



# **PASADENA UNIFIED SCHOOL DISTRICT**

Procurement Services  
351 South Hudson Avenue  
Pasadena, CA 91109

## **REQUEST FOR QUALIFICATIONS FOR PRECONSTRUCTION AND LEASE- LEASEBACK CONSTRUCTION SERVICES**

**RFQ # 01-12/13**

**RFQ Issued: May 17, 2012**  
**Mandatory Pre-Submittal Conference: May 31, 2012**  
**Responses Due: June 28, 2012 at 2:00 p.m.**

# **REQUEST FOR QUALIFICATIONS FOR PRECONSTRUCTION AND LEASE-LEASEBACK CONSTRUCTION SERVICES**

## **SECTION 1. INTRODUCTION**

The Pasadena Unified School District (“District”) is issuing this Request for Qualifications (“RFQ”) requesting Statements of Qualifications (“Proposal”) from lease-leaseback entities (“LLB Entity” or “LLB Entities”) qualified to provide to the District constructability review, value engineering, and construction services for the construction of the Roosevelt Elementary School Multi-Use/Cafeteria/Kitchen Building (the “Project”). This RFQ describes the Project, the required Scope of Work, the selection process and the minimum information that must be included in the Proposal.

## **SECTION 2. CRITICAL DATES**

### **Mandatory Pre-Submittal Conference:**

A Mandatory Pre-Submittal Conference will be held on **May 31, 2012, at 3:00 p.m.** at the District Service Center Facilities Conference Room, 740 West Woodbury Road, Pasadena, California, 91103. At the Pre-Submittal Conference, District representatives will distribute information and materials to further describe the Project and the Scope of Work. LLB Entities shall consider and address the materials and information distributed at the Pre-Submittal Conference in their Proposals. Entities that fail to attend the Mandatory Pre-Submittal Conference may be ineligible to respond to this RFQ.

### **Proposal Due Date:**

Responses to this RFQ shall be submitted no later than **June 28, 2012 at 2:00 p.m.** at the following location: **Pasadena Unified School District Education Center, Procurement Services, 351 South Hudson Avenue, Pasadena, California 91109, Attn: Christine Ward.**

## **SECTION 3. PROJECT DESCRIPTION**

The Project consists of the following:

- ◆ Review of existing plans, value engineering and modification to plans.
- ◆ Construction of Roosevelt Elementary Multi-Purpose/Cafeteria/Kitchen Building and site work.
- ◆ The following is a projection of tentative milestone dates for the Project. These dates present a general guideline and are subject to change by the District.

Project drawings (DSA approved) are available for review at the District Service Center Facilities Office, 740 West Woodbury Road, Pasadena, California, 91103 along with project manuals. Contact Marla Nadolney (626) 396-5850 ext. 89174 by telephone or fax number (626) 808-9742 to

review the drawings and contact Tammy Schaeffer at Carmichael-Kemp Architects (626) 357-9880 for design questions. Note that only information in formal written addenda will be binding.

<b><u>Date</u></b>	<b><u>Milestone</u></b>
May 31, 2012	Mandatory Pre-Submittal Conference
June 28, 2012	Proposals Due
July 9, 2012	District Interviews with the most qualified LLB Entities based on District's evaluation of the Proposals
TBD	Facilities Subcommittee Meeting recommending Contract Approval
July 31, 2012	Board of Education Approval
October 31, 2012	Final award of contract and execution of Agreement
November 12, 2012	Commencement of the Construction Phase of the Project
November 15, 2013	Completion of Project

The selected LLB Entity for the Project will perform design/constructability review and value engineering to a not to exceed price pursuant to a Pre-Construction Services Agreement. If the District proceeds with the Construction Phase of the Project, the selected LLB Entity will enter into a Construction Services Agreement, Site Lease and Sublease with the District, and may contract with separate specialty contractors to perform the various trades comprising the entire Scope of Work. The LLB Entity shall work under the direction of District staff. District has retained Carmichael-Kemp as its Architect to prepare the design and perform construction administrative services for the Project. The LLB Entity shall work with Carmichael-Kemp Architects as necessary to conduct value engineering and modifications to the plans for the Project, at the direction of District staff.

#### **SECTION 4. GUARANTEED MAXIMUM PRICE**

Respondents are not required to include a guaranteed maximum price with its initial Proposal. However a rough order of magnitude (ROM) cost for the construction of the Project based on the Project drawings (100% DSA submittal) shall be a part of the initial Proposal. All LLB Entities selected for a District interview shall submit a sealed price range for pre-construction services that will be used as a basis for negotiating that contract. Upon completion of the Design Phase, if the District proceeds with the Construction Phase of the Project, the successful LLB Entity will be required to provide a guaranteed maximum not to exceed price for the Construction Phase of the Project.

#### **SECTION 5. SCOPE OF WORK**

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

##### **Design/Pre-Construction Services Required:**

- ◆ Review design documents for constructability, scheduling, clarity, consistency and coordination.
- ◆ Expedite design reviews, including modifications, if any, based on value analysis.
- ◆ Undertake value engineering analysis and prepare report with recommendations to District to maintain established project budget.

and may also include the following:

**Construction and Post-Construction Services Required:**

- ◆ **Construction of Roosevelt Elementary School Multi-Purpose/Cafeteria/Kitchen**
- ◆ Coordinate and expedite record drawings and specifications.
- ◆ Compile operations and maintenance manuals, warranties/guarantees, and certificates.
- ◆ Obtain occupancy permit; coordinate final testing, documentation, and governmental inspections.
- ◆ Prepare final accounting and close out reports; Prepare occupancy plan reports.
- ◆ Other responsibilities necessary for the completion of the Project in accordance with the Contract Documents.

The District may select one or more LLB Entities to perform the Scope of Work.

**SECTION 6. PROPOSAL FORMAT AND CONTENT**

The Proposal should be concise, well organized and demonstrate Respondent's qualification. The Proposal may be no longer than 25 pages 8 ½" x 11" paper, inclusive of resumes, forms, and pictures.

All LLB Entities are required to follow the format specified below. The content of the Proposal must be clear, concise, and complete. Each section of the Proposal shall be tabbed according to the numbering system shown below to aid in expedient information retrieval (NOTE: LLB Entities shall base their Proposals on the "Scope of Work" and the information and materials distributed at the Pre-Submittal Conference.

Seven (7) copies of the Proposal shall be delivered **no later than 2:00 p.m. on June 15, 2012**, to:

Pasadena Unified School District  
Procurement Services Rm 102  
351 South Hudson Avenue  
Pasadena, California, 91109  
Attn: Christine Ward

**Proposal Cover**

Include the RFQ's title and Proposal due date, the name, address, fax number, and the telephone number of principal LLB Entity (or LLB Entities if there is a joint venture or association).

**Table of Contents**

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

- I. **Cover Letter** - The cover letter should be brief (two pages maximum). Describe how the Scope of Work will be accomplished for the District, including the location of the LLB Entity's offices and the response time to District's requests. Describe those conditions, constraints, or problems that are unique to the Scope of Work that may adversely affect either the cost or work progress; identify the team members (i.e., joint partners and sub-consultants); and include the title and signature of the LLB Entity's contact person for this procurement. If the LLB Entity is proposing to co-respond with another principal LLB Entity, the cover letter must specify the type of services to be provided by each LLB Entity and the proposed percentage allocated to that phase or function of the service. Any changes to the District's requested format or deletions of requested materials should be explained in the cover letter. The signatory shall be a person with official authority to bind the company.
- II. **Mandatory Qualifications** - LLB Entities must hold a General Building Contractor "B" License, which is current, valid and in good standing with the California Contractor's State License Board. LLB Entities must have the necessary qualifications to provide the design services in accordance with California law. Provide the following information for each license:
- ◆ Name of license holder exactly on file
  - ◆ License Classification
  - ◆ License No.
  - ◆ Date Issued
  - ◆ Expiration Date
  - ◆ Whether license has been suspended or revoked in the past 5 years. If so, explain.
- LLB Entities shall also provide information regarding all design subconsultants and subcontracts.
- III. **Methods and Strategic Plan** - Describe in detail your methods and plan for carrying out the Scope of Work. Provide a rough order of magnitude (ROM) cost based on the Project drawings (DSA approved).
- IV. **Qualifications and Experience** - This section shall contain the following: A description of the LLB Entity's experience in providing construction and lease-leaseback services for public entities with special emphasis on school projects of similar scope as well as any experience on Design-Build projects. Experiences in the past three years specifically related to the Scope of Work shall be listed consecutively with the awarding and completion dates noted. Each listed experience shall include the current name(s) and current telephone number(s) of the LLB Entity's project manager and the client's project manager. When listing team members or sub-consultants describe the listed experience and the exact tasks that each LLB Entity performed. For similar projects, please list the total cost of each project and list a reference that can be contacted by the District regarding each project.
- V. **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.
- ◆ Conviction of the LLB Entity or its principals for violating a state or federal anti-trust 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.
- ◆ Knowing concealment of any deficiency in the performance of a prior contract.
- ◆ Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- ◆ Willful disregard for applicable rules, laws or regulations.

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

- VI. **List of Project Personnel** - This list should include the identification of the contact person with primary responsibility for this Project, other Project personnel, including partners and/or sub-consultants, and their individual areas of responsibility. A resume for each professional and technical person assigned to the Project, including partners and/or sub-consultants, shall be submitted. The resumes shall include at least two references from previous assignments.
- VII. **Organizational Chart** - An organizational chart containing the names of all key personnel, joint venture partners, and sub-consultants with titles and their specific task assignment for this Project shall be provided in this section. The District's evaluation will consider entire team. Therefore, no changes in the team's composition will be allowed without prior written approval of the District.
- VIII. **Location** – Proximity of local office(s) to the District including the types and quantities of professionals employed by the LLB Entity locally.
- IX. **Financial Information** – Provide the following financial information:
- ◆ Report from any commercial credit rating service, such as Dunn and Bradstreet or Experian.
  - ◆ A letter from a surety or insurance company stating bonding limit which can be applied to this Project.
  - ◆ A letter from insurance company indicating ability to provide insurance. The following is a tentative schedule:
    - A.M. Best financial rating of A:X
    - Commercial General Liability Insurance: Commercial General Liability Insurance shall be at least as broad as Insurance Services Office General Liability Coverage (Occurrence Form CG 0001.) Five Million Dollars (\$5,000,000) per occurrence for bodily injury, personal injury and property damage/Ten Million Dollars (\$10,000,000) aggregate.
    - Automobile Liability Insurance: Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile

Liability, Code 1 (any auto). One Million Dollars (\$1,000,000) for bodily injury and property damage each accident limit.

- Workers' Compensation and Employer's Liability Insurance: The LLB Entity and all subcontractors shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on or about the construction site, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The LLB Entity shall provide employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000) per accident for bodily injury and disease. A waiver of subrogation against the District, its agents and officers must be endorsed on the policy.
- Builder's Risk Insurance: The LLB Entity shall provide and maintain builder's risk insurance (or installation floater) covering all risks of direct physical loss, damage or destruction to the work. Limit shall equal bid amount, if requested by the District.
- All insurance will be in a form and with insurance companies acceptable to the District.
- Insurance carriers shall be qualified to do business in California and maintain an agent for process within the state.
- District shall be listed as an additional insured on each of the policies.
- ◆ Indicate current value of all work the LLB Entity has under contract.
- ◆ Indicate current worker's compensation experience modification ratio (EMR) for LLB Entity and all major trade subcontractors intending to perform work on the project.
- ◆ Business construction revenues for the past five years.

X. Other Information - This section shall contain all other pertinent information regarding this procurement in the following order:

- ◆ Description of safety record for LLB Entity and subcontractors for the last five years. Safety records below the national averages provided by the federal government may be an indication that the LLB Entity has an unsatisfactory record of safety.
- ◆ Description of in-house resources for prime LLB Entity and any co-venture partner(s) (i.e., computer capabilities, software applications, modem protocol, and modeling programs, etc.).
- ◆ Description of local outreach and hiring. Provide documented evidence of past success in local hiring and outreach and a plan for implementing local outreach and hiring on the Project per the requirements stated below:

Pasadena Unified School District (District) is an "Equal Opportunity" employer. All Qualified Disabled Veteran Business Enterprises and Small business Enterprise (DVBE/SBE) are encouraged to participate on District construction and rehabilitation projects through the competitive bidding process. In compliance with PUSD Board Resolutions 1434 and 2021; contractors while performing on District projects are obligated to meet the 25% local participation requirement as outlined in Board Resolutions 1434 and 2021 or any future Resolutions.

- Small Business-at least of 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

In addition to the above requirements; PUSD is a public agency and as a result all contractors performing on District projects are required to employ registered apprentices. (Title 8, California Code of Regulations, Section 230.1).

- ◆ Description of experience with internship and apprentice programs. 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.
- ◆ Description of experience with LEED certified building construction
- ◆ Description of any previous involvement with the Pasadena Unified School District.
- ◆ Each LLB Entity warrants by submitting a statement to the District that no gratuities (in the form of entertainment, gifts or otherwise) were offered or given by the LLB Entity or any agent or representative of the LLB Entity, to any officer or agent of the District with a view toward securing a contract or securing favorable treatment with respect to this RFQ. For breach or violation of this warranty, the District shall have the right to reject or terminate any future contract, either in whole or in part, and any loss or damage sustained by the District in procuring on the open market any services that the LLB Entity agreed to supply shall be borne by the LLB Entity. The rights and remedies of the District provided in this clause shall not be exclusive and are in addition to any other rights and remedies protected and afforded by law or under contract.

XI. **Exceptions to this RFQ** - The Response shall certify that the Respondent takes no exceptions to this RFQ or addenda.

## **SECTION 7. PROPOSAL EVALUATION CRITERIA**

Proposals received by District will be evaluated according to the criteria listed below:

- ◆ Conformance to the specified RFQ format;
- ◆ Organization, presentation, and content of the Proposal;
- ◆ Specialized experience and technical competence of the LLB Entities(s), (including principal firms, joint venture-partners, and sub-consultants) considering the types of service required; the complexity of the project; record of performance; and the strength of the key personnel who will be dedicated to the Project;
- ◆ Proposed methods and overall value engineering approach to meeting the Districts goals for budget while maintaining District Standards;
- ◆ Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner;
- ◆ Knowledge and understanding of the local environment and a local presence for interfacing with the District;
- ◆ Financial resources and stability of the principal LLB Entity and/or team; and

- ◆ Ability to meet the insurance requirements unless District, at its sole discretion, decides to modify or waive the insurance requirements or elects to provide Project insurance.

## **SECTION 8. METHOD OF SELECTION**

The District will conduct interviews with the most qualified LLB Entities that submit Proposals that are responsive to this RFQ. All LLB Entities selected for a District interview shall submit a sealed price range that will be used as a basis for negotiating the pre-construction services price for the Project. District will evaluate LLB Entities on their demonstrated competence and on their professional qualifications necessary for the satisfactory performance of the services required, as evidenced in their responses and/or interviews. The District may negotiate a contract with the best qualified LLB Entity, as determined by the District, in its sole discretion, to be 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 LLB Entity considered to be the most qualified at a price the District deems reasonable, negotiations with that LLB Entity may be formally terminated. The District may then undertake negotiations with the second most qualified LLB Entity. In the event negotiations fail with the second most qualified LLB Entity, it may undertake negotiations with the third most qualified LLB Entity.

The District reserves the right to select one or more LLB Entities to perform the work identified within this RFQ. The District reserves the right to reject all LLB Entities.

## **SECTION 9. GENERAL INFORMATION**

**Compliance.** Proposals must be in strict accordance with the requirements of the RFQ. Any Proposal not submitted in accordance with the requirements of the RFQ may not be considered.

**Amendments.** The 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 LLB Entities will be notified by addenda. The District also reserves the right to extend the date responses are due.

**Inquiries.** All questions about the meaning or intent of this RFQ shall be submitted to District via E-Mail only. Attention: **Marla Nadolney, Owner Representative, Facilities at nadolney.marla@pusd.us**. Replies will be issued by addenda and mailed or e-mailed to all parties recorded by District as having received the RFQ documents. Questions received less than 5 days prior to the Proposal due date will not be answered. Only questions answered by formal written addenda will be binding.

**Late Proposals.** It is the LLB Entity's responsibility to ensure its Proposal is received by District on or before the time and date specified. Proposals received after the date and time specified may not be considered.

### **Special Conditions**

- A. **Public Record.** All Proposals submitted in response to the RFQ become the property of the District's public records (with the exception of financial information as listed in Table of Contents, item IX) and as such, might be subject to

public view pursuant to California Public Records Act (Gov. Code § 6250 *et seq.*) or under other applicable law.

- B. 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.
- C. Drug-Free Policy and Fingerprinting. The selected LLB 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.
- D. Costs. Costs of preparing a Proposal in response to this RFQ are solely the responsibility of the LLB Entity.
- E. Prevailing Wages. LLB Entities 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](http://www.dir.ca.gov)). Any LLB Entity to which a contract is awarded must pay the prevailing rates, post copies thereof at the job site, comply with District labor compliance enforcement policy, and otherwise comply with applicable provisions of state law.
- F. Securities. LLB Entities are advised that if awarded a contract they will be permitted, at their request and expense and in accordance with Section 22300 of the California Public Contract Code, to substitute securities equivalent to retention monies withheld by District to insure performance under the contract.
- G. Bonding. The successful LLB Entity will be required to furnish a Performance Bond in the amount of one hundred percent of the contract price, and a Payment (Material and Labor) Bond in the amount of one hundred percent of the contract price.
- H. Limitations. This RFQ does not commit District to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFQ, or to procure or contract for work.

**NOTE:** Incomplete Proposals, incorrect information, or late Proposals 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 RFQ. District reserves the right to request additional information or clarification during the evaluation process. The District reserves the right to reject any and all Proposals or to waive irregularities in any Proposal. All LLB Entities 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.