



RFP TITLE: Neuwirth Tenant Improvement 2nd Floor Counselor Office Addition

RFP #: SY1920-001

DATE OF ISSUANCE: April 9, 2019

Please submit all proposals electronically via email to:

Jacklyn Moreno, Facilities Project Manager and Favio Solares, Director of Project Management

Alliance College-Ready Public Schools

jmoreno@laalliance.org and fsolares@laalliance.org

Bid Due Date: April 29, 2019 at 5:00 PM PT

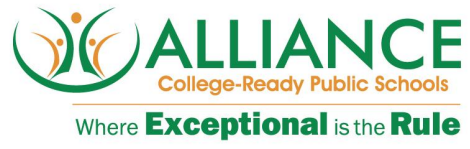


TABLE OF CONTENTS

1. INTRODUCTION AND BACKGROUND	1
2. REQUEST FOR PROPOSALS	2
3. SCOPE OF WORK	3
4. MINIMUM REQUIREMENTS	4
5. EVALUATION CRITERIA	4
6. FORMAT OF THE PROPOSAL	5
EXHIBITS	9



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 described as a Tenant Improvement of building 2 storage rooms and demo one wall to create space for 4 cubicles located at 4610 S Main St, Los Angeles, CA 90037. 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: Jacklyn Moreno Facilities Project Manager and 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	April 9, 2019
Due Date for Respondents Questions	April 19, 2019
Job Walk	April 12, 2019



Response to Questions	April 23 , 2019
Proposal Due Date	May 10, 2019 at 5:00 PM PT
Estimated Notification of Award	May 13, 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 only using the Request for Information Template in Exhibit 4** via email to Jacklyn Moreno, Facilities Project Manager jmoreno@laalliance.org and Favio Solares, Director of Project Management Alliance College-Ready Public Schools fsolares@laalliance.org. Please include “Your Company Name- Counselor center Proposal” in the subject line. No responses will be received via email after 5:00 PM on April 29, 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.
- Failure to use the Request for Information template in Exhibit 4.

3. SCOPE OF WORK

The project includes site demolition and removal of existing interior wall that is currently a psychiatrist’s office, office upgrades includes new window, all furniture to be ADA accessible, 4 new cubicles and two storage rooms with upper cabinets. There will be some modifications to mechanical, electrical, HVAC, and fire life system. The project also consists of patching and painting of all finishes, flooring and replacing of existing surfaces. The construction of this project will begin on June 14, 2019. Proposals must include completion date as well as dates for final inspections and approvals.

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 sign in the main office before coming on campus. The job walk is schedule for 3:30 PM on April 12, 2019.

This project is a non-prevailing wage job.

Construction will include

1. Obtain required building permits and perform all schedule tests and inspections required for certifications.
2. Entire installation shall conform to the requirements of 2019 CA Mechanical, Plumbing, Electrical, Building code and Title 24.
3. Install new ductwork and thermostats per new layout with a minimum R-8.
4. Verify existing HVAC Systems.
5. Install (2) two new storage rooms (2) locations per plans.
6. Install 4 new cubicles.



7. Install (1) one new window locations per plans.
Install all furniture.
8. Provide and install all signage.
9. Patching of all finishes.
10. Site to be left clean after work is complete.
11. Provide a minimum of one (1) Year warranty from the date of final acceptance on all labor and equipment. All PCC Employees are background checked and drug tested.
12. Vendor's current EMR Rate is 0.64.
13. Vendor is an ISNetworld Certified Contractor.
14. Standard one-year warranty provided for materials and workmanship.
15. Vendor does not warrant cracking due to substrate movement which exceeds the tensile strength of specified products.
16. Proposal assumes the materials can be received and stored on site.
17. All moveable objects must be removed before our arrival.
18. Floor finish assumes the installation of a fine aluminum oxide grit for texture.
19. Proposal assumes the use of the elevator to move equipment and materials to the upper level.
20. Proposal assumes the use of an onsite dumpster for trash removal.
21. Site to be left clean after work is complete.
22. 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:

- | | |
|--|---|
| 1. Cover Letter and Interest in the Project | 6 |
| 2. Company Background and Previous Experiences | 6 |
| 3. Minimum Qualifications | 6 |



4. Contact Information	7
5. Organizational and Staff Capability	7
6. Scope of Work	7
7. Certification of Insurance	7
8. Client References	0
9. Pricing	10
10. Additional Capabilities	10
11. Vendor Documentation	10

1.

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. 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, 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:

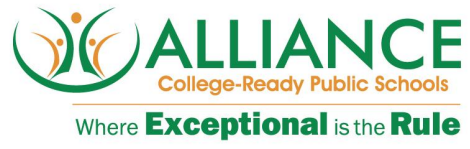
Name of Company	
Company Address	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email Address	
Brief Description of Services Provided	
Dates of Service	

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

All vendors need to provide the following information if awarded a bid.

- 1) Vendor W-9 (Exhibit 2)
- 2) Signed Conflict of Interest Form (Exhibit 3)
- 3) Certificate of Liability Insurance



EXHIBITS

Exhibit 1: Construction Plans

Please use the link below to access Construction RTI (Ready to issue) plans,

1. [Architectural plans](#)
2. Electrical, Mechanical, structural, and demo

Exhibit 2: Vendor W-9

Please use the link to access - W-9 Sample

<https://drive.google.com/file/d/104v6p5xSWc9xvOTpPhFxJRvUFQ6pNxQT/view?usp=sharing>

Exhibit 3: Alliance Conflict of Interest Form

Please use the link to access Conflict of Interest Form - Conflict of Interest Form

<https://drive.google.com/file/d/13NGT4sOoOokLDyyiy4lO2bu7B85tscAH/view?usp=sharing>

Exhibit 4: Alliance Request for Information Form

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

Exhibit 5: Certificate of Insurance

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