

REQUEST FOR PROPOSALS
FOR
SERVICE MAINTENANCE PROGRAM

Horton Plaza Theatres Foundation
225 Broadway, Suite 1100
San Diego, CA 92101

Distribution/Advertisement: Monday, March 14, 2005
Pre-Proposal Meeting: Wednesday, March 23 at 9:00 a.m.
at the Lyceum Theatres
Deadline to Submit Proposal: Friday, April 15, 2005 by 4:30 p.m.

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INTRODUCTION

The Horton Plaza Theatres Foundation (Foundation) was formed by the City of San Diego to oversee and manage the Lyceum Theatre located in Horton Plaza. The Foundation has subleased the Lyceum Theatre to the San Diego Repertory Theatre (REP) which produces in the theatre and is responsible for the operation and maintenance of the theatre.

Centre City Development Corporation (CCDC), a public non-profit development corporation under contract to the Redevelopment Agency of the City of San Diego (Agency) for planning and implementing redevelopment projects in downtown San Diego, is the administrative body for the Foundation.

The Foundation is requesting proposals for a maintenance service program for the Lyceum Theatres located in downtown San Diego.

The Lyceum Theatre building systems are divided into two separate packages.

Package No. 1 covers HVAC Equipment/Systems and Building Control System.

Package No. 2 covers Fire, Life Safety and Security.

Contractors may submit their proposal on an individual package or on both packages. Each package basically has three components:

- I. Preventative Maintenance
- II. Monitoring and Response
- III. Comprehensive Evaluation

Preventative Maintenance

Perform preventative routine maintenance for equipment/systems as outlined on the following pages.

Monitoring and Response

Monitor the systems remotely via the Internet as outlined on the following pages. Internet access is available within the building. Extend and connect the Internet to the system main controller within the building.

Comprehensive Evaluation

Within 2 months of award of contract, submit a comprehensive evaluation of the equipment/systems in each package. The evaluation shall include comments on overall condition, life expectancy, recommended capital improvements and/or replacements, estimated costs, time-lines, etc. Prioritize recommendations into three groups based on when the recommendation should be implemented: within 1 year, 2-5 years and 5-10 years.

SCOPE OF WORK

PACKAGE NO. 1 – HVAC SYSTEMS/EQUIPMENT AND BUILDING CONTROL SYSTEM

- I. Remote Daily Monitoring
 - A. Monitor the HVAC equipment/systems via the Internet from your office location. Provide the necessary software and hardware at your office location to access the Building Control System. System is Siemens APOGEE with NetOp Remote Control software installed on the host system. Internet access is available on-site.
 - B. Once per day during hours of operation, provide an on-line monitor of all HVAC systems/equipment. Observe space conditions versus setpoints, equipment operation, alarms, etc. Make on-line adjustments to setpoints as necessary. Submit an email report to the Owner's representative of your monitoring results.
 - C. If an alarm is indicated, initiate a call to the Owner's representative for direction on how to respond. Choices for service call response times are to be same day, next business day, or 24 hour emergency.
 - D. Provide hourly rate schedules for normal business day and for after hours response.
- II. Monthly Site Visit
 - A. Visit the facility once a month at a regular scheduled time; meet with theatre manager to discuss any issues or concerns, walk-through to observe all equipment in operation, check building control system for alarms and operational set points versus actual space conditions.
 - B. Submit a written report to the Owner's Representative within two days.
 - C. This visit can coincide with a quarterly inspection.
 - D. If during this visit a problem is discovered, contact the Owner's Representative for direction on how to proceed.
- III. Quarterly Inspection & Maintenance
 - A. Quarterly Inspection - Provide a walk-through with visual inspection of all equipment/systems. During the inspection note all problems and adjustments necessary. Problems that can be repaired on the 'spot', shall be corrected.
 1. Repairs that can not be performed on the spot, i.e., requiring new parts and/or special tools shall be immediately scheduled for repair. Repairs that could cause disruptions to the Owner's operations shall be scheduled with the Owner, giving the Owner at least 24 hours notice prior to any disruptions. Submit scope of services to be performed along with an estimated cost to Owner's representative for approval prior to proceeding with work.

B. Quarterly Report – Prepare a report verifying inspection of all HVAC systems, note all repairs and adjustments made since the report of the previous quarter. Make note of items needing future repairs. Give time and date of next quarterly inspection. Submit report to the Owner's Representative within two days.

C. Quarterly Filters Change – On a quarterly basis replace all air filters. Use at a minimum, 30% efficiency type throwaway filters.

IV. Annual Preventative Maintenance

A. At the same time as one of the Quarterly Inspections, Provide annually full major service to include:

1. Air Handling Units, Fan Coils and Exhaust Fans
 - a) Change all filters.
 - b) Inspect and clean all coil surfaces.
 - c) Clean condensate drain pans.
 - d) Inspect and clean fan blades, check for vibration.
 - e) Inspect belt wear and tension. Change belts (and log) as required.
 - f) Lubricate bearings.
 - g) Check structural integrity of unit and mounting hardware.
 - h) Check operation and lubricate control damper bearings and valve stems.
 - i) Inspect and calibrate gauges and sensors.
2. Pumps
 - a) Check for vibration.
 - b) Check drive coupling for wear and misalignment.
 - c) Lubricate bearings.
 - d) Check seals for leaks.
3. Motors
 - a) Testing motor winding resistance.
 - b) Check motor starter contactor surfaces for wear.
 - c) Re-torque electrical connections.
 - d) Lubricate motors.
4. Boiler (Outdoor Rooftop)
 - a) Visually inspect combustion.
 - b) Inspect and clean burner orifices.
 - c) Check for gas leaks.
 - d) Test operation of controls, calibrate as required.
5. Domestic Hot Water Heater
 - a) Inspect storage tank.
 - b) Verify proper operation of 3-way mixing valve.
 - c) Verify proper operation of circulating pump.
6. Miscellaneous Ductwork
 - a) Inspect and test fire dampers.
 - b) Inspect and test terminal units – reheat coils and VAV boxes.
Verify proper operation in response to changing of space setpoints.

7. Painting
 - a) Provide touch-up painting for corrosion control of exterior mounted equipment.
8. Temperature Controls
 - a) Verify proper operation of all equipment/systems. Verify sequences of operation.
 - b) Verify dampers and valves stroke in response to the control sequences.
 - c) Software and firmware upgrades.
 - d) Calibrate of all sensors, monitoring devices, etc.
 - e) Lubricate all damper linkages and valve stems.
 - f) Service main server, controllers and operator's workstation per suppliers recommendations.

V. HVAC Equipment

A. The following is a summary of the HVAC equipment. Visit the facility and inventory all equipment and update this list accordingly. This is not meant to be all inclusive, but to provide an overview of the present conditions.

B. As equipment is replaced, maintain an up to date inventory of all equipment.
Filters, Cooling Coils and Heating Coils

Filters, Cooling Coils and Heating Coils

Unit	Air Flow CFM	Filter Area SF	Cooling Rows	Coil Area SF	Heating Rows	Service
AC-1	11,900	59	6	25.70	1	Main Stage, Back Stage
AC-2	5,300	19	8	10.75	1	Black Box Theater
AC-3	8,450	36	4	18.33	1	Main Theater
AC-4	17,150	80	4	32	1	Lobbies
AC-5	3,000	13	6	6.55	1	Dressing Rooms
FC-1	5,000	unk	5	6.5	--	Electric Room
FC-2	350	unk	1	0.63	1	Administration Offices
FC-3	500	unk	1	0.95	1	Box Office

Motors

Unit	Type	Size	Type	Size	Service/Location
AC-1	Supply Fan	10 hp VFD	(RF-1)	--	Mech Rm 248
AC-2	Supply Fan	5 hp	(RF-1)	--	Mech Rm 248
AC-3	Supply Fan	25 hp 2-speed	Return Fan	5 hp	Mech Rm 207
AC-4	Supply Fan	15 hp VFD	--	--	Mech Rm 207
AC-5	Supply Fan	3 hp	--	--	Mech Rm 248
RF-1	--	--	Return Fan	5 hp VFD	Mech Rm 248
EF-1	--	--	Exhaust Fan	3 hp	All Restrooms/Sump Rm.
EF-2	--	--	Exhaust Fan	7.5 hp	Smoke Purge/Behind Stage
EF-3	--	--	Exhaust Fan	3/4 hp	Dressing Rms/Mech Rm 248

EF-4	--	--	Exhaust Fan	1.5 hp	Freight Elev./ Mech Rm 248
FC-1	Fan Coil	2 hp	--	--	Electric Rm 201
FC-2	Fan Coil	1/6 hp	--	--	Lower Level Offices/Rm120
FC-3	Fan Coil	1/4 hp	--	--	Upper Level, Storage 231
P-1	--	--	HHW Pump	5 hp	Rooftop
P-2	--	--	DHW Pump	1.5 hp	Rooftop
P-3	--	--	CHW Pump	15 hp	Delivery Tunnel Mech Rm

Miscellaneous

Unit	Type	Size	Location/Service
B-1	Gas-Fired Boiler	1571 in, 1256 MBH out	Rooftop, space heating
HWG-1	HHW to HW Heat Exchanger	unknown	Rooftop, domestic hot water

Terminal Units & Reheat Coils

Unit	Type	Size	Location/Service
TU-1	VAV Box, no coil, no filter	240 cfm	Low Level, ADA Toilet
TU-2	VAV Box, no coil, no filter	365 cfm	Low Level, Corridor
TU-3	VAV Box, no coil, no filter	475 cfm	Low Level, Conf. Rm
TU-4	VAV Box, no coil, no filter	540 cfm	Low Level, Conces. Office
TU-5	VAV Box, no coil, no filter	5080 cfm	Low Level, Lobby
TU-6	VAV Box, no coil, no filter	615 cfm	Low Level, Gift Shop
TU-7	VAV Box, no coil, no filter	1250 cfm	Low Level, Rehearsal
TU-8	VAV Box, no coil, no filter	1070 cfm	Low Level, Storage
TU-9	VAV Box, no coil, no filter	5900 cfm	Upper Level, Lobby
TU-10	VAV Box, no coil, no filter	200 cfm	Upper Level, Sound Rm
TU-11	VAV Box, no coil, no filter	260 cfm	Upper Level, Director's Rm
TU-12	VAV Box, no coil, no filter	175 cfm	Upper Level, Concessions
TU-13	VAV Box, no coil, no filter	700 cfm	Low Lev'l, Upr Control Rm
RH-1	HW reheat coil	800 cfm	Room 200 Storage
RH-2	HW reheat coil	900 cfm	Room 248 Delivery
RH-3	HW reheat coil	270 cfm	Room 247 Corridor
RH-4	HW reheat coil	640 cfm	Room 100 Prop Storage
RH-5	HW reheat coil	650 cfm	Room 148 Green room
RH-6	HW reheat coil	635 cfm	Room 143 Stage Wing

VI: Comprehensive Evaluation

Within 1 Year Priority

1. Air Handling Unit AC-1: The mixed air dampers are stuck. These dampers are internal to the unit. Must cut access panels. Correct so they are operational.
2. Air Handling Unit AC-4: The mixed air dampers are stuck. These dampers are internal to the unit. Must cut access panels. Correct so they are operational.

3. Fan Coil Unit FC-2: The heating control valve does not operate properly and needs to be replaced.
4. Install isolation valves at all air handling units, fan coil units, and other key locations to allow for isolation and servicing of equipment without major disruption to the chilled water and heating water systems.
5. There are six (6) hot water reheat coils that are piped from a common loop. Due to lack of isolation available at the time of install, the loop was connected on the inlet side of AC-5 and thus controlled by that control valve. Once new isolation valves are installed per Item 4 above, re-pipe loop to the outlet side of the control valve.
6. Install new shut off valves at the main chilled water pump.

2 - 5 Year Priority

1. Replace the chilled water control valves at AC-2 and AC-3 with larger size valves.
 - a. AC-2: 1" to 1-1/4".
 - b. AC-3: 1-1/4" to 1-1/2".
2. Replace the existing domestic hot water heating system with a new independent gas-fired heater.

5 – 10 Year Priority

1. Replace chilled water and heating hot water coils at Air Handling Units AC-1 through AC-5. Replace all valves associated with the coils at that time that have not been replaced by the items identified above.

PACKAGE NO. 2 – FIRE, LIFE SAFETY AND SECURITY

Fire Alarm and Life Safety System

- I. Existing System Description
 - A. The existing fire alarm system is a Siemens MXL-IQ system with addressable devices. The system is less than a year old and was installed in December 2004. The system includes mostly new devices but includes a number of existing smoke detectors and door holders. The subcontractor who installed the system is Power Communications Systems, Inc. located in San Diego, CA. Records documents of the existing system will be made are available upon request.
 - B. The egress lighting system shall be considered a part of the life safety system. The egress lighting fixtures include “bugeye” emergency lights and exit sign lights all of which have integral battery packs.

II. Contractor Qualifications

A. The contractor shall have a minimum of five years experience installing and maintaining fire alarm systems and shall have a minimum of two years experience installing and maintaining the Siemens MXL-IQ system.

B. Technicians performing work under this contract shall be NICET Level 2.

III. System Configuration Audit and Report

A. System configuration shall be verified during an initial inspection to be performed by the successful contractor within 30 days of award. The contractor shall prepare a set of existing system documents that will be used as reference for all subsequent maintenance and repair operations.

B. The record documents are to be updated and copy provided for each change to the system.

C. A written report of all service performed shall be completed for each visit summarizing work performed.

IV. Testing, Inspection, and Maintenance Requirements

A. Testing, Inspection, and Maintenance shall be performed per NFPA-72.

B. Contractor shall provide a schedule indicating the test, inspection, and maintenance activities that will be performed per NFPA-72.

V. System Software Updates

A. Microprocessor based systems shall have the software upgraded as required to maintain the listing requirements of the authorities having jurisdiction.

VI. Life Safety Log Book

A. A log book shall be provided containing information and guidance on the management of the Life Safety Systems. All service records shall be recorded and kept, and shall serve as a reference tool for local authorities, insurance carriers, and technical personnel.

VII. Code Conformance

A. System is to be tested 100% annually and documentation performed as prescribed by NFPA standards and the requirements of the local authority having jurisdiction. Components of the system are to be tested for proper operation and documented in the service reports as the testing is completed.

VIII. Emergency Response Services

A. Respond to emergency request for service within 24 hours of the request.

Security System

I. Quarterly Test and Inspection Program

A. Perform a visual inspection and an operational test on the entire system to ensure that the security system is performing at peak efficiency or to customer requirements.

B. Generate a report to include any changes and/or repairs that are required to insure the system is operating at peak efficiency. The report is also to note any failures in the system, any points in alarm, points in operator priority and note where corrective action is required.

C. A visual inspection and operational test of the covered components of the Security Systems shall be performed routinely as to insure that all devices are operating properly. The equipment shall also be checked for damage and proper electrical connections. Devices shall be exercised to determine proper entry grant or entry denial, verification of door status alarm operation and exist requests, test of controller/terminal communications, operation of standby supplies on battery power and activation of lock hardware to insure capture and release of doors occurs as intended.

D. The following tasks are to be completed on a quarterly basis:

1. Clean all devices per manufacturers recommendations.
2. Confirm that all connections are secure.
3. Verify that all devices are securely mounted.
4. Verify ground connections.
5. Verify lock power is correct for locks.
6. Test door contacts for proper operation.
7. Verify read range of all prox readers.
8. Test intercom remote and master stations.
9. Verify operation of all devices.
10. Perform 10 valid card reads.
11. Replace batteries as required.
12. Note any wear and tear and/or damage to any devices.
13. Lubricate moving parts as required.
14. Verify power supply voltages.
15. Review history reports for correct system operation.
16. Check all loops for communication errors.
17. Archive all history data.
18. Test all motion devices for correct field of view.
19. Clean all devices and cabinets.
20. Verify power source for correct voltage.
21. Verify history report for proper reporting.
22. Inspect power supply for signs of overheating.
23. Arm/disarm the system several times.
24. Measure battery voltage and replace batteries if necessary.
25. Load test battery with AC removed.

PROPOSAL FORMAT AND CONTENT

All proposers are required to follow the format specified below. The content of proposals must be clear, concise, and complete. Each section of the proposal *shall be tabbed* according to the numbering system shown below to aid in expedient retrieval of information. NOTE: Proposers shall base their proposals on the "Scope of Work."

1. Cover Page - Include project title and name, address, and the telephone number of the firm.
2. Table of Contents - Include a complete and clear listing of headings and pages to allow easy reference to key information.
3. Cover Letter - The cover letter should be brief (one page maximum), and any changes to the format or deletions of requested materials should be explained in the cover letter. Also, the letter shall include the title and signature of the firm's contact person for this procurement. This signatory shall be a person with the official authority to bind the company. Identify team members (i.e., joint partners and sub-consultants).
4. Methods of Service - Describe the Firm's proposed methods for performing each of the three areas of the Scope of Work (preventative maintenance, monitoring and response and comprehensive evaluation).
5. Qualifications and Experience - This section shall contain the following:

The contractor shall have a minimum of five years of experience performing routine maintenance and/or repair of mechanical and electrical equipment/systems as identified herein. List and identify your experience (and/or subcontractor(s) level with each system and/or piece of equipment.

In addition, describe those conditions, constraints, or problems that are unique to the scope of work that may adversely affect either the cost or progress of the work.

6. Fee and Schedule of Rates - This section shall contain the following: The proposed fee and a schedule of rates. The respondent shall provide the proposed project cost in a sealed envelope.
7. References - This section shall contain the following: Five current clients, performing this type of scope of services, with contact names and telephone numbers.
8. Evidence that the firm maintains insurance policies as stated in the RFP.

PROPOSAL EVALUATION CRITERIA

Proposals received by the Foundation will be evaluated according to the criteria listed below:

- ✓ Organization, presentation, and content of the proposal;
- ✓ Specialized experience and technical competence of the firm(s), (including principle firms, joint ventures, and subconsultants) considering the types of service required, the complexity of the project, record of performance, including results of reference checks;
- ✓ Proposed methods to accomplish the work in a timely and competent manner;
- ✓ Demonstrated commitment to Foundation's Equal Opportunity Program; (This is defined as a willingness to make meaningful subcontracting and employment opportunities available to all interested and qualified firms and individuals, including, but not limited to, certified MBE, WBE, DBE, SBE and/or DVBE.
- ✓ Ability to meet the insurance requirements as stated in the "Terms and Conditions," unless Foundation, at its sole discretion, decides to modify or waive the insurance requirements; and
- ✓ Competitive fees and rates.

PROPOSAL SCHEDULE

Pre-Proposal Conference- There will be a pre-proposal conference on Wednesday, March 23th 9:00 a.m. Lyceum Theatres - 79 Horton Plaza, San Diego, CA 92101. Parking will be validated by Lyceum Theatres if you park at Horton Plaza Mall.

Deadline - One (1) original and three (3) copies of the proposal shall be delivered to CCDC at 225 Broadway, Suite 1100 (downtown) **no later than Friday, April 15, 2005 by 4:30 p.m.**

Proposals received by FAX shall not be deemed received.

TERMS AND CONDITIONS

Issuance of this RFP does not commit Foundation to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful project manager firm. A sample contract is included as Attachment 1. All respondents should note that the execution of any contract pursuant to this RFP is dependent upon the approval of the Foundation's Board of Directors. The Foundation retains the right to reject all submittals.

INSURANCE

The firm selected to perform the work described in this RFP will be required to provide evidence of public liability and property damage insurance with limits of not less than \$1,000,000 per occurrence for all covered losses and not less than \$2,000,000.00 general aggregate for injury to, or death of, one or more persons and/or property damage arising out of a single accident or occurrence insuring against all liability of the City of San Diego, Centre City Development Corporation, Redevelopment Agency of the City of San Diego, Horton Plaza Theatres Foundation San Diego Repertory Theatre and its authorized representatives, arising out of, or in connection with, the performance of work under the contract with the Foundation. Said insurance shall be provided at the sole cost and expense of the firm selected. For complete insurance requirements, please refer to attachment 1 under general provisions.

EQUAL OPPORTUNITY

The objectives of the Foundation's Equal Opportunity Program are to promote equity in contracting opportunities for all firms and to assure consultants doing business with, or receiving funds from the Foundation are Equal Opportunity employers.

The City of San Diego, CCDC, and the Foundation are strongly committed to equal opportunity in solicitation of professional service consultants to assure that consultants doing business with, or receiving funds from, CCDC are equal opportunity contractors and employers. Prime consultants are encouraged to take positive steps to diversify and expand their subconsultant solicitation base and to offer consulting opportunities to all eligible subconsultants. Individuals, contractors, vendors, consultants, grantees, lessees, and banks contracting with CCDC must comply with CCDC's Equal Opportunity Program.

Consultant shall comply with requirements of San Diego Ordinance No. 18173, Section 27.2701 through 22.2708, Equal Employment Opportunity Outreach Program [Attachment 4 - Exhibit A].

All proposers shall sign, submit with proposal package, and agree to be bound by the *Equal Opportunity Agreement* [Attachment 4 - Exhibit B].

The selected respondent(s) and each of its (their) Subconsultants and/or co-venture partners, shall comply with Title VII of the Civil Rights Act of 1964, as amended, Executive Orders 11246, 11375, and 12086, the California Fair Employment Practices Act, and any other applicable federal and state laws and regulations hereinafter enacted. The respondent shall not discriminate against any employee or applicant for employment based on race, religion, color, ancestry, age, gender, sexual orientation, medical condition or place of birth. The selected respondent shall cause the above provisions to be inserted in all subcontracts for any work covered by this document so that such provisions will be binding upon each subconsultant.

In addition to the foregoing, selected consultants shall comply with City of San Diego Council Policy 100-04, adopted by Resolution R-282153, relating to the Federal Americans with Disabilities Act ("ADA"). Consultants shall be responsible for establishing and implementing an ADA program within the consultant's work place, and for ensuring compliance with Council Policy 100-04 by any of its subcontractors.

The respondent is required to include in the submittal a current *Work Force Report* (Attachment 4 - Exhibit C). The firm's(s') work force data will be compared to the *County Labor Force Availability* data to determine the adequacy of the work force representation. If the selected firm submitted a work force report and has fifteen (15) or more employees and under-representation of women and/or members of under-represented ethnic groups exists, it will be required to submit an EEO Plan as notified. The EEO Plan sets forth the actions that the selected consultant will take to achieve the County Labor Force Availability Goals for the employment of African Americans, Native Americans, Asians, Filipinos, Latinos, Women and people with disabilities.

Contractors who have been audited by the Office of Federal Contract Compliance Programs (OFCCP) and/or the Department of Fair Employment and Housing (DFEH) within the past fifteen (15) months may submit a copy of their EEO Plan approval letter along with the EEO Plan to automatically satisfy the compliance requirements for a period of one (1) year, either at the time of the submittal or when CCDC requires the EEO Plan. Firms are cautioned that it is easier to complete a work force report than to develop an EEO Plan. Therefore, unless a prior EEO Plan approval has been granted by the agencies identified above, it may be more practical for the respondent to complete a work force report to comply with this submittal requirement. However, the respondent has the option of submitting either document or both.

NONDISCRIMINATION POLICY

The respondent shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of subcontractors, vendors, or suppliers. Respondent shall provide equal opportunity for subcontractors to participate in subcontracting opportunities. Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

LOCAL BUSINESS AND EMPLOYMENT

The respondent acknowledges that the Foundation seeks to promote employment and business opportunities for local residents and firms on all Foundation contracts. The respondent will, to the extent legally possible, solicit applications for employment and proposals for subcontracts for work associated with this document from local residents and firms as opportunities occur. The respondent agrees to hire qualified local residents and firms whenever feasible.

FOUNDATION'S CONTACTS

The project manager is:

Susan Diekman
Centre City Development Corporation
225 Broadway, Suite 1100
San Diego, CA 92101
619-533-7142
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For technical questions regarding Package No. 1, HVAC Equipment/Systems and Building Control System, contact:

Jeff Welter
Senior Mechanical Designer
Randall Lamb
600 West Broadway, Suite 500
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619-814-4212
jwelter@RandallLamb.com

For technical questions regarding Package No. 2, Fire, Life Safety and Security, contact:

Gerry Green
Senior Electrical Engineer
Randall Lamb
600 West Broadway, Suite 500
San Diego, CA 92101
619-814-4208
green@RandallLamb.com

ATTACHMENTS

Attachment 1	Sample Contract
Attachment 2	Disclosure Statement
Attachment 3	Outreach Survey
Attachment 4	Equal Opportunity Program Documents (Exhibit A through G):
Exhibit A	Equal Employment Opportunity Outreach Program
Exhibit B	Equal Opportunity Agreement
Exhibit C	Work Force Report Form
Exhibit D	Occupational Category List
Exhibit E	Equal Opportunity Policy Statement

Note: Incomplete proposals, incorrect information, or late proposals shall be cause for immediate disqualification.