



RFP TITLE: Alliance Jack H. Skirball Middle School 603 E 115th St Phase 2 - Tenant Improvement

RFP #: SY1920-0007

DATE OF ISSUANCE: June 7th, 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: June 13, 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 vendors for what is described as a Tenant Improvement of an existing one-story, Type V-B Construction, non-sprinkler, 10,445 square foot middle school located at 603 E. 115th St. Los Angeles, CA 90059. The purpose of this Request for Proposal (“RFP”) is to solicit proposals from various qualified vendors, 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 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	June 6, 2019
Due Date for Respondents Questions	June 10, 2019
Response to Questions	June 12, 2019



Proposal Due Date	June 13, 2019 at 5:00 PM PT
Estimated Notification of Award	June 21, 2019
Construction Start Date	June 28, 2019

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 - “603 E 115th St Phase 2 - Tenant Improvement RFP” in the subject line. No responses will be received via email after **5:00 PM on June 13, 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

The project scope of work is to include 604 SF of Interior work. Relocate 4 interior non-bearing partition walls in classrooms 105, 106, 104 AND 101. Demo one existing wall to enlarge classroom 101. Scope of work also has exterior work to build addition 271 SF of classroom 107. The project also consists of adding electrical outlets, new lighting and painting, structural improvements and patching of all finishes, flooring and replacing of existing surfaces. The existing work to remain includes the parking, corridor, and egress. The construction of this project must begin on June 28, 2019. Proposals must include a substantial completion date as well as dates for final inspections and approvals before the first day of school August 12th 2019.

Job Walk- There will be a job walk available upon request. Bidders are able to visit the site and familiarize themselves with the existing conditions and satisfy themselves as to the nature and full scope of the work.

This project is a non-prevailing wage job.

Construction will include:

1. Vendor must obtain required building permits and perform all scheduled tests and inspections required for certifications.
2. The entire installation shall conform to the requirements of 2016 CA Mechanical, Plumbing, Electrical, Building code and Title 24.
3. Demolition of existing non-bearing ceiling height wall.
4. Patch and repair existing adjacent walls due to demolition.
5. Remove and relocate existing doors and frames.
6. Demo section of wall for new door opening.
7. Contractor shall be responsible for repairing any damage to the building resulting from

demolition.

8. Paint all interior classroom walls as noted per plans (Exhibit 1).
9. Install new suspended 2x4 ceiling system to match existing per plans (Exhibit 1).
10. Relocate existing recessed light fixtures where needed.
11. Install new recessed lights in classroom 107.
12. Add circuit outlets per approved plans (Exhibit 1).
13. Relocate existing catch basin and reroute drain pipe.
14. New roof addition to be Class A five ply built up per plans (Exhibit 1),
15. Provide scupper, overflow scupper and downspout per plans.
16. Install 6 new interior non-rated wood framing partitions walls per plans.
17. Add fire sprinklers and fire alarm where needed.
18. Provide new classroom signage for each room in the building, evacuation signs and corridors per fire department requirements as outlined in the plans (Exhibit 1) or as dictated by the Los Angeles Fire Department.
19. Relocate existing outlets to new walls.
20. Verify existing HVAC systems.
21. Site to be left clean after work is complete.

Provide a minimum of one (1) year warranty from the date of final acceptance on all labor and equipment. **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	20
Prior Experiences	30
Callable References	15
Price	35
TOTAL	100

- **Corporate Capacity and Approach (20%)** – 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 (30%)** – Respondent provides resumes for key staff and documentation that verifies expertise in successfully implementing similar work with clients similar to Alliance.
- **Callable References (15%)** – Respondent has a demonstrated track record of success in performing the requested services and/or in the industry, and provides positive references.
- **Price (35%)** – 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:

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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 company 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. Organizational and Staff Capability

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. Scope of Work

To demonstrate how the Respondent will effectively perform the services specified in this RFP, include:

- Description of how the Respondent will provide all aspects of each work stream as specified; include detailed plan listing out all major activities and deliverables.
- Explanation of each major activity planned and how the expected output(s) will inform the final work product and deliverable.
- Estimated timeframe (i.e. number of days, number weeks, etc.) estimated for each major activity planned.

7. Certification of 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 it’s employees all Workers Compensation coverage required by law.

8. 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	

9. Pricing

Respondents must provide a detailed proposal and cost breakdown.

10. 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.)



11. Vendor Documentation

- 1) Vendor W-9 (Exhibit 2)
- 2) Signed Conflict of Interest Form (Exhibit 3)
- 3) Request for Information Form (Exhibit 4)



EXHIBITS

Exhibit 1: Construction Plans

Please use the link below to access Construction plans,

1. Architectural set- <https://drive.google.com/open?id=1mCwlqPwsSS-pRoz2Nx3H3vlehgtT59cn>
2. Structural set - https://drive.google.com/open?id=1uJ3P_Od3VEaS_FP0tkRZfb84HQI5TgTJ

Exhibit 2: Vendor W-9

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

Exhibit 3: Alliance Conflict of Interest Form

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

Exhibit 4: Alliance Request for Information Form

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