

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P) #2018-31
FIRE ALARM AND LOW-VOLTAGE ENGINEERING SERVICES**

NOTICE IS HEREBY GIVEN that the Lodi Unified School District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide fire protection engineering services to the District for the Measure U Bond Program ("Program") and projects identified in the District's Bond Project List and Long-Range Facilities Master Plan ("Projects"). Information regarding the Program, Bond Project List, and Long-Range Facilities Master Plan is available at: <http://www.lodiUSD.net/measureu>.

Respondents to this RFQ/P should mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on CD or flash drive of their Statement of Qualifications ("SOQ") and a copy of their Proposal labeled Measure U FIRE ALARM AND LOW-VOLTAGE ENGINEERING SERVICES

Proposal, as further described herein, to:

**WARREN SUN
SENIOR DIRECTOR OF OPERATIONS
LODI UNIFIED SCHOOL DISTRICT
1305 E Vine Street, Lodi, CA 95240**

ALL RESPONSES ARE DUE BY 2:00 P.M. ON JUNE 19, 2018. Any SOQ or Proposal received after that date and time will not be accepted and will be returned unopened.

FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.

Each SOQ and Proposal must conform and be responsive to the requirements set forth in this RFQ/P.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFQ/P please call or email Warren Sun before 4:00 p.m. on June 13, 2018. Answers will be posted on the District website by 12:00 p.m. on June 15, 2018.

BACKGROUND

The District serves approximately 29,800 K-12 students at 49 school sites in the Central Valley of Northern California. On November 8, 2016, voters approved Measure U, the Local School Repair/Student Safety Measure, authorizing the District to issue and sell \$281 million in school bonds for: for: 1) repairing and upgrading aging schools District-wide; 2) school safety and security upgrades; and 3) technology and science modernization projects.

The District is seeking SOQs and Proposals from experienced entities to provide fire protection engineering services ("Consultant") for the District's Measure U Bond Program and specific Projects identified in the District's Long-Range Facilities Master Plan.

This RFQ/P explains the services sought from the Consultant and generally outlines the Program requirements. The District intends to select a pool of qualified firms for future consideration to provide services for certain future Projects.

PROGRAM/PROJECT(S) DESCRIPTION

Information regarding the Program and Project(s) for which the District needs fire protection engineering services can be found in the Bond Project List and Long-Range Facilities Master Plan available at: <http://www.lodiUSD.net/measureu>.

SCOPE OF SERVICES

Consultant must be capable of providing the full Scope of Services for any Program Project(s), as set forth at **Exhibit "A"** to the District's form Independent Consultant Agreement for Professional Services, which is distributed with this RFQ/P as **Appendix "A"** and incorporated herein by this reference. Consultant will be responsible for surveying existing fire detection system components and designing fire alarm upgrade projects at various District sites.

Description of the Work:

The scope of this project is to provide plan design, design drawings and project oversight services to the District for the design of a new Voice Addressable Fire Alarm and Carbon Monoxide Systems at the thirteen campuses located within the District boundaries.

The layout design will be required to meet current codes any other relevant and required codes for occupancy and use.

- A. National Fire Protection Agency
 - 1. NFPA 70 - National Electrical Code (NEC) Generally; Article 760 in particular
 - 2. NFPA-72 – National Fire Alarm Code
 - 3. NFPA 101 - Life Safety Cod
 - 4. NFPA-90A - Installation of Air Conditioning and Ventilating Systems
 - 5. NFPA 720 – Standards for the Installation of Carbon Monoxide (CO) and Warning Equipment

- B. California Building Code
- C. California Fire Code (CFC) Generally; Article 907 and 915 in particular
- D. California Electrical Code
- E. State and Local Codes
- F. National Electrical Manufacturer's Association (NEMA)
- G. Underwriters' Laboratories, Inc. (UL)
 - 1. UL-864 Control Units for Fire Protective Signaling Systems
 - 2. UL-268 Smoke Detector for Fire Protective Signaling Systems
 - 3. UL-217 Smoke Detectors for Single and Multiple Station
 - 4. UL-521 Heat Detectors for Fire Protective Signaling Systems
 - 5. UL-464 Audible Signaling Appliances
 - 6. UL-1971 Visual Signaling Appliances
 - 7. UL-38 Manually Actuated Signaling Boxes
 - 8. UL-1481 Power Supplies for Fire Protective Signaling Systems
 - 9. UL-2075 Carbon Monoxide Detectors

The proposal shall include:

Consultant to provide services to prepare design drawings, project manual, bid and DSA approval documents, assist with tabulating and reviewing the bids, and basic construction oversight.

Project specifications, State approval assistance, assist with distribution of bid documents, bid summary and evaluation, review of shop drawings, periodic inspection of the work, review of payment requests and extras, project closeout and cost to construct estimate are all items of work that should be considered in your proposal.

NOTE: The Fire Alarm project will need to be designed and constructed fully knowing the system may need to be able to be expandable with any future building addition, expansion or remodeling.

LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any entity responding to this RFQ/P. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of

preparing a response to this RFQ/P. The awarding of the Consultant contract(s), if at all, is at the sole discretion of the District.

The SOQs, Proposals, and any other supporting materials submitted to the District in response to this RFQ/P, will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, SOQs and Proposals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ or Proposal.

FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”) shall be afforded full opportunity to submit SOQs and Proposals in response to this RFQ/P and no respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition, or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation/selection process, or the award of the contract with any member of the District, Board of Education, selection members, or any member of the Citizens’ Oversight Committee. Any such contact shall be grounds for the disqualification of the respondent.

POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION

The District may maintain a pool of qualified fire protection engineering services firms. Requests for recertification may be sent every two (2) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District’s sole discretion.

FORMAT REQUIREMENTS

Firms responding to this RFQ/P must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface

headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc.

Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the SOQ and Proposal.

- The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:
 - No divider sheets or tabs.
 - Pages with proprietary information removed.
 - A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information.
- The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite or PDF.

CONTENT REQUIREMENTS

1. COVER LETTER (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of the respondent. If the respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- Respondent must include one (1) of the follow statements:

"[INSERT RESPONDENT'S NAME] received a copy of the District's form of Independent Consultant Agreement for Professional Services ("Agreement") attached as Appendix "A" to the RFQ/P. [INSERT RESPONDENT'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT RESPONDENT'S NAME] has no objections to the use of the Agreement."

OR

"[INSERT RESPONDENT'S NAME] received a copy of the District's form of Independent Consultant Agreement for Professional Services ("Agreement") attached as Appendix "A" to the RFQ/P. [INSERT RESPONDENT'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT RESPONDENT'S NAME] has objections to the use of the Agreement, listed as follows: [IDENTIFY ALL OBJECTIONS]."

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.
- Respondent must include evidence that Respondent is legally permitted and properly licensed for the scope of services and to conduct business in the State of California.
- Respondent shall sign and add the following language: *"By virtue of submission of this Proposal, [INSERT RESPONDENT'S NAME] declares that all information provided is true and correct."*

2. BUSINESS INFORMATION

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support).
- Location of office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

3. RELEVANT PROJECT EXPERIENCE

- Provide information about prior services furnished by your firm in the last ten (10) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
 - District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - Project name and location.
 - Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
 - Square footage.
 - Main program elements.
 - Description of services provided by your firm.
 - Briefly state relevance of the project for consideration in this RFQ/P.
 - Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
 - Key individuals of the firm involved and their roles in the project.
 - Any sub-consultants that worked with the firm.
- Describe your experience working with relevant state or local agencies.
- Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule.
- Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a K-12 school district.

4. PROJECT TEAM SUMMARY

- Identify key team members, including sub-consultants, and state their qualifications relevant to the scope of services for the Project(s).
- The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

5. LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A

SOQ/Proposal failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

6. FEE PROPOSAL

Fee proposal shall include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). Proposal shall provide a Schedule of Rates ("SOR") by position, by company entity, for each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership. The SOR should identify proposed reimbursables by category. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation.

A form of the Agreement has been distributed with this RFQ/P as **Appendix "A."** The final form of the Agreement will incorporate the final scope of work and not-to-exceed fee negotiated between the District and the selected firm. **Any objections to the form of Agreement must be identified in your Cover Letter.**

7. APPENDIX

- Firm brochure/history/background, reprints, etc.
- Key team member resumes.

SELECTION PROCESS AND CRITERIA

A Selection Committee will evaluate all submissions. Each submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified. Based upon the information presented in the submissions, the District may elect to conduct interviews with some or all of the respondents. After the interviews, if any, the Selection Committee will identify the firm(s)/team(s) that can provide the greatest overall benefit to the District.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of the firm with similar services;
- Experience and results of proposed personnel;
- References from clients contacted by the District;
- Technical capabilities and track record of use;
- Value of services under proposed fees; and
- Overall responsiveness of the Proposal.

DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQs. The District may request a respondent to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the Selection Committee's discretion, firms may be asked to arrange a tour of a representative facility which they have been responsible for.

INTERVIEWS

The District, at its sole discretion, may elect to interview selected firm(s). The District may elect to interview one or more firms. If a firm is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District's Selection Committee to review the firm's proposal and other matters the committee deems relevant to its evaluation. **Any comments or proposed changes to the form of Agreement attached hereto as Appendix "A" shall be provided in writing before the interview and may be the subject of inquiry at the interview.**

FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFQ/P for all or any portion of the work described herein, to reject any SOQ or Proposal as non-responsive, and/or not to contract with any respondent for the services described herein. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ or Proposal in response to this RFQ/P, including any supporting materials.

Awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this RFQ/P.

RFQ/P RESPONSE SCHEDULE SUMMARY:

The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE
06/07/18	Release and advertisement of RFQ/P #2018-31.	
06/14/18	Deadline for submission of written questions to District concerning RFQ/P #2018-31.	5:00 p.m.
06/19/18	Deadline for all submissions in response to RFQ/P #2018-31.	2:00 p.m.
06/21/18	Release of short-listed firms.	5:00 p.m.
T.B.D.	Interviews of short-listed firms.	Begin 9:00 a.m.
T.B.D.	Notification to selected firm.	

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!