

**REQUEST FOR PROPOSALS (2016/17:R2)  
FACILITIES MASTER PLAN**

Notice is hereby given that the Rowland Unified School District (“District”) is inviting proposals to provide facilities master planning services from qualified consultants to assist the District with the preparation of a comprehensive facilities master plan to guide facilities planning and improvements for the next five (5) years. The plan will address the short and long term District goals and objectives and facilitate the Board of Education’s ranking of priorities and consideration in future facility investments and improvements.

Questions concerning this RFP must be directed to:

Rosana McLeod  
Director of Purchasing  
Rowland Unified School District  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[rmcleod@rowland.k12.ca.us](mailto:rmcleod@rowland.k12.ca.us)  
(626) 854-8387

Proposal must be submitted in a sealed envelope with the words “SEALED PROPOSAL-FACILITIES MASTER PLAN” on the outside of the envelope. Deliver proposals in five (5) sets, to the above address no later than **2:00 p.m., October 26, 2016** Proposals received after the above stated time and date will be returned to vendor unopened.

Each proposal shall be in accordance with qualifications and instructions and information contained in the RFP. If your firm does not meet the qualifications listed in the proposal, your firm may be deemed non-responsive.

The District reserves the right to accept or reject any or all proposal or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. Responses shall remain valid and subject to acceptance anytime within sixty (60) days after the submission deadline, unless a longer period of time is mutually agreed to by the parties. Proposing firms are hereby made aware that the District will not reimburse costs for the preparation of the proposal to any proposing firm for any reason.

Respondent represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this RFP and that no person having any such interest shall be subcontracted in connection with this RFP, or employed by Respondent.

Respondent will take all necessary steps to avoid the appearance of a conflict of interest and shall have a duty to disclose to the District prior to entering into an agreement any and all circumstances existing at such time which pose a potential conflict of interest.

Failure to comply with the above provisions shall constitute grounds for immediate rejection of the proposal, in addition to whatever other remedies the District may have.

**San Gabriel Valley Tribune**

Advertise Date: September 29, 2016

Advertise Date: October 6, 2016

RFP Due: October 26, 2016

## **ROWLAND UNIFIED SCHOOL DISTRICT**

### **REQUEST FOR PROPOSALS (2016/17:R2) FACILITIES MASTER PLAN**

#### **SCOPE OF SERVICES**

The Rowland Unified School District will be considering proposals to provide facility master planning services from qualified consultants to assist the District with the preparation of comprehensive facilities master plan to guide facilities planning and improvements for the next five (5) years. The plan will address the short and long term District goals and objectives and facilitate the Board of Education's ranking of priorities and consideration in future facility investments and improvements.

The District is seeking a variety of master planning services, including: facilities assessment, space planning, facilities management, survey design and analysis, conceptual design, preliminary cost estimating, and cost benefit analysis for options including remodeling, new construction and new site acquisition. Consultants must have experience in facilities master planning for California educational facilities and in facilitating innovative and collaborative problem-solving. Consultants must have substantial experience with the Office of Public School Construction ("OPSC"), the Division of the State Architect ("DSA"), the Uniform Building Code ("UBC") and Title 24 of the California Code of Regulations.

Primary goals for the Facilities Master Plan include:

1. Identify the District's current and future need for additional facilities based on existing capacities and projected enrollment.
2. Complete an assessment of all District facilities and identify any deficiencies in existing buildings, sites, including program and service areas, utility systems and infrastructure, telecommunications and health and safety conditions.
3. Define policies for long range facilities management, and define a strategy that addresses needs for short and long-term facility improvements and for capital investments to support the current and future educational programs including acquisition of new sites and construction of new facilities, future joint use governmental and community partnerships.
4. Define implementation steps necessary to fulfill the needs identified by the Facilities Master Plan, coordinating the identified scope of work with funding resources and creating a schedule for the work to be completed.

## KEY COMPONENTS OF RFP

Facilities Master Plan shall be developed with input from District staff. (staff to be determined)

The five-year plan shall be broken down by fiscal year and subject to review at the end of each fiscal year.

Plan must include the following components:

- School Site Capacity Study
- Demographics Study:
  - Phase I: all APPROVED development. What will our school housing needs look like when all currently approved development is complete.
  - Phase II: all PLANNED development. Long-term, what needs will be when projects that are many years off are completed?
  - Phase III: complete maturation. When ALL property within the city is developed according to its current uses, what would our ultimate school needs look like?
- Educational Specifications
- Needs Assessment: evaluate all facility needs (plan must include kitchens); safety, modernization need, technology infrastructure, energy audit, field maintenance costs, etc.
- Capacity Study
- Financing Plan: determine State and Federal Funds available to meet the District goals on a per project basis (estimated project costs; funding options)
- Project List/Priorities/Schedules

## PROPOSAL SUBMISSION

Proposals must be submitted (5 copies) in a sealed envelope with the words “SEALED PROPOSAL-FACILITIES MASTER PLAN” on the outside of the envelope **by 2:00 P.M. on October 26, 2016 to:**

**ROWLAND UNIFIED SCHOOL DISTRICT  
Rosana McLeod, Director of Purchasing  
1830 S. Nogales  
Rowland Heights, CA 91748**

## FORMAT FOR PROPOSAL SUBMISSION

### General Instructions:

All qualifications are to be submitted in compliance with the format set forth below and in the order as outlined to facilitate evaluation by the District of the candidate's ability to meet or exceed the specified requirements.

Each proposal shall be submitted in duplicate (1 original with wet signature and 4 copies). All submittals shall be submitted in three ring binders tabbed for easy referral to the numbered answer. All submittals shall become the property of the District and will not be returned.

Clarifications or questions must be submitted in writing to Rosana McLeod, Director of Purchasing, at [rmcleod@rowlandsschools.org](mailto:rmcleod@rowlandsschools.org). Questions will be answered in writing and transmitted by e-mail. **Deadline for Request for Information is October 18, 2016, no later than 2:00 p.m.**

### Proposal Requirements:

1. Brief history of the firm **(Section 1 - 10 points)**
2. Chart showing major components of the firm's organization, including the names of individuals in key positions. **(Section 2 – 25 points)**
  - a. Program organization chart – including the names of individuals to be involved in this program. Include resumes/qualifications/relevant experience of these individuals.
  - b. The names of firms and individuals that will perform any sub-consultant work for your firm (i.e. outside firms providing cost estimating, planning, architectural design, structural, mechanical or electrical engineering services). Provide resumes/qualifications/experience of each person to be involved in the program.
3. References **(Section 3 – 15 points)**

The name, address, phone number of five (5) previous clients for similar projects. Provide a list of references for projects which your firm, including your sub-consultants, has performed collectively.

  - a. Provide photos and literature on related similar projects done by the individuals listed in item two (2). Do not include projects completed by other branch offices or by individuals that are not part of the proposed program organization chart.
  - b. List the assignments where your firm has experience in facilities planning for multiple or large sites or in designing multiple projects at the same time for a single client. Provide a description of two or three of these assignments completed within the last five (5) years.
  - c. List the assignments where your firm has experience working for construction managers on projects in the State of California. Provide a description of two (2) or three (3) of these assignments completed within the last five (5) years.
4. Your firm's recommended or specific approach for accomplishing the District's Facilities Master Plan goals. **(Section 4 – 15 points)**
5. Planning and Design **(Section 5 – 15 points)**

Describe how your firm manages and controls planning & design costs, prevents project scope increases and is able to provide the highest quality design & planning in relation to fees.

  - a. Provide other supplemental information that is not specifically addressed in previous sections which would indicate your firm's qualifications for this project.
6. Fee Proposal **(Section 6 – 20 points)**

## REVIEW PROCESS

District staff will review all submitted proposals. After the review, staff may select one (1) or more firms to do follow-up interviews.

### LATE PROPOSALS WILL NOT BE ACCEPTED

### PROPOSALS SUBMITTED VIA FACSIMILE WILL NOT BE ACCEPTED

1. Proposals must be typewritten, concise, straightforward, and must address each requirement and question.
2. The District reserves the right to negotiate modifications with any firm as may be required to serve the best interests of the District and to negotiate the final contract with the most qualified candidate.
3. All proposals and/or qualifications will become the property of the District. Information in proposals will become public property and subject to disclosure laws. The District reserves the right to make use of any information or ideas in the proposal. All proposals will be maintained as confidential working papers until officially placed on the School Board meeting agenda.
4. The District reserves the right to reject any and all proposals and/or qualifications and to waive any informality in any proposal received. No obligation, either expressed or implied, exists on the part of the District to make an award or to pay any costs incurred in the preparation or submission of a proposal. All costs associated with the preparation or submission of a proposal for this RFP is solely the responsibility of the candidates.

**NOTE: Candidates may NOT contact District School Board Members, the District Superintendent or other District personnel and or consultants without the express permission of the Director of Purchasing.**