

PLEASANTON UNIFIED SCHOOL DISTRICT

Pleasanton Unified School District



REQUEST FOR PROPOSALS

FOR

FACILITIES MASTER PLANNING UPDATE

Request for Proposals Issued: June 29, 2021
Notification of Interest Due: July 13, 2021
Response Packages due: **August 5, 2021**

Pleasanton Unified School District
4750 First Street
Pleasanton, CA 94566

Contact Person: John Chwastyk
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EXECUTIVE SUMMARY

A. District Objectives

Owner	Pleasanton Unified School District
RFP Documents	Current Master Plan Exhibit A Non Collusion Affidavit Exhibit B
Scope of Project	The purpose of this RFP is to obtain proposals from qualified Architectural Firms to update the Districts Facilities Master Plan. Proposing firms should be ready and capable to provide staff immediately to meet an aggressive schedule for Master Planning.
Sites	Fifteen (15) school sites and District Office/Corp Yard: Alisal Elementary; Donlon Elementary; Fairlands Elementary; Hearst Elementary; Lydiksen Elementary; Mohr Elementary; Valley View Elementary; Vintage Hills Elementary; Walnut Grove Elementary; Thomas Hart Middle; Harvest Park Middle; Pleasanton Middle; Amador Valley High; Foothill High; Village HS, Horizon and Steam infant care Programs, Maintenance, Warehouse, and District Office/Corp Yard

B. Project Milestones

Project Milestone	Estimated Date
RFP Released	June 24, 2021
Notification of Interest Form due to District	July 13, 2021 (Required for Submission)
Final Day to Submit Questions to District	July 2, 2021
Final Addenda from District	July 29, 2021
Response Packages due to District	August 5, 2021 5:00 PM
Shortlist Interviews	August 17, 2021
Notification of Successful Firm	August 24, 2021
NTP	Second Week of September (Approximate)

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1.0 INTRODUCTION

The Pleasanton Unified School District (“District”) is located in Alameda County, CA and serves over 14,500 students at nine elementary schools, three middle schools, and three high schools.

The District is currently addressing needs identified in the current master plan as part of their Measure I-1 Bond Program. As the program has progressed it has become evident the current Master Plan, last updated in 2018, needs to be updated to address the ever changing needs of the District. The District is seeking proposals from qualified Architectural Firms to update their Master Plan and provide an updated needs assessment for the Districts Facilities.

2.0 SCOPE OF PROJECT

A. Meet with Facilities Master Planning Committee ("FMPC")

- i. This task involves meeting with appropriate team members on the FMPC to obtain critical information on the existing facilities and conditions assessment. The FMPC shall meet throughout the Facilities Master Plan process. Participants in the FMPC may include members from the following groups:

1. District Staff
2. Parent Advisory Committee
3. Students
4. Board of Trustees
5. Various Other Stakeholders

B. Community Outreach

- i. Pleasant Unified School District has a very involved and active community. With that in mind the selected firm will be required to assist the district and its representatives with community outreach events and meetings.

C. Development of the Needs Assessment

- i. The selected firm shall evaluate each site based upon the curriculum needs, Education Specifications and facilities needs. Sites should be evaluated for the following items:
 1. Growth/Expansion/Consolidation based on boundaries and demographic projections
 2. Visual Definition of the Campus
 3. Indoor and Outdoor Space Functions
 4. Current Status of Infrastructure (paying special attention to electrical services, water and sewer distribution systems on campus)
 5. Building/facility modernization versus replacement based on life cycle analysis.
 6. Pick up and drop off improvements
- ii. At the completion of the assessment the successful firm will begin to develop the update to the Master Plan using the information gathered in conjunction with demographic reports, surplus property information and any other statistical information requested.

D. The District will Provide all demographic information from their Demographics Consultant. Information will be based on five and ten year projections.

- E. The successful firm will provide capacity information and work with the District State Funding Consultant to assist with site development based potential state funding opportunities.**
- F. The successful firm will provide, as part of the Master Plan, an evaluation of the equity of the district's facilities between sites.**
- G. Final Needs and Alternatives will be prepared by the successful firm that provide the following information**
 - i. Short and Long Term Facilities Needs of the School District prioritized by project
 - ii. Exploring Community and Joint use needs
 - iii. Preparing Individual Site Master Plan updates with cost estimates
 - iv. Providing recommendations for energy savings
 - v. Providing Recommendations for Deferred Maintenance needs at each campus
 - vi. Facilitating and documenting the Master Plan Committee input and assembling all material for this committee
- H. Provide Cost Estimates for all proposed work in the Facilities Master Plan Update by a qualified cost estimator.**
- I. At the conclusion of the scope of work mentioned above the Successful Firm will provide the district with a digital copy of the updated Master Plan and assist the district with the presentation of the Master Plan to the Board of Trustees and the Master Planning Committee.**

3.0 SUBMITTAL FORMAT AND CONTENT

1. **Response Format and Detail.** The District is seeking responses, in digital format, to this RFP (each an “RFP Response Package”) that are organized, comprehensive and tailored to this RFP. The District may choose to not interview Respondents. Response shall be formatted as stated below:
 - a. Table of Contents
 - b. Firm History and Experience
 - c. Project Approach
 - i. Schedule Showing Final Board Presentation no Later than January 14, 2022
 - ii. Proposed Meeting Cadence and Schedule
 - iii. Outline of Process
 - d. Relevant K-12 Experience
 - e. References for Similar Work
 - f. Fee Proposal
 - i. Showing Lump Sum Fee for the Project
 - ii. Hourly Rates of Team Members
 - iii. Fee Breakdown by Scope of Service
 - g. Project Team
 - i. Organization Chart that shows how the team will interface with the district and its representatives
 - ii. Project Team Resumes

- iii. Proposed Consultants and their Qualifications
- h. Litigation History (If Applicable)
- i. Insurance Certificate

2. **Submittal Context.**

- A. **Costs:** All costs associated with the preparation and/or delivery of an RFP Response Package in response to this RFP are solely the responsibility of the Respondent. The District will in no way compensate or reimburse Respondents for any costs associated with the preparation and/or delivery of an RFP Response Package. The RFP Response package should include a cost and fee proposal for the entire scope of the project as well as an hourly rate sheet.
- B. **District Rights:** The District reserves the right to reject or accept any and all proposals for any reason, to withhold consideration of incomplete responses, to waive informalities or minor irregularities, or request additional information from any Respondent at its discretion. The District reserves the right to terminate the solicitation and/or evaluation process, and to cancel the award of the Contract before the full execution of the Contract with the successful Respondent.

Acceptance of a proposal does not create a contract and does not obligate the District to take any further action. The District reserves the right to direct the Contractor to install systems of different quantities than those proposed by Contractor, to reject any or all responses without penalty, and to act in the District's best interests as required, in the District's sole discretion.

- C. **Legal Requirements:** Architect shall comply with all applicable laws, including but not limited to those provisions of law identified in the attached Construction Agreement, and the following:
 - **Licensing.** Architect shall either (a) employ the services of or (b) shall be, a licensed architect pursuant to the California Business and Professions Code and shall be licensed in the following appropriate classification(s) of license(s), for the Project, and must maintain the license(s) throughout the duration of the Project. By submitting a proposal, Respondents certify that they are authorized to do business in the State of California and attest that they are in good tax standing with the California Franchise Tax Board. Architect shall obtain and maintain the required licenses and all other appropriate legal authorizations for all applicable federal, state and local jurisdictions and pay all applicable fees associated therewith. Architect shall immediately notify the District in writing of any change in its licensing status during the term of its Agreement with the District.
 - **Conflict of Interest.** Respondents shall execute the "Non-Collusion Declaration" and deliver to the Contact Person listed on the cover page of this RFP with their RFP Response Package before the deadline listed in the Executive Summary of this RFP.

D. Public Record: All proposals and attachments submitted to District in response to this RFP shall remain the property of the District and may be subject to disclosure under the California Public Records Act.

E. Response Withdrawal: Any Respondent who has submitted an RFP Response Package shall not, after the RFP Response Deadline in the Executive Summary of this RFP, withdraw or cancel its RFP response for at least **90 days** thereafter.

3. **Submitting a Response.**

A. Notification of Interest. Any person or entity interested in responding to this RFP must notify the Contact Person listed on the cover page of this RFP via email before the deadline listed in the Executive Summary of this RFP.

B. RFP Response Package. One original of each Respondent's RFP Response Package, as instructed in the RFP Response Form and Questionnaire, shall be submitted to the District at the address listed in Section 9.0, before the RFP Response Deadline listed on the Executive Summary page. In addition, an electronic copy of the RFP Response Package must be submitted via email to the District by way of the Contact Person information listed in Section 9.0. Respondents must include a table of contents with the RFP Response Package, clearly label each section, and separate with tabs. In the electronic copy, each section shall be in separate tabs with a table of contents.

4. **Contracting; Contract Award Protest.**

A. Contract Award Protest. A Respondent may protest a contract award if the Respondent believes that the award was inconsistent with District policy or that this RFP was not in compliance with the law. A protest must be filed in writing with the District within five (5) working days after receipt of notification of the contract award. The Respondent shall submit all documents supporting or justifying the protest. A Respondent's failure to timely file a protest shall constitute a waiver of its right to protest the award of the contract. Any Respondent submitting a RFP Response Package may file a protest of the District's intent to award the contract provided that each and all of the following conditions are met:

(1) The protest must be submitted in writing to the District (e-mail is not acceptable), before 2 p.m. of the fifth business day following notification of the proposed contract award.

(2) The initial protest document must contain a complete statement of any and all basis for the protest, including without limitation all facts, supporting documentation, legal authorities, and argument in support of the grounds for the protest; any matters not set forth in the written protest shall be deemed waived.

(3) All factual contentions must be supported by competent, admissible, and credible evidence.

(4) The protest must refer to the specific portions of all documents which form the basis for the protest.

- (5) The protest must include the name, address, email, and telephone number of the person representing the protesting party.

Any protest not conforming to the preceding shall be rejected by the District as invalid. Provided that a protest is filed in strict conformity with the foregoing, the District shall review and evaluate the basis of the protest. The District shall provide the Respondent submitting the protest with a written statement concurring with or denying the protest. The District's Board of Trustees will render a final determination and disposition of a protest by taking action to adopt, modify or reject the disposition of a contract award. Action by the District's Board of Trustees relative to a contract award shall be final and not subject to appeal or reconsideration. The action by the District's Board of Trustees to adopt, modify or reject the disposition of the contract award reflected in such written statement shall be an express condition precedent to the institution of any legal or equitable proceedings relative to the Proposal process, the District's intent to award the contract, the District's Board of Trustees' disposition of any protest, or the District's decision to reject all proposals. The procedure and time limits set forth in this paragraph are mandatory and are the Respondent's sole and exclusive remedy in the event of protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

4.0 SUBMITTAL EVALUATION CRITERIA

The District will evaluate the RFP Response Package from each Respondent based on the following criteria:

- A. Clarity and Completeness – RFP Response Packages shall be clear, concise, and complete
- B. Conformance – to the specified RFP format
- C. Suitability – proposal of solutions to meet Project objectives as well as all requirements set forth in this RFP; most importantly the ability to deploy resources on time to meet the schedule.
- D. Experience – the comprehensive qualifications and experience of both the Respondent and the proposed team (including use of local subconsultants) in completing projects with similar scope and complexity
- E. Financial Wherewithal – general financial strength of the Respondent and ability to uphold all obligations and promises for the respective stated durations of the Agreement
- F. Cost
- G. Insurance – ability of Respondent to meet insurance requirements
- H. Client References – performance on previous projects and responsiveness in solving problems
- I. Knowledge and understanding of the local environment and a local presence for interfacing with the District
- J. Quantity of available in-house professionals

5.0 METHOD OF SELECTION

The District will evaluate Respondents based on their demonstrated competence and on their professional qualifications necessary for the satisfactory performance of the services required, as evident in their RFP

Response Packages, interviews (if applicable), and other information as the District determines to be appropriate. The District will negotiate and enter into a contract that is in the best interest of the District, at compensation which the District determines is fair and reasonable. Should the District be unable to negotiate a satisfactory Contract with the Respondent considered to be the most qualified at a price the District deems reasonable, the District may terminate negotiations with that Respondent. The District may then undertake negotiations with the next most qualified Respondent for the Project. The District reserves the right to waive immaterial irregularities in any RFP submittal.

6.0 GENERAL INFORMATION

Amendments: The District reserves the right to cancel or revise this RFP in part or in its entirety at any point in time during the RFP process. If the District cancels or revises this RFP, all Respondents will be notified by addenda. The District also reserves the right to extend the time allotted for responses.

Compliance: Submittals must be in accordance with all of the requirements set forth within this RFP. Any RFP Response Package not submitted in accordance with the requirements of the RFP may not be considered.

Insurance: Respondents must procure, maintain and provide evidence of insurance as required by the Architectural Service Agreement.

Questions: All questions about the meaning or intent of this RFP shall be submitted electronically to the Contact Person indicated in Section 9.0, by way of the contact information provided. Contact with other District personnel regarding this proposal is **strongly discouraged**. Replies will be issued by addenda and emailed to all parties recorded by the District as having received the RFP documents. Questions received after the Final Day to Submit Questions to the District may not be answered. Only questions answered by formal written addenda will be binding.

7.0 SPECIAL CONDITIONS

Non-Discrimination: The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, gender, or other legally protected status in consideration for an award of the Agreement.

Drug Free Policy and Fingerprinting: The selected Respondent may be subject to the completion of a drug-free workplace certificate in addition to the completion of any and all fingerprinting requirements and criminal background checks required by state law or the District. See the Fingerprinting Notice and Acknowledgement document found attached herein for further detail. Respondents are also hereby notified that smoking is prohibited at all Project Sites and District sites and all personnel will be required to leave the Sites in order to smoke.

District Findings: Pursuant to Public Contract Code Section 3400(c) the District may make a finding designating certain materials, products, things, or services (the “District Proprietary Specifications”) by specific brand or trade name for the statutorily enumerated purposes. In the event of any conflict between

the materials, products, things, or services in the District's Proprietary Specifications and the plans and specifications set forth in this RFP, the District's Proprietary Specifications shall prevail.

Limitations: This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of an RFP Response Package pursuant to this RFP, or to produce a contract for work. In any contract entered into by the District and a Respondent, the District shall retain the right to terminate the contract for inadequate performance or for convenience.

8.0 CONTACT PERSON

Respondents shall direct any questions regarding this RFP via email to:

Pleasanton Unified School District

John Chwastyk, Executive Director of Facilities & Construction

jchwastyk@pleasantonusd.net

4750 First Street, Pleasanton CA 94566

Pleasanton, CA 94566

9.0 RFP TERMS & DEFINITIONS

Architect – An individual in possession of a valid architectural license issued by the California Architects Board, who is competent at creating, revising, and completing design and/or construction documents as well as obtaining DSA approval for the aforementioned documents.

Agreement or Contract – Refers to the Construction Agreement.

Contractor – The successful Respondent; the individual or entity with which the District chooses to execute a contract.

Project – All activities at all Sites as set forth in this RFP

Respondent – Any individual or entity that provides an RFP Response Package in response to this RFP.

RFP – Refers to this document and all attachments referenced on the Executive Summary page.

RFP Response Package – The set of required documents to be completed and submitted by an individual or entity in response to this RFP; See the RFP Response Form and Questionnaire document for the RFP Response Package contents.

Scope of Project – The objectives, services, and activities which the Contractor will be expected to fulfill.