



## **Request for Proposal**

### **Salesforce Transit Center – Anti-Graffiti Window Film Installation Contractor - RFP**

*LPC West Transit Management LLC*  
April 19, 2018

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## Section 1. Introduction, Contract Summary & Property Location(s) and Instructions to Bidders

### 1.1 Introduction

LPC West Transit Management LLC is the asset management entity overseeing the new Salesforce Transit Center. The Salesforce Transit Center is a modern regional transit hub that will connect the Bay Area counties and the State of California through multiple transit systems. The Salesforce Transit Center is being developed in two phases. Phase I includes design and construction of the above-grade portion of the Transit Center including the 5.4-acre, 1,400-foot linear Rooftop Park, the structure and core of the two below grade levels of the train station, Bus Ramp, and Bus Storage Facility. The Downtown Rail Extension (DTX) tunnel, the build out of the below-grade train station facilities at the Salesforce Transit Center will follow as Phase II. Phase I will include approximately 103,300 sf of retail and office uses.

### 1.2 Contract Summary & Property Location(s)

This RFP is for **Anti-Graffiti Window Film Installation Contractor**. LPC West Transit Management LLC will execute a contract with a professional **Anti-Graffiti Window Film Installation Contractor** for a one-time installation basis for the Salesforce Transit Center.

The purpose for the anti-graffiti film installation is to have artwork painted over and across the film after installation. The art work will then serve as a screen to block the view of construction taking place inside the tenant suites.

The proposed Scope of Work is outlined in Section 4; required services are detailed in Exhibit A. Description of Services.

1.3 Instructions to Bidders
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- a. All questions and requests for clarification should be sent by email to:

Samuel Wingard, Assistant Property Manager - Lincoln Property Company [Swingard@lpc.com](mailto:Swingard@lpc.com)

**Questions will be answered via email to all bidders.**

- b. Submit an electronic copy of the proposal package via email to:

Samuel Wingard, Assistant Property Manager - Lincoln Property Company [Swingard@lpc.com](mailto:Swingard@lpc.com)

- c. The successful bidder(s) will be required to obtain appropriate Certificates of Insurance (see Section 5) for each property they are contracted for. The stated limits must be met, and all Additional Insureds must be listed (see Section 5).
- d. LPC West Transit Management LLC reserves the right to reject any or all bids, to waive any bid formality, and to engage the firm deemed best able to serve LPC West Transit Management LLC and its customers.
- e. LPC West Transit Management LLC intends to execute a Service Agreement for the property(ies) listed in this RFP. Bidders should provide a scope of work and fee schedule for listed property.

1.4 Submittal Contents
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a. **SUBMITTAL SHALL INCLUDE:**

- Response to Qualifications & Capabilities Questions (see subsection “b” below)
- Description of your team’s Approach to Services, including:
  - Management Approach
  - Transition Plan
- Completed Bid Pricing Form. (see Exhibit C. Current Contract Positions, Hourly Rate and Fully Loaded Billable Rate to LPC) Prevailing Wages at a minimum must be paid to your staff.
- Sample Service Standards
- Sample Operational Audit
- Sample Certificates of Insurance (see Section 5)

b. **QUALIFICATIONS & CAPABILITIES QUESTIONS**

1. Provide the following information about your firm:
  - a. A brief history of the company
  - b. A short description of your firm’s capabilities and experience, including specifics related to any similar facilities public and/or private facilities that have mixed uses (i.e., public park, public transit, retail, office, etc.).
  - c. ~~A company organizational chart~~
  - d. ~~Resumes and/or biographies of key personnel who will be involved with this contract~~
2. Provide examples of **Anti-Graffiti Window Film Installation** projects performed within the past 2 years that are similar in facility type and scope to that described in this RFP, including:
  - Client
  - Facility name and location
  - Building square footage
  - Brief description of contract services

3. Describe your quality control process and procedures.
4. Describe your procurement program, including any available customer incentives or discounts.
5. Detail your firm's expertise and experience, including:
  - In-house resources
6. Describe your hiring and employee retention procedures.
7. Describe employee safety training and explain how safety of personnel and property is handled onsite.
8. ~~Describe commitment to client and tenant satisfaction, and describe tools and processes used to measure and monitor both performance and satisfaction.~~
9. Provide client references for at least 3 current or previous contracts similar in facility type and scope to that described in this RFP, including:
  - Client
  - Contact name, phone number, and email address

## Section 2. RFP Process Schedule

- April 19, 2018** Requests for Proposal Emailed to Bidders
- April 24, 2018 @ 3:30pm,** Site Visit with Operations Team (non-mandatory)  
*Non-Disclosure Agreements will be required before taking the site tour. A NDA form can be downloaded from the TJPA website at:*  
[http://tjpa.org/uploads/2018/04/ExhG\\_TJPA-NDA\\_Rev-1\\_130614-with-list.pdf](http://tjpa.org/uploads/2018/04/ExhG_TJPA-NDA_Rev-1_130614-with-list.pdf)
- Those attending the site tour must wear appropriate clothing and protection gear. Appropriate clothing includes: Pants, Boots. Protective gear if readily available includes: Hardhat, Safety Vest, and Protective Eye wear.*
- April 25, 2018** All questions should be submitted to the email address provided in section 1.3 Instructions.
- April 27, 2018** All submitted questions will be answered
- May 1, 2018 @ 5:00PM** Completed Bid Packages are Due Electronically to the email address provided in section 1.3 Instructions.
- May 4, 2018 (tentatively)** Interview(s) with Shortlisted Bidder(s)
- TBD Called as needed Anticipated Contract Start Date

## Section 3. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- a. Demonstrated ability to perform required services and track record of success on similar projects
- b. Safety record
- c. ~~Proposed project team capabilities and experience~~
- d. Capacity/depth of resources available to ensure responsive service
- e. References from current and/or previous building owners/operators
- f. Proven approach to providing quality and cost-effective services
- g. Commitment to client/tenant satisfaction
- h. Innovative or value-added services
- i. Readiness to meet insurance requirements
- j. Commitment to sustainable practices and environmental stewardship

- k. Each bidder is required to complete Exhibit I. the Supplier Classification Profile Form and identify if they are a SBE/DBE/WBE/LBE, etc.



Section 4. Proposed Scope of Work
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**Work Specifications**

- Contractor shall provide **Anti-Graffiti Window Film Installation.**

**Contracted Services**

- Contractor represents that it will keep employed skilled, competent, certified (as applicable) and licensed (as applicable) employees to perform the services set forth herein and will provide all manpower required to operate and maintain the Project's **Anti-Graffiti Window Film Installation needs.**
- Contractor shall comply with The Federal Occupational Safety and Health Act and all other applicable government rules and regulations. Material Safety Data Sheet ("MSDS") shall be kept and maintained in the Property Management office or other such place as directed by Manager. In addition, the Contractor shall comply with safety practices and procedures as may reasonably be required by Owner or Manager.
- The Contractor shall in the performance of his/her work leave the areas clean of debris upon completion of the assigned task or job.
- Contractor in conjunction with Manager and/or Owner shall assist in establishing the criteria, procedures, and methodologies associated with operating a "**Green Building.**" The Contractor shall recommend, propose, and implement, with Manager's approval, operational mode changes whenever feasible to affect maximum conservation of energy, "green" products, etc. Contractor shall ensure that its personnel will strictly follow those established guidelines in accordance with mandated policies and programs. Contractor shall work with Owner to ensure that the property maintains its Gold LEED certification (or any other designation level that Owner decides to maintain and/or pursue).
- The Contractor shall adhere to the policies, rules and regulations as imposed on Manager by Owner or Tenant.
- Contractor in house staff/personnel and regional and district managers and the like shall be available to assist and support the on-site staff for at no additional cost, unless previously agreed to by the Manager.
- The Contractor shall complete all other tasks or duties as needed or necessary and as determined by Manager.

Section 5. Certificate of Insurance Requirements
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Please include in your bid submittal a Sample Certificate of Insurance with the specifications listed below:

**Minimum Certificate of Insurance (COI) Requirements:**

Commercial General Liability Insurance:	<b>\$1,000,000</b>
Commercial Automobile Liability Insurance:	<b>\$1,000,000</b>
Excess / Umbrella Liability Insurance	<b>\$5,000,000</b>
Workers Compensation:	<b>\$1,000,000</b>

Please see Exhibit B for further COI requirement details including the Additional Insured language.

### Exhibit A - Description of Services

Contractor to provide proposal to install 4 mil anti-graffiti film over 1640 linear feet of store frontage, from the ground to the mullions (approximately 7ft in height) in pre-designated areas on the ground floor and rooftop park.

The purpose for the anti-graffiti film installation is to have artwork painted over and across the film after installation. The art work will then serve as a screen to block the view of construction taking place inside the tenant suites.

Linear measurements by suite number:

100: 100'  
 103: 95'  
 105: 20'  
 107: 35'  
 111: 45'  
 113: 45'  
 115: 45'  
 117: 70'  
 118/119: 100'  
 121: 55'  
 123: 60'  
 125: 60'  
 127: 40'  
 129: 20'  
 131: 110'  
 133: 130'  
 135: 60'  
 137: 90'  
 139: 45'  
 141: 45'  
 143: 75'  
 145: 95'  
 P01: 200'

At the time of this RFP below is a list of paint materials Artists may use on this project:

#### Optimal Choices - easy to use and remove:

- **Acrylic:** A great choice for painting on glass, especially if you're planning on applying it to the outside of the window. Craft paint is just fine for the job.
- **Tempera:** It will last a long time if it is not exposed to direct rain or a water source and is not applied too thick. More likely to peel off than acrylics. Not durable in rain or moisture. Washable tempera is likely to be more transparent than the non-washable variety. Student Grade Tempera by Blick Art is poster paint, but it is a special mixture and works well for windows.
- **Writing:** Window markers and paint markers are an option.
- **Brushes:** It is nearly impossible to use paint brushes on your window and have it look streak-free when the light shines on it. If you're painting a large area, you can use a roller

brush for a clean look. However, foam brushes are a great inexpensive option for smaller sections.

- **Preparation:** It is important to wash the surface well. You can use regular glass cleaner, but steer clear of products that say they repel dust or water, because they may repel paint as well. Be sure to thoroughly wipe the windows down so there aren't any streaks.
- **Removal:** The paint needs to be moist if you want it to come off easily. You can use water or glass cleaner to wet the window, then let it soak in for a minute or two. Scrape the paint off with a razor blade – it should come off fairly easily – then clean the window as usual. Acrylic house paint is more difficult to remove, but it's also a possibility for window displays.

#### **Difficult to Remove:**

- **Enamel:** Ideal for outdoor painting (completely waterproof) but it is a difficult medium to work with, expensive, and difficult to remove (requires a chemical paint stripper and possibly scragging with a razor blade, which can risk permanently scratching the glass).
- **Spray Paint:** Durable, most varieties are waterproof. Can be removed from glass, but requires a chemical paint stripper and possibly scragging with a razor blade (which can risk permanently scratching the glass)
  - Peel away spray paint is available, but works best for stenciled shapes, and is expensive per can. Ex) <http://www.rustoleum.com.au/project-catalog/decor-and-craft/temporary-creativity/>

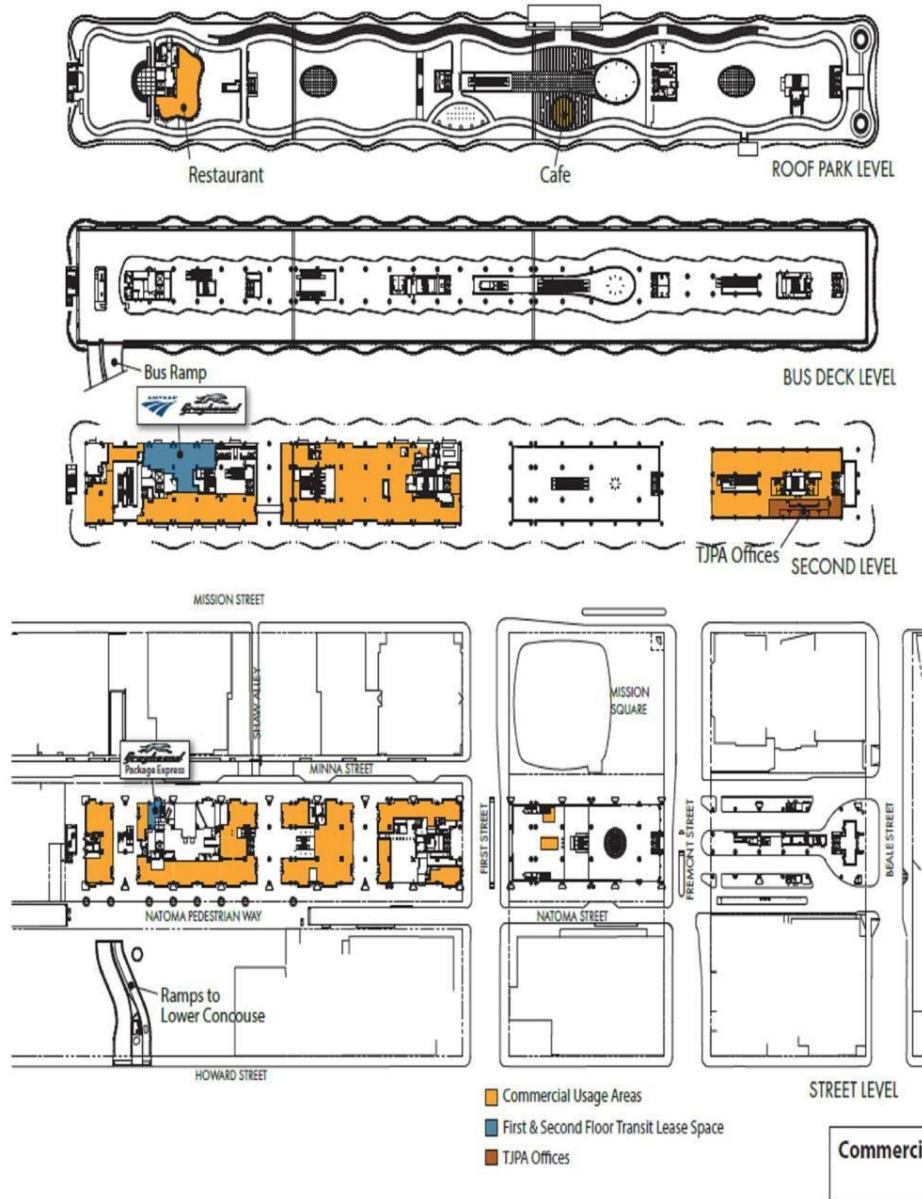
**Exhibit B – TJPA Service Contractor Requirements (including Minimum COI Requirements and Additional Insured Language)**

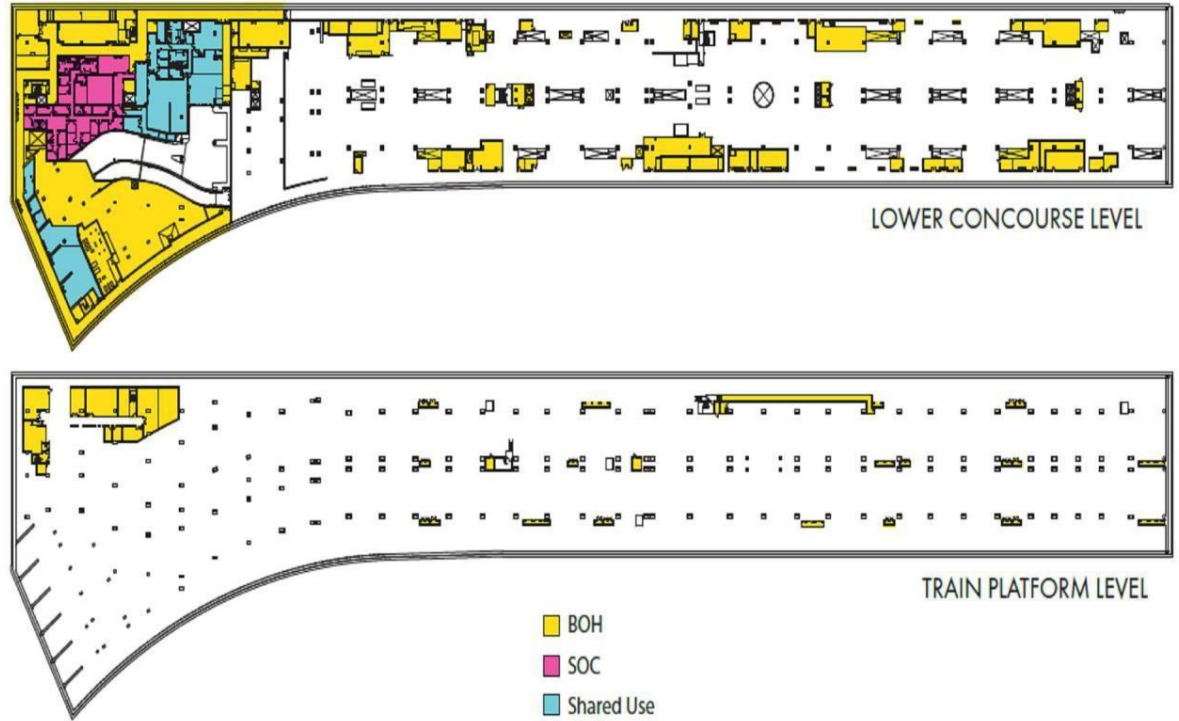
(See Attached &  
TJPA Website Link - <http://transbaycenter.org/tjpa/doing-business-with-the-tjpa>)

**Exhibit C - Bid Pricing Form**

**(See included Excel File)**

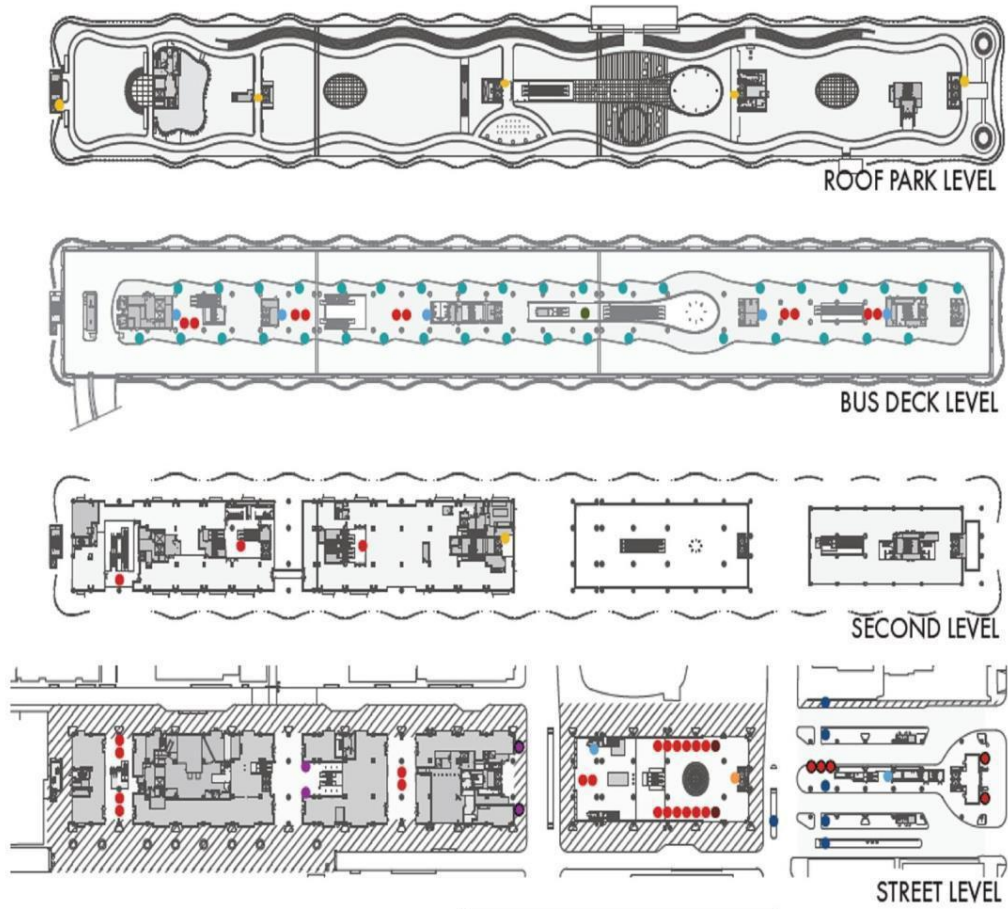
### Exhibit D - Site Plan





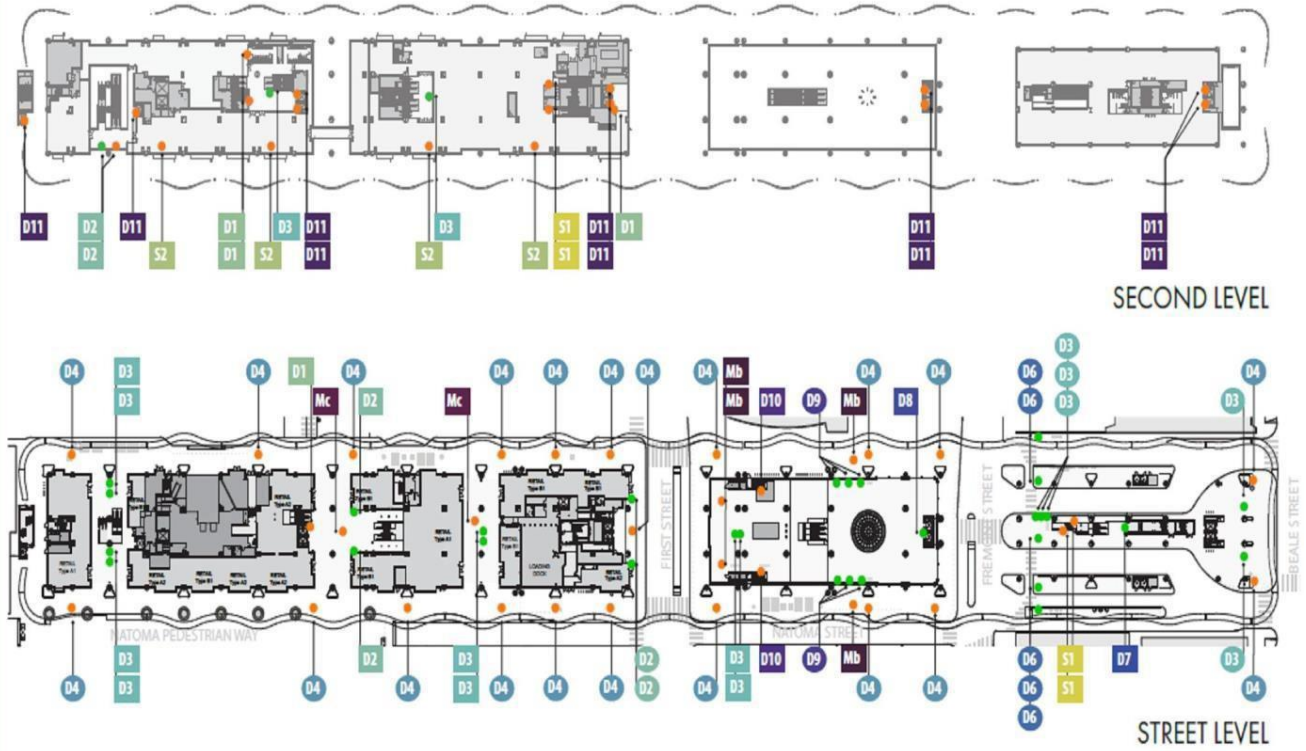
Lower Levels Support Space  
EXHIBIT B-4





LEGEND	
<span style="color: cyan;">●</span>	PD1: Bus Deck Dock ID
<span style="color: blue;">●</span>	PD2: MUNI Plaza Bus ID
<span style="color: yellow;">●</span>	SS: Wall-Mounted Digital Display
<span style="color: lightblue;">●</span>	SM: Wall-Mounted Schedule Board
<span style="color: orange;">●</span>	SX: Grand Hall Schedule Board
<span style="color: red;">●</span>	KCI: Combined Directory and Digital Display
<span style="color: red;">●</span>	KCI: Combined Directory and Digital Display (MUNI Plaza)
<span style="color: purple;">●</span>	KPI: One Sided Digital Display
<span style="color: purple;">●</span>	KPI: One Sided Digital Display (Street Facing)
<span style="color: green;">●</span>	KP: Information Kiosk with Digital Display
<span style="color: brown;">●</span>	KM: Static Map with Digital Display

**Transit Center Signage**  
EXHIBIT B-5

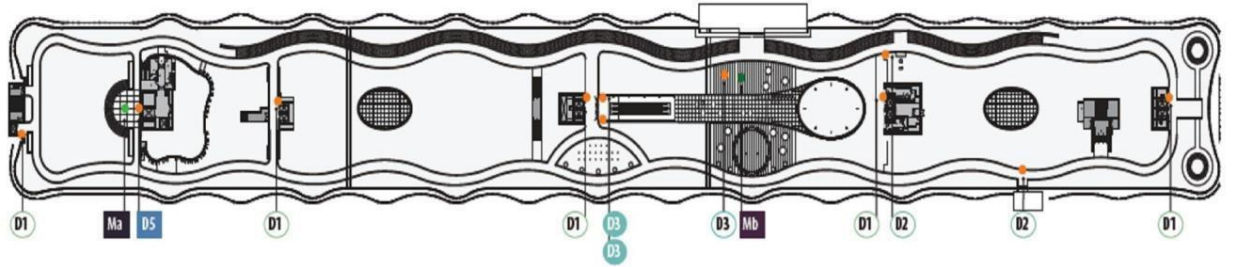


SECOND LEVEL

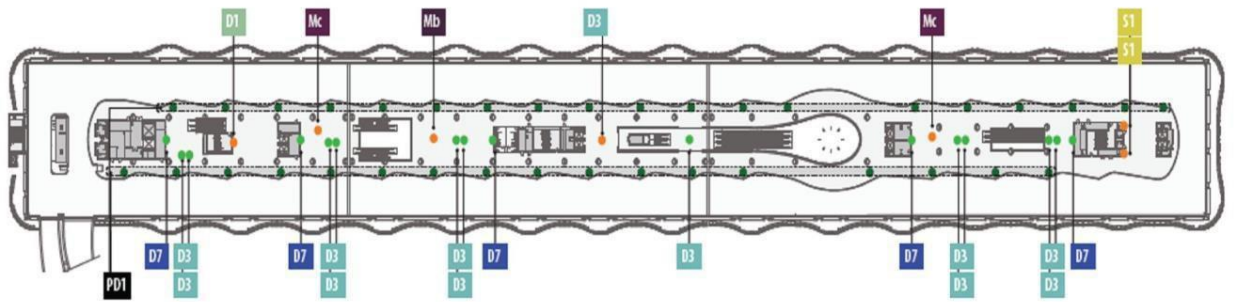
STREET LEVEL

- General Advertising & Other Content
- On Premise Brands & Directory / Transit Info Only
- Directory Only
- New Assets
- Existing Assets with Modifications
- Existing Assets with No Change

Transit Center Signage  
EXHIBIT B-5



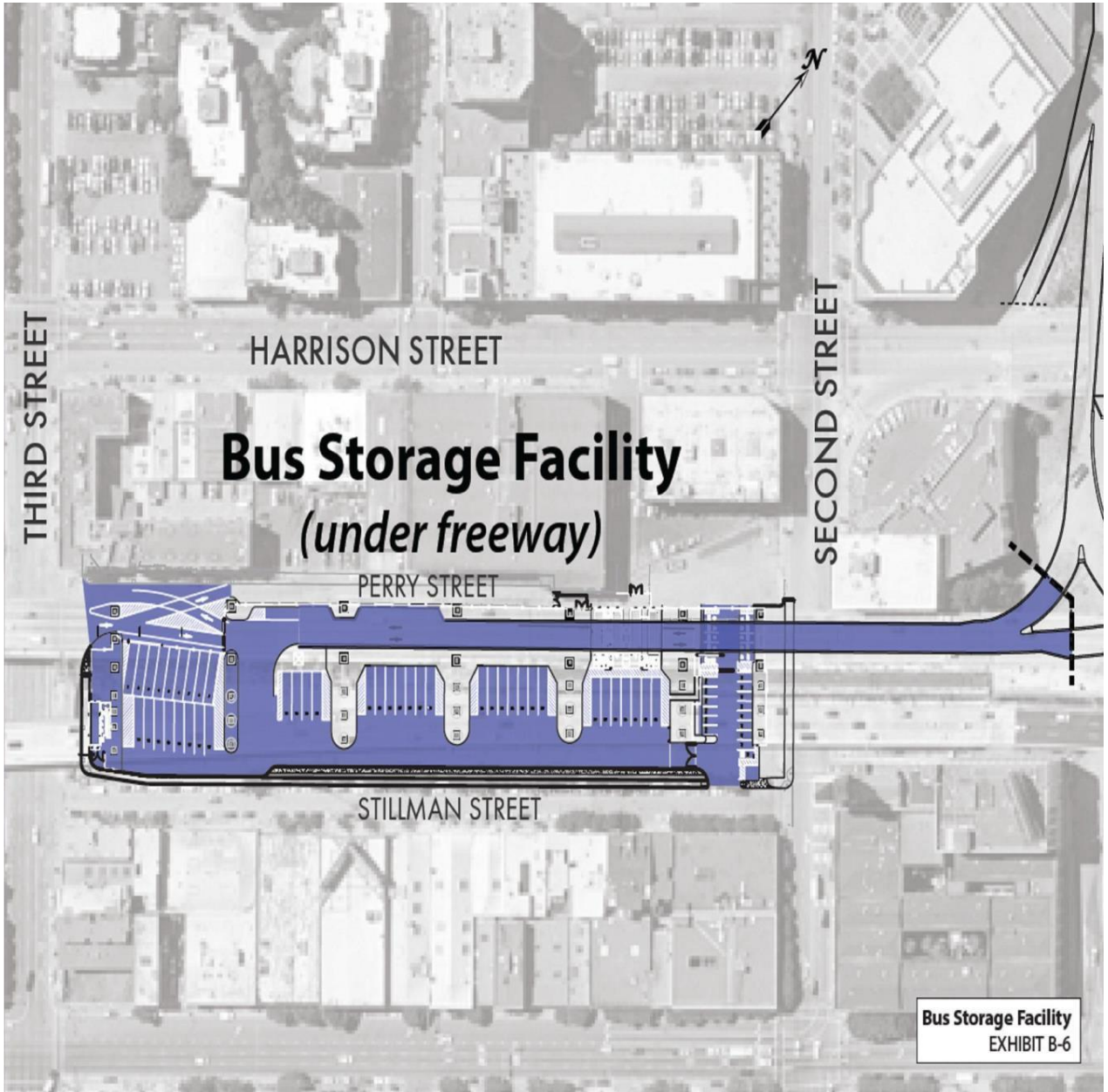
ROOF PARK LEVEL



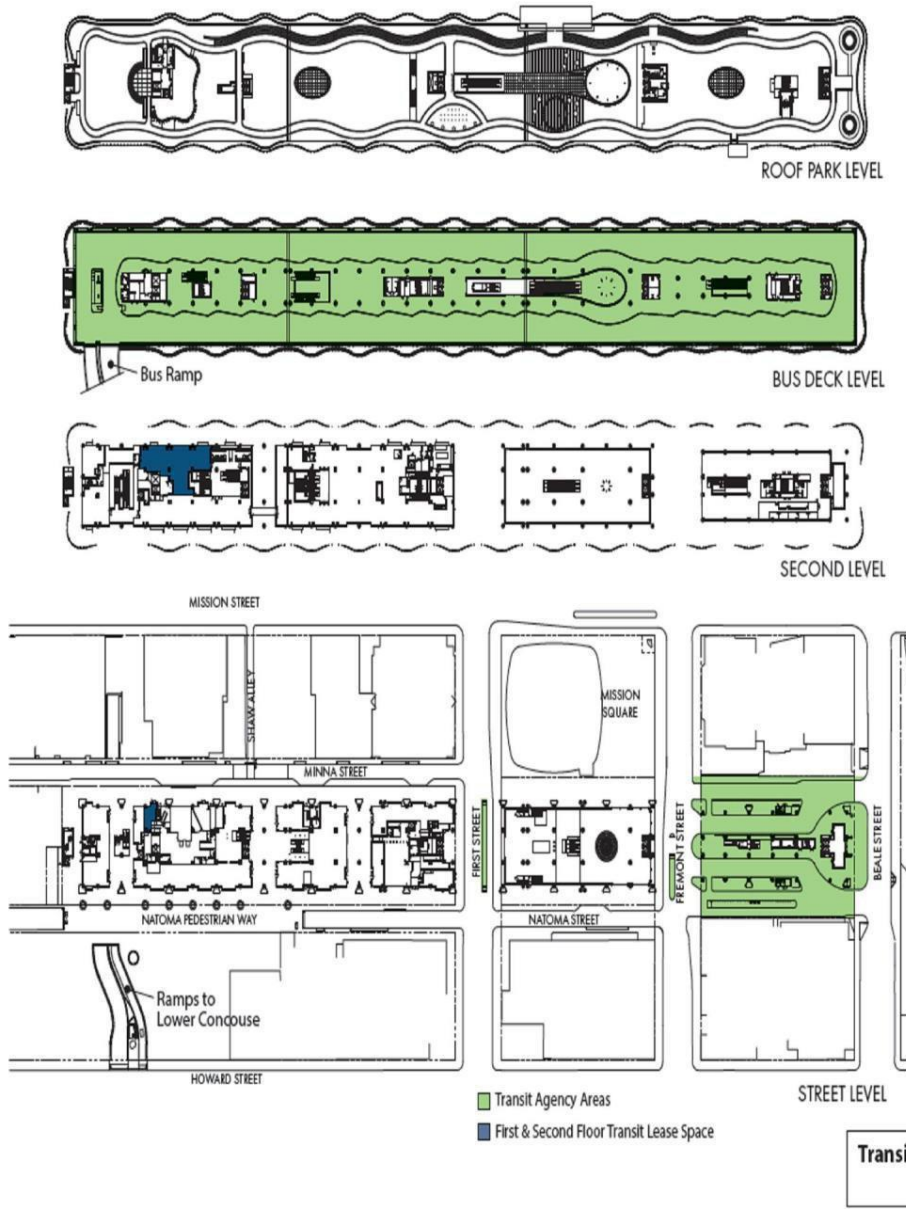
BUS DECK LEVEL

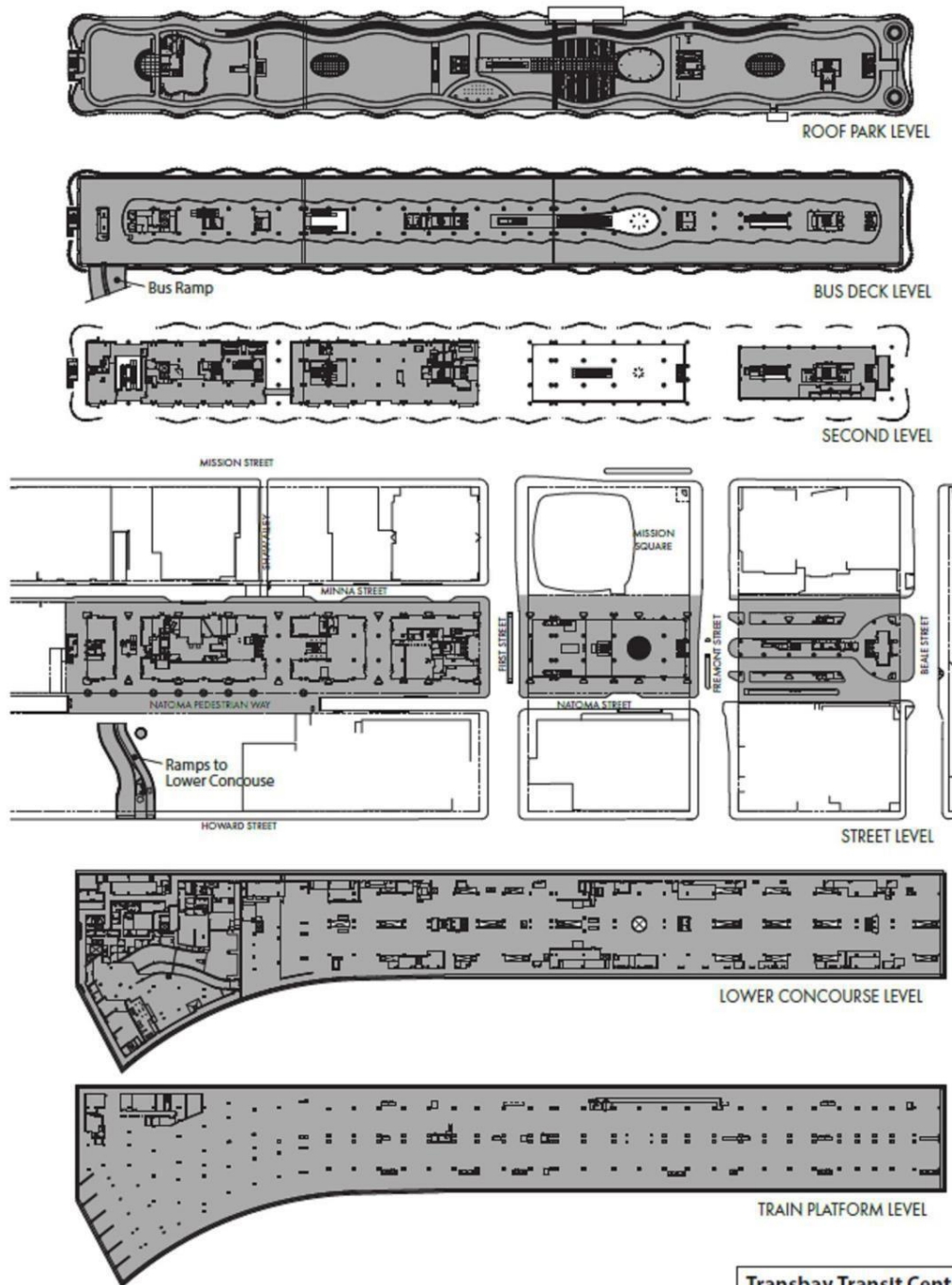
- General Advertising & Other Content
- On Premise Brands & Directory / Transit Info Only
- Directory Only
- New Assets
- Existing Assets with Modifications
- Existing Assets with No Change

**Transit Center Signage**  
 EXHIBIT B-5

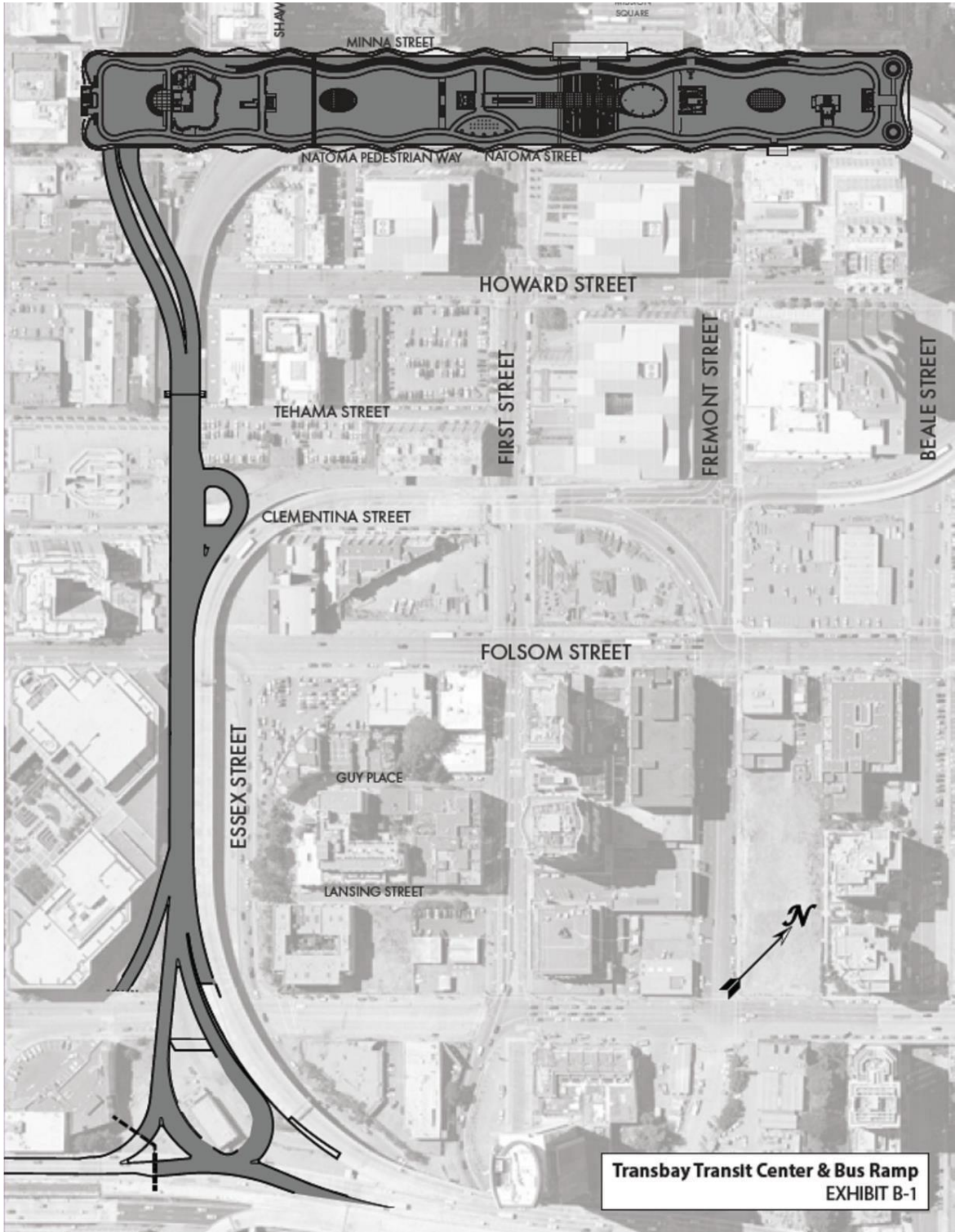


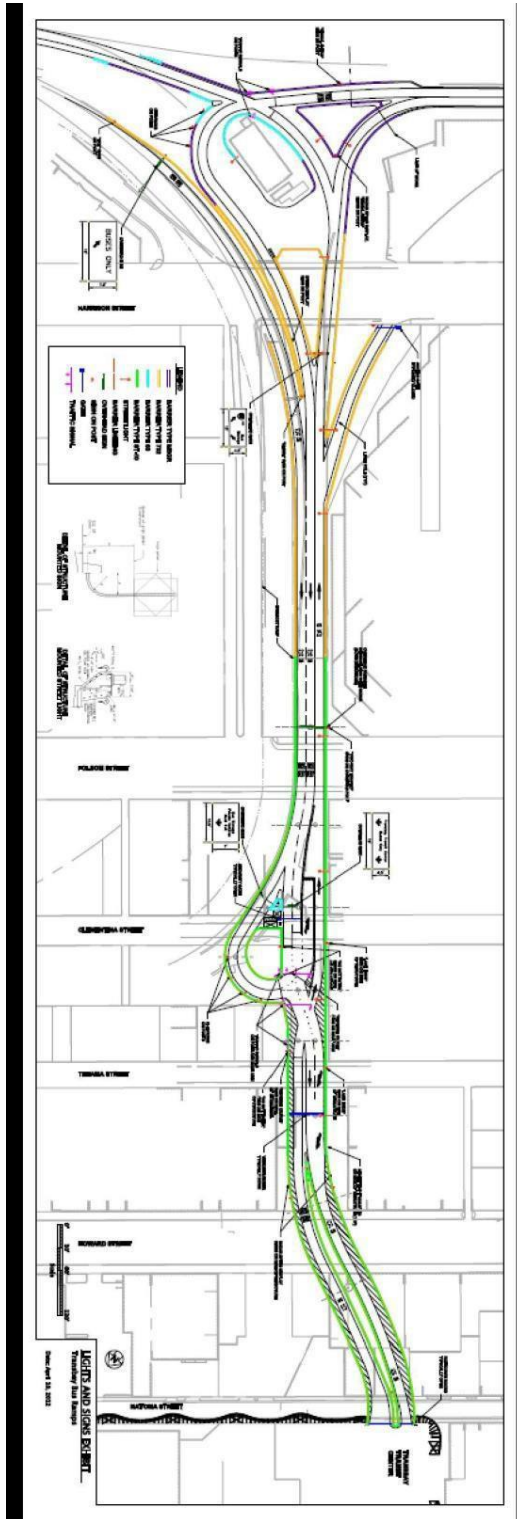






**Transbay Transit Center**  
EXHIBIT B-1







### **Exhibit E - LEED Gold Certification**

TJPA is committed to achieving the goal of LEED Gold Certification for the Transbay Transit Center. The following commitments for the commercial space improvements will contribute toward achievement of this goal:

- Meet the requirements of WEp1 and WEc3 Water Use Reduction by reducing water consumption for regulated plumbing fixtures by at least 35% relative to the baseline allowance calculated per the LEED-CS v2009 Reference Guide. The “base” building uses 1.28 gallons per flush (gpf) high-efficiency waterclosets, 0.125 gpf urinals, 0.5 gallons per minute (gpm) automatic lavatory faucets, and 2.2 gpm kitchen-type faucets. However, because the base building plumbing fixtures do not cover all building users, the owner has recognized that retail tenant space must use fixtures with flow/flush rates equal to or better than those indicated above in order for the CS prerequisite and credit thresholds to be earned.
- If any new HVAC&R equipment is to be installed in retail tenant spaces, mechanical ventilation systems must be designed using the Ventilation Rate Procedure in Section 6.2 of ASHRAE Standard 62.1-2007. Ventilation systems must meet the requirements Sections 4 through 7, Ventilation for Acceptable Indoor Air Quality (with errata but without addenda).
- Meet the requirements of IEQc1 Outdoor Air Delivery Monitoring by ensuring that an airflow measurement device is installed at all outdoor air intakes. The device must measure the minimum outdoor air intake flow with an accuracy of plus or minus 15% of the design minimum outdoor air rate. As installation of an airflow measuring device may be cost prohibitive for some tenants, alternatively, retail tenants may install a carbon dioxide (CO<sub>2</sub>) monitor between 3 and 6 feet above the floor in all occupiable spaces. This is allowable per LEED Interpretation numbers 1830 and 1701, which may be referenced for greater detail. Tenant must configure monitoring equipment to generate an alarm via either a building automation system alarm to the building operator or a visual or audible alert to the space occupants when the airflow values or CO<sub>2</sub> levels vary by 10% or more from the design values
- If any new HVAC&R equipment is to be installed in retail tenant spaces, meet the requirements of EAp3 and EAc4 Fundamental and Enhanced Refrigerant Management by complying with one of the following options:
  - Do not use refrigerants
  - If refrigerants are used, do not use CFC based refrigerants, and ensure HVAC&R equipment complies with standards outlined in the LEED-CS v2009 Rating System.

- If additional fire suppression systems are installed in the retail tenant spaces, meet the requirements of EAc4 Enhanced Refrigerant Management by installing fire suppression systems that do not contain ozone-depleting substances such as CFCs, hydrochlorofluorocarbons (HCFCs) or halons.

## **Exhibit F – Facility Systems Summary**

### **Systems Summary**

- Lighting and daylighting control systems
- Heating, ventilating, and air conditioning (HVAC) systems
  - Air distribution systems
  - Passive ventilation systems
  - Mechanical ventilation system
  - Air circulation
  - Central building automation system
  - Radiant cooling slab
  - Geothermal-heat exchanger system
- Building envelope
- Electrical systems
- Communications
- Fire alarm, fire detection, fire fighting, fire annunciation, and other required fire life safety systems
- Plumbing
  - Domestic cold water system
  - Domestic hot water system
  - Stormwater system
- Sanitary waste system