



RFP TITLE: Alliance Gertz-Ressler/Richard Merkin 6-12 Complex
Restroom Remodel/Renovation RFP

RFP #: SY1920-0008

DATE OF ISSUANCE: September 16, 2019

Please submit all proposals electronically via email to:
Jacklyn Moreno, Facilities Project Manager
Alliance College-Ready Public Schools
jmoreno@laalliance.org

Bid Due Date: October 15, 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 13,000 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 general contractors for a Tenant Improvement project consisting of remodeling a total of 6 bathrooms: 2 staff restroom single stalls and 4 student restrooms four stalls inside each. This facility is located at 2023 South Union Ave Los Angeles, CA 90007. The purpose of this Request for Proposal (“RFP”) is to solicit proposals from various qualified general contractors to conduct a fair and extensive evaluation based on the criteria listed herein, and select a 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: Chief Business Officer, 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 | September 16, 2019 |
| Due Date for Respondent Questions | September 23, 2019 |
| Job Walk | September 27, 2019 |



| | |
|---------------------------------|--|
| Response to Questions | October 2, 2019 |
| Proposal Due Date | October 16, 2019, at 5:00 pm PT |
| Estimated Notification of Award | October 23, 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 Jacklyn Moreno, Facilities Project Manager Alliance College-Ready Public Schools jmoreno@laalliance.org. Please include “Your Company Name- **Alliance Gertz-Ressler/Richard Merkin 6-12 Complex- Restroom Remodel/Renovation RFP Proposal**” in the subject line. No responses will be received via email after **5:00 PM on October 16, 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 General Construction 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. There are a total of 6 bathrooms: 2 staff, single stalls and 4 student restrooms: boys and girls restrooms on the first floor (four stalls each) and directly above boys and girls restrooms on the 2nd floor (four stalls each).

The remodel will include removing all existing partitions inside the student restrooms. Placing 12x4 tiles on floor up to 4 ft of the wall throughout restrooms. Quartz countertop with drop in sinks, and 4 individual mirrors that make up one large seamless mirror. Then placing partitions back accordingly.

This project is a non-prevailing wage job.

Job Walk- There will be a job walk. One job walk is required 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 Jacklyn Moreno, Facilities Project Manager jmoreno@laalliance.org. The job walk will be scheduled for **September 27, 2019 at [insert time]**

4. MINIMUM REQUIREMENTS

Alliance desires 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 experience.
- The Respondent has professional references that demonstrate and evidence the ability to perform the required services.
- The Respondent is licensed 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 | 7 |
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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 organization and its primary offerings
- Relevant experiences in bathroom 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.
- Revised drawings based on owner and principal feedback from Schematic Design phase.
- Plans, sections, elevations and typical construction details as requested by the city.
- Review of 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 to access [Schematic Design plans](#)

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 10/02/19 at 5:00 PM.

Exhibit 5: Certificate of Insurance

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