



4419 Euclid Ave. Suite 103. San Diego, CA 92115 Office: (619) 786-7573
Website: www.LittleSaigonSanDiego.org email: contact@LittleSaigonSanDiego.org
Tax ID: 26-4543954 Tax Deductibility code: 501(c)(3)

REQUEST FOR PROPOSAL (RFP)

For

Boat People Garden, San Diego, CA

Date of Issued: 3/1/2023

Proposal Due Date: 3/29/2023 at 5:00 P.M. (PT)

Estimate: \$60,000.00

Trades: General Engineering Contractor

Questions/clarification are due by 5:00 P.M. on March 15, 2023

PURPOSE AND INTRODUCTION:

Little Saigon SD is seeking to turn 11.3 feet by 89.95 feet under-utilized private property into a mini park to be named Boat People Garden complete with public seating area, landscaping, moveable fence decorated with lanterns, and an interactive boat sculpture. The purpose of this Request for Proposals is for Little Saigon SD to receive proposals from qualified individuals, firms, and organizations capable of providing Little Saigon SD services for construction of this new mini park.

DESCRIPTION

This project includes construction of a new mini park improvement on 11.3 feet by 89.95 feet on a commercial parcel located at 4555 El Cajon Blvd. San Diego, CA 92115. The project includes

- (1) Removal of existing 3 palms trees and brushes
- (2) Site improvements including grading and earthwork, drainage improvement, site water, sewer, and electrical utilities and service connections to public utilities
- (3) An approximately 89.95 feet environmental (removeable) fence, a growing ground, site electrical and lighting, and concrete paved walkways.
- (4) Site furnishings and amenities including benches, receptacles, seatwalls, and park signage. 6 Benches and 4 moveable chairs will be provided, contractor will be responsible for the installation of these items.
- (5) Landscape improvements include groundcover, shrub, and tree plantings to revegetate the site.

OPTIONAL SITE TOUR

For potential and interested candidates, an optional site tour will be held on the following:

Date: March 14, 2023 at 2:00 P.M. PT

Location: 4555 El Cajon Blvd. San Diego, CA 92115



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CALENDAR OF EVENTS:

March 1, 2023	Request for Proposal Release Date
March 14, 2023	Optional Site Tour
March 15, 2023	Request for Clarifications Deadline 5:00 P.M.
March 29, 2023	RFP submittal deadline, No later than 5:00 P.M. PT
March 30 – April 12, 2023	Evaluation and recommendation
April 14, 2023	Notice of Intent to Award Contract
April 21, 2023	Selection Protest Deadline 5:00 P.M. PT
April 24, 2023	Contract Execution Date

DEFINITIONS

RFP – means Request for Proposal

Proposer – means an individual or firm submitting a proposal in response to this Request for Proposal

Organization – referring to Little Saigon San Diego (organization)

PT – means Pacific Time (PT)

Bid – also means proposal

SUBMITTAL PROCEDURES

proposal must be submitted to contact@littlesaigonsandiego.org no later than 3:00 P.M. PT on Wednesday, March 29, 2023. Incomplete or late proposals may not be accepted. Submitting a proposal to any other email address than contact@littlesaigonsandiego.org does not constitute receipt of a valid proposal by Little Saigon San Diego. We only accept submissions via email. Any submission received by means other than email will be returned to the submitter unread or recycled if a stamped, self-addressed envelope was not provided.

CLARIFICATIONS

All communications and/or questions regarding to this RFP must be in writing and email to contact@littlesaigonsandiego.org no later than 5:00 P.M. on Wednesday, March 15, 2023.

INCURRING COSTS

Little Saigon SD is not liable for any cost incurred by the proposers in replying to this RFP

CONTRACT TERM

Project duration is 365 Calendar days

METHOD OF PROPOSAL

proposers must submit a net unit price and an extended net total for each item. Prices listed should be in US dollars unless otherwise indicated.



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METHOD OF AWARD

Awards shall be made on the basis of the lowest net line-item price(s) and/or the lowest net total(s).

FIRM PRICES

Prices must remain firm for one year from the date of the signed contract. Prices established may be lowered due to the general market conditions or negotiations between the contractor and the organization.

Price increase requests proposed after the initial contract term must be reviewed by the organization in writing 30 calendar days prior to the beginning of the next contract term for acceptance or rejection. Proposed price increases are limited to fully documented cost increases submitted with the request. If an organization deems cost increases are not acceptable, it reserves the right to rebid the contract in whole or part or to negotiate price increase requests with the contractor. An acceptance of the price list change will be in the form of an amendment to the contract.

ON SITE SERVICE

To carry out the scope of this contract, the contractor shall be required to perform services at designated property. Proposers' cost must include all transportation charges.

TIMELINESS OF DELIVERY

The construction of the mini park must be completed by October 30, 2023.

The furnishing of the mini park including installation of the benches, receptacles, seatwalls, and park signage must be completed by April 30, 2024.

Failure to accept this delivery requirement will disqualify your proposal. Once awarded, failure to meet this delivery date may result in cancellation of the award. The organization reserves the right to contract with a second contractor/vendor to receive the services per delivery requests.

ADDITIONAL SERVICES

Additional related service may be added to this contract at the discretion of the organization. Price shall be consistent with the contract prices for like services currently included in the contract. Contractor should promptly notify the organization of new or discontinued services.

PAYMENT TERMS

Little Saigon SD will pay the contractor each phase in accordance with milestones and achievements and as accepted by the organization. Under no circumstances will the organization pay more than 50% prior to acceptance of services completed.



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RESERVATIONS

The organization reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the organization. The organization reserves the right to establish additional contracts that may be similar in nature to any contract resulting from this RFP as best serves the needs of the organization. The organization may cancel the procurement or reject any or all proposals.

DESIGNATED CONTACT

The awarded firm shall appoint a person to act as a primary contact with the organization. This person or back-up shall be readily available during normal working hours by phone, email, or in person, and shall be knowledgeable of the terms of the contract.

INSURANCE

Include Proof of Insurance furnished by the applicant's carrier to guarantee the applicant is insured. The awarded applicant must file with the organization certificates of insurance prior to commencement of work evidencing that the organization as a certificate holder as additionally insured.

INDEMNIFICATION

The proposer shall defend, indemnify, save and hold the organization harmless from any and all claims, suits, judgments and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from any performance under this RFP, or a subsequent purchase order or contract entered into by the organization and proposer, its employees, subcontractors, or assigns, including legal fees, court costs, or other legal expenses. Proposer acknowledges that it is solely responsible for complying with the terms of this RFP or a purchase order or contract arising out of this RFP. In addition, the proposer shall, at its expense, secure and provide the organization, prior to beginning performance under a contract, all insurance covers as required in this RFP.

Subcontractors: proposer shall require and verify all subcontractors maintain insurance, including worker's compensation insurance, subject to all of the requirements stated herein prior to beginning work.

ASSURANCES

The proposer shall provide a statement of assurance that the firm is not presently in violation of any statutes or regulatory rules that might have an impact on the firm's operations.

SUBMITTAL WITHDRAWAL

After submittals are opened, corrections or modifications to submittals are not permitted, but a proposer may be permitted to withdraw an erroneous submittal prior to the award by the



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organization. Request for withdrawal shall be submitted via email to contact@littlesaigonsandiego.org no later than 5:00 P.M. on April 12, 2023.

PROTEST PROCEDURE

Any proposer responding to the RFP claiming to have been adversely affected or aggrieved by the selection of a competing proposal, shall submit a written selection process to the organization via email to contact@littlesaigonsandiego.org. Written notification must be received by 5:00 P.M. on April 21, 2023. No oral telegraphic, telephone, facsimile, or postal mail protests will be accepted. No protest shall be considered if received after the established protest deadline.

For more information, suggestions, or corrections, please email to Contact@littlesaigonsandiego.org