

**REQUEST FOR STATEMENTS OF
QUALIFICATIONS AND PROPOSALS**

VALLEJO CITY UNIFIED SCHOOL DISTRICT

**PORTABLES REPLACEMENT PROJECTS AT
STEFFAN MANOR, FEDERAL TERRACE, AND GLEN
COVE**

April 17, 2026

**Request for Statements of Qualifications and Proposals
Construction Services for Lease-Leaseback Project Delivery
Vallejo City Unified School District
Portables Replacement Projects at Steffan Manor, Federal Terrace, and Glen Cove**

Vallejo City Unified School District (“District”) invites proposals from prequalified Proposers to provide preconstruction and construction services for the following Project: **Portables Replacement Projects at Steffan Manor, Federal Terrace, and Glen Cove** (collectively, the “Project”), as more particularly described in **Exhibit A** attached hereto.

In general, the Proposer(s) selected as a result of this process will provide a proposal to the District to perform work for the Project and thereafter work cooperatively with the Board, District’s staff and consultants, the architect of record and design team, and the Project inspectors, to facilitate the timely completion of the Project.

The District wishes to retain a Proposer for the Projects that has the financial strength, management, and proven expertise to assist the District with delivering the Project(s) within the proposed schedule. This RFQ-P is designed to evaluate Proposers based on qualifications, experience, and their proposed approach to successfully execute the Project while meeting the needs of the District. The District reserves the right to choose individual members of the Proposer or the entire firm of the Proposer for one or more (if applicable) of the Project(s). The District also reserves the right to select one Proposer, multiple Proposers, or no Proposers.

Questions regarding this RFQ-P must be directed to **Terra Cruz** at tcruz@vcusd.org by **1:00 p.m. on April 23, 2026**. Interested Proposers must submit their proposals, with one (1) electronic copy and three (3) hard copies of requested materials to:

**Vallejo City Unified School District
Attn: Terra Cruz
Interim Bond Construction Manager
665 Walnut Avenue
Vallejo, California 94592
Email: tcruz@vcusd.org**

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 waive any irregularities or inconsistencies and to reject any and all responses. The District also reserves the right to amend this RFQ-P as necessary. All materials submitted to the District in response to this RFQ-P shall remain the property of the District.

1. Important Dates.

- 1.1 All of the dates listed below (“Important Dates”) may be changed at the District’s sole discretion.
- 1.2 Proposer’s completed prequalification packets must be submitted through the District’s prequalification process not later than **April 21, 2026 at 2:00 p.m.**
- 1.3 A mandatory pre-proposal meeting and job walk will be held starting promptly at **Steffan Manor Elementary School, located at 815 Cedar St, Vallejo, CA 94591,** on **April 22, 2026, at 2:00 p.m.** Meet in front of the school. This mandatory meeting and site walk is for all Proposers intending to submit a proposal for the Project. Proposers who do not attend the mandatory meeting and site walk will not be permitted to submit a RFQ-P for this Project.
- 1.4 All questions regarding this RFQ-P must be submitted via email to **Terra Cruz at tcruz@vcusd.org** by **1:00 p.m. on April 23, 2026.** District will respond to questions that it determines merit a response via addendum.
- 1.5 District will respond to questions that it determines merit a response via addendum. District anticipates posting any addenda by **April 28, 2026 by 2:00 p.m.**
- 1.6 RFQ-P Responses Due: **May 1, 2026, by 10:00 a.m. Pacific Time.**
- 1.7 Proposers selected for an interview will be notified on **May 1, 2026 by 5:00 p.m.**
- 1.8 District anticipates conducting interviews on **May 5, 2026 at 10:00 a.m.**
- 1.9 Following review of the proposals and the interviews, the District will issue a notice of intent to award for the Project on May 6, 2026 by
- 1.10 District anticipates bringing the contract for this Project the Board at its **May 13, 2026** meeting.

**The above listed dates are tentative dates and are subject to change.*

2. Description of Project(s).

- 2.1 Refer to **Exhibit A** attached hereto for description of the Project.

3. Preconstruction Services.

IMPORTANT: DISTRICT ANTICIPATES THAT PRECONSTRUCTION SERVICES MAY BE NEEDED FOR PHASE 2 ONLY.

- 3.1 Costs of Preconstruction Services. Prior to the award of the Lease-Leaseback Agreement, the Parties will negotiate and agree upon applicable hourly rates and a not-to-exceed amount for preconstruction services.
- 3.2 Description of Preconstruction Services.

As requested by the District, the selected Firm may be required to perform any of the following preconstruction services:

- 3.2.1** Firm shall work with District staff and architect to develop an overall construction budget and construction schedule for the Project.
- 3.2.2** Firm shall assist the District with providing plans and specifications for the buildings to be constructed.
- 3.2.3** Firm shall assist the District by providing detailed and on-going evaluations of the Project, including the plans and specifications (the "Plans and Specifications"), detailed construction budget cost projections, Project schedule and phasing requirements, analysis of the District's overall Project budget, Project constructability reviews of Architect's work, leadership, and participation in youth and community involvement efforts, and implementation of community benefits and local work force options and opportunities. Such evaluations shall include alternative approaches to design, development, and construction of the Project.
- 3.2.4** Firm shall attend regular meetings during Project design, development, and document production phases between Architect, Construction Manager, and the District, and any other applicable consultants of the District, as required.
- 3.2.5** Firm shall assist with considering operating or maintenance costs with respect to selecting systems (mechanical, electrical, lighting, bell/intercom, etc.) for the Project. Firm will provide life cycle costing analyses as requested by District.
- 3.2.6** Firm shall perform a detailed analysis of both the preliminary and the final Plans and Specifications and provide the District with value engineering and recommendations regarding scope and budget of the Project, suggested value engineering items, long lead purchases, and a plan for revising the Plans and Specifications to the extent necessary to achieve the District's goals and objectives, including Project completion dates.
- 3.2.7** Firm shall assist the District in obtaining all local and state licenses, permits, requirements, and approvals including, but not limited to, approval from the Division of the State Architect ("DSA"), approval from the Office of Public School Construction, and compliance with requirements of the California Environmental Quality Act.
- 3.2.8** Firm shall work with District's legal counsel to prepare necessary agreements for completion of the Project.
- 3.2.9** Firm shall provide construction cost estimates at the following design milestones: Schematic Design, Design Development, and 50% Construction Documents (or as directed by District Representative).
- 3.2.10** Firm shall provide budget tracking during the course of design to determine the cost impact of the development of the design and scope changes.

3.2.11 During the Construction Document phase of the design the contractor shall coordinate the work of the design build subcontractors.

3.2.12 Firm shall negotiate with the District a guaranteed maximum price for the construction of the Project (“Guaranteed Maximum Price”) which shall become the basis for the lease agreements.

3.2.13 Firm shall perform any other services ordered by the District, and as described in the Facilities Lease, to facilitate the timely and cost effective completion of the Project.

4. Structure and Key Elements of Lease-Leaseback Agreement to Be Awarded.

4.1 The District will lease the applicable site to the contractor and require the contractor to construct improvements on the site. The lease will include a financing component equal to five percent (5%) of the Guaranteed Maximum Price by extension of the term of the lease beyond the duration of the construction for a period of one (1) year.

4.2 The District will have the ability to occupy the sites during the financing period, and five percent (5%) of the Guaranteed Maximum Price due to the contractor will be paid as lease payments during the financing period. Any financing charges shall be priced into the Guaranteed Maximum Price. The agreement will permit the District to pay the financed amounts early.

5. Prequalification Requirement.

5.1 In order to be awarded a contract for the Project or any portion thereof, the successful firm must be prequalified pursuant to the District’s policies and procedures:

(a) Firms submitting responses must be prequalified pursuant to Education Code section 17406. Prequalification takes place in advance of submitting a response, and prequalification materials are available by contacting Terra Cruz at tcruz@vcusd.org.

(b) If you have already prequalified with the District within the past year, you do not need to re-qualify for this Project.

(c) In addition, any MEP subcontractor prequalification for phase 1 work must occur prior to submitting a proposal. For phase 2 work, the contractor will need to have them prequalified pursuant to the District’s policies and procedures prior to finalizing a Guaranteed Maximum Price for any phase of work where the subcontractor will be used.

6. Guaranteed Maximum Price (“GMP”) Development.

6.1 The District is asking Proposers to provide a firm GMP price for Phase 1 work.

- 6.2** Phase 2 work, price proposals for their fee (i.e., profit) for construction work, expressed as a percentage of the total costs to Proposer to complete the work. Prior to finalization of the Guaranteed Maximum Price (“GMP”) for Phase 2, the Proposer will be required to provide the District with objectively verifiable information of all of its costs to complete the work. The Parties will then multiply the percentage fee proposals from the Proposer for construction work, by total costs, to calculate the Proposer’s profit. The Parties will then add the Proposer’s profit to the total costs which will result in the sum that shall be the GMP for the Project.
- 6.3** The Proposer will provide the District access to objectively verifiable information for all of Proposer’s costs, including but not necessarily limited to subcontractor bids, value engineering back-up, contingency breakdown and tracking documents, general conditions breakdown and tracking documents, and Proposer fees.

7. Subcontractor Procurement.

- 7.1** The Firm will select subcontractors in accordance with Education Code section 17406. Specifically, the following subcontracting procedures shall be applicable to this work:
- 7.1.1** For Phase 1 work, Proposals must list all subcontractors who will perform one half of one percent of the Phase 1 GMP.
- 7.1.2** Proposals do not need to identify other subcontractors who will be used for Phase 2 work. Subcontractors on Phase 2 with subcontracts with a value exceeding one-half (1/2) of one (1) percent of the Phase 2 GMP shall be procured as follows:
- (a)** Provide public notice of availability of work to be subcontracted in accordance with the publication requirements applicable to the competitive bidding process of the school district (once per week for two weeks in a newspaper of general circulation), including a fixed date and time on which qualifications statements, bids, or proposals will be due.
 - (b)** Establish reasonable qualification criteria and standards.
 - (c)** Award the subcontract either on a best value basis or to the lowest responsible bidder. This process may include prequalification or short-listing. This process shall not apply to subcontractors listed in the original proposal. Subcontractors awarded construction subcontracts using this process shall be afforded all the protections of the Subletting and Subcontracting Fair Practices Act (Chapter 4 (commencing with Section 4100) of Part 1 of Division 2 of the Public Contract Code).
- 7.1.3** All mechanical, electrical, plumbing, and iron/steel subcontractors must be prequalified.

8. **Education Code Section 17407.5 / AB 566.** Firms must comply with the requirements set forth in Education Code section 17407.5 and Public Contract Code section 2600 *et seq.*, pursuant to AB 566 (2015), to provide a “skilled and trained workforce.”
9. **Conflict of Interest.**
 - 9.1 Firm 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 construction agreement, nor that any such person will be employed in the performance of any construction agreement without immediately divulging this fact to the District.
10. **Prevailing Wage.**
 - 10.1 Firm shall comply with the provisions of the Labor Code pertaining to payment of the generally prevailing rate of wages and apprenticeships or other training programs. The Department of Industrial Relations has made available the general prevailing rate of per diem wages in the locality in which the work is to be performed for each craft, classification, or type of worker needed to execute the contract, including employer payments for health and welfare, pension, vacation, apprenticeship, and similar purposes. Copies of these prevailing rates are available to any interested party upon request and are online at <http://www.dir.ca.gov/DLSR>.
 - 10.2 The Firm and all subcontractors shall pay not less than the specified rates to all workers employed by them in the execution of the contract. It is the Firm’s responsibility to determine any rate change.
 - 10.3 The schedule of per diem wages is based upon a working day of eight (8) hours. The rate for holiday and overtime work shall be at least time and one half.
11. **Labor Compliance Monitoring.**
 - 11.1 The Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations. In accordance with Labor Code section 1771.1, all bidders, contractors, and subcontractors working at the site shall be duly registered with the Department of Industrial Relations at the time of bid opening and at all relevant times. Proof of registration shall be provided as to all such contractors prior to the commencement of any work. The District may elect to hire a labor compliance monitoring agent to provide monthly status of the labor compliance as it relates to this Project.
12. **Description of Format that the Proposals Shall Follow and Elements the Proposals Shall Contain.**
 - 12.1 Proposals must be concise, well-organized, and consecutively numbered on each page. Proposals shall be no longer than **fifty (50)** single-sided pages, on 8 ½” x 11” paper, inclusive of resumes, forms, and pictures.
 - 12.2 All responses should include the following elements in the format and order set forth below:

12.2.1 Section 1 - Cover Letter

12.2.2 Section 2 - Table of Contents

12.2.3 Section 3 - Proposal Selection Criteria

- (a) Please review the proposal selection criteria as detailed below and respond to each criterion in the order listed. Each proposal selection criterion response shall be on a separate page.

13. Description of District Needs and Project Administration.

- 13.1** Firms submitting responses **must be prequalified** pursuant to Education Code section 17406 and Public Contract Code section 20111.6. Prequalification takes place **in advance of submitting a response**, and prequalification applications are available from tcruz@vcusd.org.
- 13.2** The District intends to select the Firm that best meets the District's needs to perform the development and construction services as described in this RFQ-P. The Firm will be the District's representative in relation to any trade contractors/subcontractors hired by the Firm, and will ensure compliance with the Project(s) plans.
- 13.3** In addition to constructing the Project(s), the Firm's responsibilities include, but are not limited to:
- 13.3.1** Value engineering;
 - 13.3.2** Procurement of long lead materials and products;
 - 13.3.3** Facilitating meetings with members or representatives of the school community with an interest in the Project(s);
 - 13.3.4** Master scheduling the Project(s) per preliminary master schedule(s), milestones established by the District;
 - 13.3.5** Budgeting for the Project(s);
 - 13.3.6** Confirming the design and products used meet current District standards; and
 - 13.3.7** Maintaining and managing tracking of design changes and costs associated with changes to the Project(s).
- 13.4** "Lease-Leaseback" Structure. Any agreement reached will conform to the statutory framework for the lease-leaseback delivery method. (Ed. Code, § 17406 *et seq.*)
- 13.5** Construction Services. Firm will perform the construction phase of the Project(s), acting as a general contractor pursuant to Site and Facilities Lease Agreements and may contract with separate subcontractors to perform the various trades

comprising the entire scope of work, consistent with the contract documents and the applicable provisions set forth in Education Code section 17406 *et seq.*

- 13.6** District Construction Management Description. The Project(s) will be managed by a team from the District's Construction Manager and District staff.
- 13.7** Relationship to Outside Governmental Agencies. Depending upon the scope of work, the Firm may be required to assist the District in working with various outside governmental agencies, including but not limited to, the following as applicable: City or County Planning Commissions and Departments, the Department of Toxic Substances Control, the regional water quality control board, the regional air quality management district, the California Department of Education, the DSA, the State Allocation Board, and OPSC. Firm shall discuss its experience with each of these agencies.
- 13.8** Assignment. Any construction agreement(s) resulting from this RFQ-P and any amendments or supplements thereto shall not be assignable by the successful Firm either voluntarily or by operation of law without the written approval of the District.
- 14. District's Standards to Be Used in Evaluating Proposals, Selection Criteria, and Scoring.**
- 14.1** In accordance with applicable law, the District will select a Firm or multiple Firms and award the contract(s) for this Project(s) based on this competitive solicitation process to the Proposer providing the best value to the District, taking into consideration the Firm's demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.
- 14.2** The District will select the successful proposal(s) based on the criteria below. Each criterion will be evaluated as part of the best value score. There shall be no minimum qualification score. For each criterion, the District shall use the methodology and weighting system below. A review and selection committee ("Evaluation Committee") that the District intends to be composed of key personnel from within and outside the District will review and evaluate all proposals and conduct interviews, as further described below.
- 14.3** Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria discussed below. Final selection of a Firm(s), terms and conditions of any and all agreements, and authority to proceed with noted construction services, shall be at the discretion of the District.
- 14.4** Best Value Analysis. The Best Value Score will be determined based on both a Proposal Score and Interview Score, as further set forth below:
- 14.4.1** Proposal Score. Each member on the Evaluation Committee will independently score each proposal based on the evaluation criteria set forth in the chart below (the "Proposal Score"). Each Firm's Proposal Score will be equal to the average score from the Evaluation Committee (i.e., the total number of points from the Evaluation Committee divided by the number of Evaluation Committee members). This Proposal Score will be

calculated to two decimal places where necessary. Proposals will be reviewed by the Evaluation Committee for responsiveness to this RFP and in accordance with the evaluation criteria set forth below.

Proposal Evaluation Criteria	
Selection Criteria	Elements to be addressed by Firm's proposal for each selection criterion
1. Firm History and General Experience (25 pts)	<ul style="list-style-type: none"> • Organizational charts of the Firm • Firm name and address • Firm history • Statement of qualifications • Former names of Firm • Ability to provide the following insurance coverages: <ul style="list-style-type: none"> • Commercial General Liability • Errors and Omissions • Worker's Compensation • Automobile • Contractor's license type(s) • Whether contracting licenses have ever been revoked • Whether contracting licenses have been suspended in the past five (5) years • Statement indicating all claims in which Firm or key personnel were involved in any way with litigation regarding construction projects within the past five (5) years • Firm Department of Industrial Relations registration number • Description of the Firm and its organizational structure • List any individuals who are authorized to sign a legal document, binding the Firm • Resumes of key personnel to be involved with the Project(s), including the Project Manager, Project Engineer, and Superintendent with their school construction experience • NOTE: Upon engagement, any change in personnel must be approved by the District. Firm shall be responsible for any additional costs incurred by the engagement of a change in personnel.
2. Relevant / Recent Project Related Experience	<ul style="list-style-type: none"> • Relevant and recent experience the Firm's principals have delivering similar lease-leaseback or design build projects on public K-12 school campuses beginning with most

<p>(25 pts)</p>	<p>recent projects and including the dollar amount of each project.</p> <ul style="list-style-type: none"> ● Proposer must also specify concurrent modernization projects completed within the last five (5) years. ● List projects the Firm’s principals have successfully delivered for the past five (5) years. Include the project name, location, owner contact, initial budget and final budget, initial completion date and final completion date, and any dollars of unused contingency returned to owner. ● Describe the Firm’s knowledge and understanding of local environmental factors that may affect Project delivery, including but not limited to local City/County approval processes. ● Describe any relationships that may facilitate timely and efficient Project delivery. ● Describe the location of the contractor’s nearest local office and main office, if different. ● Please explain whether and how the Firm can meet the District’s desired timeline based on Exhibit A. ● Describe whether and how the contractor would be able to meet the skilled and trained workforce requirement. ● Describe which trades the Firm is able to self-perform. ● Describe the Firm’s experience with BIM modeling. ● Describe the Firm’s experience with all software programs the Firm uses to assist with scheduling for a project. ● Describe the Firm’s experience providing financing for all or a portion of a lease-leaseback project/s. ● Describe the Firm’s plan for financing the Project based on the information provided in this RFQ-P and at the mandatory meeting and site walk.
<p>3. Strength of Key Personnel (50 Points)</p>	<ul style="list-style-type: none"> ● Identify the “Key Personnel” to be dedicated to the Project, describing how their school lease-leaseback experience will assist in bringing the contract in on time and on budget. ● List all relevant projects completed by the Firm’s “Key Personnel” on similar types of lease-leaseback projects on public school campuses (“Past Projects”). Begin with the most recently completed projects. Indicate whether such projects were subject to DSA. Do not list more than the 5 most recently completed projects, and do not list projects completed more than 5 years ago.

	<ul style="list-style-type: none"> For each of the Past Projects, state whether the project was completed within the original GMP. For any project that was not completed within the original GMP, explain the reason. For each of the Past Projects, state whether the District retained any unspent contractor contingency dollars. For each Past Project, explain whether the project was completed within the time specified in the contract. Describe any challenges the Firm faced with respect to timely completion. Describe any creative methods used to accelerate completion. For each Past Project, describe any creative methods used to reduce project costs for the owner. Provide any other data or information you believe demonstrates the strength of the Key Personnel to complete the Project on time and on budget.
4. Safety Record (5 pts)	<ul style="list-style-type: none"> Please provide your Experience Modification Rate for the past three (3) consecutive years. Please detail any additional information relating to safety that you would like the District to consider.
5. Price Proposal (30 pts)	<ul style="list-style-type: none"> Please complete and submit the fee proposal attached hereto as Exhibit B. For scoring purposes the District will use the total price proposal for preconstruction services, Phase 1 and Phase 2.
135 Total Possible Proposal Score Points	

14.4.2 Interview Score. The District may in its sole discretion determine to award the Project to the Firm with the highest Proposal Score or to conduct interviews. The Proposers with the three (3) highest Proposal Scores for the Project may be invited to an in-person interview with the Evaluation Committee. Each member on the Evaluation Committee will independently score based on the evaluation criteria set forth in the chart below. The District reserves the right to interview less than three Firms or more than three Firms for the Project.

Interview Evaluation Criteria	
<i>Selection Criteria</i>	<i>Elements to be addressed in interview</i>
1. Quality of the Presentation (15 points)	<ul style="list-style-type: none"> Experience and skills of the Project team

	<ul style="list-style-type: none"> • Knowledge of the Project(s) and its/their requirements
2. Quality of Responses to Interview Questions (35 points)	Interview questions that Firms must respond to will be made available at the interview.

14.4.3 Highest Best Value Score.

- (a) The District may in its sole discretion determine to award the Project to the Firm with the highest Proposal Score or to conduct interviews. If no interviews are conducted, the Proposal Score shall be the “Best Value Score.”
- (b) If interviews are conducted, then after the Interview Scores have been calculated for all Firms that were invited to interview with the Evaluation Committee, the Evaluation Committee shall add up the Proposal Score and the Interview Score for each of the three Firms that interviewed. The combined Proposal Score and Interview Score shall be the Firm’s “Best Value Score.” The Evaluation Committee will thereafter rank the Firms from highest Best Value Score to lowest Best Value Score. The District will select the Firms with the highest Best Value Score. If the District and said Firms cannot agree on contract terms, then the District shall select the next highest Best Value Score and so on. The District reserves the right to reject all proposals at any time before ratification of a contract.

15. Protests. A Proposer may protest an award if he/she believes that the award was not in compliance with law, Board policy, or this RFQ-P’s specifications. A protest must be submitted with Terra Cruz at tcruz@vcusd.org within forty-eight (48) hours after receipt of the Notice of Intent To Award the contract and shall include all documents supporting or justifying the protest. A Proposer’s failure to file protest documents in a timely manner, or failure to provide any basis or support for the protest, shall constitute a waiver of his/her right to protest the award of the contract, and shall constitute a waiver of the right to raise any basis or support not provided, and shall also constitute a failure to exhaust any available administrative remedy and bar any further action.

16. General Conditions. Firms submitting a proposal in response to this RFQ-P agree to comply with the conditions set forth below.

16.1 All costs associated with the preparation of the Firm’s proposal will be solely the responsibility of the interested Firm.

16.2 The RFQ-P, the proposal, all documents referred to herein, and the resultant contract between the Firm and the District and any modification to said documents, shall be construed together as one document.

16.3 The Firm submitting qualifications agrees that all documentation and information in any submittal or addendum shall become the property of the District. Any documentation to the District may be released pursuant to the Freedom of

Information and Protection of Privacy Act and/or California Public Records Act. Do not provide records that you do not want to be public.

- 16.4 The successful Firm, its officers, directors, employees, agents, and representatives will be expected to adhere to all federal, state and local guidelines and regulations, and District policies, procedures, and regulations, including those related to COVID-19 or any other global epidemic or pandemic, as applicable.
- 16.5 The proposal submitted by the interested Firms shall be irrevocable for a period of sixty (60) days from the official closing date for the receipt of proposals.
- 16.6 The District reserves the right to withdraw, at its discretion, this RFQ-P at any time and shall not be liable for any expense, cost, loss, or damage incurred or suffered by any interested Firm as a result of such withdrawal.
- 16.7 The contents of the proposals of the successful Firm(s) will become contractual obligations. Failure of the successful Firm to accept those obligations in a subsequent contractual agreement may result in cancellation of the award.
- 16.8 The Firm will be required to use his/her own office, personnel, and facilities, except as otherwise provided herein or in any resultant contract.
- 16.9 Any contract resulting from this RFQ-P is subject to appropriation of funds by the District's Board of Trustees for each year of service.
- 16.10 Proposals submitted become the property of the District and may be reviewed and evaluated by any persons at the discretion of the District.
- 16.11 **The Firm(s) that are recommended for award of a contract will be required to execute an agreement with the District in the forms that will be provided with this RFP. The District will not entertain changes to these agreements.**
- 16.12 The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE") and minority and women business enterprises shall be afforded full opportunity to submit proposals in response to this RFQ-P and will not 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.
- 16.13 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 responding to this RFQ-P, nor any officer, employee, representative, agent or contractor 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(s) with any member of the District's Board, committee members or with any employee of the District except for clarifications and questions as

described herein. Any such contact shall be grounds for the disqualification of the Firm submitting a proposal.

17. ***The District reserves the right to reject all irregularities or inconsistencies and the right to reject all proposals.***

EXHIBIT A

DESCRIPTION OF THE PROJECT(S)

Name: Portables Replacement Projects at Steffan Manor, Federal Terrace, and Glen Cove

Anticipated Project Cost/Budget: The estimated budget for the Project (including Phases 1 and 2) is approximately \$250,000, inclusive of all construction costs. This is the District's most recent estimate for the Project and is subject to change.

Description of Project: The project consists of the removal of existing portable structures and preparation of the site for installation of new portable buildings. Due to project timing constraints, the work will be executed in two distinct phases, with separate scopes of work as outlined below.

Phase 1 of Construction Services: Removal of Existing Portable Buildings

Remove the existing portable structures currently located on the Project sites. The work will include disconnecting existing utilities serving the portable buildings. The Proposer shall remove the existing portable structures and related appurtenances. All materials shall be properly disposed of in accordance with applicable laws and regulations. Following removal, the Proposer shall perform site cleaning and clearing to prepare the area for grading and Phase 2 work. All necessary safety measures and site controls must be maintained throughout the duration of the work.

Phase 2 of Construction Services: Site Preparation and Installation Support for New Portable Buildings

Prepare the Project sites for the placement and connection of new portable buildings following completion of Phase 1. This work will include preparing the areas to accommodate the new portables. The Proposer shall install or extend necessary utilities, including electrical, water and sewer, and data or communications systems, to support the new structures. Additional work will include the installation of accessible paths of travel, ramps, and stairs as required for compliance. The Proposer will be required to coordinate with the portable building supplier or installer to ensure all placement and connection requirements are met. District anticipates that detailed plans and specifications for Phase 2 will be ready after the contract for Phase 1 is approved by the school board, and the GMP for Phase 2 will need to be prepared and approved by the Governing Board as an amendment to the contract.

Project Schedule:

- **Phase 1:** The selected contractor will be expected to be ready to commence construction on Phase 1 on June 12 and Complete Phase 1 work by June 17.
- **Phase 2:** The selected contractor will be expected to be ready to commence construction on Phase 2 on June 18 and Complete Phase 1 work by August 10.

EXHIBIT B
FEE PROPOSAL

1. For the price proposal portion of the Best Value Analysis, the District will evaluate, as discussed below, the “Total Price Proposal.”
2. **Preconstruction Services.** The District will permit contractors to bill for preconstruction services on an hourly basis at mutually agreed upon rates set forth in the lease-leaseback instrument.
3. **Construction Services Fee.**
 - 3.1 Contractors should express their Construction Services Fee *as a percentage* to be applied to the sum of all “Base Construction Costs” which shall include (a) all subcontracts to be awarded by contractor for the Project(s), plus (b) all costs for materials and supplies for the Project(s). Contractors’ Construction Services Fee percentages shall be applied to each of the projects described in **Exhibit A** and any District-directed additional work. For purposes of evaluating contractor price proposals, the District will apply the percentages provided to a *hypothetical Base Construction Costs* amount listed in **Exhibit A**.
 - 3.2 After the completion of preconstruction services, selection of subcontractors, and any required DSA approval of the Plans and Specifications, Contractor shall provide the District with objectively verifiable information of its costs to perform the work and a written rationale for the proposed GMP. Contractor’s written rationale shall detail the Base Construction Cost for the Project(s). The product of the actual Base Construction Cost, multiplied by the percentage offered by the contractor in its proposal for its Construction Services Fee, shall set the Construction Services Fee. The ultimate GMP shall be the sum total of the Actual Base Construction Cost and the Construction Services Fee.
 - 3.3 For clarity and avoidance of doubt, the Construction Services Fee should cover all sums the Contractor will seek to recover that are not Base Construction Costs, including but not necessarily limited to:
 - 3.3.1 General conditions and general requirements, including but not limited to temporary facilities, utilities, structures, fences, dust control, scheduling, safety, scaffolding, and stormwater pollution prevention plan.
 - 3.3.2 Overhead and profit.
 - 3.3.3 Supervision of subcontractors and suppliers and other management responsibilities.
 - 3.3.4 Anticipated materials, equipment, and employee/labor (including but not limited to wages, salaries, and benefits) costs for work performed by Contractor.
 - 3.3.5 All bonds and insurance, including but not limited to payment and performance bonds.

[Price proposal worksheet on next page.]

ESTIMATED GMP PRICE PROPOSAL

The District seeks an estimated guaranteed maximum price proposal, which will form the basis for the lease-leaseback contract for the Projects. If awarded, the selected Contractor and the District will negotiate and finalize the final Guaranteed Maximum Price for Phase 2.

The proposing Firm should prepare their price proposal based on the cost categories shown in **Exhibit B-1**. The Firm will be expected to adhere to these categories at the time of Guaranteed Maximum Price finalization, unless they can demonstrate a cost savings for the District. The proposing Firm should provide its fee proposal by completing the form below.

A. Proposed Preconstruction Services Fee (Fixed by District) **\$50,000**
 (Not to Exceed)

List titles of personnel performing preconstruction services, and accompanying hourly rates:

Title	Hourly Rate

Phase 2 Work GMP

B. Direct Costs (hypothetical) \$200,000

C. General Conditions \$ _____

(to be expressed as a dollar figure that includes all costs identified as general conditions costs on contractor's cost allocation breakdown for the anticipated construction duration on **Exhibit "A"**. This general conditions figure will be binding at the time of GMP finalization for Phase 2 absent a showing of good cause.

D. Bonds & Insurance % _____

(to be expressed here as a percentage that will be applied to the project's cost. This percentage will be binding at the time of GMP finalization absent a showing of good cause). Required bonds and insurance coverages are specified in Section 3 (subsections 3.01-3.19) of the Facilities Lease, and the Project Specific Conditions (Article 1.2.1 of the Facilities Lease).

D.1 Multiply bond percentage against hypothetical costs of \$200,000 \$ _____

E. Fee including Overhead and Profit % _____
(to be expressed here as a percentage that will ultimately be applied to the project's "Direct Costs" identified in the Cost Allocation Breakdown. This listed percentage will be the percentage binding at the time of GMP finalization.)

E.1. Multiply the above Fee in "E" by hypothetical cost of \$200,000 \$ _____

END PHASE 2 GMP

Phase 1 Work GMP:

Base Cost: \$ _____

Plus 10% Contractor Contingency: \$ _____

Plus 10% District Contingency: \$ _____

F.1 Total GMP for Phase 1: \$ _____

Contractor's "Price Proposal"

A + B + C + D1 + E1 + F1 =

\$ _____
(Print In Numbers and write in words)

**“Exhibit B -1”
Cost Allocation Breakdown**

Project (On Site Jobsite Staff)		Direct Cost of the Work	General Conditions	Overhead and Profit	Paid by District
1	Operations Manager		x		
2	Project Manager		x		
3	Project Superintendent		x		
4	Project Engineer		x		
5	Home Office Engineer		x		
6	Scheduling Engineer		x		
7	Field Engineer		x		
8	Draftsman/Detailer		x		
9	Record Drawings		x		
10	Field Accountant		x		
11	Time Keeper/Checker		x		
12	Secretarial/Clerk Typist		x		
13	Independent Surveyor		x		
14	Safety & E.E.O. Officer		x		
15	Runner/Water Boy		x		
16	Vacation Time/Job Site Staff		x		
17	Sick Leave/Job Site Staff		x		
18	Bonuses/Job Site Staff			x	
19	Quality Control Program		x		
20	Qualified SWPPP Practitioner (QSP)	x			
21	SWPPP Creation, Approval, Notifications	x			
Temporary Utilities		Direct Cost of the Work	General Conditions	Overhead and Profit	Paid by District
1	Telephone Installation		x		
2	Telephone Monthly Charges		x		
3	Elect Power Installation	x			
4	Elect Power Distribution - Wiring/Spider boxes/Lighting for construction	x			
5	Permanent Elect Power Monthly Charges				x
6	All Temporary Power Costs	x			
7	Water Service for Construction	x			
8	Heating & Cooling Costs for construction	x			

9	Light Bulbs & Misc. Supplies for construction	x			
10	Clean-Up-Periodical	x			
11	Clean-Up-Final	x			
12	Dump Permits and Fees	x			
13	Recycling/Trash Dumpster Removal/Hauling	x			
14	Flagger/Traffic Control		x		
15	Dust Control	x			
16	Temporary Road and Maintenance if required	x			
17	Trash Chute & Hopper (if applicable)	x			
Direct Job Costs		Direct Cost of the Work	General Conditions	Overhead and Profit	Paid by District
1	Wages of Construction Labor	x			
2	Labor/Fringe Benefits & Burden	x			
3	Subcontract Costs	x			
4	Material & Equipment/Included		x		
	a. Contractor Owned Equip. trucks		x		
	b. Small Tools – Purchase		x		
	c. Small Tools – Rental		x		
5	Warranty Work & Coordination			x	
Temporary Facilities		Direct Cost of the Work	General Conditions	Overhead and Profit	Paid by District
1	Office Trailer including separate trailer for IOR (office trailers must include lockable door, 2 desks, 2 chairs, 1 file cabinet, and wifi-connection)		x		
2	Office Trailer, Storage Trailer & Tool Shed Rental		x		
3	Office Furniture/Equip/computers		x		
4	Xerox Copies/Misc Printing		x		
5	Postage/UPS/FedEx		x		
6	Project Photographs		x		
7	Temporary Toilets		x		
8	Project Sign		x		
9	Temporary Fencing/Enclosures		x		
10	Covered Walkways if required	x			
11	Barricades	x			
12	Temporary Stairs	x			

13	Opening Protection	x			
14	Safety Railing & Nets	x			
15	Drinking Water/Cooler/Cup		x		
16	Safety /First Aid Supplies		x		
17	Fire Fighting Equipment		x		
18	Security Guards		x		
19	Watchman Service		x		
20	Phone/fax lines, cell phones, WiFi		x		
21	Temporary "Swing space" portables to house teachers and students as required for phasing	Do Not Include			
22	Utility connections and civil work needed for temporary "swing space" portables as required for phasing	Do Not Include			
Miscellaneous Project Costs		Direct Cost of the Work	General Conditions	Overhead and Profit	Paid by District
1	Performance and Payment Bonds	Include as separate line item on price proposal form			
2	Developer-provided insurance	Include as separate line item on price proposal form			
3	Printing - Drwgs & Specs (Max of 15 sets)				x
4	Initial Soils Investigation				x
5	Testing and Inspection				x
6	Maintenance After Occupancy				x
7	Facility Operator/Training	x			
Hoisting		Direct Cost of the Work	General Conditions	Overhead and Profit	Paid by District
1	Hoist & Tower Rental	x			
2	Hoist Landing & Fronts	x			
3	Hoist Operator	x			
4	Hoist Safety Inspections	x			
5	Hoist Material Skips/Hoppers	x			
6	Erect & Dismantle Hoists	x			
7	Crane Rental	x			
8	Crane Operators	x			
9	Crane Safety Inspections	x			
10	Erect & Dismantle Crane	x			

11	Fuel, Repairs, Maintenance	x			
12	Crane Raising/Jumping Costs	x			
13	Safety Inspections	x			
14	Forklift Rental	x			
15	Forklift Operator	x			
16	Forklift Safety Inspections	x			
17	Fuel, Repairs, Maintenance	x			

NON-COLLUSION DECLARATION

To be executed by the Proposer and submitted with the Proposal.

_____, declares that he or she is _____ of _____, the party making the foregoing proposal, and affirms that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a proposal; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true and correct; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name of Contractor: _____

Signature: _____

Printed Name: _____

Title of Signatory: _____

PROPOSED BID TIMELINE

BID EVENT	DATE
Advertisement	April 17, 2026
Bid/ Job Walk (mandatory)	April 22, 2026 at 2:00 p.m.
Bid Question Deadline	April 23, 2026 at 1:00 p.m.
Bid Question Response/ Addenda Deadline	April 28, 2026 by 2:00 p.m.
Bid Deadline and Opening	May 1, 2026 at 10:00 a.m.
Proposers selected for interview notice	May 1, 2026 by 5:00 p.m.
Interviews will be conducted	May 5, 2026 at 10:00 a.m.
Notice of Intent to Award Issued	May 6, 2026 at 2:00 p.m.
Board Approval/ Award of Bid	May 13, 2026