

Point Arena Schools District
P.O. Box 87
45 Lake Street
Point Arena, California 95468

January 11, 2018

**REQUEST FOR PROPOSALS
FOR FACILITY MANAGEMENT SERVICES**

Pursuant to Government Code section 4529.10 et seq., the Point Arena Schools District (District) invites proposals from qualified firms, partnerships, corporations, or individuals (collectively, “firms”) to provide facility management services to the District for the two projects identified in this Request for Proposals (“RFP”). Interested firms are invited to submit their separate project proposals for one or both of the projects as described below. Please submit five (5) originals of requested materials to:

Attn: Catherine Chin
Point Arena Schools District
P.O. Box 87
45 Lake Street
Point Arena, California 95468

Questions regarding this RFP may be directed to:

Catherine Chin, Business Manager
Phone: (707) 882-2803 FAX: (707) 882-2848
cchin@mcn.org

All proposals shall be sealed and delivered to the District, and must be received by the District on or before: **4:00 PM, February 1, 2018**

This is not a formal request for bids or an offer by the District to contract with any party responding to this request. The District reserves the right to reject any and all proposals or any portions thereof.

Sincerely,

Catherine Chin, Business Manager
Point Arena Schools District

Introduction

Point Arena Schools District is located 140 miles north of San Francisco on the southern Mendocino County coastline. One of 10 Common Administration Districts in the State, the District operates a separate elementary school district (Arena Union Elementary SD) and high school district (Point Arena Joint Union HSD), with a common district office, superintendent, board of trustees and budget.

A New Tech Network school (NTN), Point Arena High School serves students from northern Sonoma County and southern Mendocino County, and as far inland as the Kashia Rancheria. Arena Elementary School serves students from Gualala to Manchester, and the Point Arena/Manchester Rancherias.

The school community is a diverse population including 47% Hispanic, 9% Native American and 39% White. The EL population is about 25% and 66% of the District's students qualify for the free and reduced lunch program. The district is Community funded (Basic Aid), and serves 560 students grades Pre-K-12.

The District is currently soliciting proposals for two projects. Interested firms may submit separate proposals for one, or both projects. Firms should review the project description below, as well as the Scope of Services section of this RFP.

Project 1: Ongoing Facility Management

The District is seeking the services of a qualified firm to provide facility management services to the District on an ongoing basis. Facility management services will include assisting the District in the coordination of projects from beginning to end, including the bid, construction and close-out phases. Services will also include the assistance in the interaction with the Office of Public School Construction, the State Allocation Board, DSA and other school construction regulatory agencies. Firms submitting a proposal should review the Scope of Services section included in this RFP.

Project 2: Long Range Master Facilities Plan (LRMFP) Development

The District is also interested in firms that may help in the development of a LRMFP that includes an assessment of the condition of the existing facility, the identification and prioritization of needed repairs, renovations and improvements, an estimated cost to complete, and possible funding opportunities.

The LRMFP will serve as a tool in guiding the District in planning the facilities for the next ten (10) years. The plan will address the long range and the short-term goals and objectives of the Governing Board and reflect the needs of the school community. The LRMFP will facilitate the Governing Board's ranking of priorities and considerations in future facility investments and improvements.

Request for Proposals – Facility Management Services

The selected firm will assist the district in the establishment of facility standards that will be used in the assessment of existing campuses and other district facilities in order to establish facility “equity” for both existing and future facilities. The standards will include the development of education specifications for elementary, middle and high school based on the “21st Century Classroom.”

ANTICIPATED SCHEDULE

Proposals Due: **by 4:00 pm, February 1, 2018**

District Interviews: *between February 8 and 22, 2018*

Anticipated Board Approval and Award: *March 1, 2018*

SCOPE OF SERVICES

The facility management services will include but not necessarily be limited to the following numbered items:

1. General:
 - a. Understand and represent District's goals and objectives for the project;
 - b. Coordinate project activities with and assist District's Project Inspector;
 - c. Coordinate project activities with District's Architect and consultants;
 - d. Make recommendations, if appropriate, which may be incorporated into plans and specifications for project;
2. Bidding Phase:
 - a. Coordinate prequalification if applicable;
 - b. Participate in bid conferences and advise District, as needed;
 - c. Review bids, schedule, and materials breakdowns submitted by bidders;
3. Construction Phase:
 - a. Attend site meetings at least weekly and prepare complete and accurate meeting minutes for such meetings for distribution;
 - b. Attend monthly Board meetings and other District meetings as required;
 - c. Advise and assist District to develop economic, efficient, and desirable design, development and construction procedures;
 - d. Review and advise District concerning submittals, product samples, and specifications provided to Architect by contractor, subcontractors, and material suppliers for the project;
 - e. Analyze recommendations from Contractor, Architect, or other consultants which could improve the project or decrease construction time or costs;
 - f. Track all preliminary lien notices related to the project;
 - g. Track all necessary conditional and unconditional liens, and keep the District informed of the status of lien releases;
 - h. Review all change order requests issued by contractors and advise District about the form and content of such change orders in relation to the plans, specifications, and the contract documents;
 - i. Review and make recommendations on all payment requests pursuant to the contract documents, architect agreement, or other consultant agreements related to the project;

- j. Identify possible payment defaults on part of contractors, subcontractors, material suppliers, or any party who may have lien rights against the project;
 - k. Perform periodic inspections of project at least once a week, or as often as necessary to verify:
 - 1) materials and labor being furnished are according to plans and specifications;
 - 2) work billed for each payment requested is completed in accordance with the plans and specifications;
 - 3) contractor time schedule is being maintained, as required by construction contract documents; and
 - 4) costs are within the District's budget;
 - l. Provide monthly accounting and Project Status Reports;
4. Close-Out Activities:
- a. Assist Architect in the preparation of punch lists for contractor, subcontractors, and other consultants on the project, coordinate and assist Architect in scheduling the completion of all such corrective work, and participate in all inspections;
 - b. Assist Architect in coordinating and assembling all warranties and guarantees as required by construction contract documents from the Contractor and submit to District.
 - c. Coordinate with Architect, DSA, OPSC, and Department of Education for final acceptance of Project;
 - d. Advise the District on project closeout and final hard and soft costs;
5. Additional Services:
- a. Develop, assemble, and submit documentation required to support the District's position in the resolution of Contractor's claims, if necessary;
 - b. Other activities as requested by District.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. Proposal Form Requirements: All notations must be typed or written in ink; proposals must not be written in pencil. Mistakes may be crossed out and correction inserted adjacent; but the correction should be initialed in ink by the person signing the proposal. No corrections can be made after the time for submitting the proposals.
2. Non-Discrimination: The Construction Manager shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age or non-job related handicap or disability. Failure to comply with these provisions shall be considered cause for not requesting proposals from the firm.
3. Conflict of Interest: Pursuant to Government Code section 4529.12, District employees are prohibited from participating in the selection process when they have a financial or business relationship with any private entity seeking to enter into a contract with the District, and the District requires compliance with all laws regarding political contributions, conflicts of interest or unlawful activities.
4. Proposal Requirements: All materials submitted to the District in response to this Request for Proposal will remain property of the District unless otherwise noted within this document. Each proposal should include the following information:
 - a. Name, address, contact numbers, e-mail, website (if applicable) and brief history of the firm.
 - b. Identify legal form, ownership, and senior officials of firm.
 - c. Identify proposed sub-consultants by name, address, and work to be performed.
 - d. List of applicable licenses including license numbers and expiration dates.
 - e. Organizational chart showing the proposed team and the key personnel to be assigned to this project.
 - f. Detailed resumes of personnel to be assigned to this project.
 - g. Describe process used by the firm to coordinate and check construction documents in order to minimize construction change orders.
 - h. Describe the firm's approach to providing reliable, cost-effective construction management services for public works projects.

- i. List projects completed by the firm within the past five (5) years, that are similar in scope and size to the project proposed in this RFP.
 - 1) Identify project name and location, size and date constructed.
 - 2) Include examples of cost estimating, if applicable, including bid results for the representative projects.
 - 3) Include a list of the total change orders for each of the representative projects.
 - 4) Include a list of references including contact names and telephone numbers for the representative projects.
- j. Proof of insurance.
- k. Detailed proposed fee schedule and estimate of costs to provide construction management services for the project.

EVALUATION AND SELECTION PROCESS

The District's selection committee will perform the selection process in three phases:

1. **Qualification Phase:** Receive and review proposals and selection of a "short list" of finalists.
2. **Interview Phase:** Interview the finalists, check backgrounds and select the preferred Construction Manager for recommendation to the District Board of Trustees.
3. **Approval Phase:** Contract terms will be negotiated and submitted to the District Board for approval.

The District intends to select the firm that best meets the District's needs to perform the construction administration services as described in this Request for Proposals. The following criteria will be used in evaluating and selecting the prospective firm:

1. Clarity of submittal and responsiveness to RFP.
2. Qualifications, education and relevant experience of the key team members.
3. Demonstration of experience in construction management of comparable projects, including: project planning, coordination, scheduling, cost control, capabilities and techniques.
4. Quality of previous projects and record of budget and schedule performance.
5. The techniques and procedures used in other similar projects applicable to this project.
6. Comparison of billing rates and estimated cost to provide services for the project.
7. Any other criteria deemed relevant to the selection for this project.