



Request for Quote
Special District
Engineering Services

Issue Date

December 21, 2021

Quotes Accepted Through
January 21, 2022, at 5:00 PM

Late quotes will be rejected.

Request for Quote – Engineering Services

INTRODUCTION

1(A). Background

The Coachella Valley Public Cemetery District (CVPCD or District) was formed August 8, 1927, under Section 8890 of the California Health and Safety Code. District boundaries enclose approximately 3,444 square miles. The District since that time has performed over 21,000 interments/burials and has ~~at~~ over 18,000 headstones/grave markers. The Coachella Valley Cemetery is one of over 265 public cemetery Districts in California which are supported, in part, by property taxes and one of many types of special Districts in California.

The cemetery estimates that the facility will meet the need of the public for at least fifty years. The total District property consists of sixty acres, twenty-nine of the sixty have been developed for interment purposes.

A small portion of the property tax revenue that is collected from taxpayers within the District is part of the revenue the cemetery relies on for the annual budget. Individuals who do not reside in the District do not pay property taxes but are required by law to pay a surcharge to the District for interment in the cemetery.

Cemetery Districts are not actually a department of any CVPCD or County government. Although Counties, for a fee, do collect property taxes and deposit them to District accounts.

Cemetery Districts are governed by a Board of Directors consisting of three to five Trustees. Trustees are usually appointed for at least one four-year term. The Board of Trustees meet once a month for regular business meetings. Laws and rules for these meetings and others are contained in the Brown Act.

Laws for the operation of public cemeteries are contained in the California Health and Safety Code. Private cemeteries such as Forest Lawn and Rose Hills come under the jurisdiction of the State Cemetery Board.

1(B). RFQ Purpose

The goal for the CVPCD is to provide best-in-class cemetery grounds for our District. The RFQ will solicit bids from qualified companies to assist with the planning and execution of our new cemetery section. These services will include design specifications and planning for the pre-install of all vaults.

Request for Quote – Special District Asphalt Remove and Replace

1(C). Qualifying Questions

1. Has your company been in continuous operation for less than five years? Yes ____ No ____
2. Does any employee or official of the CVPCD have any financial or other interest in your firm? Yes ____ No ____
3. Has your company been disqualified by any public agency from participation in public contracts? Yes ____ No ____

If the answer to any of the above is Yes, you may not qualify to participate in this bid. Contact the CVPCD for additional information. If the answer to all the above was No, we welcome your qualified RFQ response.

2. RFQ INSTRUCTIONS AND INFORMATION

2(A). RFQ Contact

Name and Title:

Joshua Bonner

General Manager

Coachella Valley Public Cemetery District

Address:

82925 Avenue 52

Coachella, CA 92236

Contact Information:

(760) 398-3221

Josh.Bonner@CVPCD.org

2(B). RFQ Evaluation Criteria

A CVPCD evaluation team will evaluate the RFQ responses received from each vendor. Prior to the selection of the award to the apparent successful vendor, the CVPCD reserves the right to conduct on-site visits of any vendors' facilities.

If an award is made as a result of this RFQ, it shall be awarded to the lowest responsible bidder.

When determining whether a vendor is responsible, or when evaluating a vendor's response, the following factors will be considered, any one of which will suffice to determine whether a potential vendor is a responsible vendor:

1. The ability and skill of the vendor to perform/provide the service required.

2. The character, integrity, reputation, judgment, experience, and efficiency of the vendor.
3. The quality of performance of previous public and private contracts or services, including, but not limited to, the vendor's ability to perform satisfactorily and complete items specified in the contract agreements.
4. The previous and existing compliance by the vendor with laws relating to the contractor services.
5. Evidence of collusion with any other vendor, in which case colluding vendors will be restricted from submitting further bids on the subject project or future tenders.
6. There is uncompleted work with the CVPCD or others, or an outstanding dispute on a previous or current contract that might hinder, negatively affect, or prevent the prompt completion of the work bid upon.
7. Such other information as may be secured having a bearing on the decision to award the contract, such as awards, certificates, associations, etc.
8. Any other reason deemed proper by the CVPCD.

2(C) Notices and Response Criteria

2(C)1. Good Faith

This RFQ has been compiled in good faith. The information contained within is selective and subject to the CVPCD's updating, expansion, revision, and amendment.

2(C)2. Right to Cancel

The CVPCD reserves the right to change any aspect of, terminate, or delay this RFQ, the RFQ process and/or the program, which is outlined within this RFQ at any time.

2(C)3. Not an Award

Recipients of this RFQ are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting, offering, or awarding a contract.

2(C)4. Property of the CVPCD

Responses to this RFQ will become the property of the CVPCD and will form the basis of negotiations of an agreement between the CVPCD and the apparent successful vendor. Responses are subject to the California Public Records Act and may be provided to anyone properly requesting same, after contract award. Proprietary or confidential information must be clearly indicated with submitted Quotes.

2(C)5. CVPCD not Liable for Costs

The CVPCD is not liable and will not be responsible for any costs incurred by any vendor(s) for the preparation and delivery of the RFQ responses, nor will the CVPCD be liable for any costs incurred prior to the execution of an agreement, including but not limited to, presentations by RFQ finalists to the CVPCD.

2(C)6. Quote Rejection; No Obligation to Buy

The CVPCD reserves the right to reject any or all quotes at any time without penalty. The CVPCD reserves the right to refrain from contracting with any vendor. The release of this RFQ does not compel the CVPCD to make an award. The CVPCD may elect to proceed further with this project by interviewing firm(s) well-suited to this project, conducting site visits, or proceeding with an award.

2(C)7. Right to Award

The CVPCD reserves the right to make an award without further discussion of the quote submitted. Therefore, the quote should be submitted initially with the most favorable terms the vendor can offer.

2(C)8. Non-Endorsement

As a result of the selection of a vendor to supply products and/or services the CVPCD is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the CVPCD in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the CVPCD.

2(C)9. Errors in Quote

The CVPCD will not be liable for any errors in vendor quotes. Vendors will not be allowed to alter quote documents after the deadline for submission. The CVPCD reserves the right to make corrections or amendments due to errors identified in quotes by the CVPCD or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious error. Vendors are liable for all errors or omissions contained in their quotes.

The District reserves the right to negotiate material aspects of quotes received, including costs, services and scheduling, when determined to be in the best overall interest of the District.

3. SCOPE OF SERVICES

3(A). Project Goals

The primary goal of this project is to open a new section of the cemetery to burials.

3(B). Plot Plan Development and Technical Assistance

The District will require assistance with planning, mapping, permitting (as needed) and execution of the opening of a new cemetery section (See Exhibit A). The goal of the District is to lay all vaults into the section in advance of opening (See Exhibit B). Because the District has not previously utilized this method of development, contractor will need to be available for technical expertise and consulting throughout process as needed. The District intends to use their own equipment and crew for execution of project, in cooperation with our vault supplier (Whited Cemetery Services).

4. Additional Considerations

4(A). Contractor's License

An appropriate California State Contractors License is required. Contractor's License shall be maintained in good standing throughout contract term, including renewal periods.

4(B). Contract Term

This agreement shall commence upon execution by both parties and shall continue until the project is complete.

The CVPCD expects the winning agency to complete the project within the price agreed to, and within the schedule presented. Any request for price adjustment consideration must be substantiated with documentation from a manufacturer, supplier, or governmental agency; and must be submitted in writing. Overall increases of greater than 5% will not be allowed. The District shall be the sole judge as to whether a price increase will be allowed.

Decreases in service prices will be allowed at any time.

4(C). Insurance

Respondent must provide proof of the following insurance:

General Liability, Automobile, Worker's Compensation and Professional Liability.

Respondent shall procure, prior to commencement of service, and keep in force for the term of this contract, at Respondent's own cost and expense, the following policies of insurance, certificates, or binders as necessary to represent that coverage as specified below is in place with companies doing business in California and acceptable to the District.

If requested, Respondent shall provide the District with copies of all insurance policies. The insurance shall, at a minimum, include:

Commercial General Liability Insurance. Commercial General Liability insurance, including but not limited to, Bodily Injury, Broad Form Property Damage, Contractual Liability and if necessary, Products and Completed Operations or Owners and Respondent Protective Liability. The policy shall contain severability of interest clause or cross liability clause or the equivalent thereof. Coverage afforded on behalf of the District shall be primary insurance, and any other insurance available to the District under any other policies shall be excess insurance (over the insurance required by this Agreement).

General Description of Insurance Requirements:

Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01, or the exact equivalent, with limits of not less than \$1,000,000 per occurrence and no less than \$2,000,000 in the general aggregate. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions (1) limiting coverage for contractual liability; (2) excluding coverage for claims or suits by one insured against another (cross-liability); (3) products/completed operations liability; or (4) containing any other exclusion(s) contrary to the terms or purposes of this Agreement.

Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 00 01 covering "Any Auto" (Symbol 1), or the exact equivalent, covering bodily injury and property damage for all activities with limits of not less than \$1,000,000 combined limit for each occurrence.

Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

The above requirements are intended to be a guide, additional requirements may be negotiated at time of contract based on scope of work.

4(D). Prevailing Wage

Contractor is aware of the requirements of California Labor Code Section 1720 et seq., and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. Since the Work is being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws.

4(E). Bonds

Payment Bond. If required by law or otherwise specifically requested by District Contractor shall execute and provide to District concurrently with this Contract a Payment Bond in an amount required by the District and in a form provided or approved by the District. If such bond is required, no payment will be made to Contractor until the bond has been received and approved by the District.

Performance Bond. If specifically requested by District Contractor shall execute and provide to District concurrently with this Contract a Performance Bond in an amount required by the District and in a form provided or approved by the District. If such bond is required, no payment will be made to Contractor until the bond has been received and approved by the District.

Bond quotes may be provided outside of the RFQ response (bid) if requested by the District.

4. SUMMARY OF RESPONSE

4(A). Site Visit

All vendors submitting to this RFQ are encouraged to visit District grounds prior to submitting a quote to review the project area. An aerial map of the proposed worksite has been attached for reference (Exhibit A). If desired, Contractor can inform the District of their intention to visit the grounds during normal business hours and request a member of CVPCD management be present for a walk through of work area.

4(B). RFQ RESPONSE SUBMITTAL

All interested vendors should respond to this RFQ as follows:

By Mail:

Coachella Valley Public Cemetery District
Attn: Joshua Bonner
82925 Avenue 52
Coachella, CA 92236

By Electronic Communication:

Josh.Bonner@CVPCD.org

Responses must contain a price quote and duration quote is valid for, and proposed scope of work.

4(C). SELECTION PROCESS SCHEDULE

Every attempt will be made to adhere to the schedule below:

Request for Quote released:	December 21, 2021
Questions for RFQ due:	January 14, 2022
Responses to RFQ due:	January 21, 2022
Award of contract:	February 4, 2022
Contract commencement:	As soon as possible

Exhibit A



Proposed work area highlighted in red. Please note, this Google Earth image is not current. The area has been landscaped, curbed and paved with roads and now more closely resembles the area highlighted in Blue. The District understands development will result in the removal of current landscaping.

Work Area Specifications:

317 feet (N-S)

202 feet (E-W)

Vault Mix – Primarily Standard Vaults (5V) Double Depth, with some (perhaps one row) availability for niche, child and oversized vaults.

Exhibit B



Note, the cemetery has open land adjacent to the west, 20+ acres, for displacement of dirt.