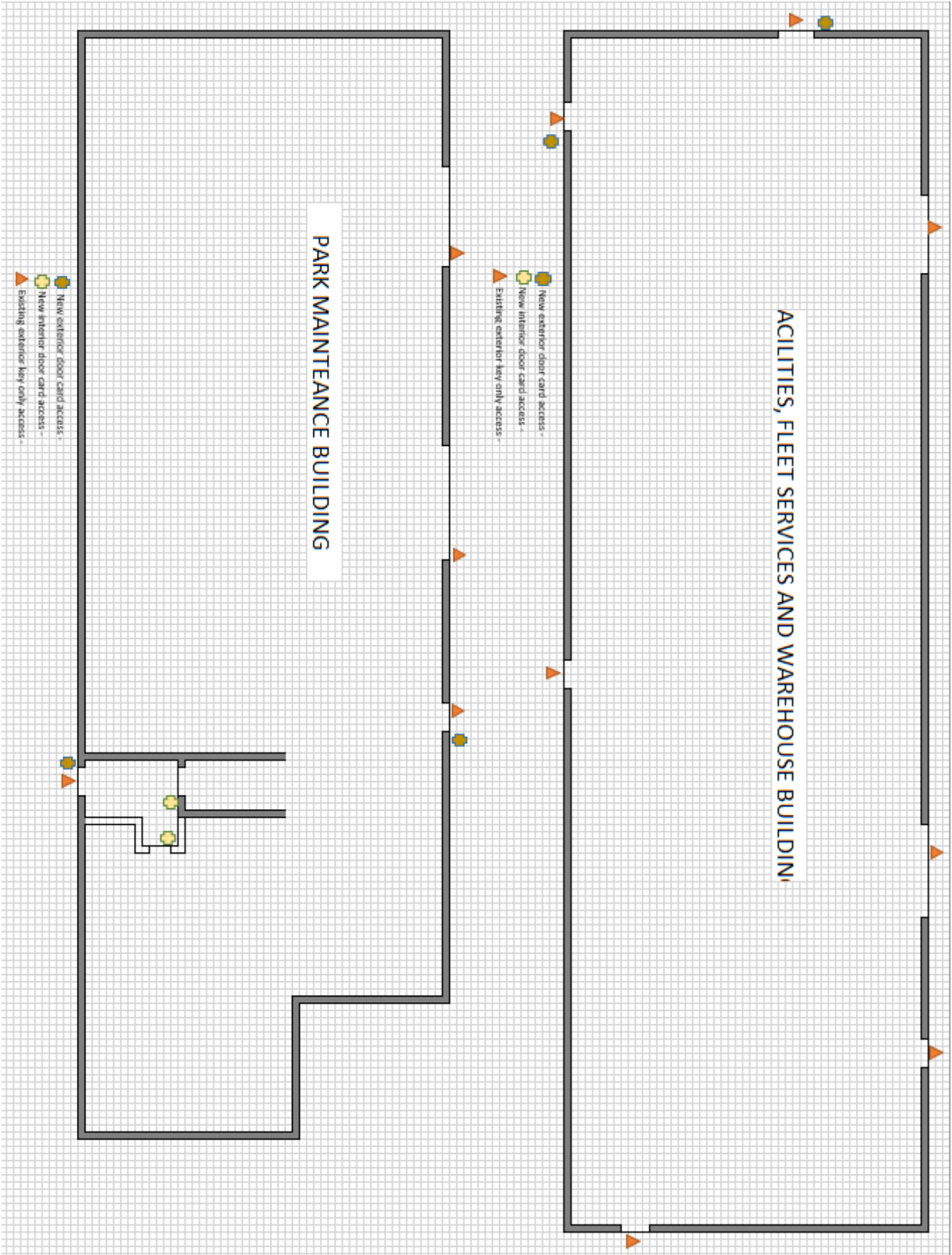
12.0 SHOREVIEW CENTER and LAKESHORE CENTER



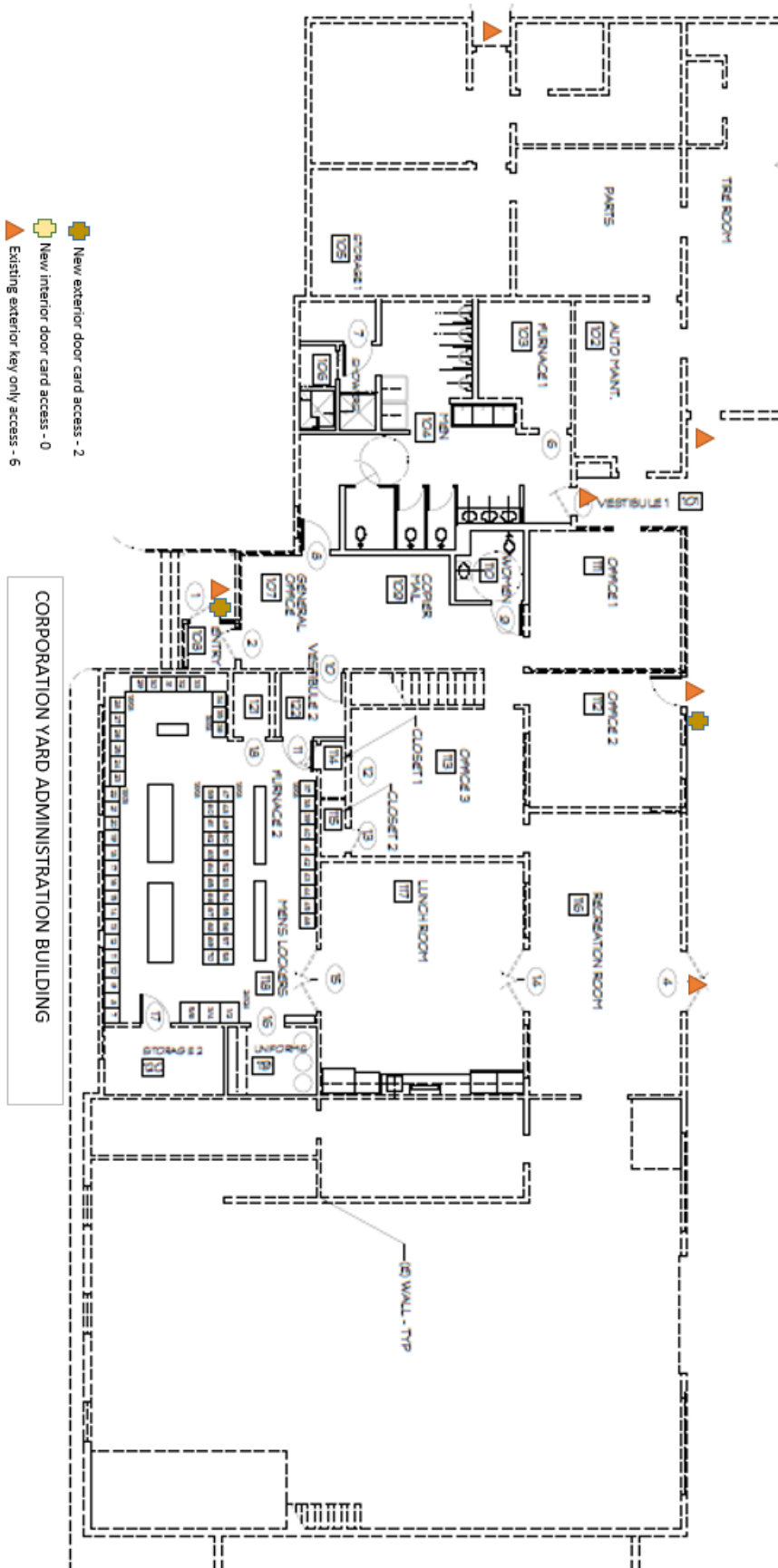
## 13.0 CITY CORPORATION YARD AND TRAILERS



14.0 FACILITIES & FLEET SERVICES BLDG AND PARK MAINTENANCE BLDG.



## 15.0 CORP YARD ADMINISTRATION



**AGREEMENT WITH \_\_\_\_\_**  
**FOR \_\_\_\_\_ SERVICES**  
**FOR**

\_\_\_\_\_ *[insert Project name]*

This Agreement, made and entered into this day of \_\_\_\_\_, by and between the **CITY OF SAN MATEO**, a municipal corporation existing under the laws of the State of California ("CITY"), and \_\_\_\_\_, a \_\_\_\_\_ *[insert legal status of contractor here, e.g., individual, corporation, limited partnership, etc.]* ("CONTRACTOR"), whose address is \_\_\_\_\_.

**RECITALS:**

A. CITY desires certain \_\_\_\_\_ services hereinafter described.

B. CITY desires to engage CONTRACTOR to provide these \_\_\_\_\_ services by reason of its qualifications and experience for performing such services and CONTRACTOR has offered to provide the required services on the terms and in the manner set forth herein.

**NOW, THEREFORE, IT IS AGREED** as follows:

**SECTION 1 - SCOPE OF SERVICES**

The scope of services to be performed by CONTRACTOR under this Agreement is as described in Exhibit A to this Agreement, which is attached and incorporated by reference.

**SECTION 2 - DUTIES OF CONTRACTOR**

CONTRACTOR shall be responsible for the professional quality, technical accuracy and coordination of all work furnished by CONTRACTOR under this Agreement. CONTRACTOR shall, without additional compensation, correct or revise any errors or deficiencies in its work.

CONTRACTOR represents that it is qualified to furnish the services described under this Agreement.

CONTRACTOR shall be responsible for employing or engaging all persons necessary to perform the services of CONTRACTOR.

CONTRACTOR and his subcontractors shall comply with State's Prevailing Wage Laws.

CONTRACTOR or subcontractor shall not be qualified to bid on, be listed in a bid proposal, or engage in the performance of any contract for public work unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code. For the work performed for the City, the CONTRACTOR and his subcontractors shall pay the workers at the prevailing wage rate as

determined by the California Department of Industrial Relations, for this locality. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### **SECTION 3 - DUTIES OF CITY**

CITY shall provide pertinent information regarding its requirements for the project. CITY shall examine documents submitted by CONTRACTOR and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of CONTRACTOR's work.

### **SECTION 4 - TERM**

The services to be performed under this Agreement shall commence on [REDACTED] and be completed on or about [REDACTED].

### **SECTION 5 - PAYMENT**

Payment shall be made by CITY only for services rendered and upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performance of the services set forth in Exhibit A, CITY agrees to pay CONTRACTOR a fee in an amount of \$ [REDACTED], pursuant to rates stated in Exhibit B, attached and incorporated by reference.

### **SECTION 6 – TERMINATION**

Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY shall have the right to terminate this Agreement or suspend work on the Project for any reason, upon ten (10) days' written notice to CONTRACTOR. CONTRACTOR agrees to cease all work under this Agreement upon receipt of said written notice.

### **SECTION 7 - OWNERSHIP OF DOCUMENTS**

All documents prepared by CONTRACTOR in the performance of this Agreement are and shall be the property of CITY, whether the project for which they are made is executed or not.

### **SECTION 8 - CONFIDENTIALITY**

All reports and documents prepared by CONTRACTOR in connection with the performance of this Agreement are confidential until released by CITY to the public. CONTRACTOR shall not make any such documents or information available to any individual or organization not employed by CONTRACTOR or CITY without the written consent of CITY before any such release.

### **SECTION 9 - INTEREST OF CONTRACTOR**

CONTRACTOR covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services under this Agreement.

## **SECTION 10 - CONTRACTOR'S STATUS**

It is expressly agreed that in the performance of the services required under this Agreement, CONTRACTOR shall at all times be considered an independent contractor as defined in Labor Code Section 3353, under control of the CITY as to the result of the work but not the means by which the result is accomplished. Nothing herein shall be construed to make CONTRACTOR an agent or employee of CITY while providing services under this Agreement.

## **SECTION 11 - INDEMNITY**

CONTRACTOR agrees to hold harmless and indemnify City of San Mateo and the Estero Municipal Improvement District, their elected and appointed officials, employees, and agents from and against any and all claims, loss, liability, damage, and expense arising out of CONTRACTOR's performance of this Agreement, except for those claims arising out of CITY's sole negligence or willful misconduct. CONTRACTOR agrees to defend City of San Mateo and the Estero Municipal Improvement District, their elected and appointed officials, employees, and agents against any such claims.

## **SECTION 12 - INSURANCE**

Contractor shall procure and maintain for the duration of the contract the insurance specified in Exhibit C to this Agreement.

## **SECTION 13 - NONASSIGNABILITY**

Both parties hereto recognize that this Agreement is for the personal services of CONTRACTOR and cannot be transferred, assigned, or subcontracted by CONTRACTOR without the prior written consent of CITY.

## **SECTION 14 - RELIANCE UPON SKILL OF CONTRACTOR**

It is mutually understood and agreed by and between the parties hereto that CONTRACTOR is skilled in the performance of the work agreed to be done under this Agreement and that CITY relies upon the skill of CONTRACTOR to do and perform the work in the most skillful manner, and CONTRACTOR agrees to thus perform the work. The acceptance of CONTRACTOR's work by CITY does not operate as a release of CONTRACTOR from said obligation.

## **SECTION 15 - WAIVERS**

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions of any ordinance or law shall not be deemed to be a waiver of such term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, condition, ordinance, or law. The subsequent acceptance by either party of any fee or other money which may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this Agreement or of any applicable law or ordinance.

## **SECTION 16 - COSTS AND ATTORNEY FEES**

Attorney fees in total amount not exceeding \$5000, shall be recoverable as costs (by the filing of a cost bill) by the prevailing party in any action or actions to enforce the provisions of this Agreement. The above \$5000 limit is the total of attorney fees recoverable whether in the trial court, appellate court, or otherwise, and regardless of the number of attorneys, trials, appeals, or actions. It is the intent of this provision that neither party shall have to pay the other more than \$5000 for attorney fees arising out of an action, or actions to enforce the provisions of this Agreement.

## **SECTION 17 - NON-DISCRIMINATION**

CONTRACTOR warrants that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal employment opportunity. Neither CONTRACTOR nor any of its subcontractors shall discriminate in the employment of any person because of race, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment and Housing Act.

## **SECTION 18 - MEDIATION**

Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties; in the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the State Mediation and Conciliation Service, or other agreed-upon service. The mediator shall be selected by a blind draw.

The cost of mediation shall be borne equally by the parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties.

## **SECTION 19 - LITIGATION**

CONTRACTOR shall testify at CITY'S request if litigation is brought against CITY in connection with CONTRACTOR'S services under this Agreement. Unless the action is brought by CONTRACTOR, or is based upon CONTRACTOR'S wrongdoing, CITY shall compensate CONTRACTOR for preparation for testimony, testimony, and travel at CONTRACTOR'S standard hourly rates at the time of actual testimony.

## SECTION 20 - NOTICES

All notices hereunder shall be given in writing and mailed, postage prepaid, addressed as follows:

To CITY: *<insert City Contact Name>*  
City of San Mateo  
*<address>*  
*<City, State, Zip>*

To CONTRACTOR: *<insert Contractor Business Name>*  
Attn:   
*<address>*  
*<City, State, Zip>*

**SECTION 21 - AGREEMENT CONTAINS ALL**  
**UNDERSTANDINGS; AMENDMENT**

This document represents the entire and integrated agreement between CITY and CONTRACTOR and supersedes all prior negotiations, representations, and agreements, either written or oral.

This document may be amended only by written instrument, signed by both CITY and CONTRACTOR.

## SECTION 22 - GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of California and, in the event of litigation, venue will be in the County of San Mateo.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, this agreement has been duly executed by the parties hereinabove named, as of the day and year first above written.

CITY OF SAN MATEO

CONTRACTOR

---

Brad B. Underwood  
Public Works Director

---

<Insert Name>  
Its Authorized Agent  
<Insert Title>

If a Corporation, can be either 1) President or 2) Vice President plus an additional corporate officer (i.e., Secretary, Treasurer) who shall sign below.

APPROVED AS TO FORM

ADDITIONAL CORPORATE OFFICER  
(if necessary per the above)

---

<Insert Name>  
Assistant City Attorney

---

<Insert Name>  
<Insert Title>

**Attachments:**

Exhibit A: Scope of Services  
Exhibit B: Payment Rates  
Exhibit C: Insurance Requirements

## EXHIBIT A

### SCOPE OF SERVICES

[If Exhibit A is NOT *Scope of Services*, make sure to update the rest of the Contract which references Exhibit A]

## EXHIBIT B

### PAYMENT RATES

[If Exhibit B is NOT *Payment Rates*, make sure to update the rest of the Contract which references Exhibit B]

## EXHIBIT C

### INSURANCE REQUIREMENTS

#### MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an “occurrence” basis, including products-completed operations, 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 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.

If the contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the contractor.

#### **Other Insurance Provisions**

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

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

**The City of San Mateo and the Estero Municipal Improvement District, their elected and appointed officials, employees, and agents are to be covered as insureds** on the auto policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor; and 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 both CG 20 10 and CG 20 37 forms if later revisions used).

##### ***Primary Coverage***

For any claims related to this contract, the **Contractor’s insurance coverage shall be primary** insurance as respects the City of San Mateo and the Estero Municipal Improvement District, their elected and appointed officials, employees, and agents. Any insurance or self-insurance maintained by the City of San Mateo and the Estero Municipal Improvement District, their elected and appointed officials, employees, or agents shall be excess of the Contractor’s insurance and shall not contribute with it.

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

Each insurance policy required above shall provide that **coverage shall not be canceled, except after thirty (30) days’ prior written notice** (10 days for non-payment) has been given to the City.

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

Contractor hereby grants to the City of San Mateo and the Estero Municipal Improvement District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

***Verification of Coverage***

Contractor shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City 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 City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.