



RFP TITLE: Alliance Gertz-Ressler/Richard Merkin 6-12 Complex
Full Architectural Design Services RFP

RFP #: SY1819-0005

DATE OF ISSUANCE: January 3, 2019

Please submit all proposals electronically via email to:
Favio Solares, Director of Project Management
Alliance College-Ready Public Schools
fsolares@laalliance.org

Bid Due Date: January 31, 2019, at 5:00 pm PT



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1. INTRODUCTION AND BACKGROUND

Alliance College-Ready Public Schools (“Alliance”) is a nonprofit organization operating 25 public middle schools and high schools in Los Angeles, CA serving 12,900 students. Our mission is to open and operate a network of small, high-performing high schools and middle schools in low-income communities in California with historically underperforming schools that will annually demonstrate student academic achievement growth, and graduate students ready for success in college. Our schools are built upon five core values: 1) high expectations for all students, 2) small personalized learning environments, 3) increased instructional time, 4) highly qualified educators, and 5) parents as partners.

Alliance is seeking proposals from qualified architects for a Tenant Improvement/Change of Use of an existing 2-Story made of wood/brick masonry with steel retrofits construction, non-sprinkler, 13,300 S.F MPR (multi-purpose room). This facility is located at 2211 South Union Ave Los Angeles, CA 90007. The purpose of this Request for Proposal (“RFP”) is to solicit proposals from various qualified architects, conduct a fair and extensive evaluation based on criteria listed herein, and select the vendor that can deliver the highest quality work product that best aligns to Alliance’s strategic direction.

2. REQUEST FOR PROPOSALS

Alliance Proposal Reservations, Authorities and Options:

- Any proposal not providing the required information may be disqualified on that basis.
- Incomplete proposals or proposals submitted after the submission deadline may not be considered.
- Alliance reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals for any reason.
- Alliance reserves the right to make corrections or amendments due to errors identified in proposals by Alliance or the respondent.
- Alliance reserves the right to modify and/or amend the final contract in negotiation with the respondent.
- Alliance reserves the right to select one or more respondents to perform the services.
- Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to: Attn: Favio Solares Director of Project Management, 601 S. Figueroa Street, 4th floor, Los Angeles, CA 90017.

RFP Process Schedule:

Listed below are the scheduled activities related to this RFP. Alliance reserves the right to modify the timeline by posting the change as an addendum on the Alliance website: www.laalliance.org.

Activity	Expected Completion Date
Publication of RFP	January 3, 2019
Due Date for Respondents Questions	January 10, 2019



Job Walk	January 14, 2019
Response to Questions	January 17, 2019
Proposal Due Date	January 31, 2019, at 5:00 pm PT
Estimated Notification of Award	February 7, 2019, at 5:00 pm PT

Proposal Submission Information:

Responses to questions from respondents regarding this RFP will be posted on the Alliance website: www.laalliance.org. RFP’s must be submitted in **PDF-format only** via email to Favio Solares, Director of Project Management Alliance College-Ready Public Schools fsolares@laalliance.org. Please include “Your Company Name- **Alliance Gertz-Ressler/Richard Merkin 6-12 Complex-Design/Construction Services RFP Proposal**” in the subject line. No responses will be received via email after **5:00 PM on January 31, 2019**. The following actions will disqualify your proposal:

- Late submission of proposal
- Inquiries or questions regarding this RFP that are directed to any other Alliance representative.
- Use the RFP template in the vendor documentation (Exhibit 4).

3. SCOPE OF WORK

We are looking for a vendor to provide the Architectural design services to complete the layout of the building. The project includes the review of existing schematic design to complete full mechanical, plumbing, electrical and structural engineering for its use. The Architectural Services will include the construction of the project design development. The architect will also assist in the CUP process. The project consists of a 13,300-square feet two-story commercial building situated on 0.161 acres of land. This building is approximately 400 feet from the existing Gertz-Merkin campus.

The building was constructed in 1930 and retrofitted in the late 80’s to early 90’s. The foundation is concrete on slab. The superstructure is wood and unreinforced brick masonry with steel retrofits. The roof is low-slope, built up roofing with granular-surfaced modified bitumen cap sheet. The building has no parking. The HVAC system consists of wall heaters and the fire suppression system in the building is wall mounted fire extinguishers. The site is zoned [Q]C2-1VL-O-HPOZ. The C2 zone is in a general commercial zone which permits school use by right. There is a [Q] condition on the C2 zoning, which was imposed in 2001 by Ordinance No. 173809 (Subarea 780, which is available on the City’s ZIMAS website), so we will be applying for a CUP with the city of Los Angeles. Also, note the property is within the adopted University Park Historic Preservation Overlay Zone (HPOZ).

The intended use will be a MPR (multi-purpose room), classroom for physical education, stage for drama production, space for after school clubs/activities, relocation of the fitness equipment which will free up space for classrooms on school site (eliminates “traveling teachers”).

This project is a non-prevailing wage job.



Job Walk- There will be a job walk. One job walk is requirement to bid for general contractors. Bidders are to visit the site and familiarize themselves with the existing conditions and satisfy themselves as to the nature and full scope of the work. All attendees are required to request a time before coming on campus via email to Favio Solares, Director of Project Management fsolares@laalliance.org. The job walk will be schedule for **January 14th, 2019**

4. MINIMUM REQUIREMENTS

Alliance desires to receive high-quality, professional construction services. The general scope of these services is set forth in this RFP.

In the performance of such services pursuant to this RFP, its proposal and the final contract, the successful respondent will comply with any and all applicable federal, state and local laws, rules, ordinances, policies and regulations, as well as all licensing and permitting requirements applicable to providing the services anticipated in this RFP, and will indemnify, defend and hold Alliance harmless from any liability from its failure to comply.

Minimum Qualifications

- The Respondent has at least 5 years of construction services.
- The Respondent has professional references that demonstrate and evidence the ability to perform the required services.
- The Respondent is licensed contractor to do business in the state of California.

Invoices and Payments

The successful Bidder will be required to submit a monthly Contractor Compliance and payment report to Alliance by the 10th day of each month over the terms of the contract. The report will also include detailed schedule of values providing a cost breakdown and unit pricing apportioning the Contract Sum among the various portions of the Work.

5. EVALUATION CRITERIA

Proposals will be opened on or after the date specified in the Schedule of Events. During the evaluation process, Alliance may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

A variety of weighted criteria, given below, will be considered in evaluating the proposals. The evaluation will be made on information provided within the proposal, by the Respondent during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors and any other source.



All submissions will be evaluated on the scoring rubric below.

Criteria	Maximum Points
Corporate Capacity and Approach	10
Prior Experiences	35
Callable References	10
Price	45
TOTAL	100

- **Corporate Capacity and Approach (10%)** – Respondent has the staffing and resources necessary to complete the service required and outlines a plan to deliver high-quality work products that meet the full scope of work.
- **Prior Experiences (35%)** – Respondent provides resumes for key staff and documentation that verifies expertise in successfully implementing similar work with clients similar to Alliance.
- **Callable References (10%)** – Respondent has a demonstrated track record of success in performing the requested services and/or in the industry, and provides positive references.
- **Price (45%)** – Respondent offers the requested services at a competitive price and all of the necessary factors that contribute to the price are accounted for.

6. FORMAT OF THE PROPOSAL

To ensure that all proposals are evaluated in an equivalent manner, Respondents must submit a proposal that contains responses to all of the sections below. Also, the proposal should correspond to the sequence and format outlined below. The Respondent should ensure that its proposal clearly explains all issues and questions addressed in this section. In responding, it is at the discretion of the Respondent to expand upon topics.

EACH PROPOSAL MUST CONTAIN THE FOLLOWING INFORMATION:

1. Cover Letter and Interest in the Project	6
2. Company Background and Previous Experiences	6
3. Minimum Qualifications	6
4. Contact Information	6
5. Proposal Questionnaire	8
6. Certification of Liability Insurance	9
7. Client References	9
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10. Vendor Documentation	10



1. Cover Letter and Interest in the Project

2. Company Background and Previous Experiences

To demonstrate the Respondent’s experience with similar organizations and/or with similar work, include:

- Summary description of organization and its primary offerings
- Relevant experiences in elevator projects
- Relevant experiences in K-12 education sector, particularly with charter management organizations

3. Minimum Qualifications

A. The Respondent has at least 5 years of experience.

_____ YES _____ NO

B. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

_____ YES _____ NO

C. The Respondent is licensed to do business in the state of California

_____ YES _____ NO

4. Contact Information

Primary Contact Name	
Primary Contact Title	
Primary Contact Direct Phone Number	
Primary Contact Email Address	
Vendor Legal Name	
Vendor Address	
Vendor Phone Number	
Vendor Website	
Year Founded	



5. Proposal Questionnaire

Your bid will consist of the following:

1. Design Development

- A narrative description of the project scope.
- Revises drawings based on owner and principal feedback from Schematic Design phase.
- Plans, sections, elevations and typical construction details as requested by the city
- Review the preliminary plans with appropriate government agencies. Code issues, zoning requirements, as well as government approval processes will be documented and reviewed with owner for planning and action.
- Materials and color selections
- Prepare preliminary construction bid documents and project scope of work, demolition and new proposed floor plan.
- Attend meetings on an as-requested basis with owner, local planning authorities, consultants, and engineers to discuss and coordinate the project.

2. Construction Documents

- Prepare for the owner's approval construction documents consisting of drawings and specifications, site plan, zoning and code information for permitting, demolition plans, floor plans, sections, interior and exterior elevations and ceiling plans, door and window details and schedules, materials and fixtures lists and general notes.
- Architect shall submit drawings to agencies having jurisdiction over the project for plan checking and obtain approvals.

3. Construction Administration

- Upon request from the owner, the architect shall visit the job-site once a week to attend an on-site meeting for the purposes of coordinating with the general contractor's construction manager.
- Consult with the owner during the construction phase.
- Review of contractor produced shop drawings and responding to RFIs.

4. Organizational Staff and Capacity

- To demonstrate how the Respondent will manage, supervise and execute the work, include:
- Description of experience and qualifications (i.e., resumes) of all key personnel expected to be staffed on the project. A key personnel is defined as any staff member who will be working on or providing oversight on the project. For all key personnel, describe



planned level of effort, anticipated duration of involvement, on-site availability and tenure with vendor.

- Description of management and reporting relationships. Provide detailed organizational chart and project staffing model.
- Description of how Respondent will project manage the work streams to keep Alliance engaged and updated on work throughout the project

6. Certification of Liability Insurance

The Contractor must obtain and maintain during the entire contract period, at the Contractor’s expense, insurance coverage as Comprehensive Liability Insurance (Bodily Injury, Personal Injury, And Property Damage) For the Liability Insurance Form (sample attached), please ensure that **"Alliance College Ready Public Schools and affiliated schools are named as additional insured"** is written in the Description of Operations section and **"Alliance College ready public schools and affiliated schools"** is written in the Certificate Holder section. In addition, during the entire contract period, the Contractor, at its own expense, shall maintain for its employees all Workers Compensation coverage required by Law.

7. Client References

List three (3) client references to which the Respondent has provided services to within the past five (5) years.

Reference #1:

Name of Company	
Company Address	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email Address	
Brief Description of Services Provided	
Dates of Service	

Reference #2:

Name of Company	
Company Address	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email Address	



Brief Description of Services Provided	
Dates of Service	

Reference #3:

Name of Company	
Company Address	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email Address	
Brief Description of Services Provided	
Dates of Service	

8. Pricing

Respondents must provide a detailed proposal and cost breakdown.

9. Additional Capabilities

If applicable, include a description of any other resources to be provided by the Respondent which would enhance the Respondent’s ability to carry out the services (e.g., quality assurances, cost savings guarantees.)

10. Vendor Documentation

- 1) Vendor W-9 (Exhibit 2)
- 2) Signed Conflict of Interest Form (Exhibit 3)
- 3) RFP template (Exhibit 4)
- 4) Certificate of Insurance (Exhibit 5)

EXHIBITS

Exhibit 1: Construction Plans

Please use the link below to access Schematic Design plans

1. Schematic Design

https://drive.google.com/drive/folders/1Ujji_10beRr0rXcLySCwY9AQr7OCO5hp?usp=sharing



Exhibit 2: Vendor W-9

Please use the link to access - [W-9 Sample](#)

Exhibit 3: Alliance Conflict of Interest Form

Please use the link to access Conflict of Interest Form - [Conflict of Interest Disclosure Form](#)

Exhibit 4: Alliance Request for Information Form

Please use the link to access RFI (Request for Information) Form - [Request for Information](#)

All questions must be received by 1/17/19 at 5:00 PM.

Exhibit 5: Certificate of Insurance

Please use the link to access Sample of Certification of Insurance - [Certification of Insurance](#)