



**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. PR 2016-05**  
**FOR**  
**New Recreation Management System**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

Dear Proposer:

The Town of Apple Valley is soliciting written proposals from qualified firms or individuals for a new recreation management system. As a Request for Proposal (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 2:00 pm, on Thursday, October 27, 2016.** All responses must be in a sealed envelope and have “**Recreation Management System**” and **Specification No. PR 2016-05** clearly marked on the **outer most mailing envelope**. Please submit **one (1) original** and **five (5) unbound** copies of the proposal as follows:

**Mail or Hand Deliver To:**

Town of Apple Valley  
Park & Recreation Department  
14955 Dale Evans Parkway  
Apple Valley, CA 92307

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the Town to award a contract, nor is the Town liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The Town retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

**For questions** concerning the anticipated work, or scope of the project, please contact **Ralph Wright, Park & Recreation Manager**, via email at [rwright@applevalley.org](mailto:rwright@applevalley.org) no later than **Thursday, October 20, 2016**. Answers to questions will **not** be provided by telephone. Rather, answers to all questions or any addenda will be **posted** on the Town of Apple Valley web site at <http://www.avrecreation.org>. It is the vendor’s responsibility to check this site.

We look forward to receiving and reviewing your proposal.

Sincerely,

Ralph Wright  
Parks and Recreation Manager

## **I. BACKGROUND /SUMMARY/or INTRODUCTION**

The Town of Apple Valley Parks & Recreation (AVPR) provides a wide range of recreation facilities, programs, classes, and events for Apple Valley resident and non-resident community members. The Town operates 1 swimming pool, 2 community centers, 12 parks, remote camp sites, 1 skate park, and a wide variety of special events and activities at various locations throughout the Town. A wide range of programs and recreation activities for families, adults, and youth are offered throughout the year, including after-school programs, day camps, classes, special events, sports, and swimming. In addition, AVPR offers facility, tennis court, picnic site, camp-site, and field rentals. For more information about the Parks and Recreation Department; see: <http://www.avrecreation.org>

The Town's Recreation Division manages facility reservations, program scheduling, activity registrations, scholarships, contract instructors, coaches, teams, leagues, equipment, supplies, inventory, staff scheduling, marketing, advertising and payment for all of the aforementioned programs. Presently, these functions and their related support, including those related to internal administration, are being performed using a mixture of manual and an automated systems: CLASS a hosted recreation software solution.

The Town is seeking a reliable, cost-effective, and comprehensive solution. Proposals should address a complete recreation registration solution, including installation, configuration, and integration with existing systems, testing, training, documentation, and maintenance.

In FY 2015, the Town's Recreation Division generated \$ 775,000 in revenue and 9,000 transactions.

## **II. SCOPE OF SERVICES**

The Parks, Recreation department seeks a "turnkey" system to handle registration for camps, recreational programs and reservations for facilities at various locations in Apple Valley. Consideration is open to both hosted and on premise solutions. The solution must provide an online reservation function that allows the public to register and pay via the Internet. The solution must be accessible online to the public to check availability of programs, facilities and/or classes in real time. The solution must track all revenue, taxes and other fees collected. And the solution must provide various reports and data extracts on usage, financial reconciliation, number of visitors, etc. Other analytical tools desired include ad hoc querying of reservation data, as well as historical trend analysis based on past reservation data.

Business rules and processes should be automated as much as possible to eliminate human error and improve staff efficiencies. The solution must be flexible enough to handle special cases and exceptions to the standard set of process workflows.

The system must provide the ability to accept the online payment of reservation fees and the ability to accurately and efficiently perform all functions in accordance with Town of Apple Valley business requirements. Revenue for all transactions must be deposited directly into the Town's account(s); vendor will invoice the Town separately for transaction fees, if applicable. Payment Card Industry (PCI) and Europay, Mastercard, Visa (EMV) compliance is required. In addition, the Contractor must have Help Desk staff available to answer all System and user questions, as well as provide troubleshooting and solve System problems.

The System must be capable of new reservations, open reservations, pending reservations, cancellations, voids, changes, refunds and other processes, and certain adjustments designated by AVPR. The System must be able to send out reservation confirmation automatically. The System will include search criteria, maps and photos to assist customers in making a reservation.

For hosted solutions, the Town prefers to interact with one Contractor directly that will host and support the System, provide call center functions and technical support between 7:30AM to 5:30PM, interface with e-payment processing, and maintain a 99.9% uptime baseline. The System must allow access 24/7, 365 days a year.

## **General Requirements / Specifications**

The following is a list of specifications. The functionalities are required to be available in the off-line (Staff) and on-line (Customer) interface. **(This list may not be inclusive of all customer needs)**

**A.** Implementation will begin in January 2017.

**B.** Online registration will go live as soon as feasible after implementation. 7:30 AM-5:30 PM PST technical support required.

**C.** Software upgrades and maintenance, if applicable, shall be included in the annual maintenance fee. (if Applicable)

**D.** Proposal must show a proven track record of successful software implementation and maintenance in Municipal Recreation / Camps Management Solution markets, as evidenced by a combination of number of years of experience in the marketplace and satisfied references.

**E.** Allows authorizations and passwords to be administered according to a pre-defined client profile or user-role that determines which tables, screens, processes, etc. a person is permitted to access.

**F.** Software must be compliant with Title II of the Americans with Disabilities Act (ADA).

**G. Payment Solution.** The proposed solution should cover, but is not limited to complying with payment card industry (PCI), Europay, Mastercard, Visa (EMV), and National Automated Clearing House (NACHA) standards. Payment gateway addresses the processing requirements for the following payment types via the Internet. In addition, the solution allows payments to multiple account types:

a. Credit card transactions via Point of Sale

b. Credit card transactions via the Internet

c. Credit card transactions accepted by telephone in a call center environment

d. Debit card transactions (either PIN-based or Signature-based) via Point of Sale

e. Recurring Payment Scheduling Service enabling customer and/or staff to schedule recurring payments

f. **Merchant Services.** Services that support, process and reconcile the following in one merchant account or multiple merchant accounts in various Town departments and locations:

i. Point of Sale credit and debit cards

ii. Online credit cards and debit cards in a call center

iii. Debit cards (signature and PIN-based)

## **H. Accounting**

a. Accounts receivable/billing

b. Inventory

c. General ledger reporting

d. Ability to export data (in text or csv format) to Town's finance system

e. Customizable receipts

f. Credit Cards must be batched daily and settled daily

## **I. Integrated Point of Sale**

- a. Various payment options such as Cash, Check, Credit Card, etc.
- b. Customizable receipts
- c. Payment Card Industry (PCI) and EMV compliancy is required
- d. Point of Sale (POS) module provides full cash register/point of sale functionality
- e. Credit Cards must be batched daily and settled daily
- f. Credit card processing must be PCI-DSS compliant. Current certificate of compliance must be provided
- g. Receipt printing
- h. Prints customer itemized and numbered receipts
- i. Receipt numbers must be sequential
- j. Ability to customize receipts and confirmations with different information depending on event/activity registered
- k. Ability to track purchases/enrollments by member
- l. Ability to assign independent GL (General Ledger) accounts to various POS items

## **J. Customer Management**

- a. Enter, modify and view personal and financial information about clients, including customer type (resident/non-resident), status (active/inactive), family members, billing information, email address, notes, activity preferences, etc. (current and historical data)
- b. Ability for customer to enter, modify and view their own profile online
- c. Ability to add family members, track history, store notes/comments with date stamps
- d. Ability to import client data from existing Recreation Management Systems
- e. Ability to link custom alerts to member profiles
- f. Integrated waiver and questionnaire
- g. Verification of membership status: resident vs. non-resident
- h. Ability to make a payment on account
- i. Ability for customers to access the credit on their account
- j. Ability for customers to change passwords to keep their account secure
- k. System must be able to track the following information for each Family:
  - i. General Family household information
  - ii. Emergency Contact and Relation
  - iii. Town of Apple Valley Resident or Non-Resident
  - iv. Registration Information
  - v. Release of Liability, Medical Form, & Photo Release
  - vi. General Information
  - vii. Each camper must be tied to a Family

## **K. Facility Management**

- a. Ability to book/reserve, report, generate contracts, assign fees, and report conflicts for several facilities, such as recreation center rooms, gymnasiums, pools, sports fields, picnic sites, weddings, parks special events, and camp cabins
- b. Ability to email/print/export facility rental permits

- c. Online reservation(s) of facilities
- d. Ability to set custom parameters around bookings (e.g. one per day)
- e. Ability to reserve and view availability in a calendar display of hourly, daily, weekly, monthly
- f. Facilities can be automatically booked from within the activity module while setting up programs (e.g. without having to launch the facilities scheduling module); however, an override option should be available
- g. Ability to automatically generate – including capability for email, print, and export – a facility use permit with customer/organization name, address, date contract issued, date contract printed, details of bookings including date, time, area, rental charge, special requirements regarding set-up, contact person at facility and phone number, terms and conditions on using the facility, payment terms, total contract value, deposit required, etc.

#### **L. Program Registration**

- a. Ability to enroll residents and non-residents in multiple courses/programs on the same receipt
- b. Ability to assign default and custom fees
  - i. Ability for customer to electronically sign and accept waivers and releases
  - ii. Ability for customer to register both on-line and in person
  - iii. Ability to track enrollment history of customer
  - iv. Ability to enroll in multiple classes/events in one transaction
  - v. Ability to prorate registration rates
  - vi. Ability to allow individuals to register on a wait-list
- c. Ability for staff to manage wait-list
- d. Ability to create restrictions on class enrollment based upon prerequisites
- e. Ability to track emergency contact info including name, address, phone, fax of the contact person
- f. Provide for class description and instructor information to appear on the on-line registration system
- g. Ability to request scholarships
- h. Ability to process multi-variable camp-site registrations including residency, age, customizable length of stay, and number of guests
  - i. Ability to track programs by General Ledger (GL) account

#### **M. Activity Management**

- a. Ability to capture electronic signatures
- b. Ability to attach documents, including health / emergency form (PDF, Word, JPEG, etc.)
- c. System must have graphical navigation showing 100 clickable ‘hot spots’ with additional information, including links to video, photo gallery, and registration
- d. Provide for class description and instructor information to appear on the on-line registration system
- e. Ability to customize forms
- f. Ability to track and manage revenue and payments
- g. Ability to transfer participant between activities
- h. Ability to apply custom fees based on preconfigured business rules
- i. Allow for downloadable forms
- j. Allow storing of partially completed forms.

- k. Ability to perform full or partial refunds back to customer's credit card account with an e-mail confirmation generated automatically
- l. Ability to perform full or partial refunds back to customer's account with an e-mail confirmation generated automatically
- m. Ability for fee override
- n. Ability to perform multi-variable registrations based on the following criteria:
  - i. Length of stay
  - ii. Residency status
  - iii. Age
  - iv. Number of participant / occupants
  - v. Number of tents
  - vi. Single / double charges

#### **N. Fee Rate Schedule**

- a. Due to the Town adopting fee schedules annually, it is desirable to have a function whereby fee updates can be set up in advance and placed in an invisible (unannounced- to-the-customer) status and once adopted have them take effect, or to provide some other controlling mechanism for when new fees take effect. Additionally, the System should incorporate the ability to track fee changes and to run reports showing fee changes over time.

#### **O. Reporting Function**

- a. Customized report queries
- b. Reports exportable to Excel, PDF, etc.
- c. Ability to print directly from software
- d. Website traffic statistics (hourly, daily, weekly, monthly, annual; male/female, customer type)
- e. Sales reporting based on customer types
- f. Withdrawal/cancellation/refund reporting
- g. Ability to create reports with Custom filters
- h. Ability to generate custom reports using Microsoft Reporting Services
- i. Customizable standard reports
- j. Ability to save customized reports and have them be accessible to other users
- k. Ability to subscribe to reports
- l. Ability to print or email reports
- m. System has a full accounting audit trail that shows who made a particular accounting transaction, what the transaction was, and where it was made
- n. Ability to print a daily deposit report (detailed and summary) categorized by the different payment method (cash flow report) and by user/location
- o. Reconciliation reports: **please provide sample reports which include all of the following information:**
  - i. Transaction Count:
    - 1. Number of transactions processed by computer and or user by date
    - 2. Number of transactions processed offline (over the counter by staff) by date
    - 3. Number of Internet transactions by date
    - 4. Number of transactions by date and by GL account
    - 5. Number of transactions by date by program and or activity name

- 6. Number of transactions by tender type
- ii. Revenue
  - 1. Revenue processed by computer and or user by date
  - 2. Revenue processed offline (over the counter by staff) by date
  - 3. Internet revenue by date
  - 4. Revenue by date and by GL account
  - 5. Revenue by date and by program or activity name
  - 6. Revenue by tender type
- iii. Transaction Fees
  - 1. Transaction costs processed by computer and or user by date
  - 2. Transaction costs processed offline (over the counter by staff) by date
  - 3. Internet Transaction costs by date
  - 4. Transaction costs by date and by GL account
  - 5. Transaction costs by date and by program or activity name
  - 6. Transaction costs by tender type
- p. Graphical reports
  - i. System must be able to set minimum and maximum attendance numbers for each class or program. System must track total number of guests in each class or program on any given day
  - ii. Number of cabins for each Family for any given day
  - iii. System must be able to track total number of cabins in any given day and cap number
- q. Generate emails based on (but not limited to): customer type, course/program, service type
- r. Ability to retain history of sent emails in customer profile
- s. Ability to create mail merges and labels

**P. Data Conversion**

The Town may be interested in migrating existing recreation data into the new solution for historical trend analysis and reporting. Please provide an idea as to the scale of the effort involved to perform such data conversion.

**Q. System and Network Architecture**

The Town will consider both hosted and on-premise solutions. The Town's network infrastructure includes a wide area network utilizing Microsoft Windows Server 2008/2012, Microsoft Exchange Server, Microsoft SQL Server 2008/2012 and an IBM iSeries. Please describe the hardware and software requirements to implement your solution, including servers, desktops, and network configurations. Please also demonstrate your solution's ability to function in a virtual environment. Please provide a network architecture diagram illustrating each implementation option, if there is more than one.

**R. Updates**

- a. Most current version of the System shall be available to the Town at no additional charge
- b. The Town shall have the choice to pick when to implement the upgrade, regardless of a hosted or an on premise solution

## **S. Training & Support**

- a. On-site support for set-up and upgrades
- b. On-site staff training
- c. Ongoing training available (remote access, online, phone, etc.)

## **T. System Access & Security**

- a. Access to sensitive information can be restricted by user ID
- b. Export of sensitive information can be restricted by user ID
- c. Access to systems can be restricted to Active Directory authentication
- d. System is PCI DSS compliant as per the current standard
- e. System is EMV compliant as per the current standard
- f. Vendor must be able to provide Attestation of Compliance (AOC) to the Town upon request
- g. The following are examples of documentation the Contractor may be requested to provide to the Town upon request or annually:
  - i. A high-level dataflow diagram showing how the Contractor's services interface with the Town's environment
  - ii. Network diagrams
  - iii. Evidence of system-patching methodology and, if applicable, secure coding methodology
  - iv. List of the Contractor's Third-Party Service Provider (TPSP) and how each TPSP is connected to the Contractor's environment, along with the role the TPSPs play—specifically, any chained/nested relationships
  - v. Results of the Contractor's internal and external vulnerability scans and or audits
  - vi. Security policies and operational procedures concerning transmitting, storing, and processing of sensitive data, as well as customer data

## **III. SUBMISSION REQUIREMENTS**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

### **1. Proposal Describing Service**

Proposals should detail a complete recreation registration solution, including installation, configuration, and integration with existing systems, testing, training, documentation, and maintenance. The goal is to obtain a "turnkey" system to handle registration for camps, recreation programs and reservations for facilities at various locations in Town of Apple Valley.

### **2. Completed Response to Attachment I: Features & Functionality**

Responses to the matrix should indicate whether the proposed solution can perform or has the indicated feature, functionality, and or capability. If it requires customization, please indicate whether it will be free of charge or involve professional services.

### **3. Completed Response to Attachment J: Technology-System RFP Cost Proposal**

Response to the matrix indicating the cost of the different components of the implementation.

### **4. Contractor Identification:**

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.



## 5. Client References:

Provide a minimum of 5 client references. Preferred references should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, the project(s) that were completed under that client's direction and how long the client has used product.

## 6. Price Proposal:

The Town is soliciting a proposal for a one to three year contract term with an option to renew for additional years.

- The proposal shall include pricing for all services.
- Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet.
- The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work.
- If fee structure is revenue based, please clearly define fee structure parameters.
- Please price goods and services separately, and summarize one-time costs versus recurring costs, with a three year projection of recurring costs.
- Please identify which components are part of the core solution and which ones are optional add-ons.
- Please also identify whether or not any components are 3rd party components, and if the Town has the option of purchasing a 3rd party component elsewhere. If proprietary equipment will need to be purchased and future maintenance of the equipment can only be provided by the equipment supplier, the maintenance cost for 3 years beyond the initial warranty period must be submitted in the proposal pricing section.
- Given the volume of registrations processed, please provide a recommended deployment topology for your solution as well.
- Include recommended hardware specs, but there is no need to include hardware pricing unless proprietary hardware is required for your solution.
- Provide preferred payment timeframe. I.E. monthly, quarterly, annually or other variation.

## 7. Contract Terminations:

**If your organization has had a contract terminated in the last five (5) years, describe such incident.**

Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The Town will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

## IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired.

1. References 10%
2. Cost 35%
3. Proposed Service, Features and Functionalities 40%
4. Technology 15%

V. **PAYMENT**

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. Invoices will be mailed to the Park & Recreation Department and payments will be made to the vendor within 30 days of receipt of correct and complete invoice.

Town of Apple Valley  
Park & Recreation  
14955 Dale Evans Parkway  
Apple Valley, CA 92307  
Attn: **Ralph Wright, Parks & Recreation Manager**

VI. **TOWN REQUIREMENTS**

A. **PERFORMANCE**

Bidder shall defend any and all suits and assume all liability for any and all claims made against the Town of Apple Valley or any of its officials or agents for the use of any patented process, device or article creating and using the selected software.

B. **AFFIRMATIVE ACTION**

The Town of Apple Valley hereby notifies all bidders that it will affirmatively ensure that minority business enterprises will be afforded full opportunity and consideration when submitting bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, creed, or national origin when reviewing the bid proposals for award of contract.

C. **PROHIBITED INTEREST**

No member, officer, or employee of the Town of Apple Valley or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

Furthermore, the parties hereto covenant and agree that to their knowledge no board member, officer or employee of the Town of Apple Valley has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the contracting party other than the Town of Apple Valley, and that if any such interest comes to the knowledge of either party at any time, a full and complete disclosure of such information will be made in writing to the other party or parties, even if such interest would not be considered a conflict of interest under Article 4 (commencing with Section 1090) or Article 4.6 (commencing with Section 1120) of Division 4 of Title I of the Government Code of the State of California.

D. **AWARD OF CONTRACT**

The Town of Apple Valley reserves the right to reject any and all submittals and waive any irregularities or informalities in any bid or in the bidding process. The Town of Apple Valley reserves the right to modify the listed selection criteria and disqualify any submittal, at any time during the process. The complete submittal package shall be considered as part of the contract between the Town and the selected contractor to whom a Purchase Order is issued.

E. **TERMINATION FOR DEFAULT**

The Town of Apple Valley, may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

1. Deliver the supplies or to perform the services within the time specified in this contract or any extension; or

2. Make progress, so as to endanger performance of this contract; or
3. Perform any of the other provisions of this contract.

The Town's right to terminate this contract may be exercised if the Contractor does not cure such failure within five (5) days, after receipt of the written notice from the Town of Apple Valley.

Upon termination of the contract, the Town of Apple Valley may award the contract to another vendor, if it is deemed to be in the best interest of the Town of Apple Valley.

F. TERMINATION FOR CONVENIENCE

The Town of Apple Valley may, by written notice, terminate this contract in whole or in part, when deemed in the Town's best interest. Upon termination of this contract, the Town of Apple Valley shall only be liable for payment under the payment provisions of this contract for services rendered or supplies furnished prior to the effective date of termination.

G. INDEMNIFICATION

The supplier agrees to protect, defend, indemnify and hold harmless the Town, its officers, directors, agents, employees, servants, and volunteers free and harmless from any and all liability, claims, judgments, costs and demands, including demands arising from injuries or death of persons (including employees of the Town and the supplier) and damage to property, directly or indirectly out of the obligations herein undertaken or out of the operations conducted by the supplier, its employees, agents, representatives or subcontractors under or in connection with this contract.

H. PUBLIC RECORD

Be advised that all information contained in proposals submitted in response to this solicitation shall become a matter of public record upon contract award, and be made available upon request, unless otherwise marked. The Bidder must identify, in writing, all copyrighted material, trade secrets or other proprietary information the Bidder claims are exempt from disclosure pursuant to the California Public Records Act and Government Codes regarding public records. The Bidder who claims such an exemption must also state in the proposal that, "The Bidder agrees to indemnify and hold harmless the Town and its officers, employees and agents from any claims, liability, or damages against the Town and to defend any actions brought against the Town for its refusal to disclose such material, trade secrets or other proprietary information to any party."

## VII. OTHER REQUIREMENTS

A. Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount of \$1,000,000 and a professional liability insurance policy in the amount of \$2,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the Town, its officers, agents, volunteers and employees as additional insureds.

B. Worker's Compensation Insurance:

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

C. Business License

Every contractor that does business with the Town of Apple Valley must obtain a Town business license as mandated by TOAV Municipal Code. The business license requirement applies whether or not the contractor has an office within the Town limits.

Vendor must apply for a Town business license and show proof of application to the Town's Finance Department within seven days of being selected as intended contractor.

The Finance Department located at 14955 Dale Evans Parkway, Apple Valley, CA 92307, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a Town business license, in person, or by calling 760-240-7000.

**D. Recycled Paper**

**All reports to the Town shall be on recycled paper that contains at least 50% recycled product** when such paper is available at a cost of not greater than ten percent more than the cost of virgin paper, and when such paper is available at the time it is required. If recycled paper is not available the Contractor shall use white paper. Written reports or studies shall be *printed on both sides of the page* whenever practical.

**E. State Prevailing Wage:**

Certain labor categories under this project may be subject to prevailing wages as identified in the State of California Labor Code commencing in Section 1770 et. seq. These labor categories, when employed for any "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," constitute a "Public Work" within the definition of Section 1720(a)(1) of the California Labor Code requiring payment of prevailing wages.

Wage information is available through the California Division of Industrial Relations web site at: [http://www.dir.ca.gov/OPRL/statistics\\_and\\_databases.html](http://www.dir.ca.gov/OPRL/statistics_and_databases.html)

**VIII. SCHEDULE (dates are tentative and subject to change)**

- Issue RFP to potential bidders: Wednesday, October 5, 2016
- Proposals due from potential bidders Thursday, October 27, 2016
- Interviews and proposal presentations by selected contractors- Weeks of November 14 or November 21, 2016
- Complete Selection Process – Last week of November
- Award of Contract and Notice to Proceed – Early December
- Implementation process begins as soon as feasible. - January 2017 minimum partial roll out

Thank you for your interest in working with the Town of Town of Apple Valley for this service. We look forward to receiving your proposal.