

## REQUEST FOR PROPOSAL NO. EAG-EEM-1112-02 – Awning & Signage

The Excelsior Action Group is requesting proposals from responsible offerors for the prime contract of the *Excelsior Extreme Makeover* program to clean and provide physical improvements to 15-20 commercial storefronts on Mission Street in the Excelsior District. The work will be assigned by the Excelsior Action Group in a series of work orders during the performance period of this Contract, with the total amount of all work orders not to exceed \$28,000.00 with a minimum guaranteed contract amount of \$2,000.00 and an option to increase contract amount by an additional \$15,000.00 if master contract funds expire before performance period expires.

### 1) Proposal Format:

a. Cover Letter - Offeror to provide an executive summary that must be signed by authorized representative of the Offeror and should contain the following information: (1) full legal company name and address of Offeror, (2) CA Contractor License and (3) name, title, and telephone number of offeror's point of contact and authorized agent to negotiate and commit the offeror's company;

b. List all sub-tier contractors that you propose to use in this effort, with a description of the work to be provided (Attachment IV).

c. Summary of relevant experience in the past 3 years - List at least 3 projects that you have performed in the past that are similar to the scope contained herein (Attachment III).

d. References - Include not less than two (2) objective references that can attest to the offeror's core competency and the prior experience for the qualifications outlined in the Scope of Work (Attachment I).

e. Cost Proposal – Offeror's total compensation for work on this prime contract shall not exceed the sum of \$28,000 plus approved adjustments. Offerors are required to complete and submit Cost Schedule (Attachment II) with the proposal.

2) Proposal Due Date: December 16, 2011, may be submitted via US Mail or electronically

3) Period of Performance: January 17, 2012 – June 30, 2012

4) Contact Information:

All questions and proposals will be addressed to:

Nicole Agbayani, Corridor Manager  
Excelsior Action Group  
4702A Mission Street  
San Francisco, CA 94112  
Email: [nagbayani@eagsf.org](mailto:nagbayani@eagsf.org)

5) Evaluation Criteria:

Proposals will be evaluated on a "best value" basis. The following criteria will be utilized in the selection process. They are presented as a guide for the offeror in understanding the requirements and expectations of this project and are not necessarily presented in order of importance:

1. Cost Schedule
2. Past Performance
3. Technical Capability
4. Financial Strength

6) Wage Rates:

California Department of Industrial Relations prevailing wage rate determinations apply. General prevailing wage determinations for 2011-12 journeyman level trades may be accessed at the following website: <http://www.dir.ca.gov/dlsr/pwd/index.htm>

7) Insurance and Bonding:

EAG requires a Performance and Payment Bond for the maximum contract amount of \$28,000.00.

EAG requires the following insurance for all contractors employed in connection with the Excelsior Extreme Makeover project. All proposals must include valid proof of insurance. The lowest qualified bidder will be required to submit insurance certificates naming "Community Initiatives" as additionally insured on policy: Comprehensive or Commercial General Liability Insurance, Business Automobile Liability Insurance, Workers Compensation Insurance, and Professional Liability Insurance.

a. Comprehensive or Commercial General Liability Insurance - Minimum amount of \$1,000,000 which should include: Premises and Operations, Products Liability, Completed Operations, Contractual Liability, Independent Contractors, and Broad Form Property Damage.

b. Business Automobile Liability Insurance - Limits not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, hired, and non-owned automobiles.

c. Workers Compensation Insurance - as required by law, and employer's liability insurance with limits not less than \$1,000,000 per occurrence.

d. Professional Liability Insurance - shall have limits not less than \$1,000,000 per claim related to negligent acts, errors, or omissions in connection with professional services to be provided in connection with the project and any deductible not to exceed \$10,000 per claim.

8) Pre-Proposal Walk-Through:

A walk-through is scheduled for December 9, 2011 at 10:00 am, starting at EAG's Office, 4702 Mission Street.

9) Proposal Checklist:

- Cover Letter
- Proof of Insurance
- 2 References
- Attachment II – Cost Schedule
- Attachment III – Summary of Relevant Experience
- Attachment IV – Subcontractor List

Attachment 1  
to  
Request for Proposal  
No. EAG-EEM-1112-02

SCOPE OF WORK

The *Excelsior Extreme Makeover* program will provide façade improvement services to 15-20 unique businesses, many of which will include new signage and/or awning recovers. Work will be assigned by the Excelsior Action Group in a series of work orders during the performance period of this Contract. Work orders will include a detailed scope of work, designs produced by the EAG Design Team, and permits obtained by EAG staff. Note that the scope of work listed below is a general scope of work intended to describe typical work order components on the EAG-EEM-1112-02 Master Contract, but dimensions, styles, materials specifications, and existing conditions will vary per individual work order. The general scope of work includes but is not limited to the following:

- Removal of existing awnings, disposal of old cover, cleaning of existing frame, removal of dirt and grime build up on storefront beneath old awning.
- Fabrication of new cover of awning (acrylic canvas) and fastening to existing frame.
- Awnings specifications will be provided per individual work order. Typical awning types may include but are not limited to convex and triangle styles, varying widths, projections, and drops. Cost schedule provides approximate dimensions as example work order components.
- Removal of existing signs, disposal of old signs, removal of dirt and grime build up on storefront under and around old sign.
- Fabrication and installation of wooden sign & metal hanger on storefront.
- Fabrication and installation of flat building sign on storefront.
- Sign specifications will be provided per individual work order. Cost schedule provides approximate dimensions as example work order components.
- Contractor shall provide all labor, materials, and equipment necessary to perform the work required.
- Designs and permits shall be obtained by the Excelsior Action Group and should not be included in the Scope of Work or the Cost Schedule.

Attachment 2  
to  
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COST SCHEDULE

Cost Schedule

Work Order Component	Unit	Min. and Max. Price Per Unit	
		Min.	Max.
Awning Recover (Convex, 20' wide x 3' projection x 3'drop)	each	\$	\$
Awning Recover (Convex, 10' wide x 3' projection x 3'drop)	each	\$	\$
Awning Recover (Triangle, 20' wide x 3' projection x 3'drop)	each	\$	\$
Awning Recover (Triangle, 10' wide x 3' projection x 3'drop)	each	\$	\$
Awning Recover – Graphics	Letter	\$	\$
Hanging Wood Signage & Metal Hanger – Fabrication & Installation (5' x 3')	each	\$	\$
Flat Building Signage – Fabrication & Installation (10' x 3')	each	\$	\$

Prices include labor and materials.

Attachment 3  
to  
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SUMMARY OF RELEVANT EXPERIENCE

Summary of Relevant Experience				
Business Name	Address	Point of Contact	POC- Phone	Completion Date

Attachment 4  
to  
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SUBCONTRACTOR LIST

Subcontractor List		
Subcontractor Name	License #	Work Description

Examples:



Before



After



Before



After