



## CENTER FOR COMMUNITY SOLUTIONS

INVITATION FOR BID/REQUEST FOR PROPOSAL (IFB/RFP) # 2025--001  
FOR  
CCS HVAC SYSTEM AND SOLAR PANEL PROJECT

ISSUE DATE: **11/05/2025**  
 BIDDUE (not later than): **Monday, November 24<sup>th</sup>, 2025, at 11:30am PST**  
 Contract Type: Construction  
 Contract Amount: **\$154,571.00**  
*Estimated Completion Date: END OF MONTH MARCH 2026*  
 Questions: Operations Department  
 Email: [rfp\\_cdbg@ccssd.org](mailto:rfp_cdbg@ccssd.org)  
 Phone: 858-272-5777

**Grant Award Numbers:****CDFA: CDBG – 14.218****FAIN: B-24-MC-06-0542****REQUEST**

The **Center for Community Solutions** requests your participation in a competitive bidding process for the selection of a licensed & qualified **GENERAL CONTRACTOR** for a roof-top HVAC & solar panel systems building improvement project, who can subcontract out HVAC work for our **4508 Mission Bay Drive, San Diego, CA 92109 property**. Solar panel installation must be done by a licensed solar contractor, with applicable “C” license. Qualified **GENERAL CONTRACTORS** interested in providing such services (“Respondents”) must demonstrate the ability to perform the work described in the Project Description set forth in this Invitation for Bid/Request for Proposal (the “IFB”, or “RFP”) and have significant, prior experience successfully performing comparable work.

**This request is not an offer or commitment to purchase any goods or services or to award or enter into a contract.**

The following table outlines Center for Community Solutions’ key dates and events in the RFP process.

Activity	Date & Time
IFB/RFP Release Date	Wednesday, November 5 <sup>th</sup> , 2025
IFB/RFP Due Date	Monday, November 24 <sup>th</sup> , 2025, at 11:30am PST
Project Walk Through ( <b>Recommended</b> )	<b>Wednesday, November 12<sup>th</sup>, 2025, at 10:00am PST</b>
Last Day for Questions	Sunday, November 9 <sup>th</sup> , 2025, at 5pm PST
Bid Opening	Monday, November 24 <sup>th</sup> , 2025, at 11:40am PST

The entire project is subject to State prevailing wage laws, pursuant to San Diego Municipal Code section 22.3019 and sections 1720 through 1861 and 3070-3098 of the California Labor Code, and all other City and State requirements that apply. In addition, since Project funding is being provided by Federal Community Development Block Grant (CDBG), this **project is also subject to Davis-Bacon Federal prevailing wages, Section 3 of the Housing and Urban Development (HUD) Act [12 U.S.C. 1701u and 24 CFR Part 75, and all other Federal requirements that apply.**

### About Center for Community Solutions

Center for Community Solutions (CCS) is a California nonprofit public benefit corporation recognized by the IRS as a charitable, tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code. CCS was founded in 1969 and incorporated in 1972 with a defined mission to end relationship and sexual violence by being a catalyst for caring communities and social justice.

CCS provides anti-violence intervention and prevention services to individuals, families, schools, and the general community, including legal, advocacy, counseling, residential, and prevention education throughout San Diego County. Multiple CCS programs maintain 24/7 staffing and operations. Given the nature of the services provided by CCS.

Our annual operating budget is approximately \$6 million per year, and our main source of revenue is from government grants. CCS complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures. For more information, please visit our website at [www.ccscsd.org](http://www.ccscsd.org).

#### A. PROJECT OBJECTIVE AND SUMMARY

The **Center for Community Solutions ("CCS")** has issued an **Invitation for Bid/Request for Proposal (IFB/RFP)** for the **completion of a roof-top Solar & HVAC systems building improvement project** from licensed, qualified GENERAL CONTRACTORS who can subcontract out SOLAR & HVAC work at our 4508 Mission Bay Drive, San Diego, CA 92109 location. Activity of the project to include, *but not limited to*, labor, purchase & installation of materials for Solar Panels, solar backup battery, all costs associated with purchase, haul & replacement of HVAC systems, cost and completion of needed work for necessary permits, replacement of building ducts (if necessary), and interconnection with the utility for solar and replacement HVAC systems. Permit costs are covered by the selected general contractor. **With the completion of this building improvement project, CCS is seeking ownership of the solar panels, rather than a lease or lease-to-own arrangement. HUD-CDBG does not permit lease or lease-to-own agreements.**

#### B. PROJECT DESCRIPTION

CCS will be receiving bids from GENERAL CONTRACTORS interested in providing Contractor work in the attached Scope of Work at **Exhibit A-1**.

<b>C. REQUESTED SUBMISSION</b>
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Bids must follow the format outlined below and be signed by an officer or principal with the authority to contractually bind the firm.

1. **All bids must be sealed.** Open bids will not be considered.
2. Proposal Cover Page. ***Additionally, bidders must include bid totals on “CCS Bid Cost Submittal Page for Request for Invitation for Bid/Request for Proposal # 2025-001,” attached here to this IFB/RFP as Exhibit A-2 and incorporated herein. Include all Exhibits***
3. Be contained in a document not to exceed fifteen (15) single-sided pages including whatever pictures, charts, graphs, tables, and text the respondent deems appropriate to be part of the review of the firm’s qualifications.
4. Submit three (3) copies of the information requested in this IFB/RFP in the sequence and format provided, including experience and references.
5. Table of Contents
6. General Firm Information
  - a. Firm name, address, phone (including SOLAR CONTRACTOR and design professional)
  - b. Type of Organization and contact person
  - c. Address from which the project will be managed
  - d. Brief history/profile of the firm (SOLAR contractor and subcontractor(s) if applicable)
7. Experience
  - a. Overall experience
  - b. Previous experience performing projects similar in size and scope to those in Exhibit A-1.
8. Technical Competence:
  - a. Provide a construction and project management team or organizational chart showing key project team members and areas of expertise.
  - b. Provide a bid cost estimate as a part of the bid package submitted. Additionally, proposed Subcontractors should be identified.
  - c. Cost related to bond fees, profit/overhead fees, insurance costs, and/or contingency fees may not be budgeted with CDBG funds. Additionally, cost plus a percentage of cost methods is ineligible.
9. References
  - a. List three (3) letters of reference

**10. W-9 Form**

- a. Prime Contractor and Subcontractors must be registered with the California Department of Industrial Relations (DIR) pursuant to Labor Code section 1170 – 1781.
- b. Prime Contractor must have an Active registration with the SAM.gov system and provide a Unique Entity ID (UEI) number. Note: DUNS number is no longer used for this purpose.

**11. Provide Non-Collusion Statement****12. Provide proof of 5% Bid Bond****13. REMINDER: INCLUDE ADDENDUM(S) FOUND ON CCS RFP WEBSITE: [WWW.CCSSD.ORG/CAREERS](http://WWW.CCSSD.ORG/CAREERS) ; PLEASE FIND THEM UNDER THE OPEN RFPs SECTION.****14. Review FAQs documents found on webpage, if applicable.****15. The Respondent's Bid must be submitted to the address provided below:**

*Center for Community Solutions  
Attn: Amy Gonyeau, COO  
Operations Department-IFB/RFP#2025-001  
4508 Mission Bay Drive  
San Diego, CA 92109*

**16. SUBMITTAL DEADLINE:** Bids must be received by **11:30am (PST) on Monday November 24<sup>th</sup>, 2025.**

- a. Bids may be modified or withdrawn provided the request is submitted in writing to the address above prior to the submission deadline. Any modification or withdrawal of a bid received after the submittal deadline will not be considered.
- b. Bids containing errors or omissions that impact the award outcome will not be considered.
- c. Bids will not be accepted via email and must be submitted, as designated, to the name and address above.

**17. All questions should be sent to Operations Department via email: [rfp\\_cdbg@ccssd.org](mailto:rfp_cdbg@ccssd.org). No phone calls or letters will be accepted. CCS will promptly provide answers to the questions and will post questions and answers as addendums on-line with the IFB/RFP. Again, the last day for questions is Sunday , November 9<sup>th</sup> , 2025 at 5:00pm PST.**

**\*\*\*ALL BIDS RECEIVED AFTER THE SUBMITTAL DEADLINE WILL BE REJECTED\*\*\***

<b>D. SELECTION PROCESS</b>
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This Request is seeking to identify the most responsive, responsible bidder with the lowest cost. CCS, in its sole discretion, will determine the most qualified Respondent(s) to provide the Services, based on the information in the response submittals. To comply with CDBG requirements, contracts must be awarded to the lowest responsive bidder. CCS's decision is final and is not subject to any form of administrative review, appeal, or protest.

Any changes to this IFB/RFP will be posted as an Addendum on the CCS web site [www.ccssd.org](http://www.ccssd.org) in the Contact and Information Section (IFB/RFP) #2025-001 posting. Addendums will be posted in numerical sequence as they are developed. Bidders are encouraged to monitor the CCS web site for addendums.

#### **Bid Protest Procedure**

1. After selection of the lowest cost and most responsive sealed bid during the public bid opening, CCS will announce the name of the GENERAL CONTRACTOR(S) and bid amount determined to be the lowest cost bid. Further screening of the bid will determine if the bidder was responsive to all bid requirements.
2. Non-selected vendors will have ten (10) business days from the date the award notice is announced during the public bid opening to file a formal bid protest with the **Chief Operating Officer, Amy Gonyeau**, who conducted the solicitation via email. This appeal shall be delivered by the vendor in writing through e-mail, follow-up letterhead, and include the specific facts, circumstances, reasons, and/or basis for the protest. Email address for Amy Gonyeau, COO: [rfp\\_cdbg@ccssd.org](mailto:rfp_cdbg@ccssd.org)
3. Bid protests must be filed prior to the award of contract or purchase order issued. Upon execution of the contract or purchase order to the selected vendor, **CCS** will not take action on a bid protest if not received during the solicitation period.
4. If a vendor bid protest is appropriately filed, (i.e., prior to the award) **CCS** may delay the award of a contract or purchase order until the matter is resolved. There are, however, situations where the delay of an award may not be in the best interest of CCS due to emergency and/or time critical acquisitions such as at the end of CCS's fiscal year or grant funding requirements. In these instances, CCS has no obligation to delay or otherwise postpone an awarded of a purchase order or contract based on a vendor protest. In all cases, CCS reserves the right to make an award when the bid is determined to be the lowest responsive bid.

**Protest Form and Content**

All protests shall be in writing and state that the bidder is submitting a formal protest, and the protesting vendor is responsible to assure the protest is received within the protest deadlines. If CCS does not receive the protest within the specified deadline, the protest will be rejected.

**The mailing address for all protests:**

*Center for Community Solutions  
Attn: Amy Gonyeau, COO  
Operations Department  
4508 Mission Bay Drive,  
San Diego, CA 92109*

Include the following information in the protest letter. Failure to provide the following information could result in rejection of Vendor's protest:

1. Company name, mailing address, phone number, and name of company individual responsible for submission of the protest
2. Please provide an email address for communication, clarification, and disposition of the pending protest
3. Specify the BID NUMBER, title, and close and proposed award date of the solicitation
4. State the specification.
5. Indicate the basis for the protest
6. Indicate what relief or corrective action you believe CCS should make.
7. Demonstrate that every reasonable effort was made within the schedule provided, for you to resolve the basis of the protest during the process, including asking questions, seeking clarification, requesting addenda, and otherwise alerting CCS to any perceived problems.
8. Protest letter must be signed by an authorized agent of the company.

**Grounds for Protest**

A formal protest must contain the following to be considered:

1. A specific identification of the statutory or regulatory provision(s) that the alleged action is in violation.
2. A specific description of each act alleged to have violated statutory or regulatory provision(s).
3. A precise statement of the relevant facts, and identification of the issue or issues to be resolved.
4. Complaints about events or decisions made before the solicitation deadline.
5. Complaints that the solicitation unduly constrain competition through improper minimum qualifications or specifications.
6. Complaints that the pre-bid conference was not fair or accessible. (Please note that bidders must attend in-person all mandatory pre-bid conferences).
7. Complaints those questions were not fully or properly addressed by the Operations Department
8. Complaints that the Request for Proposal/Quote/Qualification did not provide adequate information or contained an improper criterion.
9. Other matters known or that should have been known to interested bidders by reading the solicitation document.

**Protest on items known after bid deadline**

After the bid closing deadline, only vendors that submitted a bid are eligible to protest.

**Inquiry or Intention does not constitute a Protest**

Notice of an intention to protest does not substitute for filing of a protest following the form and content required within the deadlines stated. Further, casual inquiry or complaint that does not specifically identify the purpose as a protest and does not comply with the form content and deadlines herein, are also not considered or acted upon as a protest action.

**Protest Deadlines**

Protests must be received via email with a formal letter no later than **Wednesday December 10<sup>th</sup>, 2025 8:30am** within **ten (10) business days** after the date the Request for IFB/RFP award notice announced. Protests received after the time specified are untimely denied on that basis unless CCS concludes that the issue/s raised by the protest involve fraud, gross abuse of the procurement process, or indicate substantial prejudice to the integrity of the procurement process.

CCS shall make efforts to distribute the protest announcement to the affected bidder(s), such as posting on the Agency's website. However, it is the Bidder's responsibility to seek out and obtain the announcement from the CCS website. CCS is not responsible for assuring the Bidders have learned of the announcement in time to file a protest.

**Protest Appeal Process**

The COO will review the protest. All available facts will be considered, and the COO shall issue a decision. This decision shall be delivered in writing by e-mail (will be followed up with a hard copy) or mail the notice to the protesting bidder within thirty (30) days of confirmed receipt.

If the Protesting party believes the COO has failed to consider a fact and has made an error in the protest decision, the protesting bidder has a right to appeal that decision to the CCS's CEO.

The appeal is limited to only those matters brought forward to the COO in the original protest. The appeal must clearly state why the COO's decision is in error. The protesting bidder shall issue a Protest Appeal Statement by 8:00am (PST) by the fifth (5th) business day following issuance of the COO's decision. This appeal shall be delivered by the Protesting vendor, in writing through e-mail (must be followed up with a hard copy) or mailed notice to the CCS CEO.

**The mailing address for all protest appeals:**

*Center for Community Solutions*

*Attention: Cori Austin, CEO*

*CDBG Protest Appeal - 2025 --001*

*4508 Mission Bay Drive*

*San Diego, CA 92109*

CCS's CEO will evaluate the appeal and issue a written decision within thirty (30) days of confirmed receipt. The CCS's CEO decision is final. Nothing herein shall diminish the authority of CCS to enter into a contract, whether a protest action or intention to protest has been issued.

<b>E. COMPLIANCE WITH STAE AND FEDERAL LAWS</b>
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**1. Copeland Anti-Kickback Act**

Contractor, and any subcontractor hired by Contractor to perform on its behalf hereunder, will comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by the Department of Labor Regulations (29 C.F.R. Part 3, "Contractors and subcontractors on public building or public work financed in whole or in part by loans or grants from the United States").

**2. Davis-Bacon Act**

Contractor, and any subcontractor hired by Contractor to perform on its behalf hereunder, shall comply with the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7) and as supplemented by Department of Labor Regulations (29 CFR Part 5, "Labor standards provisions applicable to contracts governing federally financed and assisted construction"), which includes the requirement that the correct scale of wages to be paid be posted by the Contractor in a prominent and easily accessible location at the HHS funded worksite.

Contractors and subcontractors engaged to perform work on these projects must submit weekly copies of certified payrolls to CCS and The City through the LCP Tracker portal. Each payroll must be accompanied by a "Statement of Compliance." Payroll for the payroll period must contain the correct information required and must be complete. Partial Social Security Numbers and omission of addresses are recommended for security of personal information.

**This project is subject to both Federal and State prevailing wage laws and requirements.** Each laborer or mechanic must be paid in full for the weekly wages earned. Each laborer or mechanic must not be paid less than the applicable prevailing wage rates and fringe benefits. This information may be faxed or mailed to CCS Procurement. Federal and State wage decision numbers are: **Federal – CA20250001, Mod. 16, October 3<sup>rd</sup>, 2025; State (SDI 2025-2, Issue Date: August 22, 2025; Exp. Date: June 30<sup>th</sup>, 2026).**

An authorized representative of CCS may visit the construction site and may audit compliance of this requirement. All contractors are encouraged to apply regardless of knowledge and experience with the Davis- Bacon Act. Technical assistance is available to meet Davis-Bacon Act requirements.

### **3. Hatch Act**

Contractor, and any subcontractor hired by Contractor to perform on its behalf hereunder, will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501 -1508, and 7324 - 7328), which limits the political activity of the employee.

### **4. Byrd Anti-Lobbying Amendment**

Contractors that apply or bid for an award exceeding \$100,000 must fully comply with the Byrd Anti- Lobbying Amendment (31 U.S.C. 1352). Contractor shall file the required certification to CCS, attached hereto as Exhibit A-3.

### **5. Debarment Status**

Contractor assures and certifies to CCS that it and any subcontractor hired by Contractor to perform on its behalf hereunder, are not currently suspended, debarred, or otherwise prohibited (i) by the federal government from bidding on, accepting or being awarded federally funded contracts, either as a

contractor or subcontractor; or (ii) by the state of California from bidding on, accepting or being awarded public works contracts, either as a contractor or subcontractor. Contractor agrees to inform CCS within forty-eight (48) hours of any change in its debarment status.

### **6. Federal Nondiscrimination Statement**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or by fax (202) 690-7442 or by email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

**F. INDEMINIFICATION, INSURANCE, BONDS AND LIEN RELEASES****1. Insurance**

Contractor and subcontractor shall, at its sole cost and expense, procure and maintain, throughout the term of this Contract, the insurance set forth herein. All insurance policies shall be issued by an insurance company authorized by law to conduct business in the State of California, subject to Corporation's approval. Prior to commencing performance of this Contract, Contractor and subcontractor shall provide Corporation original insurance certificates evidencing the following, required, coverage within ten (10) calendar days after its receipt of the "Notice of Award":

(1) Commercial General Liability (CGL) policy with coverage(s) as broad and as encompassing as CGL in the occurrence form and providing coverage against claims for bodily injury or death and property damage occurring in or upon the Center or the Project site, and arising out of Contractor's and its employees, subcontractors, agents and authorized representatives' performance of this Contract. Such insurance shall be primary and non-contributory with any other coverage, including Corporation's, and shall afford immediate defense and indemnification of Corporation to the limit of not less than one million dollars (\$1,000,000.00). Such insurance shall waive any right of subrogation against Corporation:

(2) Employer's Liability insurance with the following limits:

Bodily Injury by Accident - \$2,000,000.00 each accident

Bodily Injury by Disease - \$1,000,000.00 policy limit

Bodily Injury by Disease - \$1,000,000.00 each employee

(3) Commercial Automobile Liability, or Business Auto coverage with limits not less than one million dollars (\$1,000,000.00) for each occurrence, combines single limit for bodily injury or death and/or property damage, covering owned, non-owned and hired automobiles, including loading and unloading operations:

(4) Workers' Compensation insurance as required by the laws of the State of California.

(5) The above-described insurance policies (collectively, the "Policies") must include the following additional insured endorsement language:

*"Center for Community Solutions (CCS), and its members, officers, directors, agents and employees are named as additional insured and are provided the same coverage as the named insured, including the cost of defense against claims for bodily injury or death and property damage occurring in or upon or resulting from the insured's use or occupancy of the Center or the Project site, or arising out of the insured's or its members', officers', directors', employees', agents', or subcontractors' performance or non-performance of this Contract between the insured and CCS, unless such claim is determined by a court of competent jurisdiction to have arisen from the sole or gross negligence or the willful misconduct of an additional insured. The named insured's coverage is primary and shall not require contribution from the additional insured's insurance coverage."*

*The City of San Diego (City), and its officers, officials, employees and volunteers are named as additional insured and are provided the same coverage as the named insured, including the cost of defense against claims for bodily injury or death and property damage occurring in or upon or resulting from the insured's use or occupancy of the Center or the Project site, or arising out of the insured's or its members', officers', directors', employees', agents', or subcontractors' performance or non-performance of this Contract between the insured and the City, unless such claim is determined by a court of competent jurisdiction to have arisen from the sole or gross negligence or the willful misconduct of an additional insured. The named insured's coverage is primary and shall not require contribution from the additional insured's insurance coverage."*

The Policies shall provide for not less than thirty (30) days prior written notice of cancellation to Corporation as the certificate holder. Contractor, subcontractor and Corporation agree that the specified coverage or limits of insurance in no way limits the liability of Contractor and subcontractors Contractor and subcontractor shall maintain the required insurance coverage and endorsements throughout the term of this Contract.

Contractor and Subcontractor must maintain insurance coverage for the entirety of the project, including up to 30 days after project completion. Contractor is responsible to ensure Subcontractors maintain required insurance coverage.

## 2. Bonds

(1) A *bid guarantee* from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a **bid bond**, certified check, or other negotiable instrument accompanying a Proposal/Quote as assurance that the bidder shall, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A **performance bond** on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(3) A **payment bond** on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

(4) Where bonds are required in the situations described herein, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."

All negotiated contracts (except those for less than the simplified acquisition threshold) awarded by recipients shall include a provision to the effect that the recipient, the The City of San Diego , the U.S. Comptroller General, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

All contracts, including small purchases, awarded by recipients and their contractors shall contain the procurement provisions of 45 CFR Part 75 Appendix II, "Contract Provisions for Non-Federal entity Contracts Under Federal Awards," as applicable.

<b>G. CONTRACTING PROCESS</b>
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Neither this Request nor the selection of a Respondent will create a binding commitment on CCS. Upon completion of the selection process, CCS will award a contract to the party(s) whom it elects to provide the Services in this Request. Disclaimers: Adhering to CDBG guidelines, a single contractor will be selected as a result of this Request. CCS further reserves the right, in its sole discretion, to reject any or all response submittals, waive any informalities in this process or the submittal requirements; and/or cancel, in whole or in part, this Request.

**EXHIBITS**

- A-1 SCOPE OF WORK
- A-2 CCS BID COST SUBMITTAL PAGE FOR REQUEST FOR INVITATNOI FOR BID/REQUEST FOR PROPOSAL #2025--001
- A-3 BYRD ANTI-LOBBYING CERTIFICATION REGARDING LOBBYING FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS--
- A-4 OTHER APPLICATBLE REGULATION – INCLUDE ALL ADDENDUMS FOUND ON CCS RFP WEBSITE

**EXCIBIT A-1****SOLAR AND HVAC CDBG PROJECT****Scope of Work**

The CCS HVAC System and Solar Panel Project will replace the HVAC system and install solar panels and a backup battery at the Subrecipient's client-serving facility in Pacific Beach, which provides services to domestic violence, sexual assault, and stalking survivors in San Diego.

**General Conditions**

- Respondents must bid on scope of work in its entirety
- **Project Schedule must be included** in the response to the IFB/RFQ
- This project must conform to Davis-Bacon Act and is a "prevailing wage" project
- All work on this project is to meet all San Diego city building and fire codes that are applicable
- The work site is to be cleared at the end of each day of all trash, debris, tools, equipment that could "walk away."
- All material deliveries are to be coordinated by the contractor and material left on site is at the contractor's responsibility
- Contractor is to maintain a safe work environment and all accidents are to be brought to CCS's attention immediately.
- Contractor is to provide evidence of separate payment and performance bonds in the amount of the project.
- Work area is to be designated by fencing a perimeter to prevent children, strangers, CCS employees from inadvertently entering the workarea.

**Pre-Construction**

- Design services where/when necessary
- Engineering and Drawings for city review, when/where necessary
- City permits – Bids are to include allowance for all permits, inspections, and/or any other fees. Express Plan Check is available for most disciplines upon payment of an Express Plan Check administrative fee plus 1.5-times the regular plan check fee, which includes rechecks. Express Plan Check provides reviews 40% to 50% times faster than standard review times. Please note that different reviewing disciplines may have different timeframes for turnarounds. Please visit: <https://www.sandiego.gov/development-services/permits-inspections/express-plancheck> for more information.
- Environmental fencing, barriers, considerations
- Temporary electrical service, as needed
- Temporary water service, as needed
- Temporary trash service, as needed
- Temporary AC service, as needed

<b>Construction</b>
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Existing original building was constructed in 1966 and is approximately 5,760 square feet of gross building area (GBA)\*.

***\*Actual needed measurements to be conducted by SOLAR Contractor during recommended walkthrough***

Onsite Project Walk is RECOMMENDED to develop an understanding of scope of project needs, specifications, and requirements for project. SOLAR Contractor for installation and electrical components is required; General Contractor may subcontract out the solar & HVAC component. **Solar panel installation must be done by a licensed solar contractor, with applicable "C" license.**

- Process and obtain all necessary permits

#### **Removal**

- Removal and haul of FIVE original AC units
  - Provide temporary AC for necessary areas needing 24/7 AC or within business hours

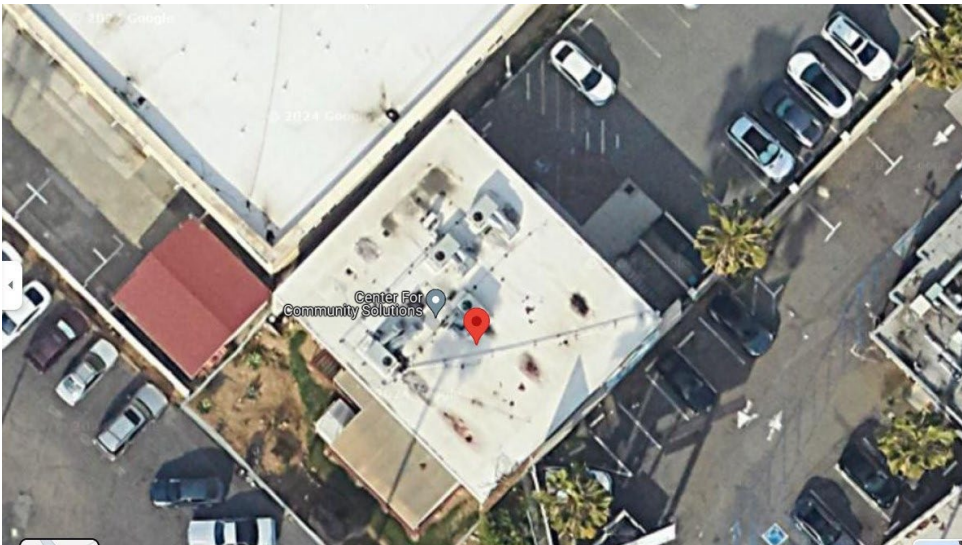
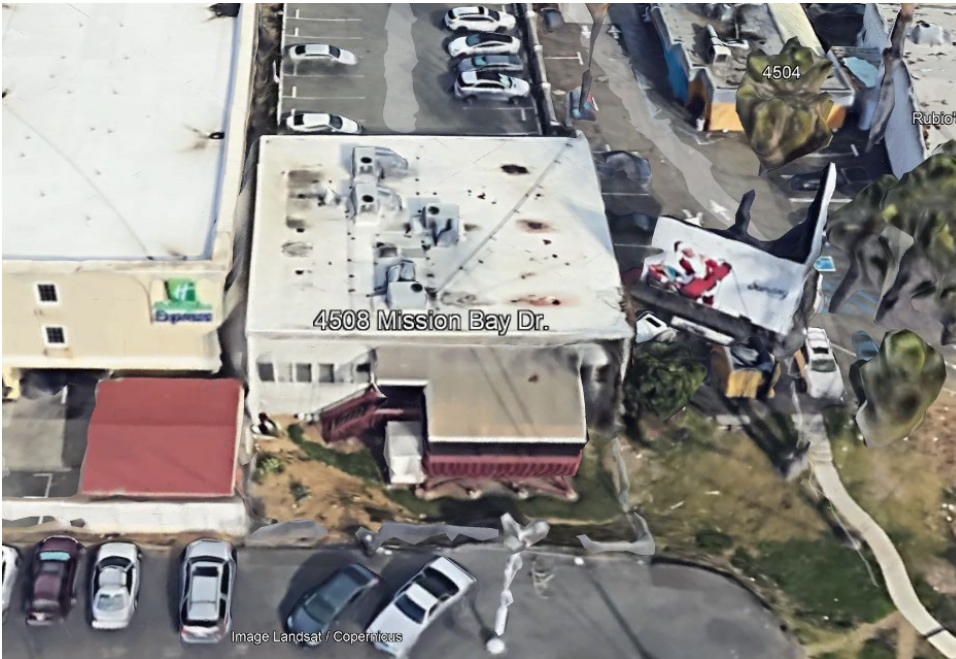
#### **Installation:**

- Installation of FOUR 4-ton package units
- Installation of ONE 18k minisplit
- Replacement of HVAC duct, if necessary
- Installation of Solar Roof Panels with additional backup batterie(s) and Interconnection with utility

It is the objective of our agency throughout the duration of this project that is to remain open during regular business hours and maintain operational accessibility to continue serving our community. Temporary services listed below, along with others, will be required, as needed.

- Temporary electrical service, as needed
- Temporary water service, as needed
- Temporary trash service, as needed
- Temporary AC service, as needed

**Current Structure:**





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**EXHIBIT A-2****CCS Bid Cost Submittal Page for Request for Invitation for Bid/Request for Proposal # 2025--001**

The undersigned has carefully examined this entire Invitation for Bid/Request for Proposal Scope of Work (Exhibit A-1 through A-4) and familiarized themselves with all conditions pertinent to this Request. The undersigned hereby proposes to complete all work and to completely fulfill the Scope of Work provisions without restriction within the time period of **DECEMBER 1<sup>st</sup>, 2025 – END OF MONTH MARCH 2026.**

**Bids must contain a detailed line-item budget by trade, inclusive of contingencies, overhead, supervision, contractors' and permit fees. In addition, each Bidder is required to submit a project timeline.**

Bidder Name (Please Print): \_\_\_\_\_

Business Address: \_\_\_\_\_

☐ Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP FEIN #: \_\_\_\_\_

If Partnership, list all general partner(s): \_\_\_\_\_

If LLC or LLP, list managing member(s)/partner(s): \_\_\_\_\_

Primary contact for the Request Process: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Can Respondent commence work on the start date in the Request? Y / N If no, when? \_\_\_\_\_

Has the Sample Contract attached to the Request been reviewed? Y / N

Are any terms unacceptable? Y / N If yes, specify the terms \_\_\_\_\_

Would Bidder seek to negotiate any terms? Y / N If yes, specify the terms \_\_\_\_\_

State Business License #: \_\_\_\_\_

State Contractors License # (where applicable) \_\_\_\_\_

***CERTIFICATION***

I declare that the foregoing is true and correct and that I am authorized to make this representation and submit the attached bid to CCS's Request #2025 - 001 on behalf of \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Exhibit A-3****CERTIFICATION REGARDING LOBBYING FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR Part 75, Appendix II.

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreement) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby agree to the above certifications and assurances.

Signature of Certifying \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Applicant Organization \_\_\_\_\_

**EXHIBITS A-4:**

**PLEASE INCLUDE ALL ADDENDUMS FOUND UNDER THE OPEN RFPs SECTION**

**FOUND ON THE CCS CAREERS WEBPAGE:**

**[WWW.CCSSD.ORG/CAREERS](http://WWW.CCSSD.ORG/CAREERS)**