



**YOUTH AND ADULT SPORTS OFFICIATING SERVICES**

SUBMISSION DEADLINE

BY 3:00PM  
MONDAY, MAY 21, 2018

SUBMIT PROPOSAL TO:

CITY OF NORCO  
Parks, Recreation & Community Services Department  
Recreation Division  
2870 Clark Avenue  
Norco, CA 92860

APPROVED BY: BRIAN K. PETREE, DEPUTY CITY MANAGER

A handwritten signature in black ink, appearing to read 'Brian K. Petree', written over a horizontal line.

## **NOTICE INVITING REQUESTS FOR PROFESSIONAL SERVICES**

**NOTICE IS HEREBY GIVEN** that sealed proposals will be received only by either walk-in or postal service for **Youth and Adult Sports Officiating Services**, no later than **May 21, 2018, 3:00 PM (PST)**, at which time or thereafter said proposals will be reviewed. Proposals received after this time will not be accepted. **Faxes or emails will not be accepted.**

The City of Norco is accepting proposals from qualified firms to provide **Youth and Adult Sports Officiating Services**.

The scope of the **Youth and Adult Sports Officiating Services**, proposals forms and contract documents are hereby referred to and incorporated herein, and made a part hereof by reference and all qualifications must strictly comply therewith. Late submitted qualifications shall not be considered for review.

The City of Norco reserves the right to reject any and all proposals and to waive minor irregularities, to accept any qualifications or portion thereof, and to take all proposals under advisement for a period of ninety (90) days.

Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Labor Code Section 1735 requires that no discrimination be made in the employment of persons because of the race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons, except as provided in Government Code Section 12940. Compliance with the prevailing rates of wages and apprenticeship employment standards established by the State Director of Industrial Relations will be required.

City of Norco hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for the award.

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## INTRODUCTION AND OBJECTIVES

### 1. Introduction

The City of Norco, incorporated as a general law City in 1964 and a Charter City in 2003, is an animal-keeping and equestrian-oriented community situated along the Interstate 15 Freeway in Western Riverside County, CA. The City limits cover an area of approximately 15 square miles, with a population of approximately 27,000 as of October 2015. Residents enjoy over 400 acres of parkland and 95 miles of pedestrian/equestrian trails. Norco is also home to the U.S. Naval Surface Warfare Center, the California Rehabilitation Center and Norco College.

## PROGRAM DESCRIPTION

The City of Norco offers youth and adult sports to the community; the sports programs for contractual services consist of the following:

### Basketball

1. Two (2) Seasons of Youth Basketball (November through March and May through August). The summer and winter co-ed youth basketball seasons are offered at Riley Gym: 3950 Acacia Avenue, Norco, CA 92860. Youth basketball is provided to youth ages 6 -14 years old. This program averages 20-40 teams in the summer season and 25-40 teams in the winter season. The number of games will be dependent on the number of registrants. Summer games are played on week nights and possible Saturday mornings and afternoons. Games are scheduled 1-2 days per week; Fall season are played on week nights and Saturday mornings and afternoons. Games are scheduled 2-3 days per week.
2. Adult Basketball leagues ages 18+ and 35+ and runs continuously throughout year. The program is offered at Riley Gym: 3950 Acacia Avenue, Norco, CA 92860. The City Adult Sports Program for contractual services consists of one sport: Adult Basketball leagues ages 18+ and 35+. This program averages 8-12 teams per season in the adult basketball league. The number of games will be dependent on the number of registrants.

### Volleyball

3. Tournaments two (2) times per year and volleyball camp. Staff is entertaining a youth and co-ed adult league as well at approximately one (1) – two (2) games per week. The number of games will be dependent on the number of registrants. The program is offered at Riley Gym: 3950 Acacia Avenue, Norco, CA 92860.

### Location

The game sites are located within the city of Norco at Riley Gym at 3950 Acacia Dr, Norco, CA 92860.

The City will provide to the Contractor a schedule of games and written notice of the number and type of officials required and location at least ten (10) days prior to the commencement of any game.

The youth basketball season consists of a winter season that will run from late November until the beginning of March. The summer league will run from late May until the end of July. Adult Sports leagues consist of 4 seasons depending on gym availability and are approximately ten to twelve (10-12) weeks in length. Nothing herein will preclude the City from changing the number of weeks, provided the Contractor is given at least ten (10) days' notice prior to the commencement of the applicable season. The City may also choose to conduct other sports leagues.

## **SCOPE OF SERVICES**

The City of Norco will provide to the Contractor with game schedules at least 10 days in advance in order to schedule officials accordingly.

The youth basketball season consists of a winter season that will run from late December until the beginning of March. The summer league will run from late May until the end of July. Adult Sports leagues consist of 4 seasons year round depending on gym availability and are approximately ten to twelve (10-12) weeks in length. Nothing herein will preclude the City from changing the number of weeks, provided the Contractor is given at least ten (10) days' notice prior to the commencement of the applicable season. The City may also choose to conduct other sports leagues.

- A. Schedule, manage, and supervise youth sports officials. Services will include but not be limited to:**
  - 1. Provide youth sports officials;**
    - a. To oversee, regulate and ensure game play is as fair as possible.**
    - b. That arrive on time, begin games on time and competently officiate games with knowledge and experience in order to provide the Norco community with best youth sports environment possible.**
  - 2. Schedule youth sports officials**
    - a. Provide one (1) to two (2) officials per court for each scheduled youth basketball game depending on division.**
      - i. Ability to schedule one(1) - two (2) officials per court for weekday night game times of 6:00pm, 7:00pm and 8:00pm and**
      - ii. Ability to schedule one (1) to two (2) officials per court for weekend game times beginning at 8:00am and the last game beginning no later than 4:00pm**
    - b. Provide one official per court for each scheduled youth/adult volleyball game**
      - i. Ability to schedule one (1) official per court for weekday ~~afternoon~~ games times of 6:00pm, 7:00pm and 8:00pm**
      - ii. Ability to schedule one (1) official per court at weekend games times TBD**
  - 3. Schedule adult sports officials**
    - i. Basketball: Ability to schedule two (2) officials per court for weekday night game times at 6:00pm, 7:00pm, 8:00pm, 9:00pm 10:00pm and 11:00pm.**
    - ii. Volleyball: Ability to schedule one (1) officials per court at weekday games times of 4:00pm, 5:00pm, 6:00pm, 7:00pm and 8:00pm.**
  - 4. All officials must be C.I.F. certified in their respective sport.**
    - a. Certifications must be available upon request**
    - b. The City prefers and insists on having one uniform and appearance and must be professional while officiating**
    - c. Youth Basketball & Adult Basketball**
      - i. Black & White vertical, striped referees shirt, black shoes, black shorts or**

pants and whistle consistent with CIF Uniform Dress Code.

- d. Youth Volleyball
  - i. White collared shirt, navy blue pants, white shoes and whistle
- e. Ensure scheduled officials are familiar with the specific City of Norco “house” rules and regulations and Southern California Municipal Athletic Federation (SCMAF) Rules and enforce them as they present themselves during game play.

- B. Contractor must have at least three (3) years’ experience operating in a municipal youth sports program and at least one (1) municipal youth sports program currently in operation.
- C. Contractor will obtain and continue to maintain, in full force and effect during the term of this contract, all necessary licenses, permits, policies, etc. to include but not be limited to, a general and professional liability insurance policy naming the City of Norco additionally insured with a separate endorsement page in the amount of one million dollars and a City of Norco issued Business License. Contractor must submit a W-9.

Please submit a completed BID PROPOSAL to meet the above criteria and requirements and anything additional as identified in the Scope of Services and Terms and Conditions

### **INSTRUCTIONS TO PROPOSERS**

#### **PROPOSAL TIME SCHEDULE**

- 05-08-18 – RFP Release Date. RFP can be obtained at [www.norco.ca.us](http://www.norco.ca.us) or at:  
City of Norco Department of Parks, Recreation and Community Services Office  
2690 Clark Avenue, Norco CA 92860
- 05-21-18 – Closing Date, proposals due before **3:00 PM, Monday, May 21, 2018.**
- 05-22-18 – Proposal Review
- 05-23-18 – Oral Interviews
- 05-23-18 – Selection of contractor

To be considered responsive to this RFP, Proposers must submit a Proposal in the format identified in this section. All requirements and questions in the RFP must be addressed and all requested data must be supplied. The City reserves the right to request additional information that in City’s opinion is necessary to assure that the Proposer’s competence, number of qualified employees, business organization and financial resources are adequate to perform according to the Contract.

#### **QUESTIONS REGARDING THIS RFP**

Any questions, interpretations, or clarifications, either administrative or technical, about this RFP **must be submitted in writing via email to Recreation Superintendent Michelle Anglin at [manglin@ci.norco.ca.us](mailto:manglin@ci.norco.ca.us)**. All written questions will be answered in writing and conveyed to all Proposers. The person submitting such request will be responsible for its prompt delivery. Should the City find that the point in question is not clearly and fully set forth; the City may issue a written Addendum which will be sent to all RFP holders of record. The City will not be responsible for any other explanation or interpretation of the RFP, or for any oral instructions.

Oral statements concerning the meaning or intent of the contents of this RFP by any person is unauthorized and invalid.

No further questions will be answered prior to the proposal submittal deadline. Any concerns regarding this RFP must be called to the attention of the City prior to the proposal deadline set forth herein.

**All questions and requests for clarifications or interpretations must be submitted prior to May 14, 2018.**

### COMPLETION OF PROPOSAL

Proposals shall be completed in all respects as required by this RFP. A proposal may be rejected if conditional or incomplete, or if it contains any alterations or other irregularities of any kind, and will be rejected if any such defect or irregularity can materially affect the quality of the proposal. Proposals, which contain false or misleading statements, may be rejected. If, in the opinion of the City's Selection Committee, such information was intended to mislead the City in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of this RFP, the proposal will be rejected. Statements made by a Proposer shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

Unauthorized conditions, exemptions, limitations, or provisions attached to a Proposal will render it non-responsive and may cause its rejection.

The Contractor, in responding to this RFP, must submit Proposals in the format identified in this RFP. The Proposal must address all requirements of the RFP even if a "no response" is appropriate.

Costs for developing Proposals are entirely the responsibility of the Proposer and shall not be chargeable to the City.

### DELIVERY/SUBMISSION OF PROPOSALS

**Proposal Due Date/Time: Monday, May 21, 2018 before 3:00 p.m. (by clock in Parks and Recreation office.)**

Deliver RFP in a sealed envelope marked "**RFP - Sports Officials**" to:

City of Norco  
Department of Parks, Recreation and Community Services  
2690 Clark Avenue  
Norco CA 92860

The time and date are fixed and extensions will not be granted. Proposals not received before the bid event time will not be accepted.

### ALTERNATIVE PROPOSALS

Only one proposal is to be submitted by each Proposer. Multiple proposals will result in rejection of all Proposals submitted by Proposer.

### PROPOSAL FORMAT AND CONTENT

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Contractor's demonstrated capability to perform work of this type. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. **EMPHASIS SHOULD BE CONCENTRATED ON COMPLETENESS AND CLARITY OF CONTENT.**

Proposals shall adhere to the following format for organization and content. Proposals must be typed and arranged/divided in the following sequence to facilitate evaluation:

- Cover Letter
- Company Information
- Company Personnel
- Experience and References
- Pricing

### COVER LETTER

The cover letter shall include a brief general statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter should include a brief summary of Contractors' qualifications and Contractors' willingness to enter into a contract under the terms and conditions prescribed by this RFP.

### COMPANY INFORMATION

This section should include contact person information, address and telephone number of the company main office and any branch offices. Any supplemental information that Proposer believes may be pertinent to the selection process may be provided.

### COMPANY PERSONNEL

This section should contain names, contact numbers and description of experience, including licenses and/or certifications, of all key personnel who would be assigned to perform work under the Contract.

### EXPERIENCE AND REFERENCES

Proposers shall be a current Southern California Municipal Athletic Federation (SCMAF) member in good standing and employ only Southern California Municipal Athletic Federation certified **OR** California Interscholastic Federal (CIF) certified officials. Prior to each season of play, Contractor shall submit to the Recreation Services Sports Coordinator a current list of names, addresses, phone numbers and current SCMAF/CIF certification cards for all officials working under Contractors' employment.

The Proposer must include a response to each of the following items in their written proposal:

1. Describe your experience in and knowledge of the Understanding of the Scope of work.
  - a) Responsiveness to the need presented.
  - b) Responsiveness and demonstrated understanding of the proposal price.
  - c) Overall quality of proposal.
2. Technical Response
  - a) Proposed method of performance, including expertise of officials.
  - b) Proposed training and materials provided to officials.
  - c) Proposed method of providing ample officials at league games as well as tournaments.
3. Experience, Reliability and Expertise
  - a) Company experience
  - b) Personnel experience



- c) Experience with SCMAF and CIF rules
- d) The Proposer must have a minimum of two years' experience operating or administering officiating services. Proposers who fail to meet this minimum experience requirement will be rejected as non-responsive.
- e) Background and qualifications of key personnel.
- f) Available capital, and any needed resources to support your operation.
- g) Provide a minimum of three (3) references to contact, to verify past performance.

### Pricing

All proposals submitted shall have a stated dollar bid amount for providing services on a per game basis. Proposals should be based on single game fees for youth basketball, one (1) official per Pee Wee/Instructional division per game; two (2) official per Boys and Girls A, B, C division per game; All proposals can be averaged games per year. Adult basketball should include two (2) officials per game. Volleyball should include one (1) official per match.

The proposed bid amount originally submitted by the contractor can be negotiated by the City and once agreed upon shall be a fixed amount and will remain unchanged for two years.

### 8. EXAMINATION OF RFP AND SITES OF WORK

The Proposer shall carefully examine the RFP and all sites of the work contemplated. The submission of a Proposal shall be conclusive evidence that the Proposer has investigated and is satisfied as to the conditions to be encountered, as to the character, quality, and quantities of work to be performed and materials to be furnished, the difficulties to be encountered, and to the requirements of the Proposal, RFP, and other Contract Documents.

The Proposer hereby certifies that it has: examined the local conditions, read each and every clause of this RFP, included all costs necessary to complete the specified work in its proposed prices, and agrees that if it is awarded the Contract it will make no claim against the City based upon ignorance of local conditions or misunderstanding of any provision of the Contract. Should the conditions turn out otherwise than anticipated by it, the Proposer agrees to assume all risks incident thereto.

### 9. ERRORS AND OMISSIONS

If prior to the date fixed for submission of Proposals, a Proposer discovers any ambiguity, conflict, discrepancy, omission or other errors in this RFP or any of its appendices or exhibits, s/he shall immediately notify the City of such error in writing and request modification or clarification of the document. Modifications shall be made by written addenda to the RFP.

Any clarifications to this RFP by City shall be given by written notice to all parties who have been furnished or who have requested an RFP.

If Proposer fails to notify the City, prior to the date fixed for submissions of Proposals, of an error in the RFP known to Proposer, or an error that reasonably should have been known to Proposer, Proposer shall submit its Proposal at his/her own risk, and if Proposer is awarded a Contract, Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

### 10. ADDENDA TO PROPOSAL

The City may modify this RFP, any of its key actions, dates, or any of its attachments, prior to the date fixed for submission of Proposals by electronic issuance of an addendum to all parties who have been furnished the RFP. **Proposer shall acknowledge receipt of all addenda in their Proposal.**

Any Addenda issued during the time for submission of proposals will be made a part of the Agreement.

11. EXECUTION OF PROPOSAL

The full name, business address, zip code, email address and business telephone number (with area code) of the individual, partnership, joint venture, or corporation submitting a Proposal shall be typewritten or legibly printed on the Proposal. The Proposer shall ensure that the proposal is signed by an authorized signatory. No stamped or facsimile signatures will be accepted.

An individual submitting a Proposal shall sign and give his or her full name and address.

A partner shall sign for a partnership and the names, titles and addresses of all partners shall be given.

An authorized corporate officer shall sign for a corporation, with corporate seal affixed, and the names, titles and addresses of all officers of the corporation shall be given. A signature other than a corporate officer's will be accepted if an authenticated power of attorney or corporate resolution is attached.

12. WITHDRAWAL OF PROPOSAL

A Proposal may be withdrawn after its submission by written or facsimile request signed by the Proposer or authorized representative, prior to the time and date specified for proposal submission herein stated in the above schedule. Proposals may be withdrawn and resubmitted in the same manner if done so before the proposal submission deadline. Withdrawal or modification offered in any other manner will not be considered.

13. PROPOSALS BECOME THE PROPERTY OF THE CITY

Proposals become the property of the City and information contained therein shall become public documents subject to disclosure laws after a contract is awarded. The City reserves the right to make use of any information or idea contained in the Proposal.

Proposer must notify the City in advance of any proprietary or confidential materials contained in the Proposal and provide justification for not making such material public. The City shall have sole discretion to disclose or not disclose such material subject to any protective order that Proposer may obtain.

All materials, ideas and formats submitted in response to this RFP will become the property of the City on receipt.

14. EVALUATION OF PROPOSALS

A committee of at least two members of the City's Parks, Recreation and Community Services Department, and the Purchasing Services Manager will evaluate all Proposals, with final recommendations presented to the Deputy City Manager.

All Proposals shall be reviewed to verify that the Proposer has met the minimum requirements as stated in this RFP. Proposals that have not followed the rules, do not meet minimum content and quality standards, or do not provide references will be rejected as non-responsive.

Proposers will be evaluated on the basis of the following criteria:

- a. Qualifications experience of proposer
- b. Cost to City

- c. Reasonable, viable, financial return to the department in the form of proposed compensation terms
- d. Exceptions to Sample Agreements

Interviews will be scheduled May 23, 2018. TBD based on number of submittals.

15. REJECTION OF PROPOSALS

The City may reject any/or all Proposals and may waive any deviation in a Proposal. The City's waiver of an immaterial defect shall in no way modify this RFP or excuse the Proposer from full compliance with this RFP and/or the Contract Documents if awarded the Contract. Proposals that include terms and conditions other than City's terms and conditions may be rejected as being non-responsive. The City may make investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the City all such information and data for this purpose as requested by the City. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the City that such Proposer is properly qualified to carry out the obligations of the Agreement and to complete the work described herein.

16. AWARD OF CONTRACT

Award of Contract or rejection of Proposals will be made by the City by May 24, 2018. The City reserves the right to reject any and/or all Proposals submitted in response to this RFP in the best interest of the City. The City further reserves the right to waive any informalities or irregularities in the Proposals. The City reserves the right to reduce the scope and/or number of basketball games without penalty. The City shall not be liable for any cost incurred in connection with the preparation and submittal of any Proposal.

Award, if any, will be to the Proposer whose Proposal best complies with all of the requirements of this RFP.

17. CONTRACT TERM

The term of the Agreement may extend for a period of one (1) year. The initial term of the Agreement shall be from June 1, 2018 through May 30, 2019. At the option of the City, the Agreement may be extended for two additional one-year terms based upon acceptable performance by the Contractor, acceptable fees and subject to the same terms and conditions of the Agreement.

Pricing is to remain firm for the initial contract term.

18. CONTRACT DOCUMENTS - PRECEDENCE

In submitting a Proposal, the Proposer agrees to enter into an Agreement with the City. In the event of a conflict exists between documents the following order of precedence shall apply:

- Agreement
- City of Norco's Request For Proposals
- Contractors Response to the Request For Proposals

19. EXECUTION OF AGREEMENT

After contract award, the following Contract Documents shall be signed and returned to the City's Recreation Superintendent within 7 calendar days from the date the City mails, or by other means delivers said documents to Contractor:

- A. Duplicate (2) originals of the Agreement in the form included herein, properly executed by Contractor.
- B. The Contractor shall maintain at least \$1,000,000 Commercial General Liability and Automobile Insurance as required to insure Contractor against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by anyone directly or indirectly employed by, connected with, or acting on behalf of contractor. The City of Norco, its officers, agents, volunteers and employees, shall be named as an additional insured on the certificate of insurance and additional insured endorsement shall be provided. All required insurance policies shall have a 30-day notice provision to the City prior to cancellation.
- C. The Contractor must obtain a City of Norco Business License.
- D. The Contractor must fill out and submit a W-9 form.
- E. The Contractor must fill out and submit a Vendor Form.

In any event that the fourteenth calendar day falls on Saturday, Sunday, a legal holiday for the State of California, or on days when City Hall is closed, the Contract Documents shall be delivered by the following working day. City of Norco City Hall front counter hours are Monday through Thursday 8pm to 6pm.

No Agreement shall be binding upon the City until all documents are fully executed by the contractor and the City.

20. FAILURE TO EXECUTE THE AGREEMENT

Failure to execute the Agreement and furnish the required license and insurance within the required time period shall be just cause for the recession of the award and the forfeiture of the Proposal Guaranty. If the successful Proposer refuses or fails to execute the Agreement, the City may award the Agreement to the next qualified Proposer.

21. CANCELLATION

The City retains the right to cancel this RFP at any time, should it be deemed to be in the best interest of the City. No obligation either expressed or implied exists on the part of the City to make an award based on the submission of any proposals.