

**LODI UNIFIED SCHOOL DISTRICT  
REQUEST FOR QUALIFICATIONS AND PROPOSALS  
TOKAY HIGH SCHOOL MODULAR PROJECT  
LEASE-LEASEBACK PRECONSTRUCTION AND CONSTRUCTION SERVICES  
RFQ/P # 0947-8247-3**

Lodi Unified School District ("District") is seeking proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide design, constructability review, value engineering, master scheduling, cost estimating, budgeting, and construction services for the development and construction for the **Tokay High School Modular Project Increment 3 Installation of Modular and/or Prefabricated Gym Building** ("Project"), in accordance with the lease-leaseback structure under Education Code section 17406 et seq.

The Request for Qualifications and Proposals ("RFQ/P"), which includes instructions for its completion, is available at District Office, located at 1305 E. Vine Street, Lodi, California, or on the Facilities & Planning page of the District's website (<https://www.lodiUSD.net/district/departments/business-services/facilities-and-planning>). Respondents to this RFQ/P shall submit a completed Statement of Qualifications ("SOQ") along with a sealed Proposal (collectively "RFQ/P Packet").

Respondents must mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on CD/DVD or USB stick of the RFQ/P Packet conforming to the requirements of this RFQ/P to:

LODI UNIFIED SCHOOL DISTRICT  
1305 E. Vine Street, Lodi, CA 95240  
ATTN: Facilities & Planning Department  
RFQ/P # 0947-8247-3

**ALL RESPONSES ARE DUE BY 2:00 P.M. ON WEDNESDAY, MARCH 12, 2019.** Oral, telegraphic, facsimile, telephone, or email RFQ/P Packets will not be accepted. RFQ/P Packets received after this date and time will not be accepted and will be returned unopened. The District reserves the right to waive any informalities or irregularities in the RFQ/P Packets. The District also reserves the right to reject any and all RFQ/P Packets and to negotiate contract terms with one or more Respondents.

A mandatory informational meeting and site walk will be conducted on **Tuesday, February 19, 2019**, starting at **10:00 A.M.**, at Tokay High School, located at 1111 Century Blvd., Lodi, CA 95240.

Questions regarding this RFQ/P may be directed in writing to the District's Facilities & Planning Department, at [rfgquestion@lodiUSD.net](mailto:rfgquestion@lodiUSD.net), and must be submitted on or by **4:00 P.M. on Tuesday, February 26, 2019**.

All Respondents, including the Developer that installs the modular and/or prefabricated buildings that will be installed under this second increment of the Project, must be prequalified by the District in accordance with the Public Contract Code sections 20111.5 and 20111.6. Proposed electrical, mechanical, and plumbing subcontractors are also subject to the prequalification requirements as required by Public Contract Code section 20111.6 and must be prequalified prior to negotiation of a Guaranteed Maximum Price.

**I. RFQ/P SCHEDULE SUMMARY**

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

<b>DATE</b>	<b>ACTION ITEM</b>
<b>February 8, 2019</b>	Release and advertisement of RFQ/P.
<b>February 8, 2019</b>	RFQ/P packages available for distribution.
<b>February 19, 2019 at 10:00 A.M.</b>	Mandatory informational meeting.
<b>February 26, 2019 at 4:00 P.M.</b>	Last day to receive written questions from Respondents.
<b>February 28, 2019</b>	Last day for District to issue addenda to answer questions/clarifications.
<b>March 12, 2019 at 2:00 P.M.</b>	Deadline for submissions in response to RFQ/P.
<b>March 15, 2019 by 4:00 P.M.</b>	Release of shortlisted Respondents and interview notifications.
<b>Week of March 19<sup>th</sup>-20<sup>th</sup>, 2019</b>	Interviews of shortlisted Respondents.
<b>TBD, 2019</b>	Notice to selected developer(s) to start negotiation.

**II. BACKGROUND**

The District encompasses 350 square miles and serves the cities of Lodi, North Stockton, and the communities of Acampo, Clements, Lockeford, Victor, and Woodbridge in the Central Valley of Northern California. Student enrollment is 29,800, and there are 49 school sites, including, 33 elementary, 7 middle, 4 comprehensive high schools, and 2 continuation high schools.

Tokay High School, located at 1111 Century Blvd., Lodi, California, is a comprehensive four-year high school, serving over 2,000 students.

**III. PROJECT DESCRIPTION AND SCOPE OF SERVICES**

**A. General**

The District is seeking proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide design, constructability review, value engineering, master scheduling, cost estimating, budgeting, and construction services for the

development and construction for the **Tokay High School Modular Project Increment 3 Installation of Modular and/or Prefabricated Gym Building** ("Project"), in accordance with the lease-leaseback structure under Education Code section 17406 et seq.

Selected developer shall have experience with the construction of public school facilities—including modular school buildings—and in working with the Office of Public School Construction ("OPSC"), the Division of the State Architect ("DSA"), and Title 24 of the California Code of Regulations. Only Respondents who have been prequalified by the District in accordance with Public Contract Code section 20111.6 are eligible to respond to this RFQ/P.

To submit a proposal, Respondent must be properly licensed by the California Contractors State License Board and registered with the Department of Industrial Relations ("DIR") as required by law. The selected developer will be required to comply with the Labor Code prevailing wage requirements and the District's bonding and insurance requirements. The selected developer shall be required to work cooperatively with District staff, the Board of Education, all other technical consultants, the architect, the project inspector, and any program and/or construction manager, if any, retained by the District for the Project, citizens' oversight committee, other District committees, and the community to facilitate timely and professional completion of the Project.

The Project is further defined in the attached **APPENDIX A**, along with the District's construction budget and schedule for the Project. Respondents' Proposal shall include the proposed fee to perform the Project, including the proposed fees to perform preconstruction services or any other work related to the Project, as requested by the District. Each Respondent must submit a budget for each scope of work as well as an overall cost if the Respondent is given all of the work.

The District intends to select the Respondent that best meets the District's needs to perform the Project. The criteria on which the District makes its determination will be based on the District's adopted best value methodology and criteria provided in this RFQ/P. The District may contract immediately, or during the length of the Project, with a single developer to provide all of the services for the Project, but it may elect to divide the scope of work into phases.

The period of performance shall be commensurate with the duration of the Project. The District may, at its sole discretion, extend the term of any contract associated with this solicitation for five (5) separate twelve (12)-month option periods by providing written notice to the selected developer not less than ninety (90) days before the contract expiration date. The total duration of any associated contract shall not exceed five (5) years.

#### **B. Designation of Representative Manufacturers**

The District hereby designates three representative manufacturers of the modular and/or prefabricated buildings that will be installed under this second increment of the Project. The representative manufactures are (1) Meehleis Modular Building, Inc.; (2) Saramark, Inc.; and (3) American Modular Systems.

#### **C. Architect's Stamp Required on DSA Approved Drawings**

The District hereby notifies all Respondents that the approved DSA drawings of the modular and/or prefabricated buildings that will be installed under this second increment of the Project must have an architect's stamp as required by DSA.

**D. Scope of Work**

Although the final scope of work will be negotiated in the executed Agreement (defined below at subparagraph H), the selected developer shall be responsible for performing the following scope of work, at a minimum:

Preconstruction Services:

1. Review design and support documentation for content, constructability, completeness, scheduling, clarity, consistency, and coordination.
2. The construction design documents for the modular and/or prefabricated buildings that will be installed under this second increment of the Project must have an architect's stamp affixed to them as requested by DSA.
3. Undertake value-engineering analysis and prepare reports with recommendations to District and Architect of Record to maintain established program budget and specifications.
4. Provide detailed cost estimates at schematic, design development, and construction document design phases.
5. Expedite design reviews, including modifications, if any, based on value analysis.
6. Provide a proposed Guaranteed Maximum Price ("GMP") for the construction of the project with identified subcontractor bids and self-performed work.

Construction Services:

1. Construction of the Project.
2. Coordination of record drawings and specifications.
3. Compilation of operations and maintenance manuals, warranties/guarantees, and certificates.
4. Obtaining occupancy permits and coordinating testing, documentation, and governmental inspections and approvals.
5. Preparation of accounting and closeout reports and occupancy plan reports.
6. Other responsibilities as necessary for the completion of the program.

**E. Lease-Leaseback Structure**

The Project will be funded from various sources, and any agreement reached will conform to the statutory framework for the lease-leaseback delivery method pursuant to Education Code section 17406 et seq. Financing for a portion of the construction of the Project will be included in the Agreement (defined below at subparagraph H). During construction, the District shall pay tenant improvement payments. Once the Project is complete, the developer shall lease the completed facilities back to the District for a pre-determined monthly lease payment amount. However, the District intends that the lease will include an early termination payment option for the District.

**F. District Project Management Description**

The District's Board of Education will be responsible for making final decisions, but the Superintendent will be responsible for day-to-day decisions and may designate a project manager, who will be the primary point of contact between the selected developer and the District.

**G. Prequalification of Designated Subcontractors**

If used, contractors holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 licenses (collectively, "MEP subcontractors") shall be prequalified by the District to perform construction work as a first-tier subcontractor on the Project pursuant to Public Contract Code section 20111.6.

**H. Registration of Respondent and All Tiers of Subcontractors**

The selected developer(s) shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of registration with the Department of Industrial Relations required of the developer or subcontractor has been provided to and accepted by the District.

**I. Form of Agreement**

Selected developer must be able to execute the District's standard form of Site Lease, Facilities Lease, and Contract Documents (together, "Agreement") attached to this RFQ/P as **APPENDIX B**. After the plans and specifications have been approved by DSA, the Facilities Lease will be amended to include the agreed upon Guaranteed Maximum Price.

**J. Indemnity**

Respondents to this RFQ/P must acknowledge that they have reviewed the District's indemnity provision set forth in the Facilities Lease (**Appendix B**) and must agree to the indemnity provision and confirm in writing that, if given the opportunity to contract with the District, the Respondent has no substantive objections to the use of the District's standard indemnity provision.

**K. Insurance**

The District has elected to implement an Owner Controlled Insurance Program ("OCIP") under the Statewide Educational Wrap Up Program ("SEWUP"). The SEWUP Joint Powers Authority ("JPA") will be providing the OCIP on behalf of the District. The OCIP will be primary to other valid and collectable insurance for the District and enrolled parties in the program. The

SEWUP JPA will provide Workers' Compensation, Employer's Liability, General & Excess Liability, Contractor's Pollution Liability, and Builder's Risk insurance for all Enrolled Contractors (and their Enrolled Subcontractors of every tier) and other designated parties for work performed at the Project Site. The Owner agrees to pay all premiums associated with the OCIP, unless otherwise stated in the contract documents. Contractors shall remove from its proposal any and all cost of insurance as it relates to coverages provided under the OCIP and similarly your subcontractors shall also remove any and all cost of insurance as it relates to coverages provided under the OCIP.

The SEWUP Contractual Provisions are set forth in Exhibit D-1 to the Facilities Lease (**Appendix B**).

#### **IV. FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprise ("SLBE"), Small Emerging Local Business Enterprise ("SELBE") and Disabled Veterans Business Enterprise ("DVBE") firms shall be afforded full opportunity to submit qualifications in response to this RFQ/P and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract.

#### **V. LIMITATIONS**

This RFQ/P is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ/P. The District reserves the right to add additional prequalified Respondents for consideration after distribution of this RFQ/P if it is found to be in the best interest of the District. All decisions concerning selection of the developer will be made in the best interests of the District. The awarding of the contract pursuant to this RFQ/P, if at all, is at the sole discretion of the District.

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 any RFQ/P Packet in response to this RFQ/P.

RFQ/P Packets 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 materials 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, RFQ/P Packets 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 RFQ/P Packet.

#### **VI. 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 or 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 submitting a RFQ/P Packet.

## **VII. MANDATORY INFORMATIONAL MEETING AND SITE WALK**

Each Respondent must attend the mandatory informational meeting and site walk, to be conducted on **TUESDAY, February 19, 2019 at 1:00 P.M.** The meeting will be held at Tokay High School, located at 1111 Century Blvd., Lodi, CA 95240. At this meeting, District representatives will distribute information and materials to further describe the Project, the scope of work, and walk the proposed Project site. Respondents shall consider and address the materials and information distributed at the meeting in their RFQ/P Packets. Respondents that fail to attend the mandatory informational meeting, in its entirety, shall be ineligible for responding to this RFQ/P.

## **VIII. SUBMITTAL FORMAT**

### **A. Format**

Material must be in 8½ x 11 inch format with font no less than 11 point font size. The RFQ/P Packets shall include divider tabs labeled with boldface headers below (e.g. the first tab would be entitled "Executive Summary," the second tab would be entitled "Table of Contents," etc.) Five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the RFQ/P Packet shall be submitted. Each submittal shall not contain more than (20) single-sided pages or ten (10) double-sided pages, excluding front and back covers, tabs. Submittals containing more than the authorized number of pages will not be considered.

The unbound copy, marked "Copy for Reproduction," shall be formatted as follows:

- No divider sheets or tab
- Text printed on one side only (i.e., no back-to-back pages)
- Pages with proprietary information removed
- A cover sheet listing the firm's name, the total number of pages, and identification of those pages that were removed due to proprietary information

### **B. General Overview**

Each RFQ/P Packet shall include a description of the type, technical experience, backgrounds, qualifications and expertise of the Respondent. The description shall show that the firm possesses the demonstrated skills and professional experience to perform the general functions of the Project and fulfill the goals and vision of the District as its developer for the Project. Submittals shall describe in detail the Respondent's methods and plan for carrying out the Project. Included in this information must be a detailed description of construction scheduling, staging, and logistics based on timelines and information provided by the District in this RFQ/P and the mandatory informational meeting and site walk. Describe the Respondent's approach to the Project, including any creative methodology and/or technology that the Respondent uses or unique resources that the Respondent can offer to the District and Project.

**C. Contents**

Respondents shall comply with the following requirements for its RFQ/P Packet:

**1. TAB 1 – Executive Summary** (maximum 1 page)

This should be an overview of the entire RFQ/P Packet with a description of the general approach and/or methodology the Respondent will use to meet the goals and fulfill the general functions as set forth in this RFQ/P.

**2. TAB 2 – Table of Contents**

This should be a complete and clear listing of the headings and pages to allow easy reference to key information.

**3. TAB 3 – Cover Letter Identifying Respondent** (maximum 1 page)

This should be 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 sign on behalf of each party to the joint venture. The letter shall also include:

- a) Respondent's name.
- b) Address, include any branch office address and point of contact.
- c) Telephone number.
- d) Facsimile number.
- e) Email address.
- f) Identify team.
- g) Clearly identify the individual(s) who is/are authorized to speak for the Respondent during the evaluation process.
- h) And, the following statement:

"[RESPONDENT'S NAME] received a copy of the District's Site Lease and Facilities Lease ("Agreement") attached at Appendix B to the RFQ/P. [RESPONDENT'S NAME] has reviewed the indemnity provisions and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [RESPONDENT'S NAME] has no objections to the use of the Agreement."

- i) 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.



**4. TAB 4 - Respondent Information**

- a) A brief history of the Respondent. Please include any former names of the Respondent and the number of years the Respondent has participated in construction as a general contractor under each name. List any reasons for change of name or corporate structure.
- b) Provide an organizational chart and resumes of for Respondent. This shall include the names of all joint venture partners, and sub-consultants with the titles and specific task assignments for the key personnel on the Project. Identify up to three (3) persons who will be primarily responsible for working with the District and their respective roles and responsibilities. If Respondent is selected for an interview, the identified individuals must attend the interview and any required in-person presentations.

The District's evaluation will consider the entire team, therefore, no changes in the Respondent's composition will be allowed without prior written approval by the District. Respondent shall be responsible for any additional costs incurred by a change in personnel.

- c) Provide description of Respondent's technical competence, including a description of in-house resources (e.g. computer capabilities, software applications, modeling programs, etc.), and Respondent's ability to draw upon multi-disciplinary staff to address the services required under the RFQ/P.
- d) Provide the volume of construction in dollars for each of the past three (3) years.
- e) Provide a statement regarding the Respondent's availability and resources.
- f) Provide a statement on financial resources, bonding capacity and insurance coverage.
- g) Provide a claims statement: Submit a statement indicating any and all suits or claims in which the Respondent or its personnel instigated litigation regarding construction projects within the past five (5) years, and indicating any and all claims in which claims and/or litigation have been pursued against the Respondent. For each listed claim and/or litigation: state the issues in the claim and/or litigation, the status of the claim/litigation, the names of the parties involved, and the outcome, if any.
- h) Contractor license number and whether license has been revoked or suspended in the last five (5) years. Respondent must hold a General Building Contractor License (B License), which is current, valid and in good standing with the Contractor's State License Board. Provide the following for each license:

- i. Exact name of license holder on file.
  - ii. License Classification.
  - iii. License Number.
  - iv. Date Issued.
  - v. Expiration Date.
  - vi. Whether license has been suspended or revoked in the past five (5) years. If so, explain.
  - vii. Provide the same information for all subconsultants and subcontractors.
- i) Provide signatory status.
  - j) Location of nearest local office and main office, if different.
  - k) Certificate(s) of Insurance identifying the firm's current insurance coverages.
  - l) Provide Non-Collusion Declaration. (**APPENDIX C-1.**)
  - m) Provide Iran Contracting Act Certification. (**APPENDIX C-2.**)

**5. TAB 5 – Methods and Strategic Plan**

Detailed description of Respondent's methods and plan for carrying out the Project, including:

- a) The technical and managerial approach to the Respondent's partnership with the District. Take into account the District's goals for the Project and the general functions required. Respondent may identify additional necessary tasks and discuss these in its proposed method to accomplish the work.
- b) How Respondent plans to incorporate local subcontracting teams into the Project while complying with the skilled and trained workforce requirements as provided in Public Contract Code section 2600 et seq.
- c) How Respondent plans to incorporate construction means and methods into the Project.
- d) Proposed cost for completing preconstruction services for the Project for which the Proposal is being submitted.
- e) Detailed discussion of costs related to fees, general conditions, insurance, supervision, and management of the construction portion of the scope of work.
- f) Preliminary schedule for the project with specific milestones.

Emphasis will be given to the methods and strategic plan as they relate to preconstruction services and how the preconstruction services will transition into the construction services.

## **6. TAB 6 – Prior Relevant Experience**

Description of the Respondent's experience with respect to the areas of public schools or similar construction over the past five (5) years. Specifically, please provide a list of projects the Respondent has been involved with for the past five (5) years where the total project contracts exceeded five million dollars (\$5,000,000) per project. Within that list:

- a) Identify all projects involving modular building systems.
- b) Identify the method (e.g. lease-leaseback, bid-build, etc.) by which each project was constructed. For lease-leaseback projects, include the total cost of each project and a breakdown of the total cost by preconstruction services and construction services.
- c) Include a discussion of Respondent's experience with working with the DSA on public school projects.
- d) Identify and include discussion of Respondent's experience with projects performed in an occupied building and/or immediately adjacent to an occupied building and/or campus.

For the projects listed, above, be sure to also include the following information:

- a) Project's name and description;
- b) Firm's role;
- c) Award and completion dates;
- d) Project's total value;
- e) Amount of fees received;
- f) Staffing, including Respondent's team members, subcontractors and consultants;
- g) Relationship with owner/client;
- h) References: Provide a contact name, telephone number and email address for the owners and indicate which key personnel of Respondent worked on each project; and
- i) Discussion of claims, demands, and/or litigation arising from the project and involving the Respondent, and resolution of the same.
- j) Include examples of other similar project assignments on the part of the Respondent.

- k) Prefabrication and/or modular components as a percent of the project's hard costs, and as a percent of total project square footage; specific prefabrication/modular vendor and model(s).

List projects Respondent has successfully completed that had some or all of the following obstacles, including the creative solutions from the Respondent on how these obstacles were overcome:

- a) A very aggressive schedule.
- b) Significant budgetary restrictions.
- c) Be prepared to expand upon what you did to accommodate:
  - i. The complexity of the project;
  - ii. The needs of the clients;
  - iii. Minimizing inconvenience; and
  - iv. Maximizing safety.

## **7. TAB 7 – Contracting History**

If any of the following have occurred, please describe in detail the circumstances of each occurrence:

- a) Failure to enter into a contract or professional services agreement once selected.
- b) Withdrawal of a proposal or bid as a result of an error.
- c) Termination or failure to complete a contract.
- d) Debarment by any municipal, county, state, federal, or local agency.
- e) Involvement in litigation, arbitration, or mediation, whether concluded or ongoing.
- f) Conviction of the Respondent or its principals for violating any state or federal antitrust laws by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of any other federal or state law related to bidding or performance of services.
- g) Knowing concealment of any deficiency in the performance of a prior contract.
- h) Falsification of information or submission of deceptive or fraudulent statement in connection with a contract.
- i) Willful disregard for applicable rules, laws, or regulations.
- j) Failure to disclose information regarding any of the above may be deemed to indicate an unsatisfactory record of performance.

Information regarding any of the above may be considered in determining the suitability of Respondent to perform the needed services. Accordingly, Respondent may describe mitigating factors as part of description of any of the above.

#### 8. TAB 8 – Pricing and Contingency

Pricing will be evaluated based on the: (1) preconstruction services cost or method of calculation; (2) Respondent's fee, which includes profit and overhead; (3) general conditions cost; (4) additional mark-up on subcontractor prices; (5) construction contingency to be applied to errors and omissions; and (6) allowances, if any.

After the Agreement is awarded, and DSA approves the plans and specifications, the selected developer will be required to provide a Guaranteed Maximum Price ("GMP") for the Project. As part of the District review of the GMP, the District will have access to all subcontractor bids, contingency breakdown and tracking documents, general conditions breakdown and tracking documents, and Respondent's fees. The GMP shall include all of Respondent's cost for labor, materials, equipment, overhead and profit, general conditions, contractor contingency, and allowances, if any, but shall specifically exclude the amount of the District contingency. In the event the selected developer realizes a savings on any aspect of the Project, such savings shall be added to the District contingency and expended consistent with the District contingency. In addition, any portion of the contractor contingency and/or allowance remaining after completion of the Project shall be added to the District contingency. The Facilities Lease will be amended to include the agreed upon GMP, if the District proceeds with the construction phase of the Project.

#### 9. TAB 9 – Insurance

Each Respondent must demonstrate that it meets the Contractor Prequalification requirements for District's OCIP, as set forth at section 1.2 of the SEWUP Contractual Provisions contained at Exhibit D-1 to the Facilities Lease (**Appendix B**). Each RFO/P Packet must also include a letter from the Respondent's insurance company indicating its ability to provide the Required Contractor Provided Insurance Coverages under District's OCIP, as set forth at section 1.7 of the SEWUP Contractual Provisions.

#### 10. TAB 10 – Assurances

The Respondent must acknowledge each of the following items and confirm that it will be willing and able to perform these items:

- **Preconstruction Services:** Respondent shall provide services that relate to the organization and development of the Project prior to the start of construction including the following:
  - **Site Evaluation:** Consult with District staff in relation to the existing site. Selected developer should make site visits, as needed to review the current site conditions. During this evaluation, Respondent may make recommendations relating to soils investigations and utility locations and capacities, in order to minimize unforeseen conditions.

- **Plan Review:** Provide plan review and constructability services with an emphasis on ensuring that the Project can be completed within the established schedule and within the available budget.
- **Design Team Meetings:** Attend meetings at the Project site with the architect of record and the design team every two (2) weeks, until plans are ready for submittal to DSA (approximately 6 to 8 weeks, meeting duration is approximately 2 hours). Ensure that the approved DSA drawings of the modular and/or prefabricated buildings that will be installed under this second increment of the Project must have an architect's stamp as required by DSA.
- **Value Engineering:** Provide a detailed analysis of all major Project systems with an emphasis on possible value engineering possibilities.
- **Detailed Construction Critical Path Schedule:** Produce detailed construction critical path schedules to be incorporated into the Project documents including identification of the Project critical path and agency approvals.
- **Preliminary and Detailed Estimates:** Provide preliminary construction estimates using like-kind construction costs. Upon receipt of the Project plans and specifications, provide detailed construction estimates showing the values of all major components of the Project.
- **Construction Planning:** Plan the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, etc. as required.
- **Other services:** Any other services that are reasonable and necessary to control the budget and schedule. List those areas where subconsultants will be required and where the Respondent has in-house expertise. Provide resumes of persons providing each of these services and for key personnel assigned to the Project.
- **Construction Services:**
  - **Project Accounting and Management Systems:** In coordination with District staff, develop the Project accounting and budget management systems. A process of up-to-date costs management will be necessary. During construction, monthly reporting will be required.
  - **General Conditions:** List what is included in the Respondent's general conditions (including full-time and part-time personnel) and a monthly value of the general conditions. Indicate what would be included as a cost of work versus a line item in the general conditions.
  - **Management of Project:** Administer and coordinate on a daily basis the work of all trade contractors the successful Respondent hires to work on the Project. Enforce strict performance, scheduling, and notice requirements. Document the progress and costs of the Project. Report proactively on potential schedule impacts. Recommend potential solutions to schedule problems.

- o **Trade Contractors:** Provide the name(s) and scope(s) of work of each trade contractor for the following trades that the Respondent proposes to use on the Project:
  - i. Earthwork
  - ii. Storm Drainage
  - iii. Structural Steel
  - iv. Roofing
  - v. Metal Framing
  - vi. Elevators
  - vii. Plumbing
  - viii. HVAC
  - ix. Electrical
  - x. Concrete

Pursuant to Public Contract Code section 20111.6, each prospective MEP Contractor holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 licenses shall be prequalified by the District, prior to negotiation of the guaranteed maximum price to perform construction work as a first tier subcontractor on the Project.

**11. Tab 11 – Comments to Form of Agreement**

Respondents must thoroughly review the Agreement attached to this RFQ/P as **Appendix B** and confirm in writing that, if given the opportunity to contract with the District, Respondent has no substantive objections to the use of the District’s standard agreement. Respondent must also identify any term or condition of the Agreement that Respondent requests modifying, deleting, or adding. Respondents must set forth a clear explanation of what modification would be sought and specific alternate language. If selected, Respondent will be precluded from negotiating changes that have not been identified in its RFQ/P Packet. The District will review, but is not obligated to accept, any proposed changes.

**IX. BEST VALUE EVALUATION**

The RFQ/P Packets will be evaluated based on the District’s adopted criteria and rating system to determine the qualified Respondent(s) providing the best value to the District.

**A. Essential Criteria**

<b>CRITERIA ITEM</b>	<b>DESCRIPTION</b>	<b>MAXIMUM POINTS</b>
<b>VIII. C. 1. Executive Summary</b>	Overview of the entire RFQ/P Packet with a description of the general approach and/or methodology	pass/fail
<b>VIII. C. 2. Table of Contents</b>	A complete and clear listing of the headings and pages	pass/fail

<b>VIII. C. 3. Cover Letter w/all requisite parts</b>	A letter of introduction signed by an authorized officer with requisite parts	pass/fail
<b>VIII. C. 4. Respondent Information a) - m)</b>	Per RFQ/P	40 points
<b>VIII. C. 5. Methods and Strategic Plan</b>	Detailed description of Respondent's methods and plan for carrying out the Project	40 points
<b>VIII. C. 6. Prior Relevant Experience</b>	Experience with respect to the areas of public schools	40 points
<b>VIII. C. 7. Contracting History</b>	Describe in detail the circumstances per RFQ/P	40 points
<b>VIII. C. 8. Pricing &amp; Contingency</b>	Six (6) items as listed	70 points
<b>VIII. C. 9. Insurance</b>	Meets the Contractor Prequalification requirements for District's OCIP	10 points
<b>VIII. C. 10. Assurances</b>	Acknowledge each of the items and confirm that it will be willing and able to perform	10 points
<b>VIII. C. 11. Comments to Form of Agreement</b>	Must also identify any term or condition of the Agreement that Respondent requests modifying, deleting, or adding	pass/fail
MAXIMUM POINTS: 250		

Based on these criteria, District staff assign points to each proposer and then calculate the total points awarded to the proposer. The more points, the higher the proposer is ranked. The highest ranked proposer reflects the best combination of price and qualifications for the Project.

**B. District Investigations**

The District may perform investigations of proposing parties that extend beyond contacting the references identified in the proposals.

**C. Selection of Finalists**

RFQ/P Packets shall be evaluated and the Project awarded in the following manner:

1. All proposals received shall be reviewed to determine those that meet the format requirements and the standards specified in RFQ/P.



2. District shall evaluate the qualifications of the Respondents based solely upon the adopted criteria and evaluation methodology, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the District.

3. The District's Board of Education shall award the Project to the responsive proposer whose proposal is determined, in writing by the Board of Education, to be the best value to the District.

4. If the selected developer refuses or fails to execute the tendered proposed contract, the Board of Education may award the contract to the proposer with the second highest best value score if it deems it to be for the best interest of the District. If the second selected developer refuses or fails to execute the tendered instrument, the Board of Education may award the instrument to the proposer with the third highest best value score if it deems it to be for the best interest of the District.

5. Notwithstanding any other law, upon issuance of a contract award, the District shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the District's contract award and the contract file shall provide sufficient information to satisfy an external audit.

#### **D. Interviews**

The District will invite some of the finalists to meet with a District selection committee. Key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District selection committee to review the proposal, the firm's history, and other matters the committee deems relevant to firm evaluation with the firm. The interview will start with the firm presenting its proposal and its Project team. The finalists may be required to submit in advance of the interview a more detailed fee proposal. If requested, this fee proposal shall include all charges and costs proposed to be charged to the District, including rates for extra work.

Any comments or objections to the form of Agreement attached hereto as **Appendix B** to this RFQ/P shall be provided in writing before the interview and may be the subject of inquiry at the interview. Any comments or objections to the form of Agreement not provided in writing before the interview will not be entertained by the District.

Following the interviews, it is expected that the selection committee will make best value recommendations to District staff regarding the finalists and awarding the contract. The criteria for these recommendations are identified above.

#### **E. 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 and/or in an agreement offered to the entity, to reject any proposal as non-responsive, and/or not to contract with any firm 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 seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any RFQ/P Packet in response to this RFQ/P.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the Agreement 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 Respondent responding to this RFQ/P.

The RFQ/P packet, 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 materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. This RFQ/P does not commit the District to negotiate an agreement with any proposing firm or individual.

**X. SUBMISSION GUIDELINES**

Respondents to this RFQ/P should mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on CD/DVD or USB stick of the RFQ/P Packet conforming to the requirements of this RFQ/P to:

LODI UNIFIED SCHOOL DISTRICT  
1305 E. Vine Street, Lodi, CA 95240  
ATTN: Facilities & Planning Department  
RFQ/P #0947-8247-3

**ALL RESPONSES ARE DUE BY 2:00 P.M. ON Tuesday, March 12, 2019.** Oral, telegraphic, facsimile, telephone or email RFQ/P Packets will not be accepted. RFQ/P Packets received after this date and time will not be accepted and will be returned unopened. The District reserves the right to waive any informalities or irregularities in the RFQ/P Packets. The District also reserves the right to reject any and all RFQ/P Packets and to negotiate contract terms with one or more Respondents.

Questions regarding this RFQ/P may be directed in writing to the District's Planning Analyst, Vickie Brum, at [rfpquestion@lodiUSD.net](mailto:rfpquestion@lodiUSD.net) and must be submitted on or by **4:00 P.M. on Tuesday, February 26, 2019.** Responses to all questions received prior to the mandatory site walk on **Tuesday, February 19, 2019** will be provided at the mandatory site walk. Any additional response, if required, may be issued at the District's discretion by addendum via email to all parties recorded by the District as having received this document and recorded in attendance at the mandatory site visit. Questions received after the **Tuesday, February 26, 2019** deadline will not be answered.

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

The District hereby notifies all Respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit its response to this RFQ/P and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition or physical disability on consideration for the award.

**WE THANK YOU FOR YOUR INTEREST IN THE DISTRICT'S PROJECT.**

**APPENDIX A**  
**Project Description**

Implementation Budget: \$ 9,643,000.00

Estimated Start & End Date: May 1, 2019 to June 9, 2021

**APPENDIX B**  
**Form of Agreement**

See Attached:

- Site Lease
- Facilities Lease
- Contract Documents

**APPENDIX C-1**

**NON-COLLUSION DECLARATION**  
**(Public Contract Code Section 7106)**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.  
[Title] [Name of Firm]

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_,  
[Date]

at \_\_\_\_\_, \_\_\_\_\_.  
[City] [State]

Date: \_\_\_\_\_

Proper Name of Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

END OF DOCUMENT

**APPENDIX C-2**

**IRAN CONTRACTING ACT CERTIFICATION  
(Public Contract Code Sections 2202-2208)**

Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

- OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.
  
- OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

**CERTIFICATION:**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

END OF DOCUMENT