

## Notification: Request for Proposal [RFP]

PROJECT TITLE: **EcoCenter at Herons Head Park Low Impact Design Systems**  
Contract No. **6500-110**

BID OPENING DATE: 01/12/2010

BIDS DUE: 02/01/2010.

Bids shall be submitted to the Project Administrator, Laurie J. Schoeman at LEJ office located at 800 Inness Street, Ste 11, San Francisco, CA 94124 by 5:00 pm on February 1st, 2010 Entitled **"SEALED BID FOR EcoCenter at Herons Head park-do not open with regular mail"**

PROJECT MANAGER: Laurie J. Schoeman phone: 415.282.6840

CONTRACT DURATION: Time allowed to completion is **60** calendar days commencement at inception of contract signing.

BID DOCUMENTS: Bidding documents available by contacting Laurie Schoeman and accessing LEJ website at [www.lejyouth.org](http://www.lejyouth.org).

PRE-BID MEETING: **1/22/2010, 2:00 pm EcoCenter Site located at Cargo Way and Jennings Street at Herons Head Park**

CONTRACT DURATION: Time allowed to substantial completion is **60** calendar days.

ESTIMATE: Estimate for scope of work is approximately \$200,000.00

This Project is Utilizing funds provided under the American Recovery and Reinvestment Act of 2009 and is subject to all Federal Rules and Regulations in this document.

Funding for this project scope of work has been provided in full or in part through an agreement with the State Water Resources Control Board. The contents of this document do not necessarily reflect the views and policies of the State Water Resources Control Board, nor does mention of trade names or commercial products constitute endorsement or recommendation for use. (Gov. Code § 7550, 40 CFR § 31.20.)

## **PROJECT INFORMATION**

*Literacy for Environmental Justice is a recipient of a grant under the American Recovery and Investment Act of 2009 (ARRA). Bidders are advised that as a sub recipient, the contractor that receives an award must comply with the requirements of ARRA including but not limited to, Buy American Provision, establishing signage at site, and compliance with Davis Bacon Wage Provision. Bidders shall include such costs in their bids. In the event of conflict between the other terms and conditions in this bid and any future contracts, ARRA provisions shall govern.*

### **I. Introduction**

#### EcoCenter at Herons Head Park

Literacy for Environmental Justice (LEJ) is an urban environmental education and youth empowerment organization created specifically to address the unique ecological and health concerns of Bayview Hunters Point and the surrounding communities of southeast San Francisco. LEJ's mission is to foster an understanding of the principles of environmental justice\* and urban sustainability in young people in order to promote the long-term health of communities.

The EcoCenter at HHP is the first environmental education center in the southern end of the city—with the goal of providing a hands on example of low impact development with an emphasis on environmental justice to reflect its location in one of the most historically polluted communities in the region. The center will provide space to upwards of 100 students in both an indoor and adjacent outdoor classroom space. Nearly every feature of the EcoCenter is innovative and used to educate the general public about renewable energy, pollution and greenhouse reduction, wastewater treatment, “green” building materials, and the green economy.

Location Description: The project is located in San Francisco at Herons Head park (also known as Pier 98). This site has special considerations that should be taken into account at time of bid submittal (see Special Considerations Below). Herons' Head Park is a 27 acre wetland park that has been undergoing restoration since 1998 under the direction of the Port of San Francisco with assistance from LEJ. The site is used year-round for educational and summer programs in cooperation with local schools and community organizations.

#### Special Considerations

The site is a significant natural area that is home to many species of birds. As some of these birds are sensitive to loud noises, the Contractor and sub-contractors will be expected to keep noise generated during construction to a minimum. Naturalists from LEJ will monitor the site daily for compliances.

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## II. SCOPE OF SERVICES

LEJ is soliciting proposals for contractors to perform following scope of work:

- Install extensive vegetative roof for storm water retention and encouragement of habitat biodiversity.
- Install 5,000 gallon rainwater catchment system for primary plumbing of toilets and site irrigation.
- Install drought tolerant landscaping irrigated with building storm water and grey water supply.
- Install constructed wetlands subcomponent in building.
- Install all permeable, ADA compliant permeable surfacing on EcoCenter Pathways using owner specification
- Develop Operations and Maintenance Manual for installed systems
- Provide Signage for contracted project scope.

## III. Project Objectives

A critical goal of the EcoCenter is to develop an environmentally responsible building in the Southeastern Sector of San Francisco, a historically environmentally marginalized community, which can serve as a model for a more sustainable built environment. The EcoCenter utilizes an interdisciplinary approach to design and building. Integrated design employs a multidisciplinary approach to building where all project stakeholders are involved in the design process from inception to completion. This approach has been integrated into the design phase of the EcoCenter.

Environmental Sensitivity and commitment to water and energy efficiency in the built environment is a fundamental part of the EcoCenter Project. The EcoCenter team places a high priority on these aspects of responsible building and is seeking a contractor that aligns with these critical objectives:

- Ecological Site Design utilizing creative on-site erosion control methodologies and stormwater management techniques.
- Advancing Energy Efficiency through renewable energy emphasizing photovoltaics and solar thermal systems.
- Advancing Water Efficiency through efficient irrigation, use of native plantings, rainwater harvesting toilet flushing and irrigation.
- Efficient Materials and Resources using locally sourced materials or assemblies with a particular emphasis on Forest Stewardship Certified [FSC] wood and innovative application of natural materials (characterized by low-embodied energy, local availability, high performance, biodegradability).
- Sustainable Operations and Maintenance over the short and long term.

## IV. Submission Requirements

The contractor must submit the following submittal components to be considered for award:

- Cover Letter
- Introduction to Firm/Team
- Project Schedule
- Resumes of Key Personnel

- List of subconsultants and their qualifications
- Statement of Qualifications including bonding capacity
- Financial Capacity and Ability to Administer Federal Funded Project
- Budget broken down by phase
- Sample projects and other relevant experience
- Narrative describing how Contractor will work with local trainees, apprentices, or engage in community outreach around project scope
- References
- Listing of Licenses, Certificates, Recent Conferences and Seminars attended in past three years related to any aforementioned Project Objectives.

Bids shall be submitted to the Project Administrator, Laurie J. Schoeman at LEJ office located at 800 Inness Street, Ste 11, San Francisco, CA 94124 by 5:00 pm on February 1st, 2010 Entitled "**SEALED BID FOR Ecocenter at Herons Head park-do not open with regular mail**"

### **X. Selection Process**

This RFP represents the critical step towards the selection of a prime contractor to implement the remaining items necessary for achieving the sustainability goals of the ecocenter. As such the contractor is expected to work closely with the project manager/project administrator/owner's representative to ensure goals are achieved in a timely manner.

The following is a list of events in the selection process and an estimated schedule of these events:

Issuance of RFP: Tuesday January 12<sup>th</sup> 2010  
 Pre-Bid Submittal Meeting: Friday January 22<sup>nd</sup>, 2010 On-site Herons Head Park  
 Selection of Contractor: February 3<sup>rd</sup>, 2010  
 Execute Contract: February 13<sup>th</sup> 2010  
 Expected Project Completion: April 30<sup>th</sup> 2010

### **CONTRACTOR REQUIREMENTS/QUALIFICATIONS**

This project is being bid with a set of stipulations which contractor must comply with in order to be qualified for work including:

- Class "**A**" license issued by California Contractors State License Board required at time of award.
- This project is federally-funded and is required to follow "Buy America Requirements," as specified under Document
- Demonstration of Bonding Capacity in full amount of estimate: Payment, Performance, and Completion.
- Contractor must have demonstrated and verified experience working on a "green building project" as defined by the Environmental Protection Agency as a: "practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle through

design, construction, operation, maintenance, renovation and deconstruction. This practice expands and complements the classical building design concerns of economy, utility, durability, and comfort. Green building is also known as a sustainable or high performance building.

<http://www.epa.gov/greenbuilding/pubs/about.htm>

- Bidders are advised that this is a federal-aid project subject to equal employment opportunity provisions and EPA Disadvantaged Business Enterprise (DBE) Program.
  
- Contractor shall have a minimum of two years documented experience in performing the work as shown on the Contract Documents. **Attention is directed to the Federal minimum wage rate requirements.** If there is a difference between the minimum wage rates predetermined by the Secretary of Labor and the general prevailing wage rates determined by the Director of the California Department of Industrial Relations for similar classifications of labor, the Contractor and subcontractors shall pay not less than the higher wage rate. The Department will not accept lower State wage rates not specifically included in the Federal minimum wage determinations. This includes "helper" (or other classifications based on hours of experience) or any other classification not appearing in the Federal wage determinations. Where Federal wage determinations do not contain the State wage rate determination otherwise available for use by the Contractor and subcontractors, the Contractor and subcontractors shall pay not less than the Federal minimum wage rate, which most closely approximates the duties of the employees in question. Wage rates shall be submitted to LEJ ten days prior to contract signing in order for LEJ to receive sign-off by local DOL representative via State Funder.
  
- In accordance with San Francisco Administrative Code Chapter 6, Sec. 6.4, Contractor shall use to the maximum extent possible, **recycled content materials**, rather than virgin materials.
  
- Bidders are advised that new contract requirements are being implemented for submittal of Monthly Employment Report forms. Refer to Document 00822, paragraph 1.25 titled "**Monthly Employment Report (American Recovery and Reinvestment Act).**"
  
- Inquiries or questions based on alleged patent ambiguity of the plans, specifications or estimate must be communicated as a bidder inquiry prior to bid opening. Any such inquiries or questions, submitted after bid opening, will not be treated as a bid protest.
  
- LEJ reserves the right to reject any or all bids & waive any minor irregularities.

**Selection Criteria and Evaluation Methodology:**

- The Contractor bidding on this project must meet demonstrate the capacity and ability to ensure compliance with all of the following ARRA compliances with particular emphasis on Prevailing Wage Requirements of Davis-Bacon; Anti-

Copeland Act; Use of Minority-Female Enterprise; and Certification of Fair Employment Practice.

- Contractor must demonstrate minimum history on work with minimum of one federal contract.
- Bonding and Insurance requirements as required by Owner which includes performance and payment bond as well as liability insurance.
- Prior Completion of <sup>1</sup>green building projects with minimum of one Vegetative Roofing Project.
- Inclusion of a LEED-accredited professional on building team.
- Commitment to utilizing a minimum of two certifiable trainees/apprentices on project for training purpose

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▪ <sup>1</sup> Green Building, as defined by the Environmental Protection Agency [EPA] as Green Building, also known as green construction or sustainable building, is the practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle: from siting to design, construction, operation, maintenance, renovation, and deconstruction. This practice expands and complements the classical building design concerns of economy, utility, durability, and comfort.[1]