



## **RISK MANAGEMENT DIVISION**

# **REQUEST FOR PROPOSALS (RFP) OCCUPATIONAL HEALTH AND SAFETY CONSULTANT SERVICES**

**RFP Release Date: September 19, 2022**  
**RFP Due Date: October 4, 2022, at 5:00 PM**

(via e-mail and/or PlanetBids)

Address Questions and Submissions to:

Armond Sarkis, Risk Manager & Safety Officer  
[risk.management@cityofvallejo.net](mailto:risk.management@cityofvallejo.net)

555 Santa Clara St.  
Vallejo, CA 94590

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### **EXHIBITS:**

**EXHIBIT A - PROPOSAL FORM**

**EXHIBIT B - NON-COLLUSION AFFIDAVIT FOR CONSULTANT OR SUBCONSULTANT**

**EXHIBIT C - NONDISCRIMINATION CLAUSE**

**EXHIBIT D - SAMPLE "CONSULTANT & PROFESSIONAL SERVICES AGREEMENT"**

# NOTICE OF RFP

NOTICE IS HEREBY given that the City of Vallejo invites proposals for Occupational Health and Safety Consultant Services. Each proposal shall be in accordance with the general provisions for purchase of work and services on file in the office of the Risk Management Division, 555 Santa Clara St., Vallejo, CA 94590, where copies of said conditions and specifications may be inspected or obtained. All proposals must be in the format specified, and clearly identified with RFP title, proposer company name and due date.

Deliver proposals electronically via PlanetBids or via email to [risk.management@cityofvallejo.net](mailto:risk.management@cityofvallejo.net) to the Risk Management Division at the address indicated on the cover page on or before October 4, 2022, at 5:00 p.m. It is the sole responsibility of the proposing firm to ensure that proposals are received prior to the closing time as late bids will not be accepted.

The City of Vallejo is soliciting proposals from qualified Occupational Health and Safety Consultants for delivering services which include and are not limited to regulatory compliance training, hazard assessments, facility inspections, and consultation on health and safety matters. The term is expected to be for three (3) years with two (2) one-year options to renew.

This RFP is open to all. All competing vendors will have the opportunity to share written questions before the submission due date. Answers to all questions will be shared with all vendors to ensure a fair and equitable submission process. Respondents will absorb all costs incurred in the preparation and presentation of their proposal.

This RFP is being distributed to consultants who have expertise in desired services and is being advertised on PlanetBids website.

## I. DISCLOSURE

This Request for Proposal (RFP) is not a commitment or contract of any kind. The City of Vallejo ("City") reserves the right to reject all proposals. Costs for developing the proposal are entirely the responsibility of the proposer and shall not be reimbursed. Proposers are cautioned against incurring any additional cost in anticipation of award.

The City reserves the right to withdraw this solicitation at any time without prior notice. Further, the City makes no representations that any agreement will be awarded to any firm. The City may award to multiple proposers.

The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.

The City cannot represent or guarantee that any information submitted in response to the RFP will be confidential. If the City receives a request for any document submitted in response to an RFP, the City will not assert any privileges that may exist on behalf of the person or business submitting the proposal. All responses submitted to City of Vallejo become the property of the City.

The City reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the City to be in its best interest.

Submission of proposals indicates acceptance by the Consultant of the terms and conditions contained in this Request for Proposals (RFP) and as included in the sample contract contained herein.

Attention is directed to the provisions of Public Contract Code Sections 5100 to 5107, inclusive, concerning relief of proposers and to the requirement therein, that if the proposer claims a mistake was made in the proposal presented, the proposer shall give the City of Vallejo written notice within 5 days after the opening of the proposals of the alleged mistake, specifying in the notice in detail how the mistake occurred.

The proposer, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. Although, it is the City's intent to choose only a small number of most qualified consulting teams to interview with the City, the City reserve the right to choose any number of qualified finalists.

This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP or to procure or contract for work.

The City reserve the right to cancel, in part or in its entirety, this RFP including but not limited to selection procedures, submittal date, and submittal requirements. The City will notify all interested firms if any revisions are made to this RFP or if the RFP is cancelled altogether.

Submitted proposals may be withdrawn at any time prior to the date fixed for the opening of proposals only by written request for the withdrawal of the proposal filed at the location at which the proposal was received by the City. The request shall be executed by the proposer or the proposer's duly authorized representative. The withdrawal of a proposal does not prejudice the right to file a new proposal.

## **II. INTRODUCTION & BACKGROUND**

City of Vallejo, the City, with a population of approximately 126,000, is located on the southwestern edge of Solano County, California in the North Bay region of the San Francisco Bay Area in Northern California.

Incorporated in 1868, the City operates under Council–Manager form of government and consists of the Mayor, City Council, and numerous departments and officers under the supervision of the City Manager, such as the Vallejo Police Department, Vallejo Fire Department, Vallejo Water Department, Vallejo Public Works Department, Vallejo Economic Development Department, and others. The City's fiscal year begins on July 1 and ends on June 30.

The City is a “full-service city” and provides a wide range of services. These services include but are not limited to police and fire protection; water treatment; building safety regulation and inspection; land use planning and zoning; maintenance and improvement of

streets and related structures; traffic safety maintenance and improvement. The City employs approximately 525 employees. Additional information regarding the City may be obtained at: [https://www.cityofvallejo.net/our\\_city/about\\_vallejo](https://www.cityofvallejo.net/our_city/about_vallejo)

### III. RFP SCHEDULE

It is the City’s desire to finalize an Agreement and issue a Notice to Proceed as quickly as possible, and to this end, the following accelerated schedule has been prepared:

<b>Milestone</b>	<b>Date*</b>	<b>Responsibility</b>
Issue Requests for Proposal	September 19, 2022	City
Deadline for Written Questions	September 26, 2022	Consultant
Responses to Questions	September 28, 2022	City
Proposals due to the City	October 4, 2022	Consultant
Presentation/Interview	Week of October 10, 2022	City
Contract Awarded	By October 17, 2022	City/Consultant
Contract Terms Begin	November 14, 2022	City/Consultant

\*Dates subject to change as determined appropriate by the City of Vallejo.

### IV. DUE DATES

Responses to this RFP must be received no later than 5:00 PM PST on October 4, 2022.

Proposals are preferred via PlanetBids or email in PDF format, email correspondence should clearly identify the RFP in the subject line (RFP for Occupational Health and Safety Consultant Services). The proposal cover page shall also clearly identify the RFP title, firm name, and due date. Emailed proposals should be directed to the Risk Management Division at [risk.management@cityofvallejo.net](mailto:risk.management@cityofvallejo.net) on or before October 4, 2022, at 5:00 PM. You will receive an email confirming receipt from the Risk Management division.

While electronic-only submissions are acceptable, you can instead choose to submit your proposal physically. Your submission, however, must be delivered to the Risk Management Division by 5:00 PM on October 4, 2022.

### V. CONTACTS

Questions relating to the City of Vallejo Workers’ Compensation program may be directed in writing to: Armond Sarkis, Risk Manager & Safety Officer, [Armond.Sarkis@cityofvallejo.net](mailto:Armond.Sarkis@cityofvallejo.net). Questions may be submitted via PlanetBids as well.

Administrative questions regarding the **bidding procedures** should be directed in writing to Chelsea Hernandez, Administrative Clerk II, [chelsea.hernandez@cityofvallejo.net](mailto:chelsea.hernandez@cityofvallejo.net) and copy to [risk.management@cityofvallejo.net](mailto:risk.management@cityofvallejo.net).

## **VI. COMMUNICATION REGARDING THIS RFP**

All communication from prospective proposers regarding this RFP must be in writing by email to the contact(s) above. Communication by telephone or in person will not be accepted.

Attempts by or on behalf of a prospective or existing vendor to contact or to influence any member of the selection committee, any member of the City Council, or any employee of the City of Vallejo regarding the acceptance of a proposal may lead to elimination of that vendor from further consideration.

## **VII. LAST DAY FOR QUESTIONS**

The last day to submit questions to the Risk Management Division is **September 26, 2022, at 11:00 AM**. This will allow sufficient time for any addenda to be issued by the City to all bidders. All questions must be submitted in writing via email to [Armond.Sarkis@cityofvallejo.net](mailto:Armond.Sarkis@cityofvallejo.net) and copy to [Risk.management@cityofvallejo.net](mailto:Risk.management@cityofvallejo.net). Questions may be submitted via Planet. The City will respond to question by September 29, 2022.

# **SCOPE AND REQUIREMENTS**

## **I. BACKGROUND**

Through this RFP, the City of Vallejo (hereinafter referred to as the “City”) is seeking professional services proposals from qualified Health and Safety Consultants (hereinafter referred to as the “Consultant”) to provide health and safety services to different departments across the City. The City’s Risk Management Division is responsible for management of its Safety program, and the consultant will help with services related to health and safety as determined by the Risk Management Division.

## **II. PROJECT DESCRIPTION**

The consultant shall provide effective and efficient health and safety services to the City within a timeframe that would work for the City. The City is interested in entering into an agreement for services with consultants that are able to provide “Required Scope of Services”, as listed below, at a minimum. Additional consideration will be given to consultants which can also provide “Optional Scope of Services” in addition to the required scope of services.

## **III. REQUIRED SCOPE OF SERVICES**

### **Essential Health and Safety Services**

**A. Facilities and building safety periodic inspections**

Perform periodic site visits and provide written recommendations for hazard abatement. Most facilities and building are located within the City of Vallejo. However, the City also owns and maintains other buildings or facilities that are located outside the City limits.

**B. Deliver Safety Training (onsite, offsite and/or online)**

All training shall meet all of the applicable requirements of the laws, rules, and Federal and Cal OSHA regulations or guidelines. This includes requirements for the training professional to be licensed and/or certified to provide the specific training, if applicable.

In summary, training will be provided to certain City employees in accordance with the City's safety programs and in compliance with all federal, state, and local laws and regulations. The City highly prefers consultants that can also deliver in-person trainings on City's premises. Required training subject matters include but are not limited to:

Training Topic	Cal/OSHA Section Reference
Aerial Devices	3646, 3648
Battery Handling & Maintenance	5185
Confined Space Awareness & Non Entry Rescue	5157, 5158
Electrical Safety (Industrial High/Low Voltage)	2299 - 2974
Emergency Eye Wash	5162
Heavy Equipment Operations	1590 - 1596
Housekeeping	3203
Injury & Illness Prevention Program	3203
Machine Shop Safety	3940
Outdoor (plants, animals, insects)	3203
Pesticide Use Safety	5194
Rigging/Hoisting, Crane and Mobile crane	5006
Tree Work	3421
Silica	Various
Forklift Operator, and Certification	Various
Hot Work & Lockout Tag out (LOTO)	Various

**C. Other Essential and Required Safety Services:**

- Assistance with CAL-OSHA inspections, and responses to CAL-OSHA
- Assessment and revision of existing written Safety policies;
- Preparation and development of additional needed written Safety policies;
- On-Call Safety Consultation

**IV. OPTIONAL SCOPE OF SERVICES**

**Additional or Optional Health & Safety Services:**

- A. Facilitation and implementation of written Safety policies

- B. Industrial hygiene surveys
- C. Health and Safety Audits
- D. Accident investigation protocol and procedure
- E. Asbestos and lead consulting services
- F. Ergonomic consultation (including the performance of evaluations)
- G. Microbiological and indoor air quality investigations
- H. Participate in Safety Committees
- I. Proposers may suggest other, optional tasks which they believe will add value to the City's Safety program

## **PROPOSAL FORMAT**

### **I. CONTENT AND SEQUENCE OF SUBMITTAL**

To ensure fair and accurate consideration, all submitted proposals must include the following minimal requirements. Proposals with missing items will not be considered.

#### **A. Cover Letter**

The cover letter must designate a primary point of contact who is authorized to answer questions about the proposal. Please provide this person's name, title, address, phone number, email address, and qualifications for acting in this capacity. The letter should not exceed one page in length and should summarize key elements of the proposal.

#### **B. References**

Provide the names and contact information of three (3) relevant local government clients for which the firm has provided services.

#### **C. Description of Project Team**

Provide a list of individuals(s) who will be providing consulting services to the City, along with their experience, qualifications and professional certifications and designations. Please also identify all sub-contractors and their role in the project,

#### **D. Fee Proposal**

All costs and pricing shall be disclosed for at least the first (3) years of the Agreement. Please:

- Include and factor in any reasonable annual increases, if applicable, into the proposed pricing.
- Be informed that the City will not reimburse or pay for transportation, mileage reimbursement, fuel surcharge, travel time, lodging, etc. Proposed fees and pricing should be on an "all-in" basis, and must already include such costs.
- Include "Fee Proposal" which include itemized fees and a cost schedule to the City for each and every service item mentioned under "required scope of services". Include any applicable hourly fees for on-call consultation.
- Disclose minimum hours you will be charging for each engagement, or if you'd need to travel to the City's locations (for inspection, meetings, trainings, etc.).
- Provide a comprehensive fee schedule/table for all safety training that your firm offers. If online and in-person trainings are charged differently, please

disclose.

- Disclose if you require a minimum number of attendees for in-person training at the City's locations.
- Identify training that you can conduct on site, and training that would require our employees to travel to your offices. If travel by our employees are required, please disclose the exact address of the training site.

**E. Additional Required Documents**

Completed and signed Proposal Form (Exhibit A), Non-Collusion Affidavit for Consultant (Exhibit B) and Nondiscrimination Clause (Exhibit C).

## **EVALUATION OF PROPOSALS AND SELECTION PROCESS**

### **I. EVALUATION CRITERIA**

An Evaluation Committee, consist of three employees from Risk Management Division, will evaluate all responses to this RFP that meet the minimal submission requirements and deadline. The Review Committee will rank the proposals and arrange the interviews with the finalists prior to selection.

The selection criteria to be used to select the successful proposal will include, but is not limited to, the following:

- Staffing, experience levels, qualifications, professional designation, and availability of key persons to be assigned to perform the services resulting from this RFP.
- Established record of consistent professional service and reputation within the industry and demonstrated technical expertise as safety consultants.
- Experience with other public agency clients
- The insightfulness, added value, resources and technology which the Proposer's approach brings to the Scope of Services
- Overall cost-benefit advantages.
- High quality references from public entities.
- Proposer's submission quality and responsiveness of the proposal clearly identifying an understanding of the Scope of Services and proposed approach in completing the Scope of Services.

The Evaluation Committee will sit through the interviews and will select the most qualified consultant(s) to move forward.

### **II. RESPONSIVENESS SCREENING**

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all CONSULTANTS

regarding their proposals.

### **III. INITIAL PROPOSAL REVIEW**

The City will initially review all responsive written proposals based upon the Evaluation Criteria set forth above. The City may also contact references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The City may reject any proposal in which a consultant's approach, qualifications, or price is not considered acceptable by the City. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award to the most responsive bidder. Alternatively, the City may elect to negotiate directly with one or more consultants to obtain the best result for their respective City prior to making a recommendation or selection.

### **IV. INTERVIEWS, REFERENCE CHECKS, REVISED PROPOSALS, DISCUSSIONS**

Following the initial screening and review of proposals, the CONSULTANTS included in this stage of the evaluation process may be invited to participate in an oral interview. Phase one interviews, if held, are tentatively scheduled for the week of October 10, 2022. This date is subject to change. The individual(s) from the CONSULTANT's firm or entity that will be directly responsible for carrying out the contract if awarded should be present at the oral interview. Selected firms may be invited for additional interviews.

In addition to conducting an oral interview, the City may, during this stage of the evaluation process also contact and evaluate the CONSULTANT's references, contact any CONSULTANT to clarify any response or request revised or additional information, contact any current users of a CONSULTANT's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of this stage of the evaluation process, the City will again rank all CONSULTANTS according to the evaluation criteria set forth above. At this point, the City may conclude the evaluation process and determine which CONSULTANTS will move forward with the City, and make a recommendation for award, or it may request Best and Final Offers from CONSULTANTS.

The City may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the most responsive bidder. The City may recommend award without Best and Final Offers, so CONSULTANTS should include their best proposal with their initial submission. The City prefers to utilize its standardized CONSULTANT & PROFESSIONAL SERVICES AGREEMENT (**Exhibit A**) but will consider other acceptable templates.

Recommendation for award is contingent upon the successful negotiation of final contract terms with the City. Negotiations shall be confidential and not subject to disclosure to competing CONSULTANTS unless an agreement is reached. If contract negotiations cannot be concluded successfully within a period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring CONSULTANT or may withdraw the RFP.