Request for Proposals
On-Call Residential Plumbing Services

City of Alameda c/o LPC West LP
950 W. Mall Square, Suite 239
Alameda, CA 94501

Issue Date:	**Friday, October 23, 2026**
Submittal Deadline:	**November 9 by 1:59 PM**
	By Email

I. INTRODUCTION

The City of Alameda ("City") is seeking experienced plumbing professionals for our residential real estate portfolio. The City intends to enter into a four-year service provider agreement for these services. The primary point of contact for day-to-day management of this contract will be with the City's Residential Property Manager, with oversight by the City's Commercial Property Manager (LPC West LP or its successor).

For the purposes of this Request for Proposals ("RFP"), the term "Proposer" means individuals, teams, firms, or any combination thereof, who timely submit a Proposal or consideration in response to this RFP. The term "Proposal" means all documents, maps, photographs, and any other written materials plus any information communicated orally during the interview or during the negotiation process from the Proposer to the City in support of the Proposer's candidacy for selection.

Any Proposer that wishes to be considered for this work must submit a complete proposal containing all the information requested in this RFP.

Any Proposal received prior to the submission deadline may be modified by an addendum or withdrawn by written request from the Proposer via email to alamedapoint@lpc.com with a copy to econdev@alamedaca.gov up until the 1:59 deadline on Monday, November 9, 2026, the official time when all proposals are due.

II. SCOPE OF WORK

The City desires to obtain the services of an outside organization to assist with On-Call Residential Plumbing Services for a period of four years.

The scope of work includes, but is not limited to, the following:

1. Routine and On-Call Services

- Respond to requests for service on an on-call basis, including emergency and non-emergency repairs.
- Troubleshoot, diagnose, and repair leaks, clogs, blockages, and water pressure issues.
- Repair, replace, or install plumbing fixtures such as sinks, faucets, toilets, showers, and hose bibs.
- Maintain and repair domestic hot water systems, including storage tanks, instantaneous heaters, and recirculation lines.
- Inspect and repair sanitary sewer lines, drains, and cleanouts.
- Support code compliance upgrades and water efficiency improvements.

2. Preventive Maintenance

- Conduct scheduled preventive maintenance of water and sewer systems as requested.
- Test and certify backflow prevention assemblies in accordance with local and state requirements.
- Flush and service domestic hot water tanks and recirculation systems.
- Document and report deficiencies, safety concerns, or code violations.

3. Emergency Response

- Provide 24/7 emergency response capability.
- Respond within two (2) hours of notification for emergency calls affecting health and safety.
- Provide temporary solutions where immediate permanent repairs are not feasible.

4. Additional Services

- Procure new plumbing piping, fixtures, materials and equipment as needed and directed.
- Coordinate with City staff and water, sewer, and gas utility providers when required.
- All work shall be performed on a time and materials basis.
- Ensure safe work practices and documentation of all activities.
- Secure permits, schedule inspections, finalize permits as needed.
- Perform work in compliance with all regulatory requirements.
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5. Additional Terms

The City's usage of the vendor's services is on an as-needed basis, so that if the demand is not there, the services will not be requested. For each on-call service request, the vendor and the City will agree upon the specific scope of work and cost for that project. The City has the right to retain other vendors at its sole discretion when the City believes there will be an economic or other significant advantage for doing so. No minimum amount of work is guaranteed under these agreements. Compensation will be based on the time and materials, with a not-to-exceed limit agreed upon by both Vendor and City before work begins.

III. RFP SCHEDULE

Scheduled Action	Date
RFP Issued	Fri. Oct. 23, 2026
Deadline for RFP Questions	Wed. Oct. 28, 2026
RFP Q&A Posts	Mon. Nov. 2, 2026

Scheduled Action	Date
Proposals Due	Mon. Nov. 9, 2026

IV. QUESTIONS

The City will accept pre-proposal questions from the date the RFP is issued until the question deadline (as amended by addendum, if applicable). Please email any questions regarding this RFP to alamedapoint@lpc.com with a copy to econdev@alamedaca.gov by 5:00 PM Pacific Time on Wednesday, October 28, 2026, with the subject line "Residential Plumbing Services RFP." Answers will be posted on the webpage for this RPF on November 2, 2026.

Proposers must identify and submit questions in writing for clarification of any ambiguities or inconsistencies contained in this RFP or its exhibits or attachments prior to the question deadline. Proposers will be barred from protesting such ambiguities and/or inconsistencies if they fail to timely submit a question. However, a Proposer shall not be required to submit a question regarding any ambiguities or inconsistencies that have already been the subject of a timely submitted question from another potential Proposer.

The City shall not be bound by oral explanations or instructions given at any time during the RFP process.

V. SUBMITTAL CONTENT, FORMAT & INSTRUCTIONS

All submittals must follow the format guidelines and content requirements listed below and be provided as a PDF of no greater than 15 MB. Nonconforming submittals may be rejected as nonresponsive. The submittal must include a completed Proposal Checklist (Attachment A) confirming your compliance with these requirements.

1. Letter of Interest. (2 page maximum). Please include in the submittal a signed letter introducing the Proposer that includes all of the following:

- The Proposer's name, mailing address, telephone number, and email address.
- A statement confirming that the Proposer has the availability and time to dedicate the personnel and resources necessary to perform duties included in the Scope of Work and will adhere to the provisions described in the RFP.
- A statement confirming that the Proposer accepts the City's standard service provider agreement and associated insurance requirements (as included below as Attachment B) or providing the Proposer's questions or exceptions to the standard service provider agreement and/or insurance requirements. All exceptions must be identified in the letter of interest, or as an attachment to the letter providing redlined changes. Note: the City will not accept any proposed changes to indemnity.

- The contact person responsible for the submittal, specifying the name, title, and contact information.
- A statement confirming that the person signing the letter of interest is authorized to bind the Proposer to an agreement in the event of an award.
- Whether the Proposer is requesting a City of Alameda Local Business Preference.

2. Statement of Qualifications (Relevant Experience of Key Personnel and the Firm). (2 page maximum). Please submit a statement of qualifications that includes:

- **General Firm Information**. The number of employees, location of firm headquarters, branch offices, and number of years in business.
- **Firm Experience**. A list of relevant portfolios or projects, past performance, individual or team accomplishments, and examples of similar work in the San Francisco Bay Area.
- **Firm Licenses and Certifications**. List the firm's licenses and certificates qualifying them to perform the work required in the Scope of Work.
- **Key Personnel/Positions**: Information about key personnel and/or positions to be assigned if awarded a contract, including position qualifications (list any required certifications or licenses).
- **Subcontractors, if applicable.** Identity and qualifications of any proposed subcontractors, including expertise, experience, licenses, and certificates.

3. Fee Schedule/Rate Sheet. The Proposal must include a clear and comprehensive fee schedule that includes an hourly rate sheet and any annual escalator that would apply over the four (4) year contract term, at prevailing wage. The fee schedules must also provide the overhead rate for any materials or subcontractors, and all emergency rates and emergency response times

4. Client References. Proposers must provide three (3) client references. Please complete and include the Client Reference Worksheet (Attachment C). Proposer's submission of a completed Attachment C constitutes Proposer's express consent for the City to contact the listed references in relation to this RFP.

Proposers must submit a complete proposal via email to alamedapoint@lpc.com with a copy to econdev@alamedaca.gov, with a subject line of "Residential Plumbing Services RFP."

Submission:

1. Submittals Must be Valid for Ninety (90) Days. The Proposer agrees to be bound by its submittal for a period of ninety (90) days commencing on the submittal deadline, during which time the City may request clarification of the proposal for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the proposal, but only that portion so amended or clarified.

2. Late Proposals. Proposals delivered or received after 1:59 PM on Monday, November 9, 2026, will not be considered and will be deleted unopened. The City assumes no responsibility for delays caused by internet service provider outages.

3. Early Proposals. Any proposal received prior to the submission deadline may be modified or withdrawn by written request from the Proposer to the City, up until the time the submission deadline passes.

VI. SELECTION PROCESS

Proposals received by the deadline will be reviewed by a selection panel with relevant knowledge and experience. The panel will score proposals using the following criteria:

1. **Letter of Interest and Statement of Qualifications** (25 Points Maximum)

2. **Relevant Experience**. (20 Points Maximum)

   a. Demonstrated ability, based on firm experience and specific experience of key personnel, to perform the tasks included in Section II, Scope of Work.

   b. Prior experience, including ability to work with property management teams and local governments.

3. **Responsiveness to the RFP. Presentation, completeness, and clarity of information provided**. (10 Points Maximum)

4. **Fee Structure.** The Proposer's cost competitiveness and reasonableness. (25 Points Maximum)

5. **Client References**. (Pass/Fail)

6. **License/Certification** – Proposer must possess and list all required licenses or certifications necessary to perform Scope of Work in Proposal. (Pass/Fail).

7. **Acceptance of City Service Provider Agreement and Insurance Requirement**s (20 Points Maximum).

8. **City of Alameda Local Business Preference.** (Optional, 5 Bonus Points) Alameda Municipal Code (AMC) section 2-62.4 provides for a local business preference of five percent (5%) that may be awarded to Alameda local businesses who request the preference and who meet the requirements contained in AMC section 2-62.1 et seq. AMC section 2-62.1 defines a local business as "a business firm with fixed offices or locally taxable distribution points within the boundaries of the City of Alameda which holds a current [Alameda] business license with an Alameda business address which is not a post office box." If a Proposer meets these qualifications and wishes to apply for the preference, please include: (1) a written request for the local preference; (2) a copy of Proposer's Alameda business license showing an Alameda business address; and (3) a statement of how long Proposer has been an Alameda local business.

The submittals will be scored on a zero to 100-point scale, excluding bonus points.

VII. ADDITIONAL TERMS AND CONDITIONS

A. Nondiscrimination. The City will not discriminate against any interested Proposer on the grounds of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation.

B. City's Right to Modify RFP. The City reserves the right at its sole discretion to modify this RFP (including but not limited to the selection criteria) should the City deem that it is in its best interests to do so. Any changes to the proposal requirements will be made by written addendum. The failure of a Proposer to read the latest addenda shall have no effect on the validity of such modification.

C. City's Right to Cancel RFP. The City reserves the right at its sole discretion to cancel this RFP in part or in its entirety should the City deem that it is in the City's best interests to do so.

D. City's Right to Reject All Submittals. The City reserves the right, in its sole discretion, to reject all submittals should the City deem that it is in its best interests to do so.

E. City's Right to Extend RFP Deadlines. The City reserves the right to extend the deadline for submittals by written addendum should the City deem that it is in its best interests to do so.

F. City Right to Negotiate With Proposers. The City reserves the right to negotiate with the Proposers regarding price and terms in their submittals and to require the selected Proposer to submit such technical, price, or other revisions of their submittals as may result from negotiations.

G. Standard Form Service Provider Agreement & Insurance. Proposers acknowledge that the successful proposer will be expected to sign a service provider agreement with the City. The standard service provider agreement and associated insurance requirements are attached as Attachment B.
Comments or exceptions, if any, to the standard service provider agreement and/or insurance requirements must be noted in the Letter of Interest. It is understood that Proposers have reviewed the service provider agreement and will take exception only to those items identified in their Letter of Interest.
The City's review of a Proposer's submittal does not constitute an acceptance by the City of the Proposer's recommended changes to the service provider agreement, if any. If there are any concerns or proposed exceptions requested to the standard service provider agreement, these issues will be discussed at the time the City awards a contract, if any.

H. Cost of Submittals. All costs incurred during submittal preparation or in any way associated with the Proposer's preparations or submission shall be the sole

responsibility of the Proposer.

I. Liability for Submittal Errors. Proposers are liable for all errors and omissions contained in their submittals.

J. Permits and Licenses. Proposers, at their sole expense, shall obtain and maintain during the term of any agreement all appropriate permits, certificates, and licenses, including, but not limited to, a City Business License.

ATTACHMENT A—PROPOSAL CHECKLIST

Attachment A: Proposal Checklist is also available for download from the RFP webpage.

ATTACHMENT B – SERVICE PROVIDER AGREEMENT AND INSURANCE REQUIREMENTS

Attachment B: Standard Service Provider Agreement is also available for download from the RFP webpage.

ATTACHMENT C – CLIENT REFERENCE FORM

Attachment C: Client Reference Form is also available for download from the RFP webpage.