Request for Qualifications (RFQ)
for
Bocce Court Maintenance

<table>
<thead>
<tr>
<th>Date of Issuance</th>
<th>March 11, 2020</th>
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<tbody>
<tr>
<td>Submittal Deadline</td>
<td>April 1, 2020</td>
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Library and Recreation
200 Old Bernal Avenue
Pleasanton, CA 94566
mstearns@cityofpleasantonca.gov
925-931-5345
I. General Information

The City of Pleasanton Library and Recreation Department is seeking a vendor to groom and maintain two (2) newly renovated outdoor bocce courts used for organized recreational leagues and drop-in play. The bocce courts are located within Centennial Community Park at 5353 Sunol Blvd in Pleasanton, California adjacent to the Pleasanton Senior Center.

The bocce surface at the newly renovated courts consist of Boccemon, a pre-mixed oyster shell and flour blend. It is not expected that any mixing or balancing of additional oyster shell or flour will be required for ongoing court grooming or maintenance.

This multi-year service agreement will specifically address bocce court maintenance.

II. Scope of Services

Court grooming and maintenance will consist of:

- Grooming both courts 2 – 5 days per week, potentially 2 times per day.
  - Rolling, raking, watering, adding Boccemon mix (when necessary), leveling, etc.
- Communicating with City staff regarding court conditions and playability.
- Removing debris from courts.
- Removing excess water from courts during times of inclement weather.

III. Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday, March 11, 2020</td>
<td>Request for Qualifications Distributed</td>
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<tr>
<td>Friday, March 27, 2020</td>
<td>Clarification / Questions Deadline due by 2 p.m.</td>
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<tr>
<td>Wednesday, April 1, 2020</td>
<td>Qualifications due by 2 p.m.</td>
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<tr>
<td>Week of April 6, 2020</td>
<td>Finalist Interviews (if needed)</td>
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<tr>
<td>May 2020</td>
<td>Agreement presented to City Council for consideration</td>
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<tr>
<td>June 1, 2020</td>
<td>Provider(s) begin offering services</td>
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IV. Agreement for Services

The City and the chosen company shall enter into a written Agreement for Services that includes the entire general terms and conditions of the City’s Standard Service Agreement as shown in Exhibit A.

V. Required Information

a) Proposal Preparation
The City of Pleasanton will consider only written responses submitted in hard copy, and all responses to the RFQ must be made in accordance with the specifications as set forth herein.

b) **Ability to Perform**
To participate in the selection process, the following is required to demonstrate satisfactory evidence indicating the ability to meet the scope of services detailed in this request for qualifications. The submission must include the following information:

1. The name, address, email address, and telephone number of your company.
2. A listing of your company’s experience related to work included in this RFQ.
3. A detailed work plan for meeting the Scope of Services outlined in Section II. While it is recognized that specific deliverables are dependent on your unique programs, the work plan should include as much detail as you determine appropriate to allow evaluation of your overall approach and expertise to deliver these services.
4. Anticipated costs associated with providing requested services. The estimate should include an outline of costs and or describing cost elements for the Scope of Services tasks. The final cost will be a not-to-exceed amount based on billable hours associated with providing the services requested.
5. Provider(s) shall make organization’s financial audits available for review.

VI. **Selection Process and Evaluation Criteria**

a) **Evaluation Criteria**
The submissions will be reviewed by City staff. In soliciting qualifications, the City’s intent is to have the best possible service. Therefore, selection of a provider(s) will be based upon, but not limited to, the following considerations and criteria:

- Demonstrated knowledge and experience in providing the type of services listed in the Scope of Services (Section II) and consistent with the needs of the City of Pleasanton.
- Company track record, history, and viability/financial stability.
- Demonstrated ability to perform in a timely manner and work with City staff.
- Ability to regularly track performance and quantify how funds are being utilized.
- The quality of, amount and types of services being proposed.
b) **Selection/Evaluation Process**

All proposals will be evaluated based on the above criteria.

As part of the evaluation process, the provider(s) may be required to attend one or more interviews with the City of Pleasanton. The final selection will be considered by the Library and Recreation Department and presented to the Pleasanton City Council for final approval.

The selection process will involve identifying the most qualified proposal who will be provided an opportunity to further refine the scope of work and pricing prior to preparation of a service agreement. The City reserves the right to not award an agreement.

Once awarded, a written agreement will be drafted regarding specific maintenance requirements.

**VII. RFQ Submission**

a) **Authorization**

Any submission must be signed and dated with the full name of the individual authorized to submit a proposal for the scope of services included in the request for qualifications.

b) **Proposal Delivery**

Three (3) sealed copies of the proposal, including the estimated fees and schedule are due on or before 2 p.m. on April 1, 2020. Submissions must be delivered to the following address:

Karen Diaz, City Clerk  
P.O. Box 520 (if mailing)  
123 Main Street (if delivering)  
Pleasanton, CA  94566

c) **Inquiries**

All inquiries regarding this RFQ should be directed to:

Michelle Stearns, Recreation Manager  
mstearns@cityofpleasantonca.gov  
925-931-5345