



ADVANCE NOTICE TO BIDDERS

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

ROCKRIDGE STATION TREE PLANTING

CONTRACT NO. 15OB-111

GENERAL INFORMATION

NOTICE IS HEREBY GIVEN that sealed Bids will be received until the hour of **2:00 p.m., Tuesday, January 29th, 2019**, by hand delivery or special delivery, at the District Secretary's Office, 23rd Floor, 300 Lakeside Drive, Oakland, California, 94612 (mailing address: P.O. Box 12688, Oakland, California, 94604-2688) for: **ROCKRIDGE STATION TREE PLANTING, Contract No. 15OB-111**. Such Bids will be opened publicly and announced at the said hour and date in the 23rd Floor Conference Room No. 2382T, Kaiser Center Building, 300 Lakeside Drive, Oakland, California, 94612. Bids will thereafter be accepted or rejected by the District. The Bidders are responsible to ensure their Bids are received at the time and location specified.

The time for receipt of Bids may be extended by the District's General Manager, or authorized representative, from the above-stated Bid Opening date. Notice of such extension will be published at least once in a newspaper of general circulation in the District, which publication will be at least ten (10) Days before Bids are formally received and opened.

Bidders should note that this Contract is subject to the District's Small Business Program that includes a preference of five percent (5%) of the Bid Price of the lowest responsible Bidder, up to a maximum of \$250,000.00, for a certified Small Business Prime Contractor submitting a Bid on this Contract. Bidder's attention is directed to the Instructions to Bidders Paragraphs 7.1 and 14.B.1 and Supplementary Conditions Article SC7.4, which set forth the District's Small Business Program requirements. Inquiries regarding the District's Small Business Program shall be directed to the District's Office of Civil Rights, 300 Lakeside Drive, 16th Floor, Oakland, CA 94612, Telephone at (510) 464-6100, or to BART's Website at: www.bart.gov/ocr.

DESCRIPTION OF WORK TO BE PERFORMED

The Contractor shall provide all labor, materials, accessories, and incidentals necessary for the major work elements as indicated In the Contract Specifications and Contract Drawings. The Work, in general, consists of the performance of all operations necessary to plant trees on Keith Ave at the south side of Rockridge Station as shown in the Contract Documents and Drawings.

The Work consists, but is not limited to the following principal items:

1. Mobilization, clearing and grubbing, site preparation, traffic control and maintenance during construction, removal of excess material, and clean up after construction.
2. Excavation and backfill, tree planting, and installation of mulch.
3. Maintenance and plant establishment
4. Miscellaneous and incidental work

The total estimated value of the Contract is projected to be between: Fifty Thousand Dollars (\$50,000) to Seventy Thousand Dollars (\$70,000).

The total Contract completion time shall not exceed one hundred-eighty (180) calendar days after the effective date of the Notice to Proceed (NTP). All Contract Work shall be completed as indicated in the Contract Documents Milestones: 1) Planting: Contractor shall complete Planting and clean-up operations within 60 days of NTP; and 2) Plant Establishment Period: 60 days to 180 days of NTP.

At the time of submitting a Bid, the Bidder must have a valid California State Contractor's license from at least one (1) of the following Classifications: **Classification A - General Engineering**, or: **Classification B - General Building**; or: **Classification C-27, Landscaping Contractor**, and be in good standing with the Contractors' State License Board.

All work shall be performed in accordance with the Laws of the State of California.

The District may reject any and all Bids.

PRE-BID MEETING AND JOBSITE TOUR

Because of the specific nature of the Work and the site conditions to be encountered by the potential Contractor, Work under this Contract can best be assessed by direct observation. Interested Contractors are highly encouraged to attend the Pre-Bid meeting and Jobsite tour.

A combined Pre-Bid meeting and Jobsite tour will be held on **Thursday, December 20, 2018**. The Pre-Bid meeting and site tour will convene promptly at **9:00 a.m. at the District's Offices at: 300 Lakeside Drive, Oakland, CA 94612, the 15th Floor Main Conference Room No. 1500**. A conducted walk-through and inspection tour of the work areas specified in this Invitation to Bid will be performed immediately following the Pre-Bid meeting. At the Pre-Bid meeting the District's Non-Discrimination Program for Subcontracting and the District's Small Business Program will also be explained.

At the conclusion of the Pre-Bid meeting, BART representatives will lead all those interested in the Jobsite tour from our offices at: 300 Lakeside Drive walking to the 19th Street BART Oakland Station. For all those interested in attending the Jobsite tour, free BART transportation will be provided to the Jobsite. It is estimated that the combined Pre-Bid meeting and the Jobsite tour will take approximately two (2) hours in total to complete. The Jobsite tour will conclude with the group returning to 300 Lakeside Drive.

There is a parking garage with ample space immediately behind BART's building at: 300 Lakeside Drive. Visitor parking (charged by the hour) is available on the First Level (A) in the Kaiser Center Garage (North of Kaiser Center between Thomas Berkley Way/20th and 21st Streets). There are also additional parking garages within a few blocks of BART's offices with lesser parking fees. Parking on city streets close to BART's offices is time restricted and metered and is strictly enforced.

It is not necessary, nor mandatory, for a potential bidder to attend either the Pre-Bid Meeting and/or the Jobsite tour in order to submit a bid for this Invitation to Bid; however, it is highly encouraged. Prospective Bidders may also just attend the Pre-Bid Meeting (estimated duration time one hour) and not go on the Jobsite tour, if so desired. Because this particular BART Jobsite can be viewed and accessed by the general public at the Rockridge BART station, prospective Bidders may also visit the Jobsite at their own discretion.

Prospective Bidders are requested to make every effort to attend this only scheduled Pre-Bid Meeting and Jobsite tour and to confirm their attendance by contacting the District's Contract Administrator, Ron Coffey, at telephone number (510) 287-4775, or email to: rcoffey@bart.gov, prior to the date of the scheduled Pre-Bid meeting and Jobsite tour.

The Availability Percentages for this Contract are: **18.2%** for Minority Business Enterprises (**MBEs**), and **9.3%** for Women Business Enterprises (**WBEs**). If a firm is owned and controlled by a Minority Woman or Minority Women, the firm may be counted towards meeting both the MBE and WBE Availability Percentages. Questions regarding the Non-Discrimination Program for Subcontracting and the District's Small Business Program should be directed to the District's Office of Civil Rights at telephone (510) 464-6100.

HOW TO OBTAIN OR SEE BID DOCUMENTS

(Available on or after November 30, 2018)

Bids shall be submitted in accordance with, and subject to, the conditions contained in the Instructions to Bidders contained in the Contract Book to which prospective Bidders are referred.

Bid Documents may be downloaded at no charge from the BART Procurement Portal on line at: <https://suppliers.bart.gov> . Hard copy Bid Documents may also be obtained from the District Secretary, San Francisco Bay Area Rapid Transit District, in person on the 23rd Floor at 300 Lakeside Drive, Oakland, California 94612, or by mail at P.O. Box 12688, Oakland, California 94604-2688. Requests must be accompanied by either cash, check, or postal money order drawn in favor of the San Francisco Bay Area Rapid Transit District in the amount of fifty dollars.

Bidders may examine Bid Documents without charge at the District Secretary's Office indicated above and at various Plan Rooms. Telephone inquiries regarding information on obtaining or examining Bid Documents may be obtained by calling the District's Contract Administrator at (510) 287-4775.

BART PROCUREMENT WEB PORTAL

Prospective Bidders or Interested Parties (including prospective Subcontractors of any tier) who are not currently registered on the BART Procurement Portal to do business with BART are required to register on the BART Procurement Portal on line at:

<https://suppliers.bart.gov>

in order to download the Contract Documents (including Contract Drawings and Contract Specifications), updates, and any Addenda issued on line and be added to the On-Line Planholders List for this solicitation.

If a Prospective Bidder is a joint venture or a partnership, such entity must register on the BART Procurement Portal with the entity's Tax Identification Number (TIN) and download the Contract Documents so as to be listed as an On-Line Planholder under the entity's name prior to submitting its Bid, in order for the entity to be eligible for award of this Contract.

Prospective Bidders or Interested Parties may also purchase printed copies of the Contract Documents from the District Secretary's Office by downloading the Contract Documents' Order Form from the BART Procurement Portal website and submitting the completed Contract Documents' Order Form to the District Secretary's Office. Prospective Bidders or Interested Parties must be registered on the BART Procurement Portal to do business with BART in order to be able to download the Contract Documents' Order Form.

Downloading the Contract Documents' Order Form will automatically make a Prospective Bidder or Interested Party an On-Line Planholder. In order to be an On-Line Planholder and be eligible for award of this Contract, a Prospective Bidder must either: i) download the Contract Documents for this solicitation from the BART Procurement Portal or ii) download the Contract Documents' Order Form with which to purchase the Contract Documents directly from the District Secretary's Office.

Prospective Bidders or Interested Parties that elect to purchase printed copies of the Contract Documents, must first download the Contract Documents' Order Form from the BART Procurement Portal website and then submit the completed Contract Documents' Order Form to the District Secretary's Office, San Francisco Bay Area Rapid Transit District, 23rd Floor, 300 Lakeside Drive, Oakland, California 94612. Such printed copies of the Contract Documents shall be purchased with either cash, check, or postal money order drawn in favor of the: San Francisco Bay Area Rapid Transit District in the following amount, which includes any applicable sales tax, and is not refundable:

Contract Book and Contract Drawings (Includes forms for submittal of Bids).....	\$ 50.00
<u>BART Facilities Standards (BFS), Standard Specifications, Release – R3.1.2 dated April 2018:</u>	
BFS Compact Disc (CD)	\$ 20.00
Full Size Drawings, per sheet	\$ 2.50

Sorry, BART does not accept credit cards at this time.

Copies of BART Facilities Standards, Standard Specifications, Release – R3.1.2 dated April 2018, may be purchased as described above, or may be viewed and downloaded at no cost from the District's website: www.bart.gov/about/business/specifications.

Copies of the current edition of the Standard Specifications of the Department of Transportation, State of California, can be purchased at the Caltrans Office, located at 1900 Royal Oaks Drive, Sacramento, California, 95815, telephone (916) 654-2852 or by written request to: Department of Transportation, Publication Unit, 1900 Royal Oaks Drive, Sacramento, CA 95815 or by visiting the following website: http://www.dot.ca.gov/hq/esc/oe/construction_contract_standards/std_specs/2015_StdSpecs/2015_StdSpecs.pdf

The aforementioned Contract Book at a cost of fifty dollars, \$50, includes good quality half size drawings; and prospective Bidders are advised to review the Contract Book half size drawings before ordering any Full-Size Drawings.

Bidders are informed that all of these documents will be required in the preparation of Bids. Each Bid shall be on a prescribed Bid Form and shall be for the entire Contract including all Bid Items.

Bid Documents may also be examined at certain public and private plan rooms. Bid Documents may be examined free of charge at the District's Offices on or after November 30, 2018. The location of these plan rooms and the District's Offices may be obtained by calling the District's Contract Administrator at the telephone number set forth above.

Bidders are informed that all of these documents will be required in the preparation of Bids. Each Bid shall be on a prescribed Bid Form and shall be for the entire Contract including all Bid Items.

BIDDERS WHO HAVE NOT REGISTERED ON THE BART PROCUREMENT PORTAL PRIOR TO SUBMITTING A BID AND DID NOT OBTAIN THE CONTRACT DOCUMENTS FOR THIS SOLICITATION EITHER ON LINE OR DIRECTLY THROUGH THE DISTRICT SECRETARY'S OFFICE IN ORDER TO BE LISTED AS AN ON-LINE PLANHOLDER FOR THIS SOLICITATION, WILL NOT BE ELIGIBLE FOR AWARD OF THIS CONTRACT.

Special Note:

BART has a dedicated person to help and assist any firm or individual who needs assistance in finding the BART Procurement Portal, registering, or downloading the Contract documents. There are many factors which can hinder the process – such as the type of web browser, the manner in which your computer may be configured to block pop ups, etc.

The BART designated person who can help you through the process is: Ms. Usha at: (510) 287-4748, or email at: PGaddam@bart.gov.