



Request for Qualifications and Proposals (RFQ/P) #581

for

Program and Construction Management Services

**OXNARD UNION HIGH SCHOOL DISTRICT
NOTICE INVITING QUALIFICATIONS and PROPOSALS**

NOTICE IS HEREBY given that the Board of Trustees of the Oxnard Union High School District at 309 South K Street, Oxnard, California 93030 will receive sealed qualifications and proposals marked ***RFQ/P #581 PROGRAM and CONSTRUCTION MANAGEMENT SERVICES*** up to:

2:00 p.m., December 13, 2018

for furnishing all materials, labor, equipment and services required for the above mentioned request.

RFQ/P responses should be delivered to:

**Oxnard Union High School District
Attn: Deanna Rantz, Director of Purchasing
Building G
309 South K Street
Oxnard, CA 93030**

On said date and time stipulated proposals are due but will not be publicly opened and read aloud at that time.

Each proposal shall be in accordance with specifications and other contract documents on file for examination in the office of the Director of Purchasing of the Oxnard Union High School District, 309 South "K" Street, Oxnard, CA. Bidders considering submitting proposals may obtain copies of Specifications at the Oxnard Union High School District, 309 South K Street, Oxnard, CA in the office of the Director of Purchasing, or on the Oxnard Union High School District website at <http://www.oxnardunion.org/administrative-services/purchasing-warehousing/rfp/> .

The Board of Trustees reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any informality or irregularity and to sit and act as sole judge of the merit and qualifications of the materials or services offered.

Publish Dates: 11/18/18 and 11/25/18

REQUEST FOR QUALIFICATIONS and PROPOSALS (RFQ/P) #581 for PROGRAM and CONSTRUCTION MANAGEMENT SERVICES

SECTION I. GENERAL INSTRUCTIONS

The Oxnard Union High School District is seeking Statements of Qualifications and Proposals (SOQ/P) from qualified firms, persons, partnerships, corporations or organizations to perform planning, program management and/or project management related to the District's Facilities Master Plan projects, capital facilities projects, new construction and Bond Program. Services may include: program management, construction management and project management. The District intends to approve one or more firms that will be used to complete projects during the next several years that are currently funded or scheduled to be funded. The District passed a bond in 2018.

A. INTRODUCTION

The Oxnard Union High School District currently serves approximately 16,500 students in grades 9-12, and adult learners through its adult education program. The District currently has eight high schools and an adult school.

B. SUBMITTAL of SOQ/PROPOSALS

If your firm wishes to submit a SOQ/P, provide one (1) original and three (3) copies - fully bound, and one electronic copy. The contents of the SOQ/P shall be in accordance with the requirements set forth in this RFQ/P. Submittal packages should be addressed to the following location no later than **December 13, 2018 at 2:00 p.m.**:

Oxnard Union High School District
Attn: Deanna Rantz, Director of Purchasing
309 South K Street, Building G, Oxnard, CA 93030

C. REQUESTS for INFORMATION (RFI)

Questions must be submitted to the Director of Purchasing **VIA EMAIL** at Deanna.Rantz@ouhsd.k12.ca.us no later than **December 6, 2018 at 2:00 p.m.** Responses to questions received by the RFI deadline will be provided via return email to the firm that submitted the question, and a complete list of all questions and responses will be posted on the District website at <http://www.oxnardunion.org/administrative-services/purchasing-warehousing/rfp/>.

D. SIGNATURES

All SOQ/P submittal packages must include signatures of an authorized officer of the firm submitting the SOQ/P. Failure to provide signature may result in submittal package being deemed non-responsive.

E. SUBMITTAL PACKAGES

Each firm submitting a response to this RFQ/P will do so at its own expense. The District will not be responsible for any costs incurred by firms responding to this RFQ/P, including costs in freight to deliver packages. It is up to the respondent to ensure delivery of their response by the due date and time specified in this RFQ/P. Any submittal package delivered after the date and time specified will be returned unopened to the sender. Firms may withdraw a submittal package, either personally or by written request, at any time prior to the RFQ/P due date and time.

F. DISTRICT'S RIGHTS

The District reserves the right to accept all or part of any SOQ/P or to cancel in part or in its entirety this Request for Qualifications/Proposals. The District reserves the right to accept a SOQ/P that it considers to be in the best interest of the District and to act as sole judge as to the merit and qualifications of materials or services offered.

G. PROHIBITED ACTIVITY

Firms submitting their SOQ/P, including, but not limited to, their agents and employees shall not have any contact with any member of the District regarding this RFQ/P or the services to be provided in connection with this RFQ/P, other than the person identified above. Said prohibition of contact shall include, but not be limited to, any contact with the Board of Trustees, any of the District's Architects or other Consultants prior to selection and award of a contract under this RFQ/P, unless such contact is expressly invited in writing from the District. Failure to comply may result in immediate rejection of the SOQ/P.

H. SUBMITTAL FORMS

The District requires, in addition to Section III. Contents of Statements of Qualifications and Proposals, the following documents:

- Proposal Form
- Non-Collusion Declaration

I. TIMELINE

This timeline is subject to change at the District's discretion.

Issue RFQ/P and Advertisements	11/18/18 & 11/25/18
Request for Information (RFI) deadline:	12/6/18 @ 2:00 p.m.
RFQ/P Due Date and Time:	12/13//18 @ 2:00 p.m.
Review/Evaluate/Interview:	12/14//18 – 12/21/18
Board Action/Award:	1/9/19 or 1/16/19

SECTION II. SCOPE of SERVICES

In keeping with the District's desire to promote accountability, efficiency, and cost effectiveness, the District is seeking the services of a Program and Construction Management firm or firms to perform the planning, program management and project/construction management services for the projects the District intends to pursue. The District has not determined which delivery method(s) will be utilized on any given project. The District intends to retain the services of a firm or firms to perform all or part of the following services as a Construction Manager/Project Manager/Owner's Representative during the Programming/Design/Construction/Close-Out Phases, and reserves the right to modify the scope of work on one or more phases below as required:

Program Management Duties:

- Advise the District on phasing, grouping of projects and other potential cost-saving approaches to construction
- Develop scopes of work
- Assist and advise the District in prioritizing projects and activities
- Verify and update cost estimates in the Facilities Master Plan projects or other projects
- Develop final bond program Master Plan
- Develop master project communication plan, incorporating project participants, District administration, site personnel, community, parents and website
- Work with District to develop scope, sequencing, scheduling, budgets and communication for all projects
- Develop and maintain reporting systems for each of those components
- Report to the District on program and project status on a regular basis through the course of the projects
- Advise on and coordinate work of subconsultants
- Participate in planning workshops, attend meetings with site committees and the District Bond Oversight Committee(s)
- Advise on an ongoing basis regarding communications with state and other agencies involved in construction process, including DSA, CDE, OPSC and assist, as requested, with CEQA compliance and applications for state funding
- Work directly with District staff, including the accounting, administration, facilities, maintenance and operations departments to provide continuity in all aspects of the projects

Programming/Design Phase:

- Assist with the detailed definition of project scope, budget and schedule as needed
- Coordinate design consultant activities and delivery schedules as needed
- Review design documents for constructability, scheduling, phasing, clarity, consistency and coordination
- Work closely with and support architect(s) in all related designing and programming tasks
- Perform analysis of the design documents and prepare report(s) with recommendations to the District to maintain established budgets
- Expedite owner's design reviews including modifications
- Assist in the preparation of non-technical portions of project specifications manuals
- Assist with master scheduling where required
- Prepare and/or review existing project cost estimates where required

Preconstruction Phase:

- Provide recommendations regarding constructability and value engineering
- Assist District with competitive bid process to meet legal requirements, achieve maximum quality & cost benefits
- Coordinate all bid phase activities with District including preparing solicitation notices, conduct pre-bid conferences, project job walks, assist District in evaluating bid results prior to award, review and coordinate bid phase addenda, conduct post-bid conferences as required, coordinate submittals required by governing agencies
- Develop master project schedules detailing commencement and completion of each project, including phases
- Assist District in selection of professional services for inspection, testing, hazardous materials removal, etc.
- Verify and update cost estimates in the Facilities Master Plan for Construction and provide feedback on scope, advise the District on phasing, grouping of projects, and other cost saving methods

Construction/Close-Out Phase:

- Manage and administer related contracts as required to facilitate the work of the contractors
- Conduct pre-construction conferences as needed as well as pre-construction and construction progress meetings, prepare and distribute the construction progress meeting minutes
- Review and process Request for Information (RFI), shop drawings, samples and other submittals
- Coordinate project site meetings
- Review construction progress and prepare reports for District
- Coordinate change order control process and review and analyze proposed change orders and make, in cooperation with the architect, recommendations to District to determine cost and schedule effects of change orders and prepare change order reports
- Coordinate and evaluate contractor's recovery schedules
- Assist and support architect construction administration processes
- Verify permits, approvals, bonds and insurances
- Verify schedule of values
- Provide continuous on-site construction management personnel as required by the District
- Regularly monitor the construction budgets and schedules and make recommendations to the District
- Review and recommend, in conjunction with the architect(s), any necessary or desirable changes to any contract documents and submit same to District
- Review and approve contractor's certificates for payment in conjunction with the architect and inspector
- Monitor contractor safety programs
- Regularly submit progress reports to District
- Maintain the file set of contract drawings, specifications, addenda, contracts, change orders, shop drawings/submittals, correspondence and other records
- Coordinate the preparation of the punch-list
- Coordinate and determine final completion and payment as well as release of retention and the authorization of final payments and retention

- Coordinate delivery of maintenance and operations manuals and training
- Coordinate with DSA inspector and ensure compliance with all DSA reporting and closeout requirements
- Coordinate DSA closeout, including punch lists and Notice of Completion
- Obtain occupancy permits (where required), coordinate final testing, documentation and regulatory inspections
- Prepare final accounting reports and occupancy plan reports

The District reserves the right to amend the Request for Qualifications and Proposal and/or process itself; revise any schedules related to this RFQ/P; reject any and all SOQ/P's; waive any irregularities in any submittal; or to discontinue the process at any time.

SECTION III. CONTENTS of STATEMENT of QUALIFICATIONS and PROPOSAL

A. GENERAL

Statements of Qualifications and Proposals are to be limited to thirty (30) pages; printed single-sided, on 8-1/2" x 11" paper, using an 11-point font size or larger. Page limit does not include cover page, cover letter, table of contents, or tabs/dividers. Marketing or brochures are not to be included.

B. COVER LETTER

The cover letter shall be limited to one (1) page. Cover letter must be signed by a representative who is authorized to bind the firm under contract. Include the name, address, telephone number, and *email address* of primary and secondary contact persons. If submitting as a team with another firm or entity, indicate the type of relationship that exists (joint venture, in association, etc.) and which firm is the prime consultant.

C. TABLE OF CONTENTS

Include complete and clear listings of headings, sections and page numbers to allow for easy reference to key information.

D. DESCRIPTION OF FIRM

Firms shall provide information regarding the size, location, nature of work performed, years in business and approach that will be used to meet the District's needs.

E. PROJECT TEAM

Properly licensed professionals must be skilled in the execution of functions required for planning, program management and project/construction management. Provide a team list with resumes of individuals that would be assigned to the District for each phase of work and/or type of project. Include any experience the individuals may have in working with K-12 districts as well as with local and State agencies.

F. FIRM EXPERIENCE

Describe experience your firm has in assisting K-12 school districts in California in providing program, planning and construction services as outlined in this RFQ/P.

G. REFERENCES

Provide at least five (5) references of California school districts in which you have provided services as described in this RFQ/P. Provide the district's point of contact, including a valid email address of that contact. A description of each project you reference should be included as well as the size of the district, total project cost and type(s) of services you provided.

H. METHODOLOGY and TECHNICAL CAPABILITIES

Demonstrate your firm's/team's abilities as it relates to scheduling, budgeting, cost estimating, design and programming phase support, value engineering and constructability reviews, quality control procedures, document control, project close-out and public information web sites used by your firm in working with K-12 school districts.

I. LITIGATION HISTORY

If your response to any of the following questions is "yes", please provide dates, brief description matter, names of parties involved, current status, and/or final outcome. Failure to provide truthful accurate information may disqualify your firm from consideration or rejection of your firm's SOQ/P.

1. Has your firm failed to timely complete a project according to contract in the last five (5) years?
2. Have you or your firm's principals been involved in any arbitration, mediation, or litigation on any construction or construction management project during the past five (5) years?
3. Has your firm or any of its principals defaulted so as to cause a loss to an insurance carrier within the last five (5) years?
4. Has your firm ever failed to complete a project in the last five (5) years?
5. Has your firm ever had a Construction or Construction Management agreement on any public project terminated?
6. Has your firm ever been replaced by another firm on any public project?
7. Has your firm ever filed a petition for bankruptcy or protection from creditors?

J. FEES/COMPENSATION

Understanding that fees may depend on negotiations on specific project details and scopes of work, provide a preliminary cost and fee summary for each phase of work described in this RFQ/P. The proposal section can include a fixed fee for each phase or a list of hourly rates for each member of the assigned team or a percentage based on total construction cost.

K. OTHER

Firms are encouraged to provide any additional information about its resources or abilities that are pertinent to the types of services requested in this RFQ/P.

SECTION IV. SELECTION PROCESS

A. SELECTION CRITERIA

Selection criteria may be based on, but not limited to, the following areas:

- Responsiveness to RFQ/P
- Experience with different types of projects and delivery methods
- Experience working with K-12 school districts as well as local and State agencies
- References
- Experience of team members assigned to the district
- Proposed fee schedule

Information contained in the SOQ/P's will be evaluated and verified. False, incomplete or unresponsive statements may be sufficient cause for non-consideration and/or rejection. The District and Board reserve the right to solely determine whether an SOQ/P satisfies the requirements set forth within this RFQ/P; to waive any irregularities in any SOQ/P; and/or to reject any or all SOQ/P's. The District reserves the right to request additional information from any or all of the proposing firms; to select, in its sole discretion, the firm or firms that best meets the needs of the District and to initiate contract negotiations with that/those firms. In the event that such negotiations are determined, at the District's sole discretion, to be unsuccessful, the District shall have the right to terminate negotiations and enter negotiations with another shortlisted firm.

B. CONFLICT OF INTEREST

Proposing firms shall read and be aware of the provisions of Section 1090, et seq. and Section 87100, et. seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of

the District or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting agreement or the proceeds thereof.

PROPOSAL FORM

The Board of Trustees of the Oxnard Union High School District will select “preferred” program/construction management firm(s) to perform services as described in this RFQ/P. Once appointed by the Board of Trustees, the selected firm(s) shall be expected to enter into an Agreement with the District acceptable to both parties within 15 days following notification of Board award.

The “Offer to Enter Into Agreement” must be completed and included with responses to this RFQ/P in order for the proposal to be accepted by the District. As a final reminder, all proposals must be received in the office of the Director of Purchasing at Oxnard Union High School District, Building G, 309 South K Street, Oxnard, CA 93030 no later than **December 13, 2018 at 2:00 p.m.**

OFFER TO ENTER INTO AGREEMENT

The undersigned hereby proposes to enter into an Agreement with the Oxnard Union High School District and furnish services as outlined in the RFQ/P subject to the terms and conditions contained herein.

Name of Firm

Address

City, State, Zip

Phone Number

Email Address

Signature

Title

Date

