

**ROWLAND UNIFIED SCHOOL DISTRICT
Purchasing Department
1830 S. Nogales St.
Rowland Heights, CA 91748**



**REQUEST FOR QUALIFICATIONS AND PROPOSALS (“RFQ/RFP”) FOR
PROJECT INSPECTOR SERVICES FOR
THE ROWLAND HIGH SCHOOL ADDITIONS PROJECT
PROJECT NO. RFP 2015/16:7R**

RFQ/RFP # 2015/16:9R

May 25, 2016

The Rowland Unified School District (“District”) is requesting submission of statements of qualifications and proposals (“Proposals”) from qualified persons, firms, partnerships corporations, associations or professional organizations (“Firm(s)”) for Inspector of Record (“IOR”) project inspection services (“Services”) for the Rowland High School Additions Project, No. 2015/16:7R (“Project”), as described herein.

Firms that intend to submit a Proposal must be insured and appropriately licensed.

Interested Firms are invited to submit a Proposal by delivering five (5) bound copies, one (1) unbound copy and one (1) electronic copy on CD or DVD of their Proposal, as further described herein, to:

**Purchasing Department
Rowland Unified School District
1830 S. Nogales Street
Rowland Heights, CA 91748**

ALL PROPOSALS MUST BE RECEIVED ON OR BEFORE MAY 25, 2016, NO LATER THAN 2:00 P.M.

Questions regarding this RFQ/RFP must be received in writing and directed to Rosana McLeod, Director of Purchasing, at rmcleod@rowland.k12.ca.us on or before **May 20, 2016**. Emails must be titled as follows: RUSD RFP No. 2015/16:9R RFI [company]. District reserves the right to disregard emails with an incorrect title. Answers will be emailed to all respondents and posted on

the District website on or before **May 23, 2016** at 2:00 p.m. Phone calls to the District regarding this RFP will not be accepted.

Proposals are to be submitted only in sealed envelopes; facsimile and electronic transmissions are not permitted. Late responses will not be accepted. Proposals will be opened immediately after they are due.

The District hereby notifies all Interested Firms that it will affirmatively ensure that, in any contract entered into pursuant to this RFQ/RFP, minority business enterprises will be afforded full opportunity to submit its response to this RFQ/RFP and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition or physical disability, or sexual orientation on consideration for the award.

Thank you for your interest in working with the Rowland Unified School District.

San Gabriel Valley Tribune:

1st Publication: May 11, 2016

2nd Publication: May 18, 2016

1. General Information.

- 1.1.** The District invites Proposals from Firms with a record of excellence for the Services. Firms must have extensive experience, as appropriate and without limitation, with the Office of Public School Construction (“OPSC”), the Division of the State Architect (“DSA”), the Department of Toxic Substances Control (“DTSC”), the Uniform Building Code (“UBC”), and Title 24 of the California Code of Regulations.
- 1.2. Rowland High School Additions Project Description.** The Services will be performed at and for the Rowland High School Additions Project which generally consists of, but is not limited to, new construction of Classroom Buildings, Library/Administration, Performing Arts, Kitchen/Multi-purpose buildings and some campus modernization work under the jurisdiction of the Division of State Architect.
- 1.3. Services.** The selected Firm shall perform the Services described in the form of *Agreement for Professional Services (Project Inspector Services)*, attached hereto as **Attachment “1”**.
- 1.4. Schedule.** Performance of the Services is anticipated to commence immediately following Board approval of the selected Firm. It is anticipated that Board approval will occur on **June 14, 2016**. The Contract Time for the Project calls for Substantial Completion within **1,134 calendar days** and Final Completion within **1,164 calendar days** after the commencement date set forth in the Notice to Proceed to the Contractor. It is anticipated that the Services for the Project will require **1,213 calendar days** to complete, commencing on or about **June 15, 2016** and completing on or about **October 11, 2019**; provided, however, the Term of the Services shall be for the entire period of construction of the Project and shall terminate when the notice of completion for the Construction Work is recorded, unless otherwise terminated or cancelled earlier.
- 1.5. Proposals.** Proposals must contain all requested information about the Firm. Proposals should be complete and prepared to provide an insightful, straightforward, and concise overview of the Firm’s Proposal to provide the Services.

2. Firm’s Proposal.

Firm’s Proposal must be concise, well organized, and demonstrate Firm’s qualifications and proposed services. Firm’s Proposal shall be formatted as outlined below, and shall be no longer than **thirty (30) pages**, 8½” x 11” paper, inclusive of résumés, forms, and pictures, and tabbed according to the numbering system reflected below.

- 2.1. Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the firm(s), address, telephone, and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Proposal on behalf of the Firm. The Letter of Interest should provide a brief statement of Firm’s experience indicating the unique background and qualities of the Firm, its personnel, and its sub-consultants, and what will make the Firm a good fit for work in the District.
- 2.2. Table of Contents.** A table of contents of the material contained in the Proposal should follow the letter of interest.

- 2.3. Executive Summary.** The executive summary should contain an outline of Firm's approach, along with a brief summary of Firm's qualifications.
- 2.4. Proposed Personnel.** Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate Firm's and personnel's availability to provide the Services. If the Firm will utilize resources from more than one office, indicate office locations and how work would be coordinated. Provide information on sub-consultant team members and information on recent and successful associations with designated sub-consultants.
- 2.5. Narrative.** Provide a comprehensive narrative of the services offered by Firm. The narrative should include the following:
- 2.5.1. Statement of Services.** Prepare a detailed Statement of Services for which Firm is submitting its Proposal.
 - 2.5.2. Proposed Schedule of Services.** Based on the best information currently available to Firm, provide a schedule, as applicable, that depicts the number of days in duration and a start and complete date for completion of the Services. The schedule should include each phase or task Firm will perform.
 - 2.5.3. Firm Information.**
 - 2.5.3.1.** Provide a brief history of Firm, and, if a joint venture, of each participating entity. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.
 - 2.5.3.2.** Provide Firm's preferred contact information and email address to send Firm notifications hereunder.
 - 2.5.3.3.** Describe Firm's philosophy and how Firm will work with District staff, including program managers, construction managers, architects, facilities directors, and administrators, in performing the Services.
 - 2.5.3.4.** Discuss Firm's ability to meet strict schedules for comparable projects, Firm's schedule management procedures, and how Firm has successfully handled potential delays.
 - 2.5.3.5.** Provide a statement of Firm's financial resources and insurance coverage. Include a certification of correctness of Firm's statement of financial resources.
 - 2.5.3.6.** Provide a statement of ALL claim(s) filed against Firm in the past five (5) years, if any. Briefly indicate the nature of the claim and the resolution, as applicable, of the claim(s).

2.5.3.7. Include letters of reference or testimonials, if available. Firm should limit letters of references or testimonials to no more than ten (10).

2.5.4. Prior Relevant Experience.

2.5.4.1. Describe Firm’s experience with the Office of Public School Construction (“OPSC”), the Uniform Building Code (“UBC”), Title 24 of the California Code of Regulations, and the Division of the State Architect (“DSA”).

2.5.4.2. Provide a list of **ALL** K-12 and community college districts for which Firm has provided the same or similar Services in the past five (5) years. Limit your response to no more than the twenty (20) most recent districts. Include the names of the district, a description of services provided, and the name of the contact person and telephone number at the district. Also, indicate the Firm’s personnel that performed services for each district.

2.6. **Firm’s Current Work Commitments.** Specify the current and projected workload of Firm and describe Firm’s ability to complete the Services as required herein.

2.7. **Additional Data.** Provide additional information about the Firm as it may relate to Firm’s Proposal. Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding Firm’s qualifications and expertise.

2.8. Compensation.

2.8.1. **Proposed Fee.** Provide Firm’s proposed fee for performance of the Services indicated herein pursuant to the *Agreement for Professional Services (Project Inspector Services)*, attached hereto as **Attachment “1”**.

2.8.2. **All Other Costs or Fees.** Pricing information for, without limitation, estimated inspection and maintenance services, transactional services, additional services, Firm’s mark-up on subconsultant and subcontractor prices, general conditions, and all other categories of costs, expenses, fees, or charges that Firm anticipates will be a part of its price to complete the Services.

2.8.3. **Professional Fees.** Provide a current fee schedule for the types of service(s) that Firm offers. If referencing basic services costs, include typical staffing expectations, professional fee schedules, and variations that the District could expect for specific services, if applicable.

3. Form of Agreement.

3.1. Attached as **Attachment “1”** to this RFQ/RFP is a form of *Agreement for Professional Services (Project Inspector Services)* (“Agreement”), including the indemnification provision that the District will include in that Agreement.

3.2. Please indicate in Firm’s response if Firm has any comments or objections to the form of Agreement. The District does not intend to consider any substantive changes to the form of Agreement if they are not submitted at or before this time.

4. District’s Evaluation / Selection Process.

4.1. The District intends to select one of the Firms—but reserves the right to select no Firm or more than one Firm—that best meet(s) the District’s needs to perform the Services as described in this RFQ/RFP. From the Firms that provide Proposals to the District, the District may, at its discretion, interview some or all of those Firms. One or more Firms may be selected and recommended to the governing board of the District for approval (“Successful Firm”). The Successful Firm will be selected based on qualifications and demonstrated competence that include relevant experience with public agencies, including local agencies, and a proven track record of success for these types of Services.

4.2. A “best value” method of selection will be utilized. The “best value” method evaluates the selection criteria listed below based on the designated relative weight given to each criteria as a percentage of the RFQ/RFP’s total points possible, where Cost/Pricing is given the greatest relative weight:

Selection Criteria	Relative Weight (%)
Cost/Pricing	40
Proposed Services	25
Schedule	5
Technical Expertise	5
Team Experience	5
Recent Success with Similar Services	5
Prior Experience with District Staff and Current Consultants	5
Proximity of Offices and Availability of Qualified Staff	5
Other Qualifications	5

4.3. **Commencement of Services.** The District anticipates the selected Firm will begin providing the Services on or about **June 15, 2016**, immediately following Board approval of the selected Firm on June 14, 2016.

4.4. **Schedule.** The following is the tentative schedule for this RFQ/RFP, which is subject to change:

RFQ/RFP Issuance Date:	May 11, 2016
Deadline for Questions:	May 20, 2016
Deadline for Proposal Submission:	May 25, 2016
Anticipated Evaluation of Proposals:	May 26, through June 3, 2016
Recommendation to Board:	June 9, 2016

Board of Education Approval: June 14, 2016
Notice to Proceed: June 15, 2016

5. Terms and Conditions.

- 5.1.** The District reserves the right to contract with any Firm responding to this RFQ/RFP for all or portions of the above-described Services, to reject any Proposal as non-responsive, and not to contract with any Firm for the Services described herein. The District makes no representation that participation in the RFQ/RFP process will lead to an award of contract or any consideration whatsoever.
- 5.2.** The District is not responsible for late delivery of a Proposal. It is the responsibility of the responding Firm to ensure that the Proposal is submitted on time to the District. Proposals that are received after the deadline may not be considered.
- 5.3.** Responses to this RFQ/RFP will become the property of the District and subject to the California Public Records Act, Government Code sections 6250 et seq. Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as “TRADE SECRET,” “CONFIDENTIAL,” or “PROPRIETARY” may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked “Confidential,” “Proprietary,” or “Trade Secret,” the Firm agrees, by submission of its response for the District’s consideration, to defend and indemnify the District from all costs and expenses, including attorneys’ fees, in any action or liability arising under the Public Records Act.
- 5.4.** Issuance of this RFQ/RFP does not commit the District to award a contract for Services or to pay any costs incurred with the preparation of a response. Firms should note that the execution of any contract pursuant to this RFQ/RFP is dependent upon successful negotiation of terms and fees as well as approval by the District’s Board of Education.
- 5.5.** The selected Firm(s) and each of its (their) sub-consultants and/or co-venture partners, shall comply with all applicable federal and California laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, Executive Orders 11246, 11375, and 12086, the California Fair Employment and Housing Act beginning with Government code section 12900, Labor Code section 1735, and any other applicable federal and state laws and regulations hereinafter enacted, including the Federal Americans with Disabilities Act (ADA). Firms shall be responsible for establishing and implementing an ADA program within the Firm’s work place. Firms shall not discriminate against any prospective or active employee based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The selected respondent shall cause the above provisions to be inserted in all subcontracts for any work covered by this RFQ/RFP so that such provisions will be binding upon

each sub-consultant.

- 5.6. Prior to contract execution, proof of all insurances at the levels specified in the specific contract will be required. Fingerprinting of all personnel who will visit school sites is also required. The District reserves the right to amend this RFQ/RFP by means of addenda.
- 5.7. In the event Firm is asked to attend an interview, it is mandatory that the proposed primary project contact and a principal of the Firm with the authority to enter into binding contracts with the District attend the interview. The District is not responsible for any costs the Firm may incur in the preparation of the Proposal, interview, or selection process.

6. Protests.

Any protest regarding this RFQ/RFP must be submitted, without exception, in writing to the District, before **5:00p.m.** of the **THIRD (3rd)** business day following the date of notification by the District that a firm has been selected following the evaluation / selection process.

- 6.1. The protest must contain a complete written statement of any and all bases for the protest.
- 6.2. The protest must refer to the specific portions of any documents that form the bases for the protest.
- 6.3. The protest must include the name, address, telephone and fax numbers, and e-mail address of the person representing the protesting party.
- 6.4. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest, and all other Firms or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- 6.5. The procedure and time limits set forth in this paragraph are mandatory and are each Firm's sole and exclusive remedy in the event of protest. Failure to comply with any of these procedures, at the District's sole discretion, shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings.

Attachment “1”

**Form of
Agreement for Professional Services
(Project Inspector Services)**