



Request for Proposals

for

**Design and Installation Services
of HVAC System**

Date of Issuance: April 22, 2026

Conejo Recreation and Park District
Parks and Planning Division
403 W. Hillcrest Drive
Thousand Oaks, CA 91360

Notice Requesting Proposals/Qualifications for

DESIGN AND INSTALLATION SERVICES OF HVAC SYSTEM

The Conejo Recreation and Park District is requesting sealed proposals for **DESIGN AND INSTALLATION SERVICES OF HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM AT 401 and 403 W. HILLCREST DRIVE**. All proposals must be received by the Parks and Planning Division by **5:00pm on Monday, June 15, 2026**. Proposals will not be opened publicly. Proposals received after said time will not be considered. Four copies of each proposal shall be submitted to:

Patrick Belavic, Park Superintendent
Parks and Planning Division
Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, California 91360

Proposals must be submitted in a sealed envelope plainly marked with the proposal title, PROPOSER name, and time and date of the proposal opening. The Request for Proposal package can be obtained at **www.crpdpd.org/RFP**.

A mandatory job walk will be held at 11:00am on Monday, May 18, 2026 at 403 W. Hillcrest Dr., Thousand Oaks, CA 91360

Questions and requests for additional information should be directed to Patrick Belavic at (805) 495-6471 or **pbelavic@crpd.org**.

DESIGN AND INSTALLATION SERVICES OF HVAC SYSTEM AT 401 AND 403 W. HILLCREST
Request for Proposals/Qualifications

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DESIGN AND INSTALLATION SERVICES OF HVAC SYSTEM AT 401 AND 403 W. HILLCREST

Request for Proposals/Qualifications

Section A

DESCRIPTION OF WORK

BACKGROUND INFORMATION

The Conejo Recreation and Park District (CRPD) was established in the Conejo Valley in 1963. Today, the District provides services to 135,000 residents in Thousand Oaks, Newbury Park, and the Ventura County portion of Westlake Village. An elected five-member Board of Directors is responsible for a comprehensive park and recreation service system, which includes over 50 parks, 8 recreation centers, and more than 5,500 programs encompassing all ages and areas of interest.

The buildings at 401 and 403 W. Hillcrest Drive were developed in the early 1970's and opened in 1973, serving as Thousand Oaks City Hall and CRPD Administration offices. In 1985, both the City and CRPD vacated the property due to space constraints and asbestos remediation work. In the Fall of 2002, CRPD reoccupied the 403 W. Hillcrest Building.

401 W. Hillcrest is approximately 21,000 square feet of office space (and recently served as headquarters for the National Park Service–Santa Monica Mountains National Recreation Area). The building at 403 W. Hillcrest is approximately 34,000 square feet, consisting of 10,000 square feet of office space and 24,000 square feet of community center space known as the Hillcrest Center for the Arts (HCFA), including dance/exercise studio space, a black box theatre, and specialty back-of-house space to support the theatre.

The Conejo Recreation and Park District is requesting proposals/qualifications to provide **DESIGN AND INSTALLATION SERVICES OF HVAC SYSTEM AT 401 AND 403 W. HILLCREST DRIVE**. The purpose of this request is to invite qualified HVAC service providers to submit proposals to provide design and installation services for the HVAC system at 401 and 403 W. Hillcrest Drive.

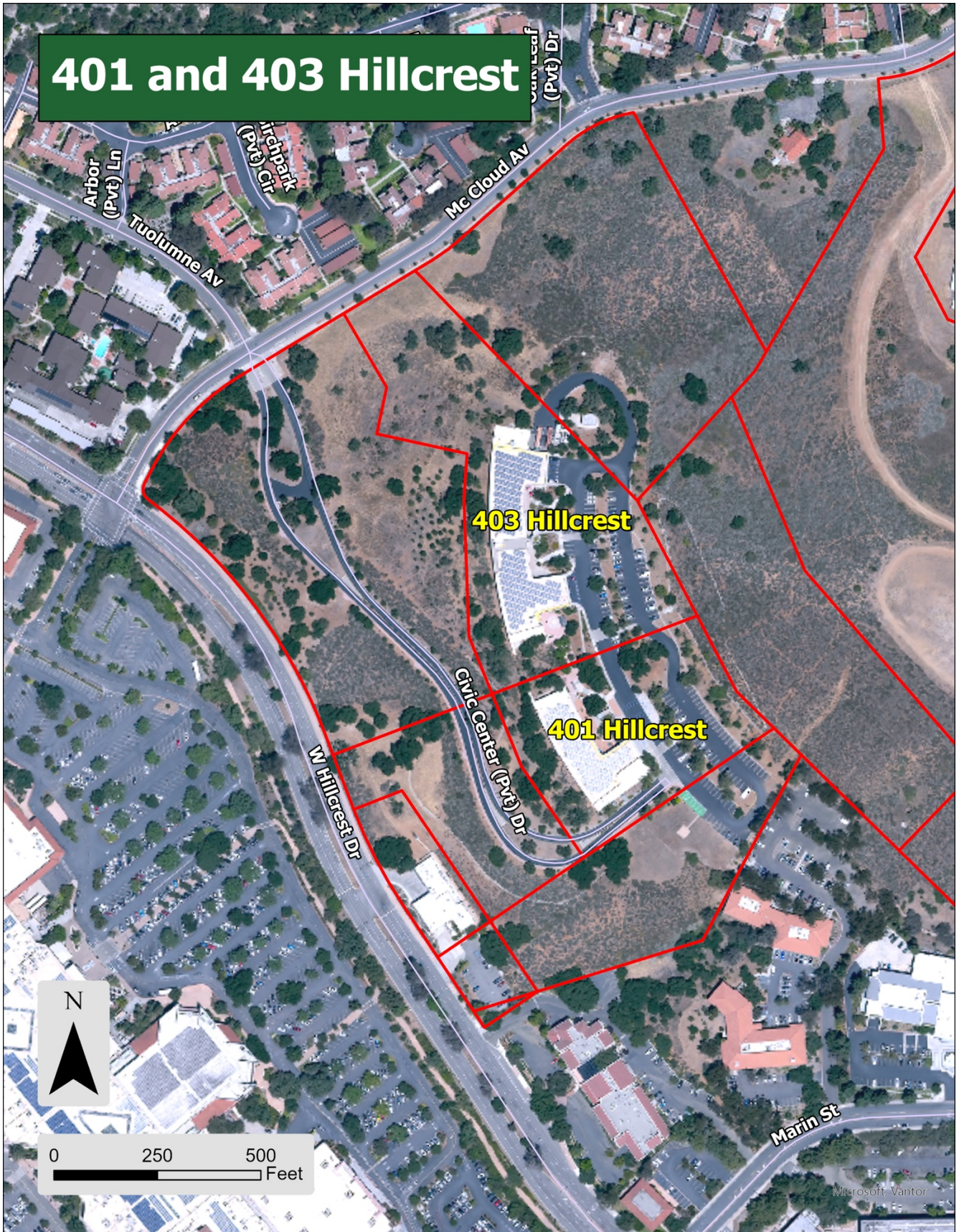
The District requests the services of an HVAC services provider to work with District representatives to provide services for each building's systems, including, but not limited to: existing system assessment; design of rehabilitated or replacement system components (in whole or in part); permitting as required; removal/disposal of existing equipment; provide new equipment; and installation services of equipment for a fully functioning system.

Coordinate efforts with regulatory agencies, such as the City of Thousand Oaks.

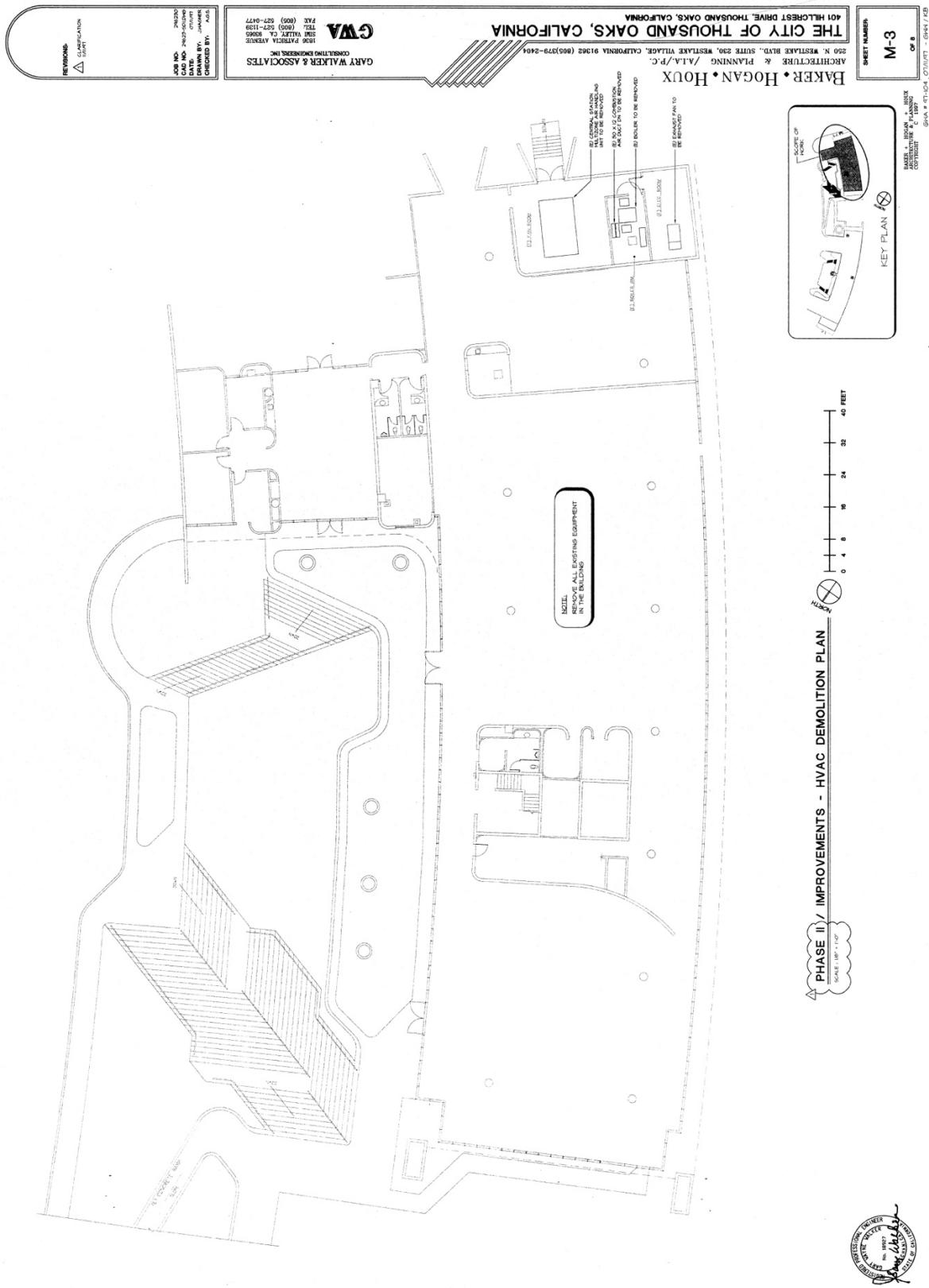
The District reserves the right to negotiate the scope of work and cost of each proposed area with the successful proposer.

The HVAC services provider must comply with all current Conejo Recreation and Park District and other applicable safety regulations.

Section A - BACKGROUND INFORMATION



Section A – GENERAL SCOPE OF WORK – 401 FLOORPLAN



REVISIONS
DATE
BY

GARY WALKER & ASSOCIATES
CONSULTING ENGINEERS, INC.
1500 PARKWAY PARKWAY
SUNNYVALE, CA 95086
TEL: (925) 527-1139
FAX: (925) 527-0177

GWA

THE CITY OF THOUSAND OAKS, CALIFORNIA
401 HILLCREST DRIVE, THOUSAND OAKS, CALIFORNIA
ARCHITECTURE & PLANNING /A/A/P.C.
200 N. WESTLAKE BLVD., SUITE 200, WESTLAKE VILLAGE, CALIFORNIA 91362 (805) 779-2404

BAKER • HOGAN • HOU
ARCHITECTS
200 N. WESTLAKE BLVD., SUITE 200, WESTLAKE VILLAGE, CALIFORNIA 91362 (805) 779-2404

SHEET NUMBER
M-3
OF 8

KEY PLAN

PHASE II / IMPROVEMENTS - HVAC DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

MEEL - ALL EXISTING EQUIPMENT IN THE BUILDING

0 4 8 16 24 32 40 FEET

Section A – GENERAL SCOPE OF WORK – 401 FLOORPLAN

309X-R134A AIRCOOLED CHILLERS

POINT	ANALOG		DIGIT		SYSTEM FEATURES	
	ANALOG	DIGIT	ANALOG	DIGIT	ANALOG	DIGIT
CHILLER STATUS						
CHILLER PRESSURE						
CHILLER TEMPERATURE						
CHILLER FLOW						
CHILLER VIBRATION						
CHILLER OIL LEVEL						
CHILLER OIL PRESSURE						
CHILLER OIL TEMPERATURE						
CHILLER OIL VISCOSITY						
CHILLER OIL QUALITY						
CHILLER OIL LEVEL (LOW)						
CHILLER OIL LEVEL (HIGH)						
CHILLER OIL LEVEL (CRITICAL)						
CHILLER OIL LEVEL (EMERGENCY)						
CHILLER OIL LEVEL (SHUTDOWN)						
CHILLER OIL LEVEL (RESTART)						
CHILLER OIL LEVEL (ALARM)						
CHILLER OIL LEVEL (STOP)						
CHILLER OIL LEVEL (RESET)						
CHILLER OIL LEVEL (TEST)						
CHILLER OIL LEVEL (CALIBRATE)						
CHILLER OIL LEVEL (ZERO)						
CHILLER OIL LEVEL (MAX)						
CHILLER OIL LEVEL (MIN)						
CHILLER OIL LEVEL (TYP)						
CHILLER OIL LEVEL (RANGE)						
CHILLER OIL LEVEL (UNIT)						
CHILLER OIL LEVEL (SCALE)						
CHILLER OIL LEVEL (OFFSET)						
CHILLER OIL LEVEL (MULTIPLY)						
CHILLER OIL LEVEL (DIVIDE)						
CHILLER OIL LEVEL (SIGNAL)						
CHILLER OIL LEVEL (ADDRESS)						
CHILLER OIL LEVEL (DATA)						
CHILLER OIL LEVEL (COMMAND)						
CHILLER OIL LEVEL (RESPONSE)						
CHILLER OIL LEVEL (ERROR)						
CHILLER OIL LEVEL (MESSAGE)						
CHILLER OIL LEVEL (STATUS)						
CHILLER OIL LEVEL (MODE)						
CHILLER OIL LEVEL (PARAMETER)						
CHILLER OIL LEVEL (SETTING)						
CHILLER OIL LEVEL (VALUE)						
CHILLER OIL LEVEL (LIMIT)						
CHILLER OIL LEVEL (TOLERANCE)						
CHILLER OIL LEVEL (PRECISION)						
CHILLER OIL LEVEL (ACCURACY)						
CHILLER OIL LEVEL (REPEATABILITY)						
CHILLER OIL LEVEL (STABILITY)						
CHILLER OIL LEVEL (DRIFT)						
CHILLER OIL LEVEL (BIAS)						
CHILLER OIL LEVEL (NOISE)						
CHILLER OIL LEVEL (INTERFERENCE)						
CHILLER OIL LEVEL (EMISSION)						
CHILLER OIL LEVEL (SUSCEPTIBILITY)						
CHILLER OIL LEVEL (IMMUNITY)						
CHILLER OIL LEVEL (COMPLIANCE)						
CHILLER OIL LEVEL (CERTIFICATION)						
CHILLER OIL LEVEL (CONFORMANCE)						
CHILLER OIL LEVEL (ADHERENCE)						
CHILLER OIL LEVEL (OBSERVANCE)						
CHILLER OIL LEVEL (COMPLIANCE)						
CHILLER OIL LEVEL (CONFORMANCE)						
CHILLER OIL LEVEL (ADHERENCE)						
CHILLER OIL LEVEL (OBSERVANCE)						

35DV VAV BOXES POINTS LIST

POINT	ANALOG		DIGIT		SYSTEM FEATURES	
	ANALOG	DIGIT	ANALOG	DIGIT	ANALOG	DIGIT
VAV BOX STATUS						
VAV BOX PRESSURE						
VAV BOX TEMPERATURE						
VAV BOX FLOW						
VAV BOX VIBRATION						
VAV BOX OIL LEVEL						
VAV BOX OIL PRESSURE						
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VAV BOX OIL LEVEL (LOW)						
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VAV BOX OIL LEVEL (CONFORMANCE)						
VAV BOX OIL LEVEL (ADHERENCE)						
VAV BOX OIL LEVEL (OBSERVANCE)						

6 EMS SYSTEM COMPUTER HARDWARE

NOT TO SCALE

7 'P-1' & '2' WIRING DIAGRAM

NOT TO SCALE

3 NOT USED

NOT TO SCALE

4 CHILLER WIRING DIAG.

NOT TO SCALE

5 VAV BOX CONTROL DIAGRAM

NOT TO SCALE

8 35DV UNIT WITH VVT / EDVAV CONTROLS

NOT TO SCALE

1 NOT USED

NOT TO SCALE

2 'P-1' & '2' WIRING DIAGRAM

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NOT TO SCALE

4 CHILLER WIRING DIAG.

NOT TO SCALE

5 VAV BOX CONTROL DIAGRAM

NOT TO SCALE

Section A – GENERAL SCOPE OF WORK – 403 FLOORPLAN – NORTH WING



VAV BOX SCHEDULE

NUMBER	BOX NO.	SIZE	HEATING COIL		VAV BOX		REMARKS
			MAX	MIN	INLET	OUTLET	
1	101	18"	18"	18"	18"	18"	INT. DATA MODELLING VALUE (1)
2	102	18"	18"	18"	18"	18"	SEE PLAN (1)
3	103	18"	18"	18"	18"	18"	SEE PLAN (1)
4	104	18"	18"	18"	18"	18"	SEE PLAN (1)
5	105	18"	18"	18"	18"	18"	SEE PLAN (1)
6	106	18"	18"	18"	18"	18"	SEE PLAN (1)
7	107	18"	18"	18"	18"	18"	SEE PLAN (1)
8	108	18"	18"	18"	18"	18"	SEE PLAN (1)
9	109	18"	18"	18"	18"	18"	SEE PLAN (1)
10	110	18"	18"	18"	18"	18"	SEE PLAN (1)

- PROVIDE VAV BOXES FOR THE FOLLOWING ROOMS AND AIR TERMINAL UNIT
- INSTALL VAV BOXES AND AIR TERMINAL UNITS IN ACCORDANCE WITH THE FOLLOWING NOTES
- BOXES SHALL BE INSTALLED IN AREAS OF NORMAL OPEN
- PROVIDE VAV BOXES AND AIR TERMINAL UNITS WITH 1/2" AIR FILTERS AS SHOWN
- PROVIDE VAV BOXES AND AIR TERMINAL UNITS WITH 1/2" AIR FILTERS AS SHOWN
- PROVIDE VAV BOXES AND AIR TERMINAL UNITS WITH 1/2" AIR FILTERS AS SHOWN
- CONTRACTOR SHALL LEAVE SYSTEMS IN TEST AND TIGHT CONDITION
- PROVIDE VAV BOXES AND AIR TERMINAL UNITS WITH 1/2" AIR FILTERS AS SHOWN
- PROVIDE VAV BOXES AND AIR TERMINAL UNITS WITH 1/2" AIR FILTERS AS SHOWN
- PROVIDE VAV BOXES AND AIR TERMINAL UNITS WITH 1/2" AIR FILTERS AS SHOWN

Donald J. Anderson, Registered Professional Engineer
 License No. 90059, State of Michigan
 Mechanical Engineering
 1000 Woodward Ave., Suite 1000
 Detroit, MI 48226
 313.963.1234

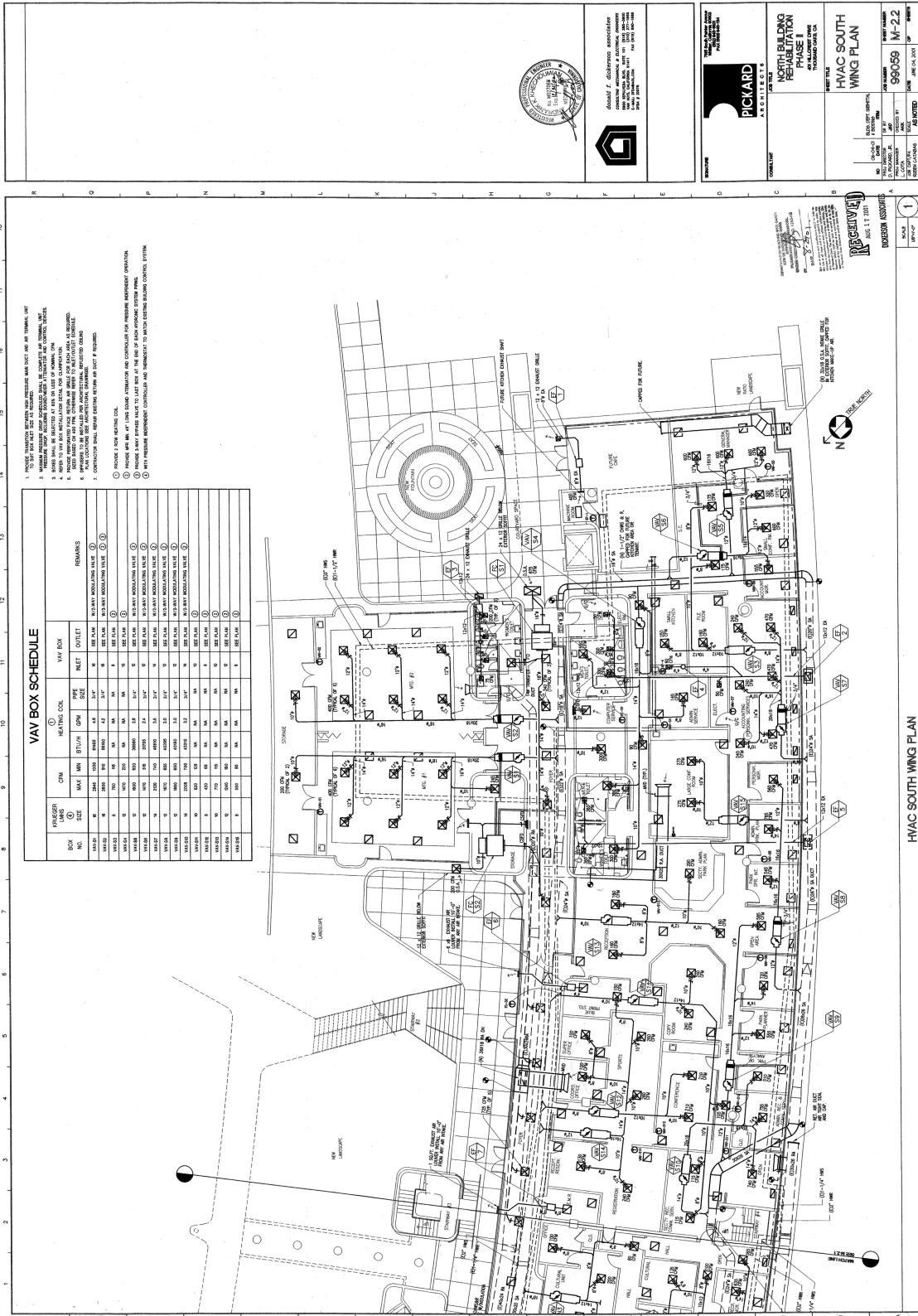
PICKARD
 GROUP

**NORTH BUILDING
 REVISION
 PHASE 1
 MECHANICAL**

**HVAC NORTH
 WING PLAN**

PROJECT NO. 90059
 DRAWING NO. M-21
 DATE: JAN 20, 2011

Section A – GENERAL SCOPE OF WORK – 403 FLOORPLAN – SOUTH WING



PICKARD ARCHITECTS

ARCHITECTS

1000 WEST 10TH AVENUE
DENVER, CO 80202
TEL: 303.733.1100
WWW.PICKARDARCHITECTS.COM

MECHANICAL BUILDING PENETRATION PHASE I

DATE: 08/14/2013

PROJECT: 990059 | M-3.1

SCALE: AS NOTED

DESIGN AND INSTALLATION SERVICES OF HVAC SYSTEM AT 401 AND 403 W. HILLCREST

Request for Proposals/Qualifications Section B

TERMS AND CONDITIONS

PROPOSAL REQUIREMENTS

Requirement to Meet All Provisions. Each individual or firm submitting a proposal (PROPOSER) shall meet all of the terms and conditions specified in this Request for Proposals/Qualifications (RFP). By virtue of its proposal submittal, the PROPOSER acknowledges agreement with and acceptance of all provisions of the RFP specifications. Each proposal should contain the following:

- A. Cover Letter
- B. Explanation of how PROPOSER views the assignment.

Proposer must describe in detail how he will meet the requirements of this RFP and may provide additional related information with his proposal. The proposal should be presented in a format that corresponds to and references the sections outlined in the Specification or Scope of Work, and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed. The proposal should be straightforward and concise, and provide "layman's" explanations of the technical terms used. Emphasis should be placed on conforming to the RFP instructions, meeting the RFP requirements, and providing a complete and clear description of the offer. If a complete response cannot be provided without referencing supporting documentation, you must include that documentation with the proposal and indicate where the supplemental information can be found.

Proposals must include all proposed terms and conditions, including, without limitation, written warranties, maintenance/service agreements, license agreements, and lease purchase agreements. The omission of these documents renders a proposal non-responsive. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

The District is not liable for any costs incurred by Proposers before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Proposer in responding to the RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the Agency.

- C. Preliminary sketches and plans of your ideas for the proposed improvements.
- D. Tentative schedule by phase and tasks to be completed.
- E. Estimated hours for PROPOSER staff in performing each phase of the work, including sub-consultants.
- F. Services and data to be provided by Conejo Recreation & Park District.

G. Proposer Qualifications

Firms wishing to be considered for this Request for Proposal (RFP) must meet and/or provide the following criteria/information:

- **FIRM LOCATION.** Have a location in California sufficiently convenient to allow for reasonable coordination of the assignment with District staff, and reasonable accessibility for meetings, visits, and work at the Park District facilities.
- **FIRM TECHNICAL EXPERTISE.** Have technical expertise/familiarity with large-scale commercial HVAC systems.
- **FIRM EXPERIENCE WORKING WITH COMMUNITIES.** Have experience in working with communities that have very high levels of community/citizen participation.
- **FIRM SECURITY.** Have the ability to provide security on the job to protect against vandalism, including check-up and remedial work.
- **FIRM CONTRACTOR LICENSE.** Have appropriate contractor license(s).
- **FIRM BACKGROUND.** Provide background and experience of staff members who will participate and contribute to this assignment. Please provide for key staff members.
- **FIRM DISQUALIFICATION.** Provide a statement and explanation of any instances where PROPOSER has been removed from a project and/or disqualified from proposing on a project.

H. Department of Industrial Relations Requirements (Certification attached)

- All persons performing work shall be paid not less than the general prevailing rate of per diem wages as determined by the California Department of Industrial Relations, Pursuant to Section 1773 of the Labor Code. A copy of the prevailing per diem wage rate shall be posted at the job site.
- No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

- Labor Code section 1777.5 requires the use of qualified apprentices by all trades, regardless of the dollar amount of their portion of the work, on public works contracts over \$30,000. Apprentices shall be used at no less than the ratio required by law, and shall be paid at the prevailing wage for apprentices in the trade for which they are registered. It is the Contractor/Consultant's sole responsibility to ensure that they and their subcontractors comply with the specific requirements of section 1777.5.

I. Client References

PROPOSER is required to provide a relevant list of client references. A minimum of three references should be included in the proposal, including the following information:

- Client name, address, telephone number, email address. If the client is not a local government, please indicate the type of business.

J. Non-Collusion Affidavit (attached)

K. Worker's Compensation Certificate (attached)

L. Iran Contracting Act Certification (attached)

M. Any other information which would assist the District in making this contract award decision

PROPOSAL SUBMITTAL

Four copies of each proposal shall be enclosed in an envelope, which shall be sealed and addressed to:

Patrick Belavic, Park Superintendent
Parks and Planning Division
Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, California 91360

To avoid premature opening, the proposal should be clearly labeled with:

- Proposal title
- Name and address of PROPOSER
- Date and time of proposal opening

Fax and/or email proposals will not be accepted.

PROPOSAL REVIEW PROCESS

Proposals will be evaluated by a review committee using a two-phase selection and contract award process as follows:

Phase 1 Written Proposal Review/Finalist Candidates Selection

A group of finalist candidates will be selected based on the following criteria, as evidenced in their written proposals:

1. Understanding of the work required by the District.
2. Quality, clarity, and responsiveness of proposal.
3. Demonstrated competence and professional qualifications necessary for successfully performing work required by the District.
4. Recent experience in successfully performing similar services.
5. References.
6. Background and experience of specific individuals to be assigned to this project.
7. Proposed services pricing (including any insurance, performance/payment bond costs).

Phase 2 Oral Presentations/Interviews and Selection

Finalist candidates may be invited to present to the review committee and answer questions about their proposals. The purpose of this second phase is two-fold: to present the organization to the District, and to clarify and resolve any outstanding questions or issues about the proposal. After evaluating the proposals and discussing them further with the finalists or the tentatively selected contractor, the District reserves the right to negotiate the proposed work scope and/or the method and amount of compensation.

The contract award will be based on a combination of factors that represent the best overall value for completing the work scope, as determined by the District, including the written proposal criteria described above, results of background and reference checks, results from the interviews and presentations phase, and proposed compensation. The District reserves the right to reject all proposals and not award a contract.

PROPOSAL REVIEW AND AWARD SCHEDULE

The following is an outline of the anticipated schedule for proposal review and contract award:

Issue RFP	04/27/26
Mandatory Job Walk	05/18/26
Deadline for Questions	06/08/26
Receive proposals	06/16/26
Complete proposal evaluation	06/22/26
Conduct finalist interviews	Week of 06/22/26
Award contract at Board of Directors meeting	06/25/26
Execute contract	07/01/26

OTHER TERMS AND CONDITIONS

Proposal Withdrawal and Opening. A PROPOSER may withdraw the proposal, without prejudice, prior to the time specified for the proposal opening, by submitting a written request to the Project Manager to withdraw. In this event, the proposal will be returned to the PROPOSER unopened. No proposal received after the time specified or at any place other than that stated in the "Notice Inviting Bids/Requesting Proposals" will be considered. All proposals will be opened and noted on a log.

Submittal of One Proposal Only. No individual or business entity of any kind shall be allowed to make or file, or to be interested in more than one proposal, except an alternative proposal when specifically requested; however, an individual or business entity which has submitted a sub-proposal to a PROPOSER submitting a proposal, or who has quoted prices on materials to such PROPOSER, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other PROPOSERS submitting proposals.

Attendance at Meetings and Hearings. Contractor shall attend as many "working" meetings with staff as necessary in performing work scope tasks.

Additional Work. The District may require additional work to be performed at a negotiated cost with the Contractor.

Ownership of Materials. All original drawings, plan documents, and other materials prepared by or in possession of the Contractor as part of the work or services under these specifications shall become permanent property of the District. They shall be delivered to the District upon demand.

Release of Reports and Information. Any reports, information, data, or other material given to, prepared by, or assembled by Contractor as part of the work or services under these specifications shall be the property of the District. It shall not be made available to any individual or organization by Contractor without the prior written approval of the District.

Copies of Reports and Information. If the District requests additional copies of reports, drawings, specifications, or any other material in addition to what Contractor is required to furnish in limited quantities as part of the work or services under these specifications, Contractor shall provide such additional copies as requested. The District shall compensate the Contractor for the costs of duplicating such copies at Contractor's direct expense.

Deletion of Work. The District may, at its sole discretion and with 30 days' notice to Contractor, modify the scope of work by deleting portions of the contract.

CONTRACT AWARD AND EXECUTION

Proposal Retention and Award. The District reserves the right to retain all proposals for 90 days for examination and comparison. The District also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations. The District reserves the right to award the contract to multiple contractors.

Competency and Responsibility of PROPOSER. The District reserves full discretion to determine the competence and responsibility, professionally and/or financially, of PROPOSER. PROPOSER will provide, in a timely manner, any and all information that the District deems necessary to make such a decision.

Services Agreement Requirement. The PROPOSER to whom the award is made (Contractor) shall execute a written Services Agreement with the District within ten (10) calendar days after notice of the award has been mailed to the address given in the PROPOSER's proposal. A copy of the District's Standard Services Agreement can be found in Section C. The Agreement shall be made in the form adopted by the District and incorporated in these specifications.

Insurance Requirements. The Contractor shall provide proof of insurance in the form, coverages, and amounts specified in the sample Professional Services Agreement of these specifications within 10 (ten) calendar days after notice of contract award as a precondition to contract execution. **Note: Any exception to the insurance requirements will require the approval of the District.**

Business Tax. The Contractor must have a valid Business Tax Certificate prior to execution of the contract.

Utilization of Services. The District reserves right to utilize services of the contractor as per the scope of the services agreement on an as needed/requested basis by the District. The District reserves the right to utilize another contractor to perform similar services at any time.

COMMUNICATIONS

Any questions, interpretations, or clarifications with respect to RFP are welcome and should be directed to:

Patrick Belavic, Park Superintendent
Parks and Planning Division
Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, California 91360
Phone: (805) 495-6471
Fax: (805) 497-3199
E-mail: pbelavic@crpd.org

Please submit all communications in email form by **5:00pm Monday, June 8, 2026**. Answers will be provided as soon as possible to all interested parties.

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND

SUBMITTED WITH PROPOSAL

State of California

County of _____

I, _____, being first duly sworn, deposes and says that he or she

is _____ of _____ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the bidder has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Bidder _____

By _____

Title _____

Organization _____

Address _____

WORKER'S COMPENSATION CERTIFICATE

(AS REQUIRED BY SECTION 1861 OF THE CALIFORNIA LABOR CODE)

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Contractor: _____

By: _____

Title: _____

IRAN CONTRACTING ACT CERTIFICATION

(Public Contract Code Section 2200 *et seq.*)

As required by California Public Contract Code Section 2204, the Contractor certifies, subject to penalty for perjury, that the option checked below relating to the Contractor's status in regard to the Iran Contracting Act of 2010 (Public Contract Code Section 2200 *et seq.*) is true and correct:

The Contractor is not:

- (i) identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203; or
- (ii) a financial institution that extends, for 45 days or more, credit in the amount of \$20,000,000 or more to any other person or entity identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203, if that person or entity uses or will use the credit to provide goods or services in the energy sector in Iran.

Agency has exempted the Contractor from the requirements of the Iran Contracting Act of 2010 after making a public finding that, absent the exemption, Agency will be unable to obtain the goods and/or services to be provided pursuant to the Contract.

The amount of the Contract payable to the Contractor for the Work does not exceed \$1,000,000.

Signed _____

Title _____

Firm _____

Date _____

Note: In accordance with Public Contract Code Section 2205, false certification of this form shall be reported to the California Attorney General and may result in civil penalties equal to the greater of \$250,000 or twice the Contract Price, termination of the Contract and/or ineligibility to bid on contracts for three years.

PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. See <http://www.dir.ca.gov/Public-Works/PublicWorks.html> for additional information. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a contractor with the Department of Industrial Relations.

Name of Bidder: _____

DIR Registration Number: _____

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.
2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.
3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Bidder _____

Signature _____

Name & Title _____

Dated _____

DESIGN AND INSTALLATION SERVICES OF HVAC SYSTEM AT 401 AND 403 W. HILLCREST
Request for Proposals/Qualifications
Section C

SAMPLE FORM OF AGREEMENT

CONTRACT FOR SERVICES
CONEJO RECREATION AND PARK DISTRICT

Agreement made and entered into in the County of Ventura by and between the Conejo Recreation and Park District, hereinafter referred to as "Owner," and _____ hereinafter referred to as "Contractor."

1. Contractor shall furnish all materials and perform all of the work for the completion of **HVAC services** in accordance with the Contract Documents which includes the Request for Proposal. Owner reserves right to utilize services of the Contractor as per the scope of the services agreement on an as needed/requested basis by the Owner. Owner reserves the right to utilize another contractor to perform similar services at any time.
2. Contractor shall perform work in accordance with service rates (Exhibit A).
3. The service rates shall be considered full compensation to Contractor for furnishing all materials and for doing all the work contemplated and embraced in this agreement, also from the actions of the elements, from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by Owner, and for all risks of every description connected with the work, also for all expenses incurred by or in consequence of the suspension or discontinuance of work, and for well and faithfully completing the work, and the whole thereof, in the manner and according to the Contract Documents.
4. Contractor herein certifies that he is licensed by the State of California in accordance with regulations of the Contractor's State License Board.
5. Contractor shall indemnify and hold harmless the Owner against all claims for damages growing out of the execution of said work. Contractor shall obtain a policy of comprehensive bodily injury and property damage liability insurance whose provisions conform to the article and worker's compensation insurance as required by law. Contractor shall maintain such policies in full force and effect at all times until acceptance of work by Owner. Concurrently with execution of this Contract, Contractor shall furnish to Owner a Certificate of Insurance.
 - (a) Policy shall name as additional insured with Contractor, Conejo Recreation and Park District, City of Thousand Oaks and COSCA, its directors, officers, agents, and employees.
 - (b) Policy shall insure above-mentioned while acting within the scope of their duties, against all claims, suits, or other actions of any nature brought for or on account of any injury, damage, or loss, including any death arising out of or connected with the work under this Contract.

(c) Minimum limits of coverage of the policy shall be:

Bodily Injury: \$2,000,000 each person; \$4,000,000 each occurrence, \$5,000,000 aggregate.

Property Damage: \$1,000,000 each occurrence.

(d) Terms of Policy:

a. Insurer shall not cancel or modify policy without ten (10) days prior written notice to Owner.

b. Owner shall not be responsible for any premiums or assessments on policy.

6. Owner reserves the right to do other work in connection with project or adjacent thereto by Contract or otherwise, and Contractor shall at all times conduct his work so as to impose no hardship on Owner or others engaged in the work, nor to cause any unreasonable delay or hindrance thereto.
7. Contractor shall furnish materials, articles, and equipment in ample quantities and at such times as to insure uninterrupted progress of the work. No advertising of any description will be permitted in or about the work, except as provided for in the specifications.
8. The District may require additional work to be performed at a negotiated cost with the Contractor.
9. The District may, at its sole discretion, with 30 days' notice to the Contractor, modify the scope of work by deleting portions of the Contract.
10. Owner shall be entitled to all costs including reasonable attorney's fees necessarily incurred to enforce any provisions of this Contract.
11. Contractor hereby unconditionally guarantees that the work will be done in accordance with requirements of Contract.
12. Contractor further agrees that within ten (10) calendar days after being notified in writing by Owner of any work not in accordance with requirements of Contract or any defects in the work, Contractor will commence and prosecute with due diligence all work necessary to fulfill terms of this guarantee/warranty, and to complete the work within a reasonable period of time, and in event he fails to so comply, he does hereby authorize said Owner to proceed to have such work done at Contractor's expense and Contractor will pay cost thereof upon demand.
13. The District, by notifying Contractor in writing, may upon 90 calendar days' notice, terminate without cause any portion or all of the services agreed to be performed under this Agreement. If termination is for cause, no notice period need be given. In the event of termination, Contractor shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by the District to the Contractor within 30 days following submission of a final statement by Contractor unless termination is for cause. In such event, Contractor shall be compensated only to the extent required by law.
14. As used herein, the singular includes the plural, the masculine pronoun includes the feminine or neutral as required.

IN WITNESS THEREOF, the parties hereto have executed this agreement on the day and year first indicated below.

CONEJO RECREATION AND PARK DISTRICT

Date: _____

By: _____
Jim Friedl, General Manager

Date: _____

By: _____

EXHIBIT A
HVAC Replacement or Rehabilitation Specifications
For all designated areas

General Conditions

The intent of these specifications is to present and maintain all areas in a clean, orderly, and thrifty manner for public use as determined by the District.

A. Obligations of Contractor

Contractor, at his sole cost and expense, will perform all negotiated work labor and services and furnish all materials, tools, equipment, supplies, transportation, utilities, and temporary facilities necessary to perform the negotiated work in accordance with these specifications. Except for an emergency situation, the District Park Superintendent will authorize all non-negotiated work via a change order.

B. Workmanship

All material and workmanship will be of the highest quality possible and will be subject to the general inspection and satisfaction of the District Park Superintendent or their designated representative, who may exercise such control as required to safeguard the interests of the District and private property. Contractor will conform to, and abide by, all District rules and regulations insofar as they apply.

C. Warranty

Upon completion and acceptance by the District Park Superintendent or their representative, Contractor shall warranty all work for one (1) year from date of acceptance.

D. Safety

Contractor will plan and conduct work in a safe manner to protect all persons from injury and will take precautions required by applicable regulations of the State of California, Division of Industrial Safety (CAL-OSHA).

E. Interference

Contractor will conduct required work in a manner causing the least amount of interference to the public and general operations of the District.

F. Work Schedules

Contractor's work schedules will conform to all applicable City and District ordinances and be designed to provide the desired level of service.

G. Liability for Damages

Contractor will be fully responsible for any and all damage done to District property resulting from Contractor's operations. This includes, but is not limited to: repair, removal, and replacement of building components, building exteriors and interiors, exterior amenities, paving, and landscape items that are lost or damaged due to negligence in proper installation, maintenance, and/or operations as determined by the District. This also includes any damage

done to adjacent building areas and other improvements due to Contractor's negligence. The District Park Superintendent will determine negligence.

H. Protection and Security of Work Sites

Contractor will be responsible for protecting and securing certain work sites. This may include opening and closing sites. Contractor will obtain the necessary keys from the District Park Superintendent to secure all gates and locks associated with these sites. Upon Contract termination, if all keys are not returned to the District, Contractor will bear the cost of lock replacement. Material storage shall always have BMP's in place with secure wattles, sandbags, or other protective devices. All fuel and hazardous materials must be secured in a safe and protected manner.

I. Response to Inquiries, Calls, and Emergency Situations

Contractor is required to respond immediately to any inquiries, telephone calls, and emergency situations requested by District staff during working hours. The Contractor's on-site supervisor will speak English fluently and be empowered to comply with District requests regarding work. The on-site supervisor will have a smart phone capable of receiving texts and email with photographs of park situations.

J. Work by Others

Contractor should recognize that during the course of this Agreement, other activities and operations may be conducted by District work forces and other contracted parties and, therefore, by the District Park Superintendent. If this occurs, Contractor should promptly comply with any request to modify or curtail certain tasks or operations.