



**Cosumnes Community Services District**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**Fire Service Ground Ladder and Aerial Ladder Testing and Certification**

**Project #FD-22-002**

**Release Date: Wednesday, June 23, 2021**

**Proposals Due: Thursday, August 5, 2021, at 12:00 PM**

*Proposals must be received via email at the email address below by deadline.*

Pam Dawson, Management Analyst  
Email: [PamDawson@csdfire.com](mailto:PamDawson@csdfire.com)  
Phone: 916-405-7133

Cosumnes Community Services District  
8820 Elk Grove Blvd., Elk Grove, CA 95624

## **Section 1.0 District Profile**

The District is a regional agency providing fire protection services to the cities of Elk Grove and Galt, as well as unincorporated areas in southern Sacramento County. Additionally, the District provides parks and recreation services exclusively to the Elk Grove community. The District encompasses roughly 157 square miles and serves an estimated population of 205,000. The District departments include:

- Administrative Services – Administrative Services include Business and Public Affairs, Human Resources, and Finance.
- Fire Department – The Fire Department consists of two branches, Operations and Administration & Support Services, that work together to provide fire suppression, emergency medical services, fire prevention, and special operations response.
- Parks and Recreation – Parks and Recreation manage 100 parks, 18 miles of off-street trails, two community centers, four recreation centers, three aquatics complexes, a nine-hole golf course and many recreation, sports, and leisure programs.
- Facilities and Development Department – The Facilities and Development Department consists of the Engineering, Development and Design Division.

## **Section 2.0 RFQ Overview**

### **Purpose for Proposal**

The Cosumnes Community Services District (“District”) is seeking proposals from qualified fire service ground ladder and aerial ladder testing and certification contractors. Contractors must be accredited through the International Accreditation Services for inspecting and testing systems on fire apparatus and have expertise testing standards as set forth in NFPA 1911 and 1932.

The qualified contractor will be expected to provide comprehensive in-service certification, non-destructive, testing of ground ladders and aerial ladder apparatus to determine that the vehicle is still operating at the required performance levels as set by the manufacturer.

### **RFQ Timeline**

The District will endeavor to administer the qualification process in accordance with the terms and dates outlined below (Table 1); however, the District reserves the right to modify the activities, timeline, or any other aspect of the process at any time, as deemed necessary.

**Table 1 – RFQ Schedule of Events**

<b>Milestone</b>	<b>Due Dates</b>
RFQ Issued	June 23, 2021
Deadline for Written Questions	July 16, 2021
District Issues Response to Written Questions	July 20, 2021
Deadline for Proposal Submission	August 5, 2021, at 12:00 PM
District Evaluation of Proposals	August 9, 2021
Contract Negotiations	August 10-13, 2021

Contract Awarded	August 16, 2021
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**Project Coordinator**

All communications concerning this RFQ must be submitted via email to the RFQ Coordinator identified below. The RFQ Coordinator will be the sole point of contact for this RFQ.

Pam Dawson, Management Analyst  
Cosumnes Community Services District  
8820 Elk Grove Boulevard, Elk Grove CA 95624  
Email: [PamDawson@csdfire.com](mailto:PamDawson@csdfire.com)  
Phone: (916) 405-7133

**Amendment and Cancellation**

The District reserves the unilateral right to amend this RFQ in writing at any time. The District also reserves the right to cancel or reissue the RFQ at its sole discretion. If an amendment is issued, notification shall be posted on the District’s website, [www.yourcsd.com/Bids.aspx](http://www.yourcsd.com/Bids.aspx) . Proposers shall respond to the final written RFQ and any exhibits, attachments, and amendments.

**RFQ Questions**

Specific questions concerning the RFQ should be submitted via email to the Project Coordinator prior to the Deadline for Written Questions (Table 1). Proposer questions should clearly identify the relevant section of the RFQ and page number(s) related to the question being asked. The questions submitted and the District’s responses shall be posted on the District’s website [www.yourcsd.com/Bids.aspx](http://www.yourcsd.com/Bids.aspx) .

**Proposal Submittal**

Proposal shall be electronically submitted via email no later than the deadline for proposal submission (Table 1). Late submissions will not be considered.

Proposers must submit an electronic copy (a single .pdf file containing all submittal material) to the RFQ Coordinator:

Pam Dawson, Management Analyst  
[PamDawson@csdfire.com](mailto:PamDawson@csdfire.com)

**Section 3.0 Ground Ladder and Aerial Ladder Fire Testing and Certification**

**Scope of Work – Ground Ladder**

The qualified contractor will be expected to provide on-site, in-service examination and testing of ground ladders to determine compliance with current *NFPA 1932: Standard for the Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders*; and provide a comprehensive report detailing all results of all items inspected and tested.

- Ground ladder examinations will be performed annually
- Visually examine the structural welds and components of the ground ladder
- Service strength testing of the ground ladder
- Roof hook test

- Ladder hardware test
- Approximately 2,000 ground feet shall be inspected (ground feet will fluctuate)

### **Scope of Work – Aerial Ladder**

The qualified contractor will be expected to provide annual on-site inspections to determine compliance with *NFPA 1911: Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Emergency Vehicles*; and provide a comprehensive report detailing the results of all items inspected and tested.

- Nondestructive testing shall be performed by certified Level II NDT technicians as specified in the American Society of Nondestructive Testing (ASNT) CP189, Standard for Qualification and Certification of Nondestructive Personnel
- Nondestructive examination of all accessible structural weldments
- Visual inspection of hydraulic and mechanical components of the aerial device
- Torque verification of critical mounting bolts
- Visual and ultrasonic inspection of all critical mounting bolts, pins, and hollow I-beam base rails
- Operational testing of the aerial device
- Load testing of the aerial device (free hanging weights - no pull-down method)
- All waterway system tests
- Hydraulic oil analysis as required by *NFPA 1911*
- Two (2) aerial ladder apparatus (additional apparatus may be added within the contract period)
- Non-destructive testing on aerial devices will be performed every 5 years

### **Section 4.0 Proposal Submission Requirements**

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the District by simplifying the review process providing standards for comparison of submissions.

Proposals submitted in response to this RFQ shall include a complete response to the requirements in this section in the order presented. The District discourages lengthy and costly proposals. Proposals should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFQ and should not contain redundancies and conflicting statements.

### **Proposal Format and Content**

Proposals should be prepared on standard 8 1/2" x 11" paper. All proposal pages should be numbered. Failure to follow this specified format, to label the responses correctly, or to address all of the subsections may, at the District's sole discretion, result in the rejection of the proposal.

### **Proposals must contain the following information in the order listed:**

1. Introductory Letter: The introductory letter should be addressed to: Pamela Dawson, Cosumnes CSD, 8820 Elk Grove Blvd., Elk Grove, CA 95624. The letter shall include the following:

- a. Proposer's legal name and corporate structure.
  - b. Proposer's primary contact to include name, address, phone, and email.
  - c. Identify the location of headquarters, field offices, and the location of the office which would service the District.
  - d. Identification of use of subProposers and scope of work to be performed by subProposers.
  - e. Identification of any pending litigation against the Proposer.
  - f. Disclosure of any bankruptcy or insolvency proceedings in last ten (10) years.
  - g. Statement indicating the proposal remains valid for at least 120 days from the proposal due date.
  - h. Statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest (e.g., employment by the District).
  - i. Signature of a company officer empowered to bind the Proposer to the provisions of this RFQ and any contract awarded pursuant to it.
2. Proposer's Qualification to Provide Services outlined in Section 3.0
    - a. Experience in performing work
    - b. Experience work with public agencies
    - c. Experience and technical competence of personnel to be performing work
    - d. At least three (3) references
3. Detailed description of how proposer will meet the needs of the District
4. Review of District's Agreement
    - a. Proposer to review District's Professional Services Agreement posted with bid announcement, [www.yourcsd.com/bids.aspx](http://www.yourcsd.com/bids.aspx) and provide statement that Proposer either (1) agrees to the terms and conditions as set forth in the agreement, or (2) agrees subject to requested changes (requested changes should be included here).
5. Disclosures
    - a. Statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest. The Proposer should identify any professional or personal financial or other interest which could be a possible conflict of interest in performing the services of the RFQ. This includes any activities or relationships of the Proposer that might create a conflict of interest for the Proposer or the District, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit the District to appreciate the significance of the conflict and to grant any conflict waiver, if appropriate and necessary.
6. Commitment to Diversity, Equity, and Inclusion
    - a. The District has a commitment to conduct business with entities that follow sustainable practices and provide safe and healthy workplaces for the individuals employed. In addition, the District is committed to ensuring that diversity, inclusiveness, and equity are integral parts of day-to-day management, work, and service delivery. Proposers are encouraged to review the District's equity statement at [www.yourcsd.com/DEI](http://www.yourcsd.com/DEI).

Within this section, the Proposer should state and provide a detailed narrative about any diversity or inclusiveness programs the Proposer has implemented.

### **Section 5.0 Proposal Evaluation and Selection Criteria**

The District will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this RFQ and received by the proposal due date and time specified in this request.

Proposals will be evaluated using the categories listed below.

1. Qualifications, Experience, References, and Responsiveness (80 points)
  - a. Experience in performing work of a closely similar nature and size.
  - b. Experience working with public agencies.
  - c. Strength, stability, experience, and technical competence.
  - d. Assessment by client references.
  - e. Qualifications and experience of proposed personnel for requested services.
  - f. Depth of Proposers understanding of District's requirements.
  - g. Quality and Responsiveness of the Proposal: Completeness of response in accordance with the RFQ instructions.
2. Proposer's Commitment to Diversity, Equity, and Inclusion: Demonstration of the Proposer's capability to invite values, perspectives, and contributions of people from diverse backgrounds, and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute, and succeed within the organization's workplace. (20 points)

Finalists may be invited for an interview. The District reserves the right to engage investigation services without interviews or further discussion of the Proposals.

### **Section 6.0 General Information**

#### **Collusion**

By submitting a response to the RFQ, each Proposer represents and warrants that its response is genuine and not made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham response or encouraged any other person to refrain from submitting a response; and that the Proposer has not in any manner colluded to secure any improper advantage over any other person submitting a response.

#### **Gratuities**

No person will offer, give, or agree to give any District employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the District. No District employee or representative will solicit, demand, accept, or agree to accept from any other person a gratuity, discount, or offer of employment in connection with a District contract.

**Required Review and Waiver of Objections by Proposers**

Proposers should carefully review this RFQ and all attachments and submit comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called “comments”) in writing to the District no later than the deadline established in this RFQ. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Protests based on any alleged defect with the RFQ will be considered waived and invalid unless the Proposer brings the alleged defect to the attention of the District, in writing, by the deadline as established in this RFQ.

**Nondiscrimination**

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the District’s contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor will they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the District or in the employment practices of the District’s Proposers. Accordingly, all Proposers entering into contracts with the District will, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

**Proposal Preparation Costs**

The District will not pay any costs associated with the preparation, submittal, or presentation of any proposal made in response to this RFQ.

**Proposal Withdrawal**

To withdraw a proposal, the Proposer must submit a written notice of intent to withdraw, signed by an authorized representative, to the RFQ Coordinator. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the deadline for submitting proposals.

**Proposal Errors**

Proposers are liable for all errors or omissions contained in their proposals. Proposers will not be allowed to alter proposal documents after the deadline for submitting a proposal.

**Incorrect Proposal Information**

If the District determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Proposer knew or should have known was materially incorrect, that proposal will be determined non-responsive and will be rejected.

**Assignment and Subcontracting**

The Proposer may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the District. Each subProposer must be approved in writing by the District. The substitution of one subProposer for another may be made only at the discretion of the District and with prior, written approval from the District.

Notwithstanding the use of approved subProposers, the Proposer, if awarded a contract under this RFQ, will be the prime Proposer and will be responsible for all work performed and will be responsible for all costs to subProposers for services provided by the Proposer. The Proposer is prohibited from performing any work associated with this RFQ or using Proposers for any service associated with this RFQ offshore (outside the United States).

**Right to Refuse Personnel**

The District reserves the right to refuse, at its sole discretion; any subProposers or any personnel provided by the Proposer or approved subProposers. The District reserves the right to interview and approve all Proposer staff members in District's sole discretion. Proposer's staff may be subject to the District's background and drug testing processes at any time.

**Proposal of Additional Services**

If Proposer offers services in addition to those required by and described in this RFQ, those additional services may be added to the contract before contract signing at the sole discretion of the District.

**Licensure**

Before a contract pursuant to this RFQ is signed, the Proposer must hold all necessary business and professional licenses. The District may require any or all Proposers to submit evidence of proper licensure.

**Conflict of Interest and Proposal Restrictions**

By submitting a response to the RFQ, the Proposer certifies that no amount will be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subProposer, or consultant of the Proposer in connection with the procurement under this RFQ.

Notwithstanding this restriction, nothing in this RFQ will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFQ.

Any individual, company, or other entity involved in assisting the District in the development, formulation, or drafting of this RFQ or its scope of services will be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFQ.

**Contract Negotiations**

After a review of the proposals and completion of the demonstration and proof of concept, the District intends to enter into contract negotiations with the selected Proposer(s). These negotiations could include all aspects of services and fees.

**Execution of Contract**

If the selected Proposer(s) does not execute a contract with the District within fifteen (15) business days after notification of selection, the District may give notice to that Proposer of the District's intent to select from the remaining Proposers or to call for new proposals, whichever the District deems appropriate.



### **Right of Rejection**

The District reserves the right, in its sole discretion, to reject any and all proposals or to cancel this RFQ in its entirety at any time.

Any proposal received which does not meet the requirements of this RFQ may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFQ and all applicable State laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFQ.

Proposers may not restrict the rights of the District or otherwise qualify their proposals. If a Proposer does so, the District may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The District reserves the right, in its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the District. Where the District waives minor variances in proposals, such waiver does not modify the RFQ requirements or excuse the Proposer from full compliance with the RFQ. Notwithstanding any minor variance, the District may hold any Proposer to strict compliance with the RFQ.

The District reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the District and, if held, shall be after initial evaluation of Proposals is complete. If clarifications are made because of such discussion, the Proposer shall submit such clarifications in writing to the District.

### **Disclosure of Proposal Contents**

All proposals and other materials submitted in response to this RFQ process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act (Government Code Sections 6250-6270 and 6275-6276.48). By submitting a proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

### **Proprietary Information**

The master copy of each proposal will be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government Code §6276). Each Proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer thereby agrees to indemnify and defend the District for honoring such a designation. The failure to so label any information that is released by the District will constitute a complete waiver of all claims for damages caused by any release of the information.

**Severability**

If any provision of this RFQ is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected and, the rights and obligations of the District and Proposers will be construed and enforced as if the RFQ did not contain the particular provision held to be invalid.

**Proposal Amendment**

The District will not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the District.

**Insurance**

Proposer will be required to obtain, and during the term of the contract maintain, insurance policies as detailed in **Attachment A – Insurance Requirements**.

Proposers that employ any person or persons to fulfill this contract will be required to have a policy of Worker’s Compensation Insurance as required by the Labor Code of the State of California.

**END OF REQUEST FOR QUALIFICATIONS**

## ATTACHMENT A: INSURANCE REQUIREMENTS

### Minimum Insurance

Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, or employees.

Proposer shall maintain limits no less than:

1. General Liability including operations, products and completed operations, as applicable  
\$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, 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. Errors and Omissions Liability  
\$1,000,000 per occurrence or per claim. If protection is accomplished through a "claims made" policy, a 36-month extended reporting period shall be provided.
3. Automobile Liability  
\$1,000,000 per accident for bodily injury and property damage.

### Deductibles and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and approved by the District. At the option of the District - Either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the District, its officers, officials, employees, and volunteers; or the Proposer shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

### Other Insurance Provisions

The general liability is to contain, or be endorsed to contain, the following provisions:

1. The District, its officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Proposer; or automobiles owned, leased, hired or borrowed by the Proposer. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees, or volunteers.
2. For any claims related to the services provided by the Proposer, the Proposer's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Proposer's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of any policies required by this clause, including breaches of warranties, shall not affect coverage provided to the District, its officers, officials, employees, or volunteers.

4. The Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, except for non-payment of premium, by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District. In the event the policy is cancelled for non-payment of premium, ten (10) days' prior written notice, as stated above, will be given.

**Acceptability of Insurers**

The insurance company providing coverage must be licensed to do business in the State of California, with an A.M. Best rating of not less than A: VII.

**Verification of Coverage**

Proposer shall furnish the District original certificates of insurance and endorsement(s) affecting coverage to the District for approval. The Commercial General Liability endorsement shall be a form CG 20 10 11 85 and shall have the required wording. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all insurance policies required by this section.

**END OF ATTACHMENT A**