

**REQUEST FOR PROPOSALS  
FOR  
PRECONSTRUCTION AND LEASE-LEASEBACK  
SERVICES FOR THE DIXON MIDDLE SCHOOL  
PROJECT**

Proposal Deadline Date

Friday, May 30th, 2017 at 4:00PM

**Submit to:**

**John Calise, Director of Facilities, Operations  
and Capital Projects**

**180 South First Street  
Suite 14  
Dixon, CA 95620**

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**I. PURPOSE OF THE RFP:**

By way of this Request for Proposals (“RFP”), the Dixon Unified School District (“District”) seeks proposals from lease-leaseback contractors (“Contractor” or “Firm”) to provide preconstruction services and lease-leaseback construction services for the District’s Dixon Middle School Project (“Project”). The purpose of this RFP is to obtain information that will enable the District to select a lease-leaseback Contractor using the “best value” competitive procurement process under Education Code section 17400 et seq., that can assist the District with both preconstruction services and construction services. The “best value” competitive procurement process is an evaluation process whereby a Firm is selected by the District on the basis of objective criteria for evaluating the qualifications of Firms, with the selected Firm representing the best combination of price and qualifications. Each Contractor responding to this RFP should be prepared and qualified to provide the preconstruction services and lease-leaseback construction services described in this RFP to the District in an expeditious and timely manner and on relatively short notice so as to enable the District to meet critical time deadlines and schedules.

**II. BACKGROUND ON THE PROJECT:**

The Dixon Unified School District, through bond proceeds from the Measure Q GO Bond initiative seeks a qualified Lease-Leaseback contractor to partner with for the modernization of the former Dixon High School. The former high school (also known as Old Dixon High) has several wings with various construction dates that date as far back as 1939. This campus has been primarily vacant since 2007 with limited use in different areas of the campus. The purpose of this modernization is to reopen this campus as a middle school grades 6-8.

This Project will be constructed using the lease-leaseback project delivery method authorized by Education Code section 17400 et seq. The District has contracted with LPA Architects to be the Architect of Record for the Project, and the lease-leaseback Contractor will be expected to provide both preconstruction services and lease-leaseback construction services for the Project as described below:

The estimated construction budget for this Project is \$8,650,000.00 and the estimated performance period is 24 months with a project completion date of July 2019.

**III. RFP TIMELINE:**

Request for Proposals Issued.....	May 10, 2017
Pre-Qualification Documents.....	May 17, 2017 by 4:00 pm
Mandatory Project Walk-Through.....	May 17, 2017 at 9:00 am
Deadline for Submittal of Questions.....	May 19, 2017 by 4:00 pm
Responses to the Questions Submitted.....	May 23, 2017 by 4:00 pm
Due Date for Submittal of Proposals.....	May 30, 2017 by 4:00 pm
Short List Interviews .....	June 6, 2017*
Due Date for Fee Proposals.....	June 6, 2017*
Anticipated Board Approval Date.....	June 15, 2017*

Notification of Selected Firm.....June 16, 2017\*

\* Estimated deadlines subject to revision at the District's discretion.

#### **IV. QUESTIONS AND CLARIFICATION OF THE RFP**

All questions, requests for explanation or clarifications of any kind in regard to this RFP shall be made in written form, submitted via email to John Calise, Director of Facilities, Operations and Capital Projects at [john.calise@dixonusd.org](mailto:john.calise@dixonusd.org); by no later than 4:00 p.m., May 19, 2017. A response will not be provided to any late questions, or requests for explanation or clarifications. All addenda and clarifications will be posted on the District's website, [www.dixonusd.org](http://www.dixonusd.org) in the RFP/RFQ section, and provided to those Firms that have registered with the District. Any interpretation, clarification, or correction of this RFP will only be made by addendum as noted above. No person or Firm is authorized to make any oral interpretation of any provision in this RFP, nor shall any oral interpretation be binding on the District.

#### **V. PRECONSTRUCTION SERVICES**

The District anticipates that the successful Contractor will provide preconstruction services including, but not limited to, reviewing the Project's plans and specifications during the design of the Project to identify and note all deficiencies, incongruities and inconsistencies that may affect constructability of the Project including, but not limited to, design and specification omissions, incomplete and/or inconsistent plans, details and specifications, and any lack of coordination, together with all other appropriate, necessary and/or required services to facilitate and prepare for the successful development and construction of the Project.

The preconstruction services will also include, but not be limited to, the following tasks: design meeting with the architects and engineers; review and validation of estimates prepared by the architect; preparation of a master critical path method schedule for the Project; preparation of cost estimates based on the final construction documents, including allowances, contingencies, general conditions, costs and fees; constructability reviews; value engineering; construction planning and phasing, and cost proposal strategies all with the goal that the DSA-approved plans and specifications for the Project will be complete such that the Project can be constructed by a competent licensed general building contractor in strict accordance with the DSA-approved plans and specifications without change orders, delays, or additional charges to District.

The successful Contractor shall not provide any preconstruction services or work that requires a contractor's license pursuant to Business and Professions Code section 7065 et seq.

#### **VI. DIR REGISTRATION AND PREVAILING WAGES**

DIR Registration. Contractors and their subcontractors (of any tier) shall not be qualified to submit or be listed on a proposal, or engage in the performance of any contract for public work, as defined in the Labor Code, unless currently registered and

qualified to perform public work pursuant to Section 1725.5 of the Labor Code. It is not a violation of this section for an unregistered contractor to submit a proposal that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 of the Labor Code at the time the contract is awarded.

Prevailing Wages. The Contractor and all subcontractors shall comply with the requirements set forth in Division 2, Part 7, Chapter 1 of the Labor Code. Pursuant to Labor Code section 1770 et seq., the District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this work is to be performed for each craft, classification or type of worker needed to execute the contract. Copies are available from the District to any interested party on request and are also available from the Director of the Department of Industrial Relations.

## **VII. SUBCONTRACTOR DESIGNATIONS**

The District is not requiring that Firms identify and designate subcontractors who will be performing work on the Project. Therefore, after award of the lease-leaseback contract for the Project, and in accordance with Education Code section 17406(a)(4)(B), the selected Firm shall be required to award construction subcontracts with a value exceeding one-half of one percent of the price allocable to construction work in accordance with the following process:

- A. Provide public notice of availability of work to be subcontracted in accordance with publication requirements applicable to the competitive bidding process of the District, 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.

The process above may include prequalification or short-listing. Subcontractors awarded subcontracts as set forth above shall be afforded all the protections of the Subletting and Subcontracting Fair Practices Act (Public Contract Code section 4100 et seq.)

All subcontractors (of any tier) performing any portion of the Work must comply with Labor Code sections 1725.5 and 1771.1 and must be properly and currently registered with the California Department of Industrial Relations and qualified to perform public works pursuant to Labor Code section 1725.5 throughout the duration of the Project.

## VIII. CONTENTS OF THE PROPOSAL

Firms must submit three (3) original, hard copies and a digital copy (on a thumb drive) of the proposal. All proposals should address the requested information for each of the evaluation categories below. The proposal shall demonstrate the qualifications, competence, and capacity of the Firm:

**A. Cover Letter/Letter of Interest** - Include a cover letter, addressed to John Calise, Director of Facilities, Operations and Capital Projects, stating the eligibility of the Firm to respond to this RFP, a brief description and history of the Firm, and a statement of interest.

**B. Table of Contents** - The table of contents shall reflect the order stated herein and shall include section titles and page numbers.

### **C. Evaluation Categories**

1. **Mandatory Requirements** – The following requirements are mandatory and must be satisfied. The mandatory requirements will be scored on a pass/fail basis. Failure to meet any one of the mandatory requirements specified in this Section VIII(C)(1) will disqualify your Firm from any further consideration for this RFP.

a. **Lease-Leaseback Contractor and Subcontractor Prequalification** – All Firms submitting a proposal to this RFP must be prequalified with the District pursuant to Public Contract Code section 20111.6 (b)-(m) without exception prior to submitting a proposal. Any Firm that submits a proposal and is not prequalified will be deemed non-responsive and that Firm's proposal will be rejected and returned to the Firm unopened. Prequalification documents are available from the Dixon Unified School District website at [www.dixonusd.org](http://www.dixonusd.org), and at 180 South First Street, Dixon CA. 95620. Prequalification documents must be submitted by May 12, 2017 by 4:00 pm. Contractors will be notified by telephone, email, or mail of their prequalification rating within a reasonable period of time after submission of their prequalification documents, but not less than five business days prior to the proposal submission deadline. **Contractors currently prequalified with the District for lease-leaseback projects will not need to submit another prequalification package. Provide a copy of your current prequalification status letter from the District with you proposal.**

All mechanical, electrical or plumbing ("MEP") subcontractors (defined as contractors that **hold** a C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43 or C-46

license), and who must be designated and identified in the proposal as set forth in Attachment 3, must also be prequalified prior to submitting a proposal. This prequalification requirement applies even if the subcontractor will perform, or is designated and identified to perform, work that does not require one of the licenses listed above, but the subcontractor **holds** one of the licenses listed above.

MEP subcontractors (as defined above) that are NOT required to be designated and identified in the proposal as set forth in Attachment 3 must be prequalified prior to the award of their respective subcontract. A list of prequalified MEP subcontractors will be made available by the District upon request, but not less than five business days prior to the proposal submission deadline. However, it is the responsibility of the Contractor to ensure that all MEP subcontractors **holding** any of the licenses listed above are properly prequalified.

**b. Contractor Responsibility** – Identify if your Firm has ever had the following occur in the past seven (7) years. For the purposes of this paragraph, “Firm” shall include any present or past (over the last five years), officers, owners, principals, partners, or any qualifying individuals including any RME or RMO. Any occurrence of the following in the past seven (7) years shall render the Firm not qualified to submit a proposal:

- Found to be a non-responsible contractor by any public agency;
- Convicted for false claims;
- Firm’s license revoked or suspended;
- Debarred or otherwise ineligible to bid on or be awarded a public works contract;
- Terminated for cause or defaulted on a construction contract; or
- Convicted of a crime involving the awarding of a construction contract, or the bidding or performance of a construction contract.

**c. License Requirements** – Pursuant to Business and Professions Code section 7028.15 and Public Contract Code section 3300, the Contractor must possess a California Contractor’s **Class “B”** license at the time of submittal of its proposal, and for the duration of the contract, if awarded.

Subcontractors must possess the appropriate license for the work to be performed on the Project.

- d. Performance and Payment Bonds** – All Firms submitting a proposal to this RFP must be able to provide separate faithful payment and performance bonds, each in an amount equal to 100% of the total contract amount. All bonds must be issued by a California admitted surety as defined in California Code of Civil Procedure section 995.120. Firms must provide a letter from their surety indicating the Firm's current and overall bonding capacity, and the ability to meet the bond requirements in Section 35.13 of the Construction Services Agreement.
- e. Insurance Requirements** - All Firms submitting a proposal to this RFP must have the ability to meet all of the insurance requirements set forth in Section 35.4 of the Construction Services Agreement. Firms must include a copy of their current certificate of insurance in their proposals evidencing the following minimum insurance requirements:

Comprehensive general liability insurance with a combined single limit per occurrence of not less than \$2,000,000.00 or commercial general liability Insurance (including automobile insurance) which provides limits of not less than:

- Per occurrence (combined single limit): \$1,000,000.00
- Project Specific Aggregate (for this Project only): \$2,000,000.00
- Products and Completed Operations: \$1,000,000.00
- Personal and Advertising Injury Limit: \$1,000,000.00

The following special hazards shall be covered by riders or riders to above mentioned public liability insurance or property damage insurance policy or policies of insurance, in amounts as follows:

- Automotive and truck where operated: \$1,000,000.00
- Material Hoist where used: \$1,000,000.00
- Explosion, Collapse and Underground (XCU coverage): \$1,000,000.00

Excess Liability Insurance coverage in the amount of Five Million Dollars (\$5,000,000.00).

Workers' Compensation Insurance shall be provided in accordance with the provisions of the California Labor Code



adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Contractor from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Contractor upon or in connection with the work.

Provide a letter from your insurance broker stating that you will be able to provide and meet the insurance requirements in Section 35.4 of the Construction Services Agreement.

2. **Firm Personnel, Capacity, and Methodology – Attachment 1.** Each Firm must completely answer all questions in Attachment 1 of the RFP. Note: **Questions may be answered in other sections of the proposal if clearly and conspicuously identified and referenced in the proposal.** The following shall be stated:

- a. **Description of Firm** – Include a description of the Firm's qualifications for providing preconstruction and lease-leaseback services on California school construction projects. Include information regarding the size of the Firm, location of the office from which the required services will be performed, nature of all work performed, and the number of years in this particular business. The Firm shall provide an affirmative statement that it is independent of the District as defined by generally accepted standards.
- b. **Firm's Personnel and Staffing Resources** – Submit resume(s) or profiles for each key staff who will be proposed to provide the requested services, including their qualifications and recent relevant experience providing similar services. Each resume shall include, without limitation, the following information; (a) education; (b) years of relevant experience; (c) professional registrations, certifications and affiliations (d) project-specific experience with focus on public works projects and emphasis on K-12 projects providing preconstruction and lease-leaseback services, including dates and durations of each project listed and the name of the firm where employed. Include a discussion on the Firm's philosophy and approach for providing outstanding customer service.
- c. **Capacity & Methodology** – Describe how the Firm will provide services and fulfill the requirements and expectations of the District and this RFP. Use this section to address the ability of your Firm to undertake and accomplish

the required scope of services while meeting deadlines, the Firm's record of meeting schedules and deadlines of other clients, advantages over other firms in the same industry, strength and stability as a business, and supportive client references. Describe the Firm's ability to provide preconstruction and lease-leaseback services exclusively and in a timely manner for the District and the Firm's commitment to providing experienced personnel assigned to District's Project.

- d. **Litigation** – Furnish and provide specific information on any termination for convenience, litigation settled or judgments entered within the last five (5) years, as well as any civil judgments within the last five (5) years. Identify if the Firm or any employee of the Firm is a party to an existing dispute with an owner, or owner's consultants, related to any project for which the Firm provided construction services. If so, please describe the nature of the dispute and its anticipated outcome.

Identify if the Firm has ever filed a petition for bankruptcy. If so, please provide the date the petition was filed and identify the jurisdiction in which it was filed.

3. **Relevant Experience and Past Performance** – Description of past performance and related experience. Each Firm is required to submit a list of its most relevant preconstruction and lease-leaseback services provided in the past five (5) years that are of the approximate size of the Project described in the RFP. The list shall include: (1) a description and size of the project, (2) scope of the work, (3) dates services were performed for preconstruction services and for lease-leaseback services, (4) total price for the project (please state amounts separately for preconstruction services and for lease-leaseback services and include the final guaranteed maximum price and all contingencies and allowances), and, (5) client's name, address and phone number.
4. **Preconstruction Services** – Describe your methodology in providing preconstruction services for the Project, specifically discussing value engineering, constructability review, estimating, and scheduling. Provide examples of constructability reviews that you performed that resulted in the identification of significant design conflicts or omissions, and of value engineering that resulted in significant savings of money or time. State whether your Firm has building information modeling capability and use of BIM on prior lease-leaseback projects.

5. **Labor Compliance/Skilled and Trained Workforce** – Describe your ability to comply with statutory requirements for the payment of prevailing wages, including the monitoring and enforcement of your subcontractor’s payment of prevailing wages. Provide copies of any DIR Civil Wage and Penalty Assessment against your Firm, explain the circumstances for the Civil Wage and Penalty Assessment, and the final resolution.

Further describe your plan and methodology to comply with the requirements for the use of a “skilled and trained workforce” as defined in Education Code section 17407.5 and Public Contract Code section 2600 et seq., for each apprenticeship occupation that will be used on the Project, including all subcontractors of any tier. Include in your discussion your plan and methodology to comply with the percentage requirements for the use of “skilled journeypersons” for each apprenticeship occupation and the required monthly report demonstrating compliance. Please include a copy of a sample monthly report prepared by your firm for another owner if available. Finally, identify and discuss which apprenticeship occupation(s) will be the most difficult to meet the percentage requirements for skilled journeypersons on the Project and state why.

6. **Safety** – Discuss your plan to maintain a safe worksite. In your discussion, include whether your Firm has an Injury and Illness Prevention Program that complies with 8 CCR § 1509, whether your Firm has a safety program that meets Cal/OSHA requirements, and whether your Firm will provide a full-time person dedicated to safety on the Project.

Please state whether you have had any accidents in the past five years that resulted in a construction fatality on any of your projects and provide any details for each incident.

Please state whether you have had any recordable injuries in the past five years and provide the average total recordable injuries for the past five years.

Please provide an EMR verification from the State of California or an insurance company for each of the past five years.

7. **Local Business Outreach and Participation** - The District is vitally interested in promoting the growth of small and local businesses within the boundaries of the District and the City of Dixon by means of increasing the participation of these businesses in the District's purchase of goods and services. The District has a goal of ten (10) percent of all contracts for these services be

awarded to local businesses. A locally-owned business, for purposes of satisfying the locality requirements of this provision, is one which holds a valid business license issued by the city where the District is located or the city or cities where the District has schools. Describe the Firm's plan for inclusion of local businesses in the services to be provided for the District.

8. **Exceptions to the Preconstruction Agreement, and/or Lease-Leaseback Agreement** – The form of both the Preconstruction Services Agreement, and Lease-Leaseback Agreement (Site Lease, Sublease, and Construction Services Agreement) are attached to this RFP as Attachment 4. Please review each agreement and provide any proposed exceptions to those agreements on Attachment 1, Firm Questionnaire, Section E.

**D. Fee Proposal – Preconstruction Fee, Lease-Leaseback Fee, and General Conditions – “Attachment 2”**

DO NOT SUBMIT THIS FORM WITH THE PROPOSAL. ATTACHMENT 2 MUST BE BROUGHT TO THE INTERVIEW IN A SEALED ENVELOPE.

The fee proposal, “Attachment 2”, must be submitted in a separate, sealed envelope with your company name, proposal title, “Fee Proposal, Attachment 2”, labeled on the outside of the envelope and brought to the interview. **Only those Firms that are invited to interview will be required to complete the Fee Proposal (Attachment 2).**

Provide a lump sum fee to provide preconstruction services, the lease-leaseback fee, and a monthly general conditions fee on Attachment 2. The proposed fees should include all direct labor costs, fringe benefits, insurance, overhead, profit, and all other expenses the Contractor will incur in providing the preconstruction services and the lease-leaseback construction services.

**IX. PREPARATION AND SUBMITTAL OF THE PROPOSAL**

**A. Proposal Submittal and Deadline**

Three original hard copies and a digital copy (on a thumb drive) of the proposal must be submitted under sealed cover by no later **than 4 p.m. on May 26, 2017**. Label the outside of the sealed proposal envelope or box with your company name, proposal title and RFP deadline.

Proposals shall be delivered to the attention of:

**John Calise, Director of Facilities, Operations and Capital Projects**

It is the sole responsibility of the Firm submitting the proposal to ensure that its proposal is actually received in the office prior to the deadline time and due date. Unless this RFP is extended by a written amendment, proposals received after the time on the due date will not be considered. Faxed or emailed proposals will not be accepted.

**B. Proposal Completeness**

Proposals shall be completed in all respects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind as determined by the District. A proposal will be rejected if, in the opinion of the District, the information contained therein was intended to mislead the District in the evaluation of the proposal.

**C. District Not Responsible For Preparation Costs**

All costs incurred in the preparation, submission and/or presentation of Firms responding to the RFP including, but not limited to, the Firm's travel or long distance charges/expenses to attend any pre-conferences, oral presentations, interviews, and negotiation sessions, shall be the sole responsibility of the Firm and will not be reimbursed by the District.

The District shall not pay for any costs incurred for proposal or contract preparation as a result of termination of this RFP or termination of the contract resulting from this RFP.

**D. Right to Use Ideas**

All proposals and other materials submitted become the property of the District. District reserves the right to use any ideas presented in any response to the RFP. Selection or rejection of the proposal shall not affect this right.

**E. Modification or Withdrawal Of Proposal**

A Firm may modify or withdraw a proposal after submission by written request of withdrawal and re-submission, provided that the proposal withdrawal is prior to the proposal deadline specified.

**F. Amendments**

Firms are advised that the District reserves the right to amend this RFP at any time. Amendments will be done formally by providing written amendments to all potential Firms known to have received a copy of the RFP and/or by publishing the amendment on the District's website.

**G. Equal Opportunity**

The Firm shall certify that it is an Equal Opportunity Employer and has made a good faith effort to improve minority employment and agrees to meet federal and state

guidelines. Legal residents of the United States of America shall be used in providing all services under this RFP.

Firm shall not discriminate nor permit discrimination against any person because of race, color, religion, age, national origin, ancestry, creed, handicap, sexual orientation, or union membership in the performance of the work, including but not limited to preparation, manufacturing, fabrication, installation, erection and delivery of all supplies and equipment. In the event of receipt of such evidence of such discrimination by the Firm or its agents, employees or representatives, District shall have the right to rescind and terminate the contract.

The successful Firm agrees to include the paragraph above with appropriate adjustments in all subcontracts, which are entered into for work to be performed pursuant to the contract.

#### **H. Waiver or Breach Thereof**

No term or provision of this RFP shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by an individual authorized to so waive or consent. Any consent by either party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for, any other breach or subsequent breach, except as may be expressly provided in the waiver or consent.

#### **I. Covenant Against Gratuities**

The Firm warrants that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Firm or any agent or representative of the Firm, to any officer or employee or consultant of the District with a view toward securing the resultant contract or securing favorable treatment with respect to any determinations concerning the award of the contract. For breach or violation of this provision, the District shall have the right to terminate any negotiation or the resultant contract, either in whole or in part, and any loss or damage sustained by the District in procuring on the open market any items which the Firm agreed to supply shall be borne and paid for by the Firm. 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 provided by law.

#### **J. Indemnification and Insurance**

The Firm, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the District, its employees and representatives, from any liability of any nature or kind in regard to the delivery of these services. (See, Construction Services Agreement Section 35.4 for insurance requirements and Section 36 for hold harmless and indemnify requirements.)

**K. Conflict of Interest**

The Firm is in agreement that it presently has no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Firm further agrees that no person having any such known interest or conveyed an interest shall be employed, directly or indirectly, in the delivery of services under this RFP.

**L. Independent Contractor**

The Firm represents itself as an independent contractor offering such services to the general public and shall not represent him/herself or his/her employees to be an employee of the District. Therefore, the Firm shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses.

**M. Precedence of Documents**

The contract between the District and the successful Firm(s) shall consist of (1) this Request for Proposals (RFP) and any amendments thereto, (2) the Agreements included herein to be executed with the successful Firm(s); and (3) the proposal submitted by the Firm to the District in response to the RFP. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the Agreement shall govern. However, the District reserves the right to clarify any contractual relationship in writing with the concurrence of the Firm, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Firm's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

**N. Compliance with Laws**

In connection with the furnishing of services or performance of work under this RFP, the Firm agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, and all other applicable federal and state laws, regulations and executive orders to the extent that the same may be applicable.

**X. PROPOSAL EVALUATION AND BEST VALUE SCORE**

**A. Proposal Evaluation Committee**

The District's Proposal Evaluation Committee will consist of at least three (3) members and will score each proposal based on the evaluation categories and points set forth in the RFP (See, Section X.B.). Each Firm's proposal will be evaluated and scored only on the information that is included in the Firm's proposal. If any information is missing or incomplete in your proposal, you will not be provided the opportunity to supply the missing or incomplete information, nor will the District seek clarification of any



information included in the proposals. Each proposal must be capable of being evaluated independently based solely on the information contained in the proposal.

**B. Evaluation Categories, Points, and Scoring**

Each member on the Proposal Evaluation Committee will independently score each proposal and each Firm’s score will be equal to the average score from the Evaluation Committee (i.e., the total number of points from the Proposal Evaluation Committee divided by the number of Evaluation Committee members: initial score = sum total of points/number of committee members). The initial score will be calculated to two decimal places. Although the Proposal Evaluation Committee will independently score each proposal, the members reserve the right to discuss the RFP process and information in any proposal with other members.

The RFP contains eight (8) Evaluation Categories, as discussed in Section VIII.C., and the maximum number of points for each category is shown in the table below. There are 1000 possible points.

<b>EVALUATION CATEGORY</b>	<b>POINTS</b>
Mandatory Requirements	Pass/Fail
Firm Personnel, Capacity, and Methodology	250
Relevant Experience and Past Performance	300
Preconstruction Services	100
Labor Compliance/Skilled and Trained Workforce	100
Safety	150
Local Business Outreach and Participation	50
Exceptions to Preconstruction/LLB Agreements	50
<b>MAXIMUM TOTAL SCORE</b>	<b>1000</b>

**C. Short List Interviews**

After each Firm’s initial score is calculated, the Proposal Evaluation Committee, based on the initial scores, will determine the short list of Firms that will be invited to interview with the Proposal Evaluation Committee. The interview will consist of a short presentation (15 minutes) followed by a question and answer period (30 minutes). After the interview, the Proposal Evaluation Committee will re-evaluate the scores for the Firms invited to interview and make adjustments to the scores, if any, based on the information presented at the interviews. If the Firm provides information during the Interview that differs from, or otherwise clarifies any information in the proposal submitted, the Proposal Evaluation Committee reserves the right to adjust any previous points given to the Firm in the appropriate Evaluation Category. Any adjustments in points will be a decrease and no increase in points will be given. Therefore, it is critical all Firms provide all required and detailed information in the Firm’s proposal. The re-evaluated final scores will be used to calculate the Best Value Scores in Section X.D.



A Best Value Score will not be calculated for those Firms not invited to interview with the Proposal Evaluation Committee.

Firms invited to interview with the Proposal Evaluation Committee will be required to bring their fee proposal (Attachment 2) in a sealed envelope to the interview. The fee proposals will remain sealed until after the final scores are re-evaluated and finalized based on the interviews.

**D. Fee Proposal and Best Value Score**

The fee proposal (Attachment 2) will be used to calculate the Best Value Score. The Best Value Score will be determined by dividing the Firm’s re-evaluated final score by the fee price to calculate a dollar per point score (Best Value Score = Total Fee Proposal/Final Score). **The Firm with the lowest dollar per point score will be the Best Value Score.**

The following example, for illustration purposes only, demonstrates the calculation of the final score and the Best Value Score.

**Example Scoring and Best Value Scoring for Illustration Purpose Only –**

FIRM #1

<b>EVALUATION CATEGORY</b>	<b>Max.</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>Ave.</b>
Mandatory Requirements	P/F	P	P	P	P
Firm Personnel, Capacity, and Methodology	250	22 0	20 0	23 0	216.6 7
Relevant Experience and Past Performance	300	24 0	26 0	25 0	250
Preconstruction Services	100	50	50	50	50
Labor Compliance/Skilled and Trained Workforce	100	10 0	110	80	96.67
Safety	150	50	50	50	50
Local Business Outreach and Participation	50	10 0	14 0	13 0	123.3 3
Exceptions to Preconstruction/LLB Agreements	50	50	50	50	50
<b>SCORE</b>	1000	81 0	86 0	84 0	836.6 7

Example Fee Proposal – (assumes \$10,000,000 construction budget and an 18-month schedule)

- Preconstruction Services - \$25,000
- Lease-Leaseback Fee (overhead and profit) – 10% x \$10,000,000 = \$1,000,000
- General Conditions (\$5,000/month x 18 months) – \$90,000
- Total Fee = \$1,115,000

**Firm 1 – Best Value Score – \$1,115,000/836.67 points = \$1,332.66/point**

FIRM #2

EVALUATION CATEGORY	Max.	#1	#2	#3	Ave.
Mandatory Requirements	P/F	P	P	P	P
Firm Personnel, Capacity, and Methodology	250	21 5	20 0	19 0	201.6 7
Relevant Experience and Past Performance	300	23 5	24 5	25 0	243.3 3
Preconstruction Services	100	50	50	50	50
Labor Compliance/Skilled and Trained Workforce	100	10 0	90	12 5	105
Safety	150	50	50	50	50
Local Business Outreach and Participation	50	10 0	14 0	110	116.67
Exceptions to Preconstruction/LLB Agreements	50	50	50	50	50
<b>SCORE</b>	1000	80 0	82 5	82 5	816.6 7

Example Fee Proposal – (assumes \$10,000,000 construction budget and an 18 month schedule)

Preconstruction Services - \$40,000

Lease-Leaseback Fee (overhead and profit) – 12% x \$10,000,000 = \$1,200,000

General Conditions (\$5,000/month x 18 months) – \$90,000

Total Fee = \$1,330,000

**Firm 2 – Best Value Score – \$1,330,000/816.7 points = \$1,628.50/point**

Based on this example, Firm 1 would be selected because Firm 1 has the lowest Best Value Score.

## **XI. GENERAL TERMS AND CONDITIONS**

### **District Obligation**

Receipt of proposals and responses to this RFP does not obligate the District in any way. The District reserves the right to accept or reject any or all proposals, and to waive any irregularities or informalities in any proposal or in the RFP process.

### **Award of Contract**

This RFP implies no obligation to award contracts to any Firm. If it is in the best interest of the District, the District retains the sole and absolute right to select the Firm that best meets the District requirements. The award is subject to acceptance by the Governing Board of the Dixon Unified School District. The District also reserves the right to reject any or all proposals.

### **Approval to Start Work**

The successful Firm may perform work once a Lease-Leaseback Agreement (Site Lease, Sublease, and Construction Services Agreement) has been fully executed and approved by both parties and all appropriate documentation has been received and approved by the District, and a purchase order has been issued. The District shall not be responsible for work done, even in good faith, prior to approval of the agreement and purchase order issuance by the District.

### **Ownership of Documents**

All proposals and materials submitted in response to this RFP shall become the property of the District and shall be considered a part of the District's Public Records and subject to disclosure under the California Public Records Act, unless exempted by law. In addition, all designs, drawings, specifications, notes and other work developed in the performance of any services resulting from this RFP shall be the sole property of District and may be used by District for any purposes without additional compensation to the selected Firm. The selected Firm agrees not to assert any rights or to establish any claim under the design patent or copyright laws.

### **Joint Ventures**

Where two or more Firms desire to submit a single response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. The District intends to contract with a single Firm and not with multiple Firms doing business as a joint venture.

### **Fingerprinting**

Per the provisions of Education Code section 45125.1, the District has a zero tolerance policy for all Firms having any contacts with students without clearance from the State Department of Justice. All assigned personnel shall comply with the fingerprinting clearance law prior to providing services at the school sites.

## **ATTACHMENT 1 – FIRM QUESTIONNAIRE**

The Firm shall furnish all the following information accurately and completely for the Firm and each of the proposed staff and submit this with the proposal. Failure to comply with this requirement may cause rejection of the Firm's qualifications. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the Firm and/or any of its owners, officers, directors, shareholders, parties, principals, or any qualifying individuals including any RME or RMO.

If the same information is provided elsewhere in your qualification and qualification materials, then please clearly identify such in the following questions.

Please be advised that the District may request verbal or written clarifications, additional information, an interview or presentation at any time regarding this questionnaire.

### **SECTION A - GENERAL INFORMATION**

(1) Firm name, address and contact information:

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(2) Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email and Internet Addresses: \_\_\_\_\_

(3) Type of Firm: (check one)

Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

(4) Names and titles of all principals/officers of the Firm:

Name	Title	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

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(5) Please list any applicable certifications and licenses and their associated numbers:

\_\_\_\_\_

(6) Have you or any of your principals ever conducted similar services under a different name or certification or different license number? \_\_\_\_\_.

(a) If yes, give other name, address and certification or license number.

Name \_\_\_\_\_

Address \_\_\_\_\_

License No. (if any) \_\_\_\_\_

(7) How many years has the Firm been in business under its present business name?

\_\_\_\_\_

(8) How many years of experience does the Firm have providing similar services?

\_\_\_\_\_

(9) For how many public agencies has the Firm provided similar services?

\_\_\_\_\_

(10) Please list the public agencies, including any school districts that the Firm has provided similar services for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(11) Please attach a short history of the Firm including whether it is local, national, or international as well as approximate number of employees. Also provide the number of offices and locations.

(12) Identify preconstruction and lease-leaseback construction services performed for

other school districts in accordance with parameters described above.

- (13) Describe how the Firm has successfully provided preconstruction and lease-leaseback construction services such as those described herein.
- (14) Describe the unique or innovative preconstruction and lease-leaseback construction services utilized on previous projects.

**SECTION B – LEGAL**

- (15) Have you or any of your principals been involved in any claim, litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years? \_\_\_\_\_.

(a) If yes, provide the name of the public agency and briefly detail the dispute:

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- (16) Have you ever had a service agreement terminated for convenience or cause in the prior five (5) years? \_\_\_\_\_.

(a) If yes, provide details including the name of the other party:

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- (17) Is the Firm, owners, and/or any principal or manager involved in or is the Firm aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment? \_\_\_\_\_.

(a) If yes, provide details:

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(18) Is the Firm, owners, and/or any principals or manager involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency? \_\_\_\_\_.

(a) If yes, provide details:

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(20) Will the Firm comply with all District, local, state and federal legal requirements, regulations and laws? \_\_\_\_\_.

**SECTION C – ADDITIONAL INFORMATION**

(21) Please provide any other information that may assist the District in ascertaining your qualifications, capability and customer service under any resultant agreement.

**SECTION D – CONFLICT OF INTEREST**

(22) Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? Identify any conflict of interest in (a):

(a) Please elaborate and discuss any potential, apparent or actual conflict of interest:

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**SECTION E. Exceptions to Agreement Forms**

The Firm is required to list any exceptions to terms in the Agreement Forms below.

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I certify and declare under penalty of perjury under the laws of the State of California that the information provided in the foregoing Firm Questionnaire is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_,  
State of \_\_\_\_\_

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Company Name

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Signature

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Title

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Print Name





## **ATTACHMENT 2 – FEE PROPOSAL**

DO NOT SUBMIT THIS FORM WITH THE PROPOSAL. ATTACHMENT 2 MUST BE BROUGHT TO THE INTERVIEW IN A SEALED ENVELOPE. The fee proposal, "Attachment 2", must be submitted in a separate, sealed envelope with your company name, proposal title, "Fee Proposal, Attachment 2", labeled on the outside of the envelope and brought to the interview. Only those Firms that are invited to interview will be required to complete the Fee Proposal (Attachment 2).

The Firm proposes the following fees:

**1. Preconstruction Fee:**

The preconstruction fee should be expressed as a lump sum firm-fixed price based on the construction budget, schedule, and description in Section II of the RFP.

**Preconstruction Fee:** [LUMP SUM] \$ \_\_\_\_\_

**2. Lease-Leaseback Fee:**

**A. Percentage Fee Price**

The Lease-Leaseback Fee shall include the Firm's overhead and profit and should be expressed as a percentage and shall be the same as the "Contractor's Fee" as set forth in Article 3 of the Construction Services Agreement in Attachment 4 to this RFP. For purposes of evaluating the fee proposals, the lease-leaseback fee percentage will be multiplied by the construction budget.

**NOTE:** Should the Firm try to revise the Contractor's Fee so that it exceeds the percentage below, the Firm agrees and acknowledges that the District has the right to deem the Firm's proposal non-responsive, cancel the lease-leaseback contract without owing any fees or costs to the Firm, and award a contract to another contractor/Firm.

**Lease-Leaseback Fee:** [PERCENTAGE] \_\_\_\_\_ %

**3. General Conditions:**

The general conditions should be expressed as a lump sum based on the construction budget, schedule, and description in Section II of the RFP.

**General Conditions:** [MONTHLY RATE] \$ \_\_\_\_\_/month

4. Total Fee Proposal:

For purposes of scoring the fee proposals, the monthly fees will be multiplied by 12 months to calculate the total fee for evaluation purposes and the total fee will be used to calculate the Best Value Score. The actual Lease-leaseback Fee and General Conditions price for the Firm awarded the contract will be based on the final construction budget and term of the lease-leaseback contract.

1. Preconstruction Fee: = \$ \_\_\_\_\_
2. Lease-leaseback Fee: \_\_\_\_ % x [construction budget] = \_\_\_\_\_
3. General Conditions: \$ \_\_\_\_\_/month x [no. of months] = \_\_\_\_\_

TOTAL PROPOSED FEE: [1+2+3] State the total proposed fee in both numbers and words:

\$ \_\_\_\_\_

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

### ATTACHMENT 3 — DESIGNATION OF SUBCONTRACTORS FORM

If the District has requested Firms designate subcontractors for specific scopes of work in Section VII of the RFP, the Firm must provide all information for the subcontractors requested below and submit this with the proposal. All other subcontractors shall be identified using this form after the lease-leaseback contract has been awarded in accordance with Education Code section 17406(a)(4)(B).

Description & Portion of Work	Name of Subcontractor	Location & Place of Business	License Type and Number	<i>E-Mail &amp; Telephone*</i>	<i>DIR Registration Number*</i>

Description & Portion of Work	Name of Subcontractor	Location & Place of Business	License Type and Number	<i>E-Mail &amp; Telephone*</i>	<i>DIR Registration Number*</i>

\* This information must be provided with the proposals. Once submitted, Firms may not revise or amend any other information in this form submitted at the time of proposal are submitted. See Section VII of the RFP for information regarding the procurement of subcontractors not designated in the proposals.

Proper Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of Firm  
Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

## **ATTACHMENT 4 – AGREEMENT FORMS**