

# Junction Elementary School District

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**Board Members:**

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The Junction Elementary School District, located at 9087 Deschutes Rd, Palo Cedro, Ca, is seeking proposals for replacing faulty or broken sprinklers, valves and timers, leveling, grading of existing fields, replanting or replacement of turf and generally updating safety and drainage of existing ball fields.

Proposals must come from prequalified, or agencies willing to become qualified vendors on the Junction California Uniform Public Construction Cost Accounting structure. Additionally the firm, partnership, corporation, or organization must be able to provide a constructability review, value engineering, a master schedule, cost estimating, budgeting and construction services for the Ball Field Improvement Project at Junction Elementary School. This Request for Proposals (RFP), which includes instructions for its completion and submission is available at the District Office located at 9017 Deschutes Rd. Palo Cedro, Ca. 96073, or the District website at [www.junctionesd.net](http://www.junctionesd.net).

Respondents to this RFP shall submit a Proposal. Respondents must mail or deliver five (5) Bound copies, one (1) unbound copy, and one electronic copy of the Proposal to Junction Elementary School District, Attention Clay Ross- Superintendent at the above address for the District Office. All Responses are due by **April 28, 2023 by 12:00 pm**. Packets received after this date, regardless of the reason, will not be accepted and will be returned unopened.

The District reserves the right to waive any informalities or irregularities in the RFP Packets. The District also reserves the right to reject any and all RFP Packets and to negotiate contract terms with one or more Respondents. A mandatory informational meeting and site walk will be conducted on **THURSDAY, APRIL 6, 2023** starting at 10:00 A.M. at the project site: 9087 Deschutes Rd, Palo Cedro, California- School Office where we will meet and sign in. Questions regarding this RFQ/P may be directed in writing to Clay Ross, Superintendent at [cross@junctionesd.net](mailto:cross@junctionesd.net). Questions must be received on or by **4:00 P.M. on APRIL 13, 2023**.

This Project is subject to labor compliance monitoring and enforcement of compliance with prevailing wage requirements by the Department of Industrial Relations pursuant to Labor Code § 1771.4 and the skilled and trained workforce requirement pursuant to Public Contract Code § 2600. Contractors of all tiers must be currently registered and qualified to perform public work pursuant to Labor Code § 1725.5. All Respondents must be prequalified by the District in accordance with the Public Contract Code § 20111.6. Proposed electrical, mechanical, and

plumbing subcontractors are also subject to the prequalification requirements as required by Public Contract Code § 20111.6 and must be prequalified prior to negotiation of a Guaranteed Maximum Price.

**BACKGROUND:** The District encompasses 350 square miles and serves the community of Palo Cedro and parents from surrounding areas that choose to place their children in our schools. Junction Elementary School District is a preschool through 8th grade school located in Palo Cedro, Ca, Shasta County. The school sits on two parcels of land totalling 20 acres. Student enrollment is 381, and there are 2 campuses; one is 13.3 acres serving the students preschool-5 and the other on a 6.7 acre parcel serving students 6-8.

## **PROJECT**

**DESCRIPTION AND SCOPE OF SERVICES** The District is seeking proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide constructability review, value engineering, master scheduling, cost estimating, budgeting, and construction services for the development and construction for the Junction Elementary School District Ball Field Improvement Project. The selected contractor shall have experience with the construction of public school facilities and in complying with the requirements of Office of Public School Construction ("OPSC"), the Division of the State Architect ("DSA"), and Title 24 of the California Code of Regulations. Respondent must be properly licensed by the California Contractors State License Board ("CSLB") with appropriate license to perform and or supervise the work, and registered with the Department of Industrial Relations ("DIR") as required by law. Additionally, only Respondents who have been prequalified by the District in accordance with Public Contract Code section 20111.6 are eligible to respond to this RFP

Respondent's Proposal shall include the proposed fee to perform the Project, including the proposed fees to perform preconstruction services or any other work related to the Project, as requested by the District. Each Respondent must submit a budget for each scope of work as well as an overall cost if the Respondent is given all of the work. The District intends to select the Respondent that best meets the District's needs to perform the Project. The criteria on which the District makes its determination will be based on the District's adopted best value methodology and criteria provided in this RFP. The District may contract immediately, or during the length of the Project, with a single contractor to provide all of the services for the Project, but it may elect to divide the scope of work into phases.

The District hereby affirmatively ensures that all Respondents, including without limitation Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprise ("SLBE"), Small Emerging Local Business Enterprise ("SELBE") and Disabled Veterans Business Enterprise ("DVBE") firms, shall be afforded full opportunity to submit qualifications in response to this RFP and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract

This RFP is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. The District reserves the right to add additional pre qualified Respondents for consideration after distribution of this RFP if it is found to be in the best interest of the District. All decisions concerning selection of the contractor will be made in the best

interests of the District. The awarding of the contract pursuant to this RFP, if at all, is at the sole discretion of the District. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any RFP Packet in response to this RFP. RFP Packets and any other supporting materials submitted to the District in response to this RFP will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to Michaelis, Montanari, & Johnson v. Superior Court (2006) 38 Cal.4th 1065, RFP Packets shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any RFP Packet

Each Respondent must attend the mandatory informational meeting and site walk, to be conducted on. **THURSDAY, APRIL 6TH, 2023** starting at 10:00 A.M. at the project site: 9087 Deschutes Rd, Palo Cedro, California- School Office where we will meet and sign in. At this meeting, District representatives may distribute information and materials to further describe the Project, the scope of work, and walk the proposed Project site. Respondents shall consider and address the materials and information distributed at the meeting in their RFP Packets. Respondents that fail to attend the mandatory informational meeting, in its entirety, shall be ineligible for responding to this RFP.

Format Material must be in 8½ x 11 inch format with font no less than 11 point font size. The RFP Packets shall include divider tabs labeled with boldface headers below (e.g. the first tab would be entitled "Executive Summary," the second tab would be entitled "Table of Contents," etc.) Five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the RFP Packet shall be submitted. Each submittal shall not contain more than thirty (30) single-sided pages or fifteen (15) double-sided pages, excluding front and back covers, tabs, certificates of insurance, detailed schedule charts, and comments to the Form of Agreement (Tab 11). Any double-sided page is counted as two single-sided pages. Submittals containing more than the authorized number of pages will not be considered. The unbound copy, marked "Copy for Reproduction," shall be formatted as follows: • No divider sheets or tabs. • Text printed on one side only (i.e., no back-to-back pages). • Pages with proprietary information removed. • A cover sheet listing the firm's name, the total number of pages, and identification of those pages that were removed due to proprietary information.

Each RFQ/P Packet shall include a description of the type, technical experience, backgrounds, qualifications and expertise of the Respondent. The description shall show that the firm possesses the demonstrated skills and professional experience to perform the general functions of the Project and fulfill the goals and vision of the District as its developer for the Project. Submittals shall describe in detail the Respondent's methods and plan for carrying out the Project. Included in this information must be a detailed description of construction scheduling, staging, and logistics based on timelines and information provided by the District. Describe the Respondent's approach to the Project, including any creative methodology and/or technology

that the Respondent uses or unique resources that the Respondent can offer to the District and Project.

Respondents shall comply with the following requirements for its RFP Packet: 1. TAB 1 – Executive Summary (maximum 1 page) This should be an overview of the entire RFP Packet with a description of the general approach and/or methodology the Respondent will use to meet the goals and fulfill the general functions as set forth in this RFP.

2. TAB 2 – Table of Contents This should be a complete and clear listing of the headings and pages to allow easy reference to key information.

3. TAB 3 – Cover Letter Identifying Respondent (maximum 1 page) This should be a letter of introduction signed by an authorized officer of the Respondent. If the Respondent is a joint venture, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. The letter shall also include: a) Respondent's name. b) Address, include any branch office address and point of contact. c) Telephone number. d) Facsimile number. e) Email address. f) Identify team. g) Clearly identify the individual(s) who is/are authorized to speak for the Respondent during the evaluation process. h) One of the following statements: "[RESPONDENT'S NAME] has reviewed the indemnity provisions and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [RESPONDENT'S NAME] has no objections to the use of the Agreement. [RESPONDENT'S NAME] has reviewed the indemnity provisions and insurance requirements contained in the Agreement. [RESPONDENT'S] objections to the use of the Agreement are identified in full at Tab 11." i) Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

4. TAB 4 - Respondent Information a) A brief history of the Respondent. Please include any former names of the Respondent and the number of years the Respondent has participated in construction as a general contractor under each name. List any reasons for change or name or corporate structure. b) Provide an organizational chart for Respondent and resumes of personnel to be involved in the Project, including their school construction experience. This shall include the names of all joint venture partners, and sub-consultants with the titles and specific task assignments for the key personnel on the Project. Identify up to three (3) persons who will be primarily responsible for working with the District and their respective roles and responsibilities. If Respondent is selected for an interview, the identified individuals must attend the interview and any required in-person presentations. The District's evaluation will consider the entire team, therefore, no changes in the Respondent's composition will be allowed without prior written approval by the District. Respondent shall be responsible for any additional costs incurred by a change in personnel. c) Provide description of Respondent's technical competence, including a description of in-house resources (e.g., computer capabilities, software applications, modeling programs, etc.), and Respondent's ability to draw upon multi-disciplinary staff to address the services required under the RFQ/P. d) Provide the volume of construction in dollars for each of the past three (3) years. e) Provide a statement regarding the Respondent's availability and resources. f) Provide a statement on financial resources, bonding capacity and insurance coverage. Respondent will be required to provide a Performance Bond provided by the District. Respondent will also be required to provide a Payment Bond on the form provided

by the District. Provide a claims statement for all resolved or ongoing claims and/or litigation: Submit a statement indicating any and all suits or claims in which the Respondent or its personnel instigated a claim and/or litigation regarding construction projects within the past five (5) years and indicating any and all claims in which claims and/or litigation have been pursued against the Respondent or its personnel. For each listed claim and/or litigation: state the issues in the claim and/or litigation, the status of the claim/litigation, the names of the parties involved, and the outcome, if any. Respondent's claims statement must include resolved and ongoing claims. Respondent's claims statement must include claims history for Respondent and its personnel, as well as Associated Firms. "Associated Firms" are businesses, corporations, companies, partnerships, or other entities associated with Respondent and/or its personnel (e.g., firm name changes, association as prior owner, general partner, limited partner, or other officer). Contractor license number and whether license has been revoked or suspended in the last five (5) years. Respondent must hold appropriate licenses to provide and supervise the work indicated, which is current, valid and in good standing with the CSLB. Provide the following for each license: i. Exact name of license holder on file. ii. License Classification. iii. License Number. iv. Date Issued. v. Expiration Date. vi. Whether license has been suspended or revoked in the past five (5) years. If so, explain. Provide signatory status. Location of nearest local office and main office, if different. Certificate(s) of Insurance identifying the firm's current insurance coverages. Provide Non-Collusion Declaration. Provide Iran Contracting Act Certification and Certification of compliance with the Peace and Security Act.

TAB 5 – Methods and Strategic Plan Detailed description of Respondent's methods and plan for carrying out the Project, including: a) The technical and managerial approach to the Respondent's partnership with the District. Take into account the District's goals for the Project and the general functions required. Respondent may identify additional necessary tasks and discuss these in its proposed method to accomplish the work. b) How Respondent plans to incorporate local subcontracting teams into the Project while complying with the skilled and trained workforce requirements as provided in Public Contract Code section 2600 et seq. c) How Respondent plans to incorporate construction means and methods into the Project. d) Proposed cost for completing preconstruction services for the Project for which the Proposal is being submitted. e) Detailed discussion of costs related to fees, general conditions, insurance, supervision, and management of the construction portion of the scope of work. f) Preliminary schedule for the project with specific milestones. g) Preliminary schedule for pre-construction, construction and closeout. Emphasis will be given to the methods and strategic plan as they relate to preconstruction services and how the preconstruction services will transition into the construction services. 6. TAB 6 – Prior Relevant Experience Description of the Respondent's experience with respect to the areas of public schools or similar construction over the past five (5) years. Specifically, please provide a list of projects the Respondent has been involved with for the past five (5) years where the total project contracts exceeded 100 Thousand dollars (\$100,000) per project. Within that list: a) Identify all projects involving construction of baseball and/or softball fields. b) Identify the method (e.g. lease-leaseback, design-bid-build, etc.) by which each project was constructed. c) Include a discussion of Respondent's experience with working with the DSA on public school projects. d) Identify and include discussion of Respondent's experience with projects performed in an occupied building and/or immediately adjacent to an occupied building and/or campus. e) Identify whether the project is completed or ongoing. f) Identify if any of the projects had phased completion. For the projects listed, above, be sure to also include the following information: a) Project's name and description; b) Firm's role; c) Award and completion dates; d) Project's initial contract price and final contract price; e)

Amount of fees received; f) Staffing, including Respondent's team members, subcontractors and consultants; g) Relationship with owner/client; h) References: Provide a contact name, telephone number and email address for the owners and indicate which key personnel of Respondent worked on each project; and i) Discussion of claims, demands, and/or litigation arising from the project and involving the Respondent, and resolution of the same. List projects Respondent has successfully completed that had some or all of the following obstacles, including the creative solutions from the Respondent on how these obstacles were overcome: a) A very aggressive schedule. b) Significant budgetary restrictions. c) Be prepared to expand upon what you did to accommodate: i. The complexity of the project; ii. The needs of the clients; iii. Minimizing inconvenience; and iv. Maximizing safety.

TAB 7 – Contracting History If any of the following have occurred, please describe in detail the circumstances of each occurrence: a) Failure to enter into a contract or professional services agreement once selected. b) Withdrawal of a proposal or bid as a result of an error. c) Termination or failure to complete a contract.

Provide preliminary construction estimates using like-kind construction costs. Upon receipt of the Project plans and specifications, provide detailed construction estimates showing the values of all major components of the Project.

Construction Planning: Provide a preliminary logistics plan showing phases and stages of construction. Plan the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, etc. as required.

Other services: Any other services that are reasonable and necessary to control the budget and schedule. List those areas where subconsultants will be required and where the Respondent has in-house expertise. Provide resumes of persons providing each of these services and for key personnel assigned to the Project.

The RFP Packets will be evaluated based on the District's adopted criteria and rating system to determine the qualified Respondent(s) providing the best value to the District.

#### Essential Criteria CRITERIA ITEM DESCRIPTION MAXIMUM POINTS.

1. Executive Summary Overview of the entire RFP Packet with a description of the general approach and/or methodology. Pass/Fail
2. Table of Contents A complete and clear listing of the headings and pages. Pass/Fail
3. Cover Letter w/all requisite parts A letter of introduction signed by an authorized officer with requisite parts. Pass/Fail VIII.
4. Respondent Information a) - m) Per RFP. 40 points.
5. Methods and Strategic Plan Detailed description of Respondent's methods and plan for carrying out the Project. 40 points.
6. Prior Relevant Experience Experience with respect to the areas of public schools. 40 points
7. Contracting History Describe in detail the circumstances per RFQP. 40 points.
8. Pricing & Contingency Six (6) items as listed. 70 points
9. Insurance Meets the Contractor Prequalification requirements for the District. 10 points
10. Assurances Acknowledge each of the items and confirm that it will be willing and able to perform. 10 points



**MAXIMUM POINTS: 250** Based on these criteria, District staff assign points to each proposer and then calculate the total points awarded to the proposer. The more points, the higher the proposer is ranked. The highest ranked proposer reflects the best combination of price and qualifications for the Project.

**District Investigations** The District may perform investigations of proposing parties that extend beyond contacting the references identified in the proposals.

**Interviews** The District may invite some of the finalists to meet with a District selection committee. Key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District selection committee to review the proposal, the firm's history, and other matters the committee deems relevant to firm evaluation with the firm. The interview will start with the firm presenting its proposal and its Project team. The finalists may be required to submit in advance of the interview a more detailed fee proposal. If requested, this fee proposal shall include all charges and costs proposed to be charged to the District, including rates for extra work. Following the interviews, it is expected that the selection committee will make best value recommendations to District staff regarding the finalists and awarding the contract. The criteria for these recommendations are identified above.

**Selection of Finalists** RFP Packets shall be evaluated and the Project awarded in the following manner: 1. All proposals received shall be reviewed to determine those that meet the format requirements and the standards specified in RFP. 2. District shall evaluate the qualifications of the Respondents based solely upon the adopted criteria and evaluation methodology, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the District. 3. The District's Board of Education shall award the Project to the responsive proposer whose proposal is determined, in writing by the Board of Education, to be the best value to the District. 4. If the selected developer refuses or fails to execute the tendered proposed contract, the Board of Education may award the contract to the proposer with the second highest best value score if it deems it to be for the best interest of the District. If the second selected developer refuses or fails to execute the tendered instrument, the Board of Education may award the instrument to the proposer with the third highest best value score if it deems it to be for the best interest of the District. 5. Notwithstanding any other law, upon issuance of a contract award, the District shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the District's contract award and the contract file shall provide sufficient information to satisfy an external audit

**Final Determination and Award** The District reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein and/or in an agreement offered to the entity, to reject any proposal as non-responsive, and/or not to contract with any firm for the services described herein. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any RFP Packet in response to this RFP. The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the

option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Respondent responding to this RFP.

The RFP packet, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. This RFP does not commit the District to negotiate an agreement with any proposing firm or individual.

The District hereby notifies all Respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit its response to this RFP and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition or physical disability on consideration for the award.

WE THANK YOU FOR YOUR INTEREST IN THE DISTRICT'S PROJECT.