



REQUEST FOR PROPOSAL

Replacement of Two (2) HVAC Systems and a Heat Pump Package at Hagan Community Center, Building #2

Date Issued: January 25, 2024

Proposal Submission Deadline:

February 22, 2024 - 5 p.m. (Pacific Time)

Submit Proposal to:

CORDOVA RECREATION & PARK DISTRICT

Address: 2197 Chase Drive, Rancho Cordova, CA 95670

Point of Contact (POC) and Title: Gary Acheson, Facilities Supervisor

Email: gacheson@crpd.com

Phone: 916-224-7854

Website: www.crpdpd.com

WARNING or LEGAL: Prospective responders/security companies who have received this document from a source other than the Cordova Recreation & Park District (CRPD) should immediately contact the CRPD primary contact and provide their name and mailing address so that amendments to the RFP or other communications can be sent to them. A prospective responder/security service company who fails to notify the CRPD with this information assumes complete responsibility if they did not receive communications from CRPD primary contact prior to the closing date.

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1.0 OVERVIEW

The Cordova Recreation & Park District (CRPD) is seeking proposals from qualified HVAC contractors, firms, and companies to provide services for the replacement of two (2) HVAC (Heating, Ventilation, and Air Conditioning) Systems at the Hagan Community Center, Building #2, and to replace one (1) existing Carrier Model 50QJ-008-520 7.5 Ton Heat Pump Package Unit with a New Heat Pump Package Unit, **with no substitutions**.

1.1 BACKGROUND

Hagan Community Center, Building 2, nested in Hagan Community Park located in Rancho Cordova, the largest park with Cordova Recreation & Park District (CRPD), has served the community for various activities for decades. CRPD is committed to ensuring the comfort, safety, and efficiency of its facilities, and this project is a crucial part of that commitment, as the HVAC system is currently inoperable.

The anticipated scope of work (SOW) or performance work statement (PWS) for this RFP is as described in Sections 2.0 and 4.0.

Based on the criteria established, an evaluation committee from CRPD will be selected to access, read, screen, and rank in writing all proposals received. In accordance with the necessary session of the CRPD's policies and law, the evaluation committee shall determine that all contractors meet the minimum qualifications and licensing to perform the services that will meet CRPD's specific needs and requirements.

Responses must be received by sealed envelope and delivered to Cordova Recreation & Park District, Attn: Gary Acheson, 2197 Chase Drive, Rancho Cordova, CA 95670. All bids must be received by 5 p.m., Pacific Time, on February 22, 2024. To be considered, all responses must be submitted in writing and respond to the scope requirements (*including the mandatory job walk*) and formats outlined in this request for proposal.

1.2 PROJECT TIMELINE

An anticipated project timeline is provided below to provide a sense of the scope of performance. However, CRPD recognizes that once a vendor is selected, the desired milestone dates may shift, and a detailed performance schedule will be developed in tandem to meet CRPD's timeline as best as possible.

Complete responses to all components of this RFP and proposal documents must be received at the date outlined below.

Date	Activity	Method of Notification/Submission
Jan. 25, 2024	RFP Issued/Release Date	CRPD website
Jan. 31, 2024	RSVP for Mandatory Job Walk	Email CRPD's point of contact
Feb. 6, 2024 10 a.m.	Mandatory Job Walk - Hagan Community Center, 2197 Chase Drive, Rancho Cordova	Hagan Community Center
Feb. 12, 2024	Last date to submit questions pertaining to RFP	Email CRPD's point of contact
Feb. 15, 2024	Q&A summary provided to participating responders	Email CRPD's point of contact
Feb. 22, 2024	RFP Submittal Date	Hand-deliver or mail to CRPD point of contact by 5 p.m. PT
Feb. 27, 2024	Interviews (if necessary)	TBD - Via Zoom
Mar. 21, 2024	RFP Award Announcement	Via Email and Phone Call

1.3 PROJECT COST:

Bid Proposal

In compliance with the Contract Documents, the undersigned hereby proposes to furnish all required labor, materials, supervision, engineering, transportation, equipment, services, taxes, and incidentals required for:

Hagan Community Center HVAC Replacement Project

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total
1.	Permits			\$	\$
2.	Mobilization			\$	\$
3.	Demolition & Disposal			\$	\$
	Scope of Work				
4.	Provide and install one (1) 10-Ton VRF Heat Pump and two (2) 5-ton Fan-Coils with Wired Touch Screen Programable Controller.			\$	\$
5.	Provide and install one (1) 3-ton VRF Heat Pump and one (1) 3-ton Fan Coil with Wired Touch Screen Programable Controller.			\$	\$
6.	Provide and install one (1) Carrier 7.5-ton Heat Pump Package unit.			\$	\$
7.	Provide and install the necessary control wire and new conduit pipe supports.			\$	\$
8.	Provide and install the necessary refrigerant piping, and insulation with aluminum jacket and new pipe supports.			\$	\$

9.	Provide hard-drawn air-conditioning and refrigeration (ACR) copper tubing with brazed fittings in all locations.			\$	\$
10.	Provide and install the necessary condensate piping and new pipe supports.			\$	\$
11.	Provide and install the necessary electrical revisions to include conduit, pipe supports, wire, surge protected, disconnects, fuses, and new branch circuit breakers.			\$	\$
12.	Provide and install the necessary supply and return duct plenums. Revise and connect to the existing supply and return distribution duct systems.			\$	\$
	BASE BID TOTAL	\$			

There will be a mandatory pre-bid walkthrough for this project on **Tuesday, February 6 at 10 a.m.** at the project site: Hagan Community Center, 2197 Chase Drive, Rancho Cordova, CA 95670. Sealed bids are due on or before: **Thursday, February 22 at the Hagan Community Center** Attn: Gary Acheson, gacheson@crpd.com, (916) 224-7854, 2197 Chase Drive, Rancho Cordova, CA 95670. This project may be bid by a General A, C20, or C61/D62 Contractor's license. The Cordova Recreation & Park District requires "Prevailing Wage" for all public projects. Contractor warrants compliance with all federal, state, local laws, ordinances, rules and regulations applicable to the performance of this Request for Quote. Representations contained within this bid are made under penalty of perjury.

Contractor's Name & Phone: _____

Contractor's License: _____

Date: _____

2.0 PROJECT OBJECTIVE

2.1 GOALS & SPECIFICATIONS

The primary goal of this solicitation is to provide services to replace two (2) existing Gas Split Systems with two (2) new VRF Heat Pump Systems; and to replace one (1) existing Carrier Model 50QJ-008-520 7.5 Ton Heat Pump package unit with a new Heat Pump Package Unit, **with no substitutions**. Specification Documents and Photos attached in Section 2.4. The scope of services shall, at a minimum, include and provide the following:

2.2 SCOPE OF THE WORK

- Provide and install one (1) 10-Ton VRF Heat Pump and two (2) 5-ton Fan-Coils with Wired Touch Screen Programable Controller.
- Provide and install one (1) 3-ton VRF Heat Pump and one (1) 3-ton Fan Coil with Wired Touch Screen Programable Controller.
- Provide and install one (1) 7.5-ton Heat Pump Package unit.
- Provide and install the necessary control wire and new conduit pipe supports.
- Provide and install the necessary refrigerant piping, and insulation with aluminum jacket and new pipe supports.
- Provide hard-drawn air-conditioning and refrigeration (ACR) copper tubing with brazed fittings in all locations.
- Provide and install the necessary condensate piping and new pipe supports.
- Provide and install the necessary electrical revisions to include conduit, pipe supports, wire, surge protected, disconnects, fuses, and new branch circuit breakers.
- Provide and install the necessary supply and return duct plenums. Revise and connect to the existing supply and return distribution duct systems.
- Removal and disposal of the existing equipment and debris.

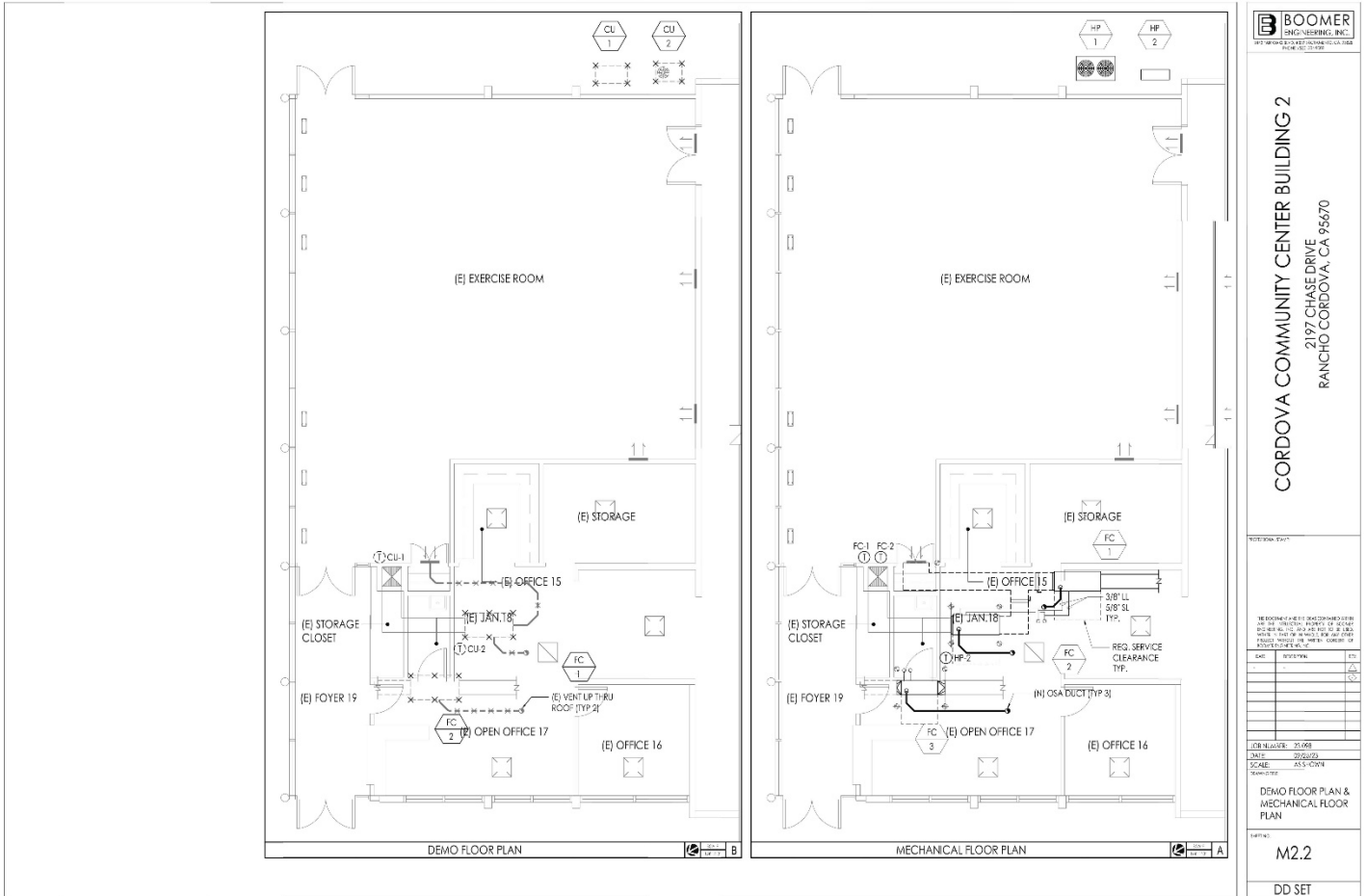
2.3 ASSUMPTIONS & CLARIFICATIONS BY CONTRACTOR:

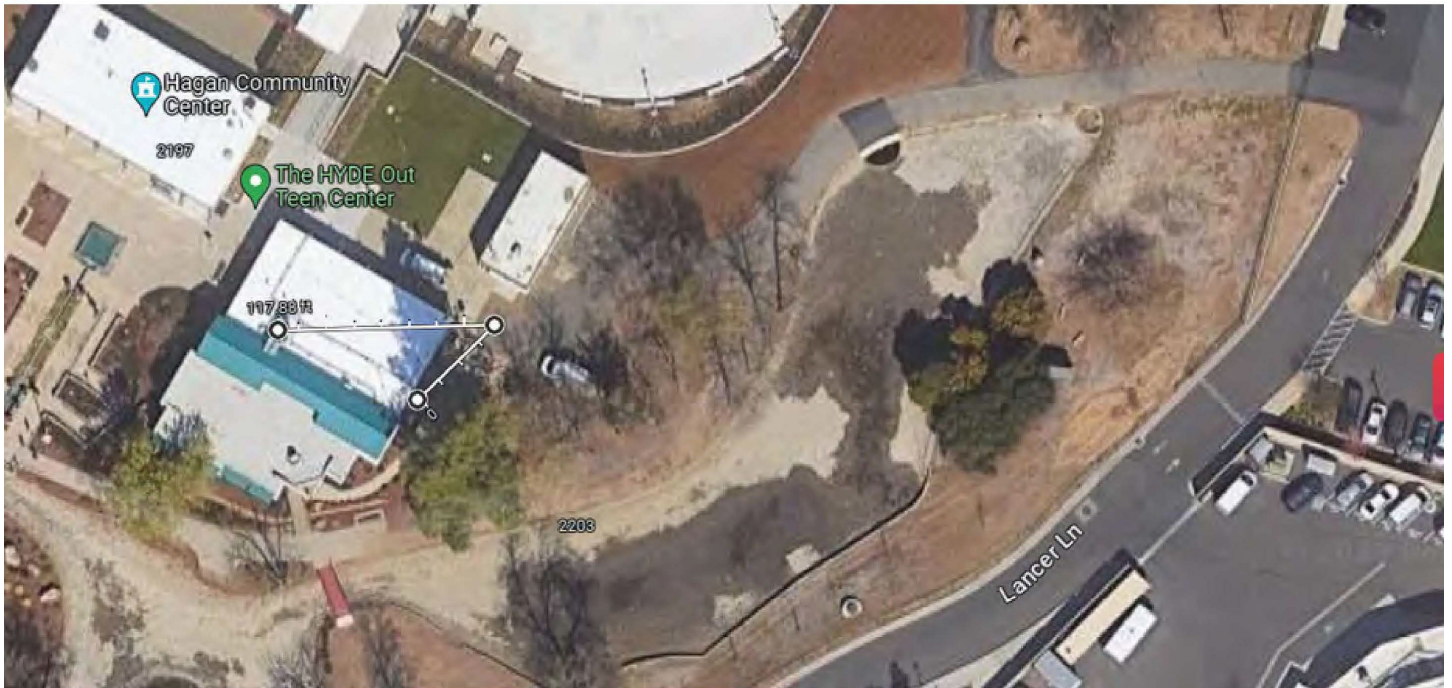
- The demo and removal of the equipment and associated materials will be completed after hours and/or on the weekend.
- Contractor to dispose of all materials and equipment as required by EPA.
- Contractor shall be responsible for obtaining all required permits from reviewing agencies.
- CRPD will provide unimpeded access to the offices during the scheduled installation times.
- The project requires mechanical engineering, structural engineering, design, drawings, Title 24 documentation, permits and fees. The contractor shall have a licensed mechanical and structural engineer, or licensed Civil Engineer, or licensed Architect on staff or under contract prior to start of contract.
- Includes crane lift fees and pic plan.
- Includes roofing and penetration.
- Includes line voltage wiring, conduit, disconnect and branch circuit breakers.
- Includes ductwork and insulation.

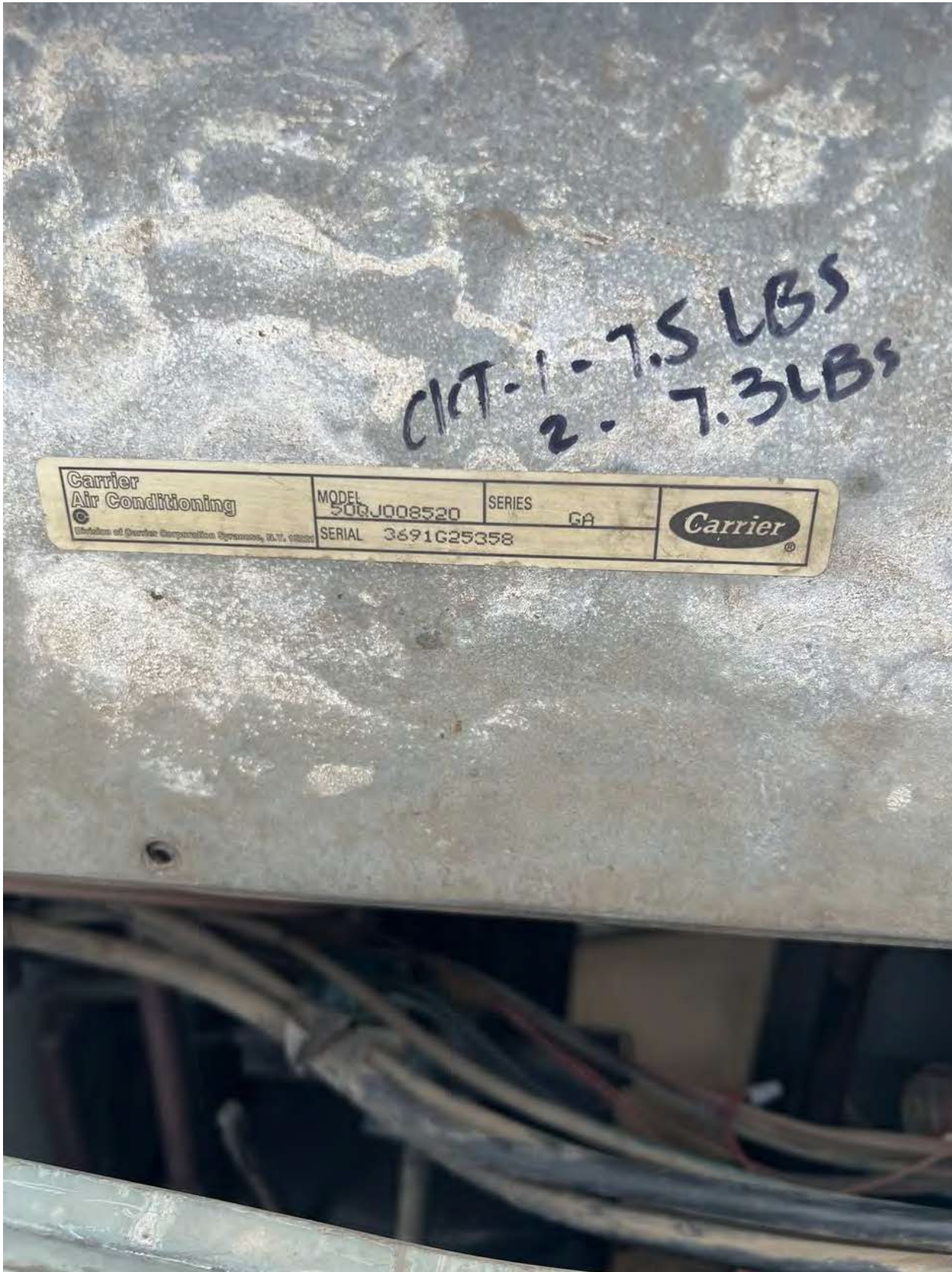
- Terminate and cap gas supply in attic.

2.4 SPECIFICATION DOCUMENTS AND PHOTOS OF THE CURRENT HVAC SYSTEM

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TOTAL CHARGE BLOCK TO BE FILLED IN BY INSTALLER.
FOR FIELD CHARGE - SEE INSTALLATION INSTRUCTIONS.

OUTDOOR USE

BDP COMPANY

DIVISION OF CARRIER CORPORATION
INDIANAPOLIS, IN. - CITY OF INDUSTRY, CA.

MODEL NO.

541DK036

PRODUCT NO.

541DK036000AAAA

SERIAL NO.

3884A 56907

COMPRESSOR

R.L.A.

12.2

L.R.A.

7.3 4

H.P.

VOLTS

208-230

HERTZ
PHASE

60/3

FAN MOTOR

F.L.A.

1.2

L.R.A.

H.P.

VOLTS

208-230

HERTZ
PHASE

60/1

REFRIGERANT
22

7 LB. 6 OZ.

FACTORY
CHARGE

HIGH SIDE

300

TEST PRESSURE

LOW SIDE

LB.

OZ.

REFRIGERANT 22
TOTAL CHARGE

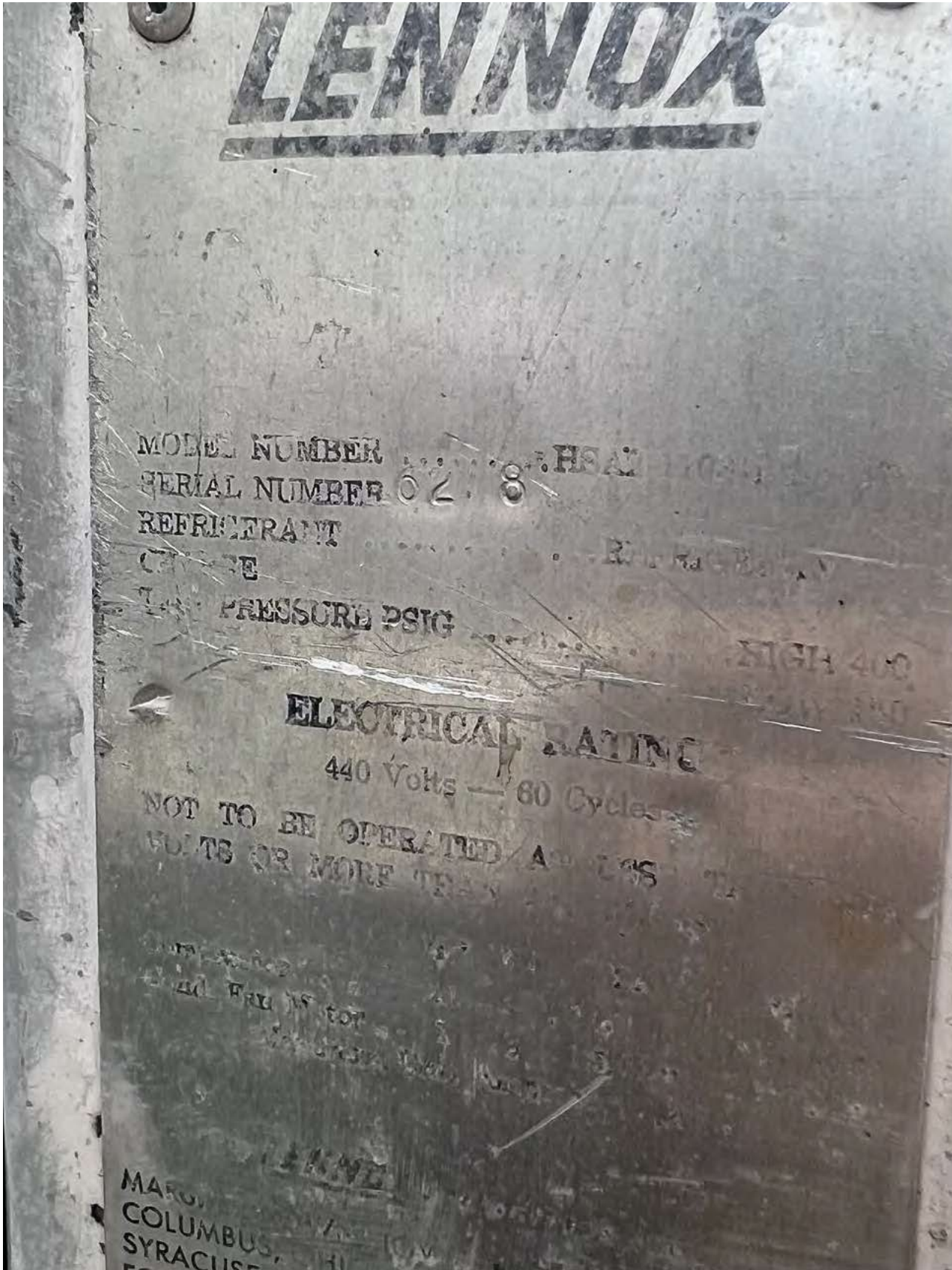
MIN. CIRCUIT

AMPS

AMPS

MAX. FUSE
OR HACR TYPE CKT. BKR.

302566-3















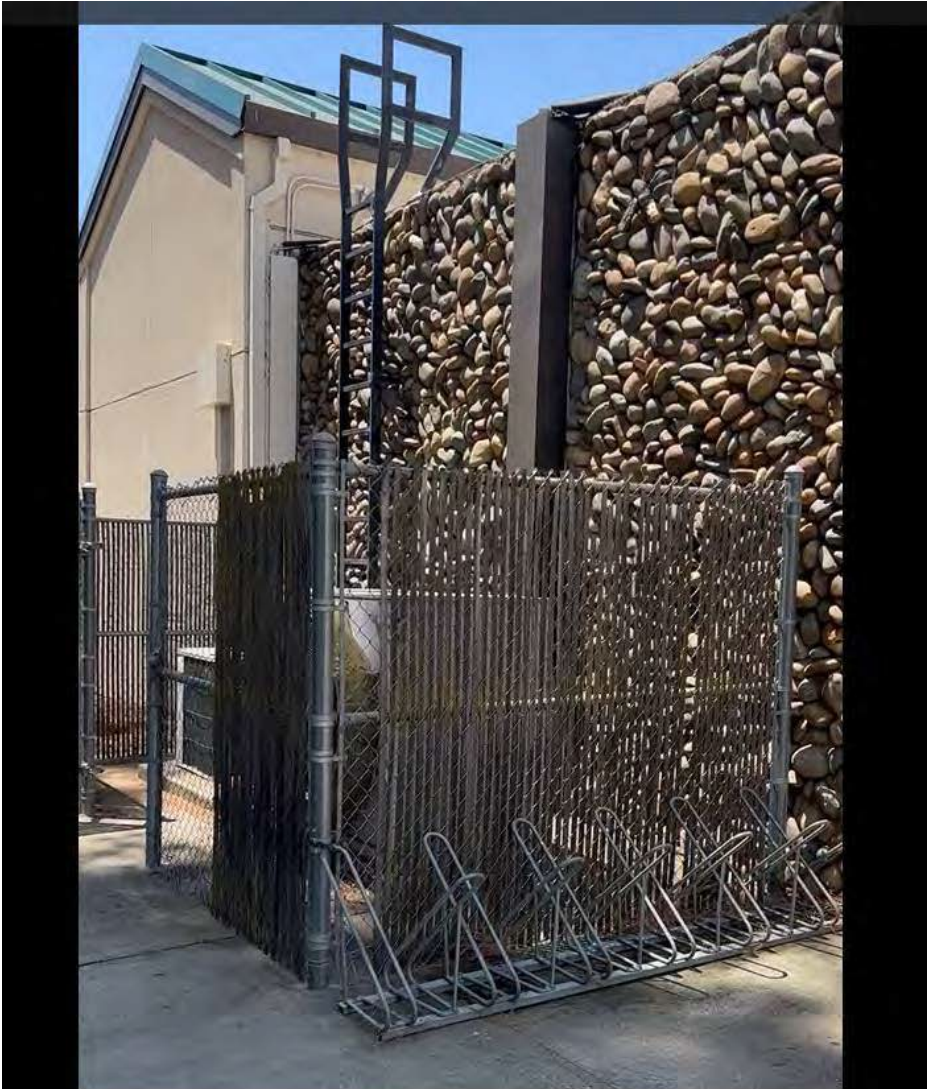


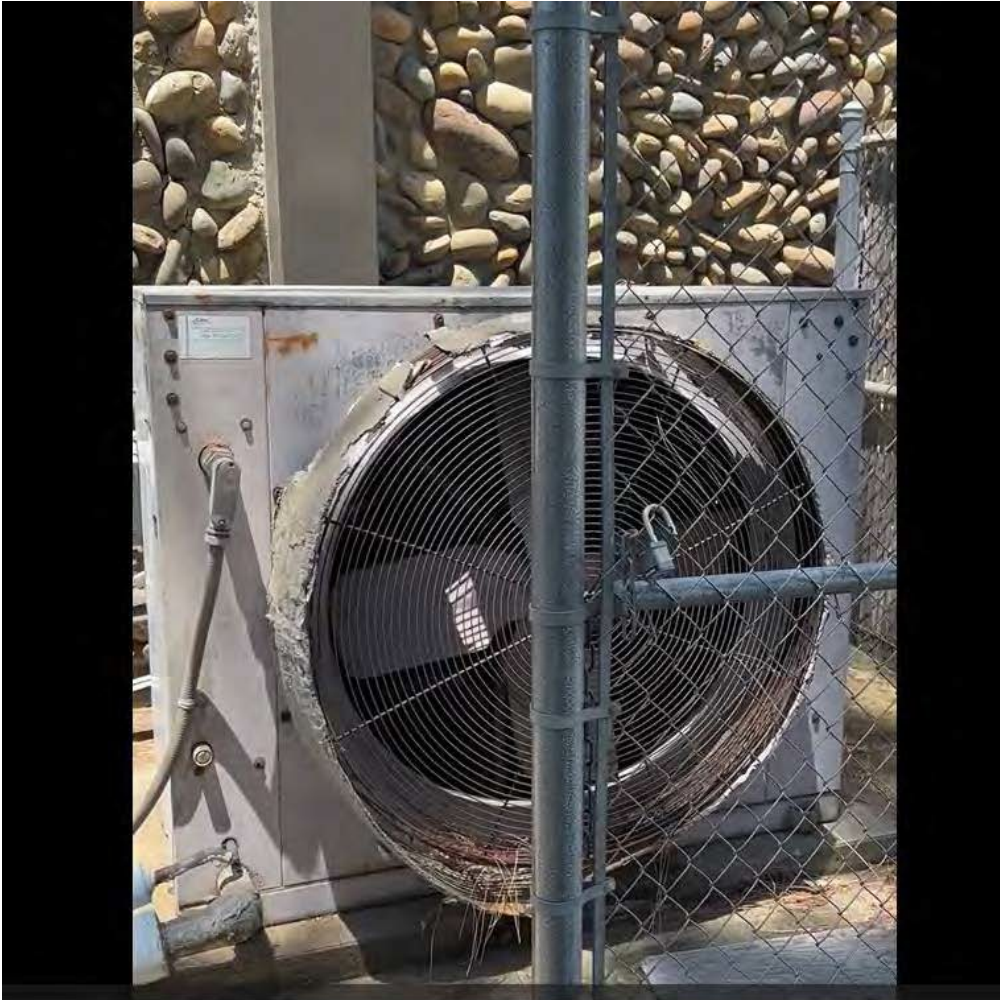
















TOTAL CHARGE BLOCK TO BE FILLED IN BY INSTALLER.
OR FIELD CHARGE - SEE INSTALLATION INSTRUCTIONS.

OUTDOOR USE

BDP COMPANY
DIVISION OF CARRIER CORPORATION
INDIANAPOLIS, IN. - CITY OF INDUSTRY, CA.

MODEL NO. 541DK036

PRODUCT NO. 541DK036000AAAA

SERIAL NO. 3884A-56907

COMPRESSOR		FAN MOTOR	
R.L.A.	<u>12.2</u>	F.L.A.	<u>1.2</u>
L.R.A.	<u>75.4</u>	L.R.A.	
H.P.		H.P.	
VOLTS	<u>230</u>	VOLTS	<u>230</u>
HERTZ	<u>60</u>	HERTZ	<u>60</u>
PHASE		PHASE	

REFRIGERANT 22 LB. OZ. 10 FACTORY CHARGE

TEST PRESSURE

HIGH SIDE 150 LB. LOW SIDE 15 LB.

REFRIGERANT 22 TOTAL CHARGE 10 AMPS

MIN. CIRCUIT 10 AMPS

MAX. FUSE 10 AMPS

OR HACR TYPE CKT. BKR. 302566-3





2.5 CONTRACT DEFINITION

The contract between CRPD and the selected contractor to provide service for Replacement of two (2) HVAC Systems and a Heat Pump Package at Hagan Community Center, Building #2 and related services will consist of:

- 1.) This Request for Proposal
- 2.) Associated Contract Documents
- 3.) The selected Contractor's Proposal
- 4.) The price, experience, timeframe, and other factors in section 5.1

The final contract documents with the selected/winning company will detail the required performance schedule, documentation, and other support services replacement agreements.

2.6 WITHDRAWAL OF RESPONSE

Responses may be withdrawn from consideration or amended at any time prior to the Response Deadline by submitting a written request by email to the point of contact listed on the Cover Page.

The e-mail subject line for withdrawal should contain the Request for Proposal description as indicated on the cover page of this Solicitation. The Responder or Contractor is solely responsible for ensuring the email is received by CRPD before the Response Deadline. CRPD is not responsible for lost or misdirected e-mails.

2.7 COSTS INCURRED

Responders understand that issuance of this Solicitation or retention of responses in no way constitutes a commitment by CRPD to award a Contract. CRPD accepts no obligations for cost incurred in preparing and submitting a proposal response, including, but not limited to, preparing for, or participating in a contractor conference, phone call or interview.

Responses shall be submitted at the sole expense of the Contractor. All responses shall be prepared simply and economically, providing a straightforward, concise description and value propositions.

3.0 CONTRACT CLAUSES

3.1 TERMS AND CONDITIONS

1. **Compliance With Law:** Contractor warrants compliance with all federal, state, and local laws, ordinances, rules, licensing, and regulations applicable to its performance as applies to this Request for Proposal.
2. **Hazardous Materials & Material Safety Data Sheets:** No materials that have been deemed as hazardous or potentially hazardous may be utilized by the Contractor without appropriate MSDS. There are no exceptions. MSDS may be sent under separate cover, referencing the Purchase Order number. All employee "Right to Know" laws and regulations must be strictly adhered to. Equipment covered by this Request for Proposal must conform to the California Division of Industrial Safety Standards.

3. **Payments:** Payments shall be made upon submission of itemized invoices in triplicate, of the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, less deductions, if any, as herein provided. Payment on partial deliveries may be made whenever amounts due so warrant or when requested by the Vendor and approved by the CRPD Agent.
4. **Delivery of Services:** Timely delivery of services is of the essence in this contract. Delivery of services shall not be considered complete until services have been physically received, accepted, and inspected to the satisfaction of CRPD. **All delivery of service times and locations shall be coordinated with CRPD Representative: Gary Acheson: 916-224-7854.**
5. **Inspection:** All materials and workmanship are subject to inspection and testing by CRPD, City of Rancho Cordova, and Sacramento Metro Fire for compliance with specifications as included herein. In the event articles or services are defective or not in conformity with this order, CRPD shall have the right either to reject the items or require correction. Defective articles or services shall be removed from CRPD premises and/or corrected by and at the expense of the Contractor. Failure to inspect and accept or reject shall not relieve the Contractor from responsibility for compliance with specifications. Final acceptance shall be conclusive except for latent defects, fraud, or such gross mistakes.
6. **Responsibility:** Unless otherwise specified, the Contractor shall be responsible for all items and services covered by this purchase order to the satisfaction of CRPD. The Contractor shall bear all risks as to items rejected or requiring correction after notice of such rejection or correction is given.
7. **Changes:** This purchase order may at any time, by written order, be changed regarding the materials or services to be furnished, quantities ordered, unit price discount, delivery point or arrangements, terms, or any other matters affecting a valid order. In the event such change causes an increase or decrease in the cost of performance hereunder, an equitable adjustment will be made for the cost thereof, subject to the approval of the CRPD Agent, and written notice given, therefore. Change orders limited to 10% of contract cost, bid accordingly.
8. **Termination:** This purchase order may be terminated in whole or part at any time by written notice to the Contractor. Such termination shall be effective in the quantity, manner, and time specified in this notice and CRPD shall be liable at the stipulated price only for such materials and/or services that have been delivered and/or rendered and accepted. CRPD shall not be liable for any excess costs arising out of such termination. Failure of the Contractor to cease delivery and/or work upon receipt of termination shall not occasion a claim for extra costs.
9. **Liability:** CRPD shall not be responsible for any damage that may occur by reason of the death or injury of the person of the Contractor's employees, invitees, or licensees, or for damages to any property of the Contractor or that may arise or be set up at any time because of personal injury or damage to property sustained by any other person or persons which may have been caused or contributed to, proximately or remotely, by reason of or in the course of performance of this Purchase Order. The Contractor shall assume

full responsibility for the defense of any claim arising under this Purchase Order and the Contractor shall save, keep and bear harmless CRPD all employees thereof, from all damages, costs, or expenses, in law or in equity because of personal injury, property damage or alleged or actual patent infringements based on the performance of this Purchase Order or asserted against it.

10. **Delays-Damages:** In the event the Contractor fails to perform this Purchase order within the time specified, if any, or a reasonable time after placement of the order, CRPD may, by written notice, order the Contractor to cease further services and may hold the Contractor liable for any damages caused CRPD by reason of such delay. Periods of performance may be extended if the facts as to the cause of the delay justify such extension in the opinion of the CRPD Agent.
11. **Certificates of Insurance:** Contractor and/or any and all subcontractors working for the Contractor shall provide Certificates of Insurance to CRPD as evidence of the Insurance coverage required herein, not less than Fifteen (15) days prior to commencing work for CRPD, and at any other time upon the request of CRPD. Certificates of such Insurance shall be filed with CRPD on or before commencement of the services under the Agreement. Contractor's and any and all contractor subcontractor's Commercial General Liability insurance shall name CRPD, its employees, and Board of Directors, as additional insured.
12. **Disputes:** All disputes concerning questions of fact which may arise under this Purchase Order, and not disposed of by mutual consent, shall be decided by the CRPD Agent.

3.2 DEFINITIONS

Unless the context clearly indicates otherwise, throughout this Solicitation, the definition given to a term below applies whenever the term appears in this Solicitation, in any Response (Proposal) submitted in response to this Solicitation, and in any Contract awarded because of this Solicitation. All other terms have their ordinary and common meaning.

- a) **Addendum** – A written clarification or revision to this Solicitation issued by CRPD.
- b) **Bidder** – Entity, responder, contractor, security service, or individual that submits a response to this Solicitation. This term also includes anyone acting on behalf of the entity or individual that submits a response, such as an agent, employee, or representative. See also Responder below.
- c) **Contract** – A legally enforceable agreement between two or more parties. As a result of this Solicitation, CRPD may issue a Contract document or Purchase Order (see definition).
- d) **Contractor** - Each Bidder, business entity or individual, if any, awarded a Contract to provide the services or goods as a result of this Solicitation.
- e) **Contract Term** – The period of time during which the Contract is in effect from the start date through the end date and may include renewal or extension periods.
- f) **Deliverables** – The services or goods specified in this Solicitation and any resulting Contract, that the Contractor shall perform or deliver to the CRPD for acceptance.
- g) **Exhibit** – A document, included as an attachment to this Solicitation, which provides terms and conditions, additional requirements and information related to this Solicitation.
- h) **Force Majeure** – This is any unforeseeable circumstance which is beyond the control of both Parties or any unavoidable event, even if foreseeable, as a result of which such Party is unable to perform its obligations, in whole or in part, under this Agreement. This can be enforced at any instance of the contract's duration without any negative effect to the CRPD.
- i) **Purchase Order** – A legally enforceable agreement between two or more parties. A Purchase Order is issued by CRPD indicating types, quantities, and agreed pricing for services and goods the Contractor will provide. Also considered a Contract.
- j) **Response** – All information and materials submitted in response to this Solicitation. May also be referred to as Proposal or Proposal Response.
- k) **Responder** – a term interchangeable with Bidder or Contractor, or Security Service company.
- l) **Scope of Work** – The description of requirements, services, specifications for works which may be required, and deliverables as provided in this Solicitation and any resulting Contract which the Contractor is required to provide. A term interchangeable with Performance Work Statement (PWS).
- m) **Solicitation** - This document, including all exhibits, attachments, appendices, or Addenda (if applicable) in press release, website or national dailies or newspaper. May also be referred to as Request for Proposal (RFP) or Tender.
- n) **Cost** – The set rate per unit of measure (UOM), used for payment of the services provided, included on the Price Sheet under the Contract or Purchase Order. Interchangeable with the term Price Proposal

4.0 INSTRUCTIONS AND FORMAT OF PROPOSAL

4.1 CONTENTS OF PROPOSAL

The contractor's Proposal response format should emphasize clarity and brevity in describing the understanding of the project, approach to task deliverables, performance delivery, cost schedule, and past experience.

Three (3) paper copies of the contractor's RFP response should be submitted to CRPD's POC by or before proposal due date and time. Proposals will not be reviewed and will be considered non-responsive if they arrive past the noted deadline.

The proposal shall include a cover or transmittal letter with the proposal, signed by the individual(s) from the company's team able to commit the needed resources as the contractor, and shall identify the key person and phone number to contact regarding such proposal. This proposal should also include all additional accompanying bid response documents such as the evaluation factors, the front and back covers, and the Proposal/Price Proposal.

Each submission or RFP response must include the following information sections:

PROPOSAL SECTIONS	TITLE	SECTION CONTENT
Section 1	Responder Title or Cover Page	Present the subject of your proposal, the name of your organization, local address of the office or agency that will be implementing the CRPD HVAC Systems Replacement, name of the contact person (with their title and their contact information) and the Proposal submission date.
Section 2	Table of Contents	Present a clear and comprehensive identification of the contents of your proposal by section and by page number.
Section 3	Cover Letter or Letter of Transmittal	<p>A signed letter of transmittal/cover letter is required. Within this letter include statements to the following:</p> <ul style="list-style-type: none"> • Your organization's understanding of the work to be accomplished. • Upon award of this contract, your organization will make a positive commitment to perform the implementation of the work within the scheduled period. • All Proposals submitted are to be valid for a period of 60 days after this tender opening date. • The name of the individuals who will be authorized to make representations for your organization, their titles, addresses,



		<p>email addresses and telephone numbers.</p> <ul style="list-style-type: none"> A statement that the signatory of the transmittal letter with their printed name and title has authority to bind your company/organization.
Section 4	<p>Profile of your Organization</p> <p>Similar Past Performance References</p>	<p>A profile of your organization is required. The profile should include the following information:</p> <ul style="list-style-type: none"> Basic organizational information, such as, size of organization, how long in business in the district, public or private entity, etc. Your organization's technical and management plan for such a contract performance as this. <p>Include at least three (3) references where your organization provided similar HVAC Systems Replacement. Include contact names, telephone numbers and addresses. Indicate the year and timeframe in which each reference was engaged with your organization.</p>
Section 5	Technical and Quality Control Plan	<p>Please provide a detailed technical description of your proposed services, delivery and quality control plan, including equipment lead times and estimated completion date.</p> <p>Include typical expectations of CRPD staff commitments, and what staff CRPD can anticipate it will need to provide during contractual and performance stages.</p>
Section 6	Price/Cost Budgeting	<ul style="list-style-type: none"> The contractor will provide costs for all services provision and contract deliverables on the provided Bid Proposal in Section 1.3. Change orders will be limited to 10%. Provide any potential rebates or credits available to apply against the project.
Section 7	Other Supporting Documents i.e., Business Certifications, Policies & Insurance Requirements	<p>Provide copies of Variant Refrigerant Flow (VRF)/Variant Refrigerant Volume (VRV) certification and any other documentation as necessary to affirm the suitability and qualifications of the contractor to do business in the state, and to CRPD.</p>

		<p>Provide proof of licensed Structural and licensed Mechanical Engineer (or licensed Civil Engineer or licensed Architect) on staff or an executed (or pending) contract to provide those services.</p> <p>Responders may also provide in this section any other information that they believe will assist CRPD evaluation committee in making its selection.</p>
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5.0 EVALUATION OF PROPOSAL PROPOSALS

5.1 SELECTION CRITERIA

The primary selection criterion will be the ability of the contractor to fully understand the descriptive business necessity and security management needs of CRPD, and accomplishing the tasks described in proposed Scope of Work.

Main evaluation criteria will be based on qualifications, quality of services, management and staffing plan, cost and delivery of services, and references.

5.2. SELECTION PROCESS

The winning Contractor selection process will be conducted as follows:

1. The closing date and hour for receipt of the proposal. Proposals received after this date and time will not be considered. If sufficient Proposal responses are not received, the date may, at CRPD's sole discretion, be extended until an adequate number of proposals are received.
2. The proposal review and selection process may require CRPD to conduct interviews with one or more proposing companies. These interviews will be held from the specified date in the RFP timeline.
3. Selection of the winning proposal shall be based on CRPD's evaluation of the best proposal and best-qualified respondent using the criteria most deemed-fit in CRPD's best interest and the information as provided and outlined in the appropriate RFP sections. Such determination shall be made at the sole discretion of CRPD.
4. Contract negotiations will be initiated immediately upon selection of the Contractor. If CRPD is not able to negotiate a satisfactory contract, scope of services performance, Proposal redemption or overhead costs consistent with regulatory requirements, negotiations will be terminated, and the Contractor will be notified by e-mail. In this event, the Proposals of the remaining pool of respondents will be evaluated and negotiations will be initiated with one of the remaining respondents assessed most qualified to perform the service.
5. This selection process does not obligate CRPD to enter a contract with any of the responding firms or bidders.
6. Unsuccessful responders may be afforded the opportunity of debriefing conferences if they so request. The request for a debriefing conference must be made within three days of receipt of the written notification

indicating that their Proposals was not selected. Discussions will be informal and limited to a critique of the requesting responder's proposal. This feedback will assist the proposer in understanding the strengths and weaknesses of their proposal. CRPD representatives will explain the scoring of a responder's proposal. Debriefings will be conducted by telephone and may be limited to a specific amount of time.