



Pasadena Unified School District

740 West Woodbury
Pasadena, CA 91103

Request for Qualifications

Lease-Leaseback Construction Services

For

Blair Middle School

RFQ Issued: October 26, 2009
Responses Due: November 18, 2009
Interviews Held: November 20, 2009

Request for Qualifications

Lease-Leaseback Construction Service

Blair Middle School

The Board of Education (the Board) of the Pasadena Unified School District (the District) is seeking qualified providers of Lease-Leaseback (“L/LB”) construction services for the new Blair Middle School Campus (the “Project”) on behalf of the District. Contracts will be awarded by the Board under the provisions of Education Code 17406 et seq.

A. SUBMITTAL DUE DATE

Seven (7) copies of the submittal shall be delivered **no later than Wednesday, November 18, 2009 at 2:00 p.m.** to:

Mr. Steve Brinkman
Chief, Facilities
Pasadena Unified School District
740 West Woodbury
Pasadena, CA 91103

Submittals received after the deadline will be returned unopened. Questions regarding this RFQ may be directed to Steve Brinkman by email only at: steve.brinkman@pusd.us.

B. PROJECT DESCRIPTION

The Project consists of the following: All labor and materials to complete a new approximately 36,000 sq. ft. middle school classroom complex for 600 students including on site and limited off site improvements. The school campus will be a two story complex including 26 classrooms and limited administration facilities as part of one building. A description of the Project is attached as Attachment 1.

The District plans to substantially complete construction by January 31, 2011, and is soliciting qualifications to pre-qualify up to four L/LB entities (“Firms”) to bid on the project for construction of this school (to be referred to in this RFQ as "Blair Middle School").

Architect:

The District has retained gkk works (“gkk”) to prepare plans for the new Blair Middle School. The selected Firm only shall work with gkk as necessary, and if time permits, to conduct pre-construction services including estimating, constructability reviews, scheduling, value engineering and cost benefit analysis for the Project at the direction of District staff. Any questions regarding the planning and design of Blair Middle School should be directed to Javan Nabili at gkk (626) 666-6906 ext. 2018 or jnabili@gkkworks.com.

C. CONTRACT PARAMETERS

Lease-Leaseback Structure:

1. This process will be undertaken to pre-qualify not more than four Firms to compete for the ability to submit Guaranteed Maximum Price (“GMP”) figures for the Project utilizing Division of the State Architect (“DSA”) stamped plans expected to be available on or before November 20, 2009. Once the Firms are selected from responses to this RFQ, the remaining four or fewer Firms will be provided access to the plans, as well as a set of L/LB contract documents for the Project which documents will include all terms and conditions associated with the Project. It is expected that GMPs will be due the second week of January 2010 with construction to commence by the first week of February.
2. The Project will be funded by local general obligation bond funds and developer fees. Any agreement reached will conform to the L/LB delivery method processes.
3. Prior to commencing with the Project, the selected Firm may, time permitting and depending upon need until the Project commences, be required to enter into a pre-construction services agreement with the District to perform certain services until a Guaranteed Maximum Price (“GMP”) is negotiated.

Proposed Budget:

The current construction estimate for the Project (hard construction costs) is approximately \$14 million. The District will require an open book policy with the selected L/LB Firm and its construction team on the entire construction Project. The District shall be entitled to have access to subcontractor bids, value engineering back-up, contingency breakdown and tracking, general conditions breakdown and tracking, and L/LB Firm fees.

Determination of Project Cost/Guaranteed Maximum Price:

Respondents are not required to include a GMP with their *initial* submittal. Final Project cost will be determined after bids for all subcontracting trades are received and pre-qualified Firms submit their GMP figures. The following components will be included in the Project cost:

1. General conditions at actual cost.
2. Cost of all subcontractor bids.
3. Contractor fee (includes overhead and profit and all other costs not specifically allowable in general conditions).
4. Payment bond for general contractor.
5. Performance bond for general contractor.
6. Builder's risk insurance and liability insurance – Note: an Owner Controlled Insurance, Program may be required. If so, pre-qualified Firms will be informed of such OCIP requirements on a timely basis.
7. Project contingencies and Project savings in the amounts or percentages described in future information to pre-qualified Firms.

Award of the Project will be made to the lowest responsive and responsible pre-qualified Firm.

D. SCOPE OF WORK

The Scope of Work includes, but is not limited to the following:

- Site Evaluation: The Firm must make site visits as needed to review the current site conditions. During this evaluation, the Firm may make recommendations relating to site based concerns 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 in Pasadena with gkk and the design team every two weeks at a minimum (approximately 2 hours).
- Detailed Construction CPM Schedule: Produce a detailed construction CPM schedule to be incorporated into the Project documents including identification of the Project critical path and agency approvals.
- 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 which are reasonable and necessary to control the budget and schedule. List those areas where sub consultants will be required and where the Firm has in-house expertise.
- Construction of Blair Middle School in Pasadena Unified School District.
- Project Accounting and Management Systems: In concert with District staff, develop the Project accounting and budget management systems. A process of up-to-date costs will be necessary. During construction, monthly reporting will be required.
- Management of the Project: Administer and coordinate on a daily basis the work of all trade contractors the Firm 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.
- Work cooperatively with District, gkk, and the design team, and all of the Firm's trade contractors to ensure the Project is delivered on time and within budget.
- Coordinate and attend weekly job site meetings and prepare and circulate minutes. Evaluate and process payment applications and verify progress.

- Evaluate and track requests for information ("RFI's") and responses. Advise District as to status and criticality of RFI's. Work with District and gkk and the design team to develop lists of incomplete or unsatisfactory work ("punch lists").
- Submit necessary reports to state authorities, including DSA verified reports, ensure that all other Project participants submit necessary documents.
- Compile maintenance and operations manuals, warranties/guarantees, and certificates
- Other responsibilities necessary for the completion of the Project in accordance with the budget and schedule.

The District may, at its sole discretion, select one or more Firms to provide the Scope of Work listed above.

E. SUBMITTAL FORMAT AND CONTENT

The submittal shall be concise, well organized, and demonstrate respondent's qualifications. Seven (7) copies of the submittal should be provided; with no more than 30 single-sided pages in total length (page limit does not include submittal cover, cover letter, and table of contents, resumes or dividers). Duplexed documents are encouraged to conserve resources /

All respondents are required to follow the order and format specified below. Please tab each section of the submittal to correspond to the headers shown below.

Submittal Cover:

Include the RFP's title and submittal due date, the name, address, contact name, and telephone number of responding Firm (or Firms if there is a joint venture or association).

Letter of Interest (two pages maximum):

A dated Letter of Interest must be submitted, signed by an authorized officer of the Firm, or signed by another person with authority to act on behalf of and bind the Firm. Provide a brief statement of experience indicating the unique background and qualities of the Firm, its personnel, and what will make the Firm a good fit for the District's Project.

Table of Contents:

Include complete and clear listings of headings and pages to allow easy reference to key information.

Firm Overview:

1. General information about your Firm, including number of employees, years in business, name(s) of owner(s), home office location, local office location (if different), type of licenses held, primary business types, and market areas.

2. Respondents must hold a General Building Contractors License, Class B, which is current, valid, and in good standing with the California Contractor's State License Board. Provide the following information for each license held:

- Name of license holder exactly as on file License Classification
- License Number
- Date Issued
- Expiration Date
- Whether license has been suspended or revoked in the past 5 years (if so, please explain)

3. Past Performance Record - If any of the following has occurred, please describe in detail the circumstances for each occurrence:

- Failure to enter into a contract once selected.
- Withdrawal of a proposal as a result of an error.
- Termination or failure to complete a contract.
- Debarment by any municipal, county, state, federal, or local agency.
- Involvement in litigation, arbitration, or mediation with a public client in California within the last five years.
- Conviction of the Firm or its principals for violation of a state or federal antitrust law by bid-rigging, collusion, or restrictive competition between bidders, or conviction of violating any other federal or state law related to bidding or contract performance.

Information regarding any of the above may be deemed to indicate an unsatisfactory record of performance.

Relevant Experience:

Provide relevant K-12 public school experience in California during the past five (5) years, focusing on new construction, expansion and modernization projects. For each project profiled, include scope of work, construction delivery method (i.e., whether lease-leaseback or some other method was utilized for the project), awarding and completion dates, and District references with telephone numbers. Firm must profile at least three school facility Projects/programs completed in the past three years that demonstrate experience providing school facilities. All three (3) Projects must have been similar in value and scope.

Project Approach:

1. Describe in detail your approach and methods for carrying out this Scope of Work.
2. Provide a pre-construction and construction timeline for Blair Middle School, with the school opening by February 2010.

Proposed Team:

1. Provide an organizational chart containing the names of all key personnel, joint venture partners, and sub-consultants with titles and their specific roles for this Project. *Note: Upon engagement, any change in personnel must be approved by the District. The Firm shall be responsible for any additional costs incurred by the engagement of a change in personnel.*
2. Provide resumes of proposed team, emphasizing specific experience with K-12 public school Projects in California. The resumes shall include at least two (2) references from previous assignments.

Financial Information:

Provide the following financial information about your Firm:

- A current report from any commercial credit rating service, such as Dunn and Bradstreet or Experian.
- A letter from a California admitted surety or insurance company stating bonding limit for both payment and performance bonds which can be applied to this Project.
- A letter from an insurance company indicating ability to provide insurance along with applicable, maximum limits of coverage.
- Indicate current value of all work the L/LB Entity has under contract, including all commercial general liability coverage, automobile coverage, worker's compensation and all other applicable umbrella or coverage amounts.

Claims History:

Submit a statement indicating any and all suits or claims in which the Firm or its personnel instigated litigation regarding construction Projects within the past five (5) years. Non-disclosure will be grounds for disqualification.

Safety:

Submit a description of safety record for Firm and subcontractors, if applicable, for the last five (5) years.

Demonstrated expertise in local outreach and hiring:

Firms will provide documented evidence of past success in local hiring and outreach and a plan for implementing local outreach and hiring on the Project. This will be a significant element used in evaluating responses. Board resolution 2021 attached as Attachment 2.

Experience with internship and apprentice programs:

Firms will provide documented evidence of prior success in internship and/or apprentice programs focusing on Career Technical Education in conjunction with partners in the public arena citing projects over the past five years.

Experience with LEEDS certified building construction:

Firms will provide documented evidence of experience in constructing LEEDS certified buildings citing projects and level of certification over the past five years.

F. SELECTION PROCESS

The purpose for this Request for Qualifications is to enable the Pasadena Unified School District to select the most qualified Firm with whom the District intends to enter into negotiations for construction of Blair Middle School, pursuant to the L/LB provisions of Education Code Section 17406 et seq.

1. A review and selection committee composed of key District officials and consultants will review and evaluate all submitted documents and will conduct interviews.
2. Submittals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be released to members of the public if specifically requested under applicable law.
3. The following items, at a minimum, will be considered by the District in the selection process for pre-qualified Firms:
 - Conformance to the specified RFQ format.
 - California K-12 public school experience by contractor and Project team.
 - Knowledge and understanding of the local environment and a local presence for interfacing with the District.
 - Qualifications and experience of the proposed Project team, especially the Project manager, superintendent, and the individual leading the bidding/buyout effort. The District will expect you to commit the Project team not later than the date of the interview, but preferably in the submittal. **The contract will specify the Project team by name, and individuals will only be replaced with the specific authorization of the District.**
 - Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the District's constraints and timeframes.

G. INTERVIEWS, PREQUALIFICATION, SELECTION

1. The District will conduct interviews with up to eight (8) of the most qualified L/LB Firms that respond to this RFQ. **The interviews will be held on or about November 20, 2009.**
2. The District will pre-qualify up to four (4) Firms which it determines, in its sole discretion, to be most qualified.
3. The District shall provide the pre-qualified Firms with DSA Plans and Project contract

documents, along with instructions on submittal of a final GMP for the Project. Award of the Project will be made to the lowest responsive and responsible pre-qualified Firm.

4. The District reserves the right to pre-qualify the L/LB Firms deemed suitable by the District to complete the Project, and the right to select the pre-qualified L/LB Firm that provides the lowest GMP. The District further reserves the right to reject any or all submittals pursuant to this RFQ.

H. GENERAL INFORMATION

1. Amendments. Pasadena Unified School District reserves the right to cancel or revise in part or in its entirety this RFQ. If the District cancels or revises this RFQ, all Respondents will be notified by addenda. The District also reserves the right to extend the date responses are due or to postpone the interview date.
2. Inquiries. Any questions concerning this RFQ or selection process may be directed to the District via E-Mail only. Attention: Steve Brinkman at sbrinkman@pusd.us by noon, January 3, 2010. Replies involving any substantive issues will be issued by addenda and E-Mailed to all parties recorded by the District as having received the RFQ documents. Substantive questions received after January 3, 2010 will not be answered. Only questions answered by formal written addenda will be binding.

I. SPECIAL CONDITIONS

1. Non-Discrimination. The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.
2. Drug-Free Policy and Finger Printing. The selected L/LB Entity shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.
3. Costs. Costs of preparing a submittal in response to this RFQ are solely the responsibility of the Respondent.
4. Prevailing Wages. Respondents are advised that this Project is a public work for purposes of the California Labor Code, which requires payment of prevailing wages. These rates are set forth in a schedule which may be found in the California Department of Industrial Relations homepage (www.dir.ca.gov). Any L/LB Entity to which a contract is awarded must pay the prevailing rates, post copies thereof at the job site, and otherwise comply with applicable provisions of state law.
5. Bonding. The successful L/LB Entity will be required to furnish a Payment Bond (Material and Labor) in the amount of one hundred percent of the contract price and a Performance Bond in the amount of one hundred percent of the contract price.

6. Limitations. This RFQ does not commit Pasadena Unified School District to award a contract, to defray any costs incurred in the preparation of a submittal pursuant to this RFQ, or to procure or contract for work.

NOTE: Incomplete submittals, incorrect information, or late submittals may be cause for immediate disqualification. Issuance of this RFQ does not commit District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District reserves the right to request additional information or clarification during the evaluation process. District retains the right to reject any or all submittals. All L/LB Firms should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the Pasadena Unified School District, in its sole discretion.

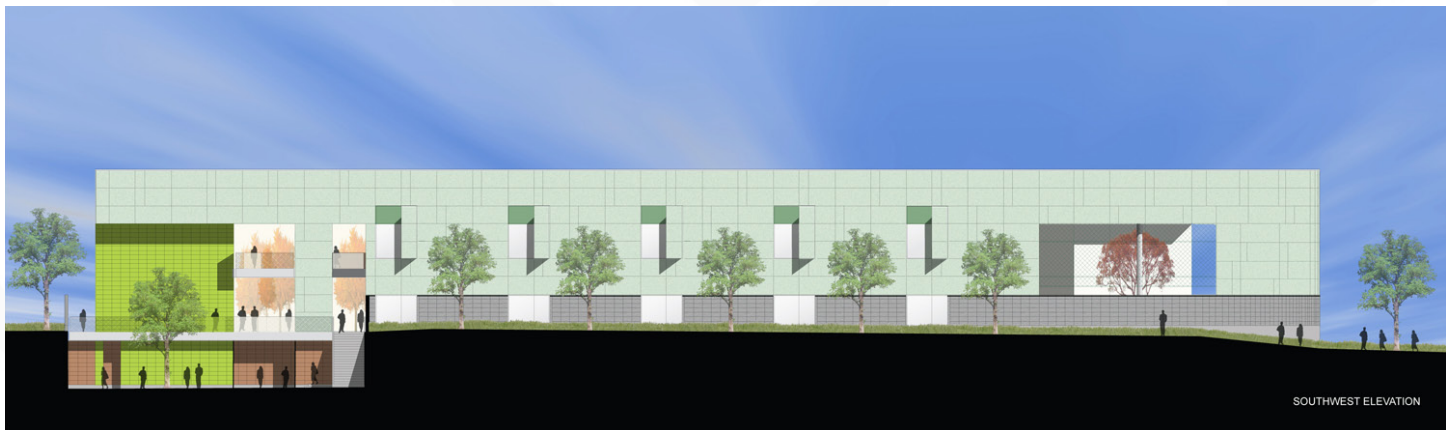
Attachment 1

Blair Middle School Site Plan and Program Description

(Following)

BLAIR MIDDLE SCHOOL

and the Blair International Baccalaureate School



gkkworks

Pasadena Unified School District





BLAIR MIDDLE SCHOOL

Blair Middle School is a 600 student facility located in the Pasadena Unified School District and is part of a larger campus, sharing gymnasium and support services with the Blair International Baccalaureate School. The middle school campus sits on a parcel across the street from the main high school and shares adjacency with a community center, park and elementary school.

SITE AND BUILDING

Building Square Footage:

First Floor	18,332
Second Floor	17,271
Lower Level	598
Total	36,201

Building Height: 2 Story, 29'-0" Height

BUILDING PROGRAM

The new middle school campus program is comprised of the following components:

- 20 Classrooms
- 4 Science Classrooms
- 2 Science Prep
- Art Classroom
- Flexible Classroom
- Food Service
- Lunch Shelter
- Administrative Offices
- Play Yard with Basketball Court and Communal Gathering Spaces
- 40 Parking Spaces
- Trash Enclosure



DESIGN

A lower receiving court for students serves as one of several communal gathering access ways and provides safe travel for access from the existing campus. To form a connection with the community center, park and elementary school, Allendale Road will be vacated to provide an open, extended, unobstructed connection between the park and campus play yard. The middle school will sit like a pavilion within the park. The free and open connection of the lunch shelter, play area and park allows for neighbor access and use of the dining facility and large grassy field for community events. And likewise, the park becomes an extended play yard for students during the day. With external connections both to the park and the existing campus the building becomes centered within academia and the outside world.

The planning and design configuration focuses on connectivity and flexibility of learning environments that define district goals to embrace varying academic needs, coupled with personalized and engaging learning experiences. A large open air interior court serves as the “center of the city” and point of connectivity for all classrooms. Community is fostered through centering of this circular element, an inward look at learning, with all main circulation occurring around this center to create a shared space where all students pass. A

visual connection to this center also occurs in each classroom with full height glass walls running the length of the classroom along the sides adjacent to the center court. Both an internal and external force that defines the “city” and community of students. The center functions also as an outdoor classroom for singular or multiple class teaching during class hours and as a social space between classes.

From this center there are additional communal nodes and points of connectivity that radiate outward in plan. A second outdoor learning environment has been located at the tree court adjacent to the administration offices. This environment provides for intimate, smaller learning opportunities where a singular class can gather away from the active center. A third node is connected to this community center, with both a visual link and fully operable gates that provide community gathering and play at the exterior yard. With multiple programmed centers, the plan provides for singular class, group learning and campus wide events. Additional nodes occur at the lower court and at the second floor breezeway where small group activities can occur. Learning harmony ultimately is both inward and outwardly focused, combining campus planning that centers on both learning and the larger community.



EXTERIOR BUILDING

The exterior building materials will include a 10'-0" tile base, large glazed openings, and a panelized pattern of fiber composite cement panels. Penetrations through the exterior allow light and visibility into the building, and are screened with a fine gauge stainless steel cable system. Feature walls along the exterior are of full height tile in complimentary colors to the main building materials. The lunch shelter area has a pitched roof of polycarbonate panels that allow for natural light to penetrate the space. The color scheme for the exterior is composed of shades of green and gray.

GREEN BUILDING DESIGN

In addition, the middle school campus takes the lead in promoting education and stewardship to the environment, both to students, visitors, and as a good neighbor.

The building achieves a LEED (Leadership in Energy and Environmental Design) Silver rating integrating site runoff controls, storm water runoff treatment, use of cool roof, drought tolerant plants, exceeding Title 24 by 28.9%, enhanced commissioning, use of environmentally preferred products, daylighting controls, provisions for future installation of PV panels, and use of low emitting materials.



Ultimately the result of these, and other design components in the project, work to foster a harmony between students, community and nature. Programmed spaces for community are easily shared with students and showcase examples in sustainability and high performance. Opportunities for student gathering, campus wide gathering, small group study, garden education and community interaction promote healthy children, responsibility and care for our environment, and students capable of challenging ideas for a more healthful world.



Attachment 2

Pasadena Unified School District Board of Education Resolution 2021

(Following)



Board Resolution 2021
Local Hiring and Small Business

WHEREAS, the voters of the Pasadena Unified School District approved in November of 2008, Measure TT, a school construction bond measure; and

WHEREAS, the Board of Education values hiring local construction related service providers and trades people; and

WHEREAS, the Board defines local for trades people as living within the District's service area and local for service providers as having at least 25% of revenues generated from an office based in the District service area; and

WHEREAS, the Board of Education values hiring small businesses as defined by Federal guidelines of the Small Business Administration; and

WHEREAS, the Board of Education values hiring women-owned businesses and women trades people; and

WHEREAS, the California Division of Apprenticeship Standards reported in 2006 that only 2.4% of all active construction apprentices are women;

WHEREAS, the District desires to have effective outreach to local service providers and provide for training to enable local service providers to be successful; and


WHEREAS, the District plans to utilize construction projects to create career and technical education opportunities for students;


THEREFORE, BE IT RESOLVED, that the Board of Education of the Pasadena Unified School District express its commitment to providing contracting opportunities to local service providers and small businesses and employment opportunities to local trades people;

BE IT FURTHER RESOLVED, that the Board hereby enact the following comprehensive local hiring, small business participation, and career and technical education policies:

1. Establish these District-wide minimum construction contracting goals:

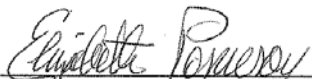
- Small Business – at least 25% of total
 - Local service providers – at least 25% of total
 - Local trades people – at least 25% of total
 - Female trades people – at least 5% of total
2. Refer local service providers to training (i.e., LAUSD training program) or provider training programs to create a larger pool of local hires and potential local qualified service providers.
 3. Instruct the Superintendent to post upcoming project information on the main District web site and to create working linkages with web sites of other agencies including but not limited to the Black Business Association, the Latin Business Association, the Armenian Business Association, the Asian Business Association, the National Association of Women-Owned Businesses, the City of Pasadena, County of Los Angeles, City of Sierra Madre and any other associations deemed appropriate.
 4. Develop educational opportunities for District high school students to enable them to learn about architecture, engineering, construction, and construction management and after completion, place students in related internships.
 5. Require the Superintendent to provide quarterly reports to the Board and the public regarding compliance to these policies.
 6. Instruct the Superintendent to recommend to the Board of Education the prequalification process to be applied to firms and companies in order to implement this policy on local hiring and small business participation and to report back to the Board within 45 days.

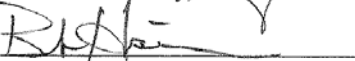

 Tom Selinske, President


 Scott Phelps, Vice President

ABSENT
 Renatta Cooper, Member


 Ramon Miramontes, Member


 Elizabeth Pomeroy, Member


 Bob Harrison, Member


 Ed Honowitz, Member