LAUSD UNIFIED

Procurement Services Division

Best Value Procurement

Request for Qualifications





Name of Procurement

School Name - Services

Bidding #:

FACILITIES CONTRACTS

Contracting Officer:

Email Address:

Release Date: Month Day, Year

REQUEST FOR QUALIFICATIONS ("RFQ") AND BID IMPORTANT DATES

The dates and times below are anticipated by the District but are subject to change.

RFQ

Release of RFQ and Advertising:.....D
Non-Mandatory Pre-Proposal Meeting:..... D + 2 Weeks
To attend, please send your request along with your email address to _____@lausd.net and cc: BVDBContracts@lausd.net no later than 8:30 AM.
***District Prime Contractor & MEPs Subcontractor Prequalification Questionnaire**
(Recommended submission by):..... TBD
Last Day for Statement of Qualifications ("SOQ") Questions:..... TBD
Statement of Qualifications ("SOQ") DUE DATE:.....D + 4 Weeks
Announcement of Shortlisted Bidders & Start of BID period:..... Week of D + 6 Weeks

BID

Workshop - Project Anatomy Presentation by Owner/Architect:..... D +6 Weeks + 5 Days
Mandatory Site Walk: .....D + 7 Weeks
Mandatory Project Meeting for Shortlisted Bidders: ..... D + 8 Weeks
PROJECT PLAN DUE DATE: .....D + 9 Weeks
Interviews: .....D + 10 Weeks
Last Day for Request for Clarification:.....D + 11 Weeks
Issue FINAL Addenda by:.....D + 12 Weeks
PRICED BIDS DUE DATE:.....D + 13 Weeks
Issue Letter of Intent to Award to Selected Bidder: ..... TBD
BOE Approval: ..... TBD
Issue Notice of Award:..... TBD
Job Start Meeting: ..... TBD
Anticipated Start Date of Notice to Proceed: ..... TBD
Substantial Completion (XXX calendar days after NTP date): ..... TBD
Final Completion (XXX calendar days after NTP date):..... TBD

*** Contractors/Subcontractors are encouraged to submit the Prequalification Questionnaires by the stated timeline to facilitate timely review and processing. The District is not responsible for delays in processing due to late submissions.**

RFQ/BID Contact Person:

For information or questions regarding this RFQ contact Contract Analyst at (213) 241-XXXX or via email at BVDBContracts@lausd.net.

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EXHIBITS & ATTACHMENTS

EXHIBIT "A" – FIRM'S (10 YEARS) RELEVANT EXPERIENCE

EXHIBIT "A1" – FIRM'S (10 YEARS) RELEVANT EXPERIENCE

EXHIBIT "B" – PROJECT MANAGER'S (PM) (10 YEARS) RELEVANT EXPERIENCE

EXHIBIT "B1" – PROJECT MANAGER'S (PM) (10 YEARS) EXPERIENCE FORM

EXHIBIT "B2" – PROJECT SUPERINTENDENT'S (10 YEARS) RELEVANT EXPERIENCE

EXHIBIT "B3" – PROJECT SUPERINTENDENT'S (10 YEARS) EXPERIENCE FORM

EXHIBIT "B4" – PROJECT CONSTRUCTION QUALITY CONTROL OFFICER (CQC) (10 YEARS) RELEVANT EXPERIENCE

EXHIBIT "B5" – PROJECT CONSTRUCTION QUALITY CONTROL OFFICER (CQC) (10 YEARS) EXPERIENCE FORM

EXHIBIT "B6" – SAFETY OFFICER'S (10 YEARS) RELEVANT EXPERIENCE

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EXHIBIT "B8" – OVERALL TEAMWORK OF PM/PROJECT SUPER/CQC/SAFETY OFFICER

EXHIBIT "C" – CONTRACTOR PERFORMANCE EVALUATION FOR LAUSD PROJECTS

EXHIBIT "D" – CONTRACTOR PERFORMANCE EVALUATION FOR NON-LAUSD PROJECTS

EXHIBIT "E" – SITE VISIT LIABILITY RELEASE FORM

ATTACHMENT 1 – PRE-PROPOSAL/BID CLARIFICATION FORM

PROJECT DESCRIPTION

(Insert illustrations if applicable.)

I. PROJECT LOCATION

II. PROJECT SCOPE OF WORK

III. PROJECT CONSTRUCTION PHASE

IV. LICENSE REQUIREMENT

In accordance with the provisions of Public Contract Code section 3300, OWNER has determined that the CONTRACTOR performing this project must hold the following license as the prime contractor: B – General Building Contractor. A prime CONTRACTOR self-performing any of the following specialty trades must also hold the required specialty license:

[NOTE TO OAR: List the scopes of work for which the District requires an additional specialty license, particularly any MEP trades, e.g., "C-20 - Warm-Air Heating, Ventilating and Air-Conditioning; C-10 – Electrical; C-36 – Plumbing," etc. Do not list specialty trades the District expects a B-licensed contractor to be able to self-perform, such as minor paving, fencing, landscaping, etc.]

Failure to possess the specified license shall render the bid as non-responsive and shall act as a bar to award the contract to any bidder not possessing said license at the time of award.

No bid will be accepted from a contractor who has not been licensed in accordance with the Contractor's State License Law, Business and Professional Code Section 7000 et seq.

V. CONTRACT BOND ESTIMATE

The District's Contract Bond Estimate is $___ Million.

VI. FORM OF CONTRACT

The Bidder will enter into a Construction Contract with the District for a lump-sum, fixed price contract for the construction of the Project. This project is bond funded and is subject to the District's Project Stabilization Agreement (PSA) and prevailing wage requirements.

For information regarding Labor Compliance, please visit https://facilities.lausd.org/apps/pages/lcp. For information regarding the PSA, please visit https://facilities.lausd.org/apps/pages/psa.

VII. EVALUATION AND SELECTION PROCESS

The selection of the successful Bidder for this Project will consist of a scored evaluation process consisting of four steps: Step 1: Contractor Statement of Qualifications; Step 2: Project Plan; Step 3: Interview; and Step 4: Price Bids. The evaluations will be conducted in accordance with this RFQ, and points awarded at each step using the following scoring values.

Four Step Solicitation Process

This procurement will be accomplished using a four-step solicitation process. In **Step 1 (SOQ)**, prospective Bidders will submit their Statements of Qualifications (SOQs) demonstrating relevant experience, management competency, and past performance for review and evaluation by the Owner. Based on the evaluation results, the Owner will **shortlist the most qualified Bidders** to advance to **Step 2 (Project Plan)**. The number of firms shortlisted will be determined based on the **evaluation results and the level of competition appropriate to the project**. In **Step 2 (Project Plan)**, the shortlisted bidders will submit their project plan, followed by participation in an **Interview (Step 3).** In **Step 4 (Bid Submission)**, the shortlisted bidders will submit their bid price. Evaluations will be conducted in accordance with the procedures outlined in the RFQ.

Evaluation Criteria:

Step 1: Contractor Statement of Qualifications

Relevant Experience	200 points
Demonstrated Management Competency	500 points
Past Performance	150 points
Use of SBE	50 points
Local Worker Goals	40 points
We Build	10 points
Financial Condition	20 points
Safety Record	10 points
Labor Compliance	20 points
	1000 points

SHORTLISTED BIDDERS – Only shortlisted bidders will proceed to Steps 2 through 4.

Step 2: Project Plan	**500 points**
Step 3: Interviews	**500 points**
MAXIMUM EVALUATION CRITERIA POINTS AVAILABLE	**2000 points**

Step 4: Purchase Price Bids

ADDITIONAL INFORMATION FOR STEPS 1-4

Definitions for Evaluation of Relevant Experience
For purposes of evaluating Bidder qualifications under this RFQ, including but not limited to Sections VII and XVII and Exhibits A, A1, B, B1–B8, the following definitions apply:

Size
"Size" refers to the overall scale of a construction project, measured by objective factors such as total construction contract value, project duration, physical dimensions, and quantity of work performed (e.g., square footage, linear footage, number of structures, or volume of materials). Similar size demonstrates the Bidder's capacity to perform projects of comparable magnitude.

Scope
"Scope" refers to the type and extent of construction work performed by the Bidder, including the construction disciplines and trades involved and the specific work elements required by the contract (e.g., civil, structural,

mechanical, electrical, plumbing). Similar scope demonstrates experience performing construction work of a similar nature and character to that required for the Project.

Complexity
"Complexity" refers to the level of difficulty associated with constructing a project, based on conditions that increase technical, regulatory, or coordination demands. Complexity may include factors such as work in occupied facilities, phased construction, challenging site conditions, multi-agency coordination, stringent permitting or inspection requirements, accelerated schedules, or compliance with specialized safety, quality, environmental, or public works requirements.

Step 1: (1000 criteria points) Contractor Statement of Qualifications

200 Criteria Points – General Contractor's Relevant Experience: Bidder's relevant experience means the experience, competency, capability, and capacity to complete projects of similar size, scope, and complexity. Bidder shall be required to provide a summary listing Firm's completed projects within the past ten years using Exhibit A. Bidder shall also be required to provide additional detail information on three similar projects completed within the past ten years using Exhibit A1.

- **Relevant Experience – 200 point breakdown**
  - Firm's Summary Listing of projects for the past 10 years Exhibit A (30 points)
  - Firm's Advantage/Strength for this project Exhibit A (20 points)
  - Project 1 See Exhibit A1 (50 points)
  - Project 2 See Exhibit A1 (50 points)
  - Project 3 See Exhibit A1 (50 points)

500 Criteria Points – General Contractor's Demonstrated Management Competency: Bidder's demonstrated management competency means the experience, competency, capability, and capacity of the proposed management staffing to complete projects of similar size, scope, and complexity in accordance with Exhibits B, B1, B2, B3, B4, B5, B6, B7, and B8.

Demonstrated Management Competency – 500 point breakdown

- **Project Manager (PM) – Include references for three Relevant Projects (150 points)**
  - Overall Experience for the past 10 years Exhibit B (30 points)
  - Relevant Project 1 See Exhibit B1 (40 points)
  - Relevant Project 2 See Exhibit B1 (40 points)
  - Relevant Project 3 See Exhibit B1 (40 points)

- **Project Superintendent - Include references for three Relevant Projects (200 points)**
  - Overall Experience for the past 10 years Exhibit B2 (50 points)
  - Relevant Project 1 See Exhibit B3 (50 points)
  - Relevant Project 2 See Exhibit B3 (50 points)
  - Relevant Project 3 See Exhibit B3 (50 points)

- **CQC - Include references for three Projects (100 points)**
  - Overall Experience for the past 10 years Exhibit B4 (25 points)
  - Relevant Project 1 See Exhibit B5 (25 points)
  - Relevant Project 2 See Exhibit B5 (25 points)

- Relevant Project 3 See Exhibit B5 (25 points)

- **Safety Officer - Include references for three Projects (40 points)**
  - Overall Experience for the past 10 years Exhibit B6 (10 points)
  - Relevant Project 1 See Exhibit B7 (10 points)
  - Relevant Project 2 See Exhibit B7 (10 points)
  - Relevant Project 3 See Exhibit B7 (10 points)

- **Teamwork See Exhibit B8 (10 points)**
  - Overall Teamwork of PM/Super/CQC/Safety Officer Exhibit B8

150 Criteria Points – General Contractor's Past Performance: Bidder's past performance means the past success at completing the contractor's three selected construction projects within the past ten years in accordance with Exhibits C and D.

- **Past Performance – 150 point breakdown**
  - Project 1 Evaluation (50 points)
  - Project 2 Evaluation (50 points)
  - Project 3 Evaluation (50 points)

50 Criteria Points – Use of SBE/VBE: The District has established a 25 percent participation goal by certified SBEs, including micro-businesses (i.e.- gross annual receipts are $5,000,000 or less; or the small business is a manufacturer with 25 or fewer employees), and five percent participation by VBE, in the total contract amount. Micro-SBE usage is worth 44 points, SBE usage is worth 24 points, and VBE usage is worth 6 points. Points will be awarded as appropriate up to 50 points.

40 Criteria Points – Local Worker Goals: The District has established a 50 percent participation goal for local worker participation and for school construction projects funded through bonds.

10 Criteria Points – We Build: Bidder's participation in the We Build program. The local We Build program provides local District residents with an opportunity to enroll in a comprehensive pre-apprenticeship training. Upon completion, We Build graduates will be competitively positioned for placement on a LAUSD construction project through its contractors and trade unions.

20 Criteria Points – Financial Condition: The criteria used to evaluate a bidder's financial condition shall include, at a minimum, capacity to obtain all required payment and performance bonds and required insurance. Attach a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) with at least an A- VII Rating according to the current report published by A.M. Best Company which states Applicant's current available single and aggregate bonding capacity. The letter must be written by the surety company, accompanied by a Power of Attorney from the surety company, and addressed to the District.

10 Criteria Points – Safety Record: Bidder's safety record shall be deemed acceptable if a contractor's experience modification rate for the most recent three-year period is an average of 1.00 or less, and its average total recordable injury or illness rate and average lost work rate for the most recent three-year period do not exceed the applicable statistical standards for its business category or if the bidder is a party to an alternative dispute resolution system as provided for in section 23201.5 of the Labor Code.

20 Criteria Points – Labor Compliance: The criteria used to evaluate a bidder's labor compliance shall include, at a minimum, the bidder's ability to comply with the apprenticeship requirements of the California Apprenticeship Council ("CAC") and the DIR, its past conformance with such requirements, and its past conformance with requirements to pay prevailing wages on public works projects.

SHORTLISTED BIDDERS – Only shortlisted bidders will proceed to Steps 2 through 4.

Step 2: (500 criteria points) Project Plan: Bidder shall submit a project plan that shows an understanding of the Project, including but not limited to, site logistics plan, sequencing, Project schedule, safety/quality control plan, plan for use of SBE, Local Worker, and We Build graduates. This should include a discussion of the Project's challenges and proposed solutions. This also includes the communication skills of the Key Staff relative to the Project's needs.

Step 3: (500 criteria points) Interview: In the interview, the District will evaluate and score the bidder on its understanding and execution of the project plan.

Step 4: Purchase Price Bid: The best value contractor is determined by dividing each bidder's price by its qualification score. The lowest resulting cost per quality point will represent the best value bid. The award of the contract shall be made to the bidder whose bid is determined to be the best value to the District.

$$\textbf{Best Value Score} = \frac{\textbf{Bidder's Bid Price}}{\textbf{Qualification Score}}$$

VIII. BIDDER'S RESPONSIBILITIES AND SCOPE OF SERVICES

The successful bidder will be required to construct the Project in accordance with the Project construction documents. The Project and delivery of the Project within the Project's construction duration time and construction contract purchase price will be the responsibility of the bidder selected by the District.

IX. AVAILABILITY OF REQUEST FOR QUALIFICATIONS (RFQ) DOCUMENTS

The Request for Qualifications (RFQ) documents are available to all interested parties. The District has implemented the process of releasing RFQ opportunities electronically through the Ariba Business (Supplier) Network for the convenience and timely receipt of RFQ documents for download, completion, and submission by prospective Proposers/ Bidders**.**

The URL to access this RFQ is:
https://portal.us.bn.cloud.ariba.com/dashboard/public/appext/comsapsbncdiscoveryui#/leads/search?anId=AN01650823748

Firms intending to respond to this solicitation must register at the **Ariba Business Network Discovery** website (https://discovery.ariba.com) and create a profile.

Please visit the URL provided above, follow the on-screen instructions to register (if you are a new user), and access the solicitation. Once registered and logged in, you may download and review the RFQ document in preparation to submit a response via the Ariba Business (Supplier) Network.

A virtual drop-in session has been scheduled every Tuesday and Thursday from 11 am to 12 pm to provide a walkthrough on how to respond to LAUSD solicitations in the Ariba Business (Supplier) Network.
You are welcome to attend this drop-in session, and no RSVP is necessary:

Tuesdays, 11:00am – 12:00pm (PST) Click Here to Join

Thursdays, 11:00am – 12:00pm (PST) Click Here to Join

All costs associated with obtaining or distributing the RFQ documents, and subsequent addenda (if any), are the responsibility of the bidder.

X. LAST DAY FOR STATEMENT OF QUALIFICATIONS (SOQ) QUESTIONS

Questions concerning the SOQs in this RFQ must be submitted in writing or email by the Last Day for Statement of Qualifications Questions date as indicated in the Important Dates section of the RFQ. Questions may be submitted using the Pre-Proposal/Bid Clarification Form provided in the attachments. **Address all questions and correspondence to the RFQ Contact Person shown on Important Dates page and copy _____@lausd.net on all SOQ question correspondence.**

XI. AVAILABILITY OF CONSTRUCTION DOCUMENTS

The project construction documents are (or will be) available to the shortlisted bidders. Hardcopies may be ordered through Crisp Imaging, 1829 S. Main St., Los Angeles, CA 90015, Telephone (213) 741-9560. All costs associated with obtaining or distributing these Contract Documents, and subsequent addenda (if any), are the responsibility of the bidder and arrangements/payments are to be made directly with the reprographic company. Plans and specifications for all active solicitations may be viewed in the online planroom at https://crispimg.com/.

XII. REQUEST FOR CLARIFICATION (RFC)

Request for Clarification (RFC) must be submitted in writing or email by the Last Day for Requests for Clarifications (see Important Dates). RFCs may be submitted using the Pre-Proposal/Bid Clarification Form provided in the attachments. Address RFC correspondence to the RFQ Contact Person shown on Important Dates page, and copy _____@lausd.net on all RFC correspondence.

XIII. AGENDA FOR PRE-PROPOSAL MEETING

Topics covered at the pre-proposal meeting will include Project description, general construction issues unique to this Project, and information on how to submit a bid in response to this RFQ. Attendance at this meeting is not mandatory for bidders. Subcontractors, suppliers, etc. are welcome to attend.

XIV. EXAMINATION OF SITE

A mandatory site walk, for the shortlisted bidders, will be conducted at the date/time and place listed in this RFQ. The District does not represent the Project site to be controlled or safe in any respect. The District disclaims any liability for injury or loss sustained by any individual or company while on District properties. ALL attendees are required to sign the District's Liability Release Form to be allowed to enter the site.

XV. MANDATORY PROJECT MEETING

A mandatory Project Meeting for the shortlisted bidders will be conducted at the date/time and place listed in this RFQ/Bid. Project specifics, details and questions will be discussed.

XVI. PREQUALIFICATION REQUIREMENTS

Bidders must fully complete and submit the Prime Contractor Prequalification Questionnaire through the District's online prequalification system at https://lausd.qualitybidders.com/ OR submit a copy of the Notice of Prequalification Approval, if already prequalified.

Bidders and MEP subcontractors shall not be eligible to bid or perform work on the Project if they (a) have not submitted completed prequalification questionnaires and financial statements to the OWNER at least ten (10) business days before the date fixed for the public opening of bids, and (b) have not been prequalified by the OWNER at least five (5) business days before the date fixed for the public opening of bids.

NOTES:

- As a reminder, prior to construction, bidders must **safety prequalify ALL tiers** of their subcontractors that have not been prequalified by the District and that do not require such prequalification, as described in the Certification Requirements. Subcontractors that do not meet the safety prequalification requirements will not be allowed to execute any work on the Project. Any time, cost, or liability impact as a result of a subcontractor not meeting safety prequalification requirements is the sole responsibility of the bidder.

QUALIFICATION SUBMITTALS

XVII. PART 1: REQUIRED SUBMITTALS FROM GENERAL CONTRACTORS.

Submittals must meet the following guidelines and must be submitted through the Ariba Business (Supplier) Network by the due date and time indicated on the Important Dates page.

- **ALL REQUIRED RESPONSE DOCUMENTS UPLOADED IN PDF FORMAT;**
- **RESPONSES ARE LIMITED TO A MAXIMUM OF 50 PAGES; and**
- **INTERACTIVE TABLE OR BOOKMARKS WITHIN THE MAIN PDF FILE.**

Email submissions will no longer be accepted. Suppliers must ensure their responses are fully submitted in Ariba prior to the closing time.

In the footer of each page within the document, provide the name and address of the prime contractor or joint venture and date submitted. If necessary, provide the revision number for the amended page.

The SOQ is composed of the following. (Title Page and Cover Letter will not count toward maximum page count)

A. TITLE PAGE: (pdf file with interactive index tabs)

B. COVER LETTER: (pdf file with interactive index tabs)

The cover letter shall include:

- An executive summary of the project and shall not exceed one (1) page.
- The letter shall designate an individual as the authorized representative for the bidder, including their name, title, and email address for any correspondence or clarification during the evaluation process.
- The cover letter shall be signed by an individual **legally authorized to bind the firm** to the contents of the submittal. The firm may also list one or more **alternate authorized signatories** who hold equivalent authority in the event the primary signatory is unavailable. The signature shall attest that all information provided is **true and correct** to the best of their knowledge.

C. TABLE OF CONTENTS: (pdf file with interactive index tabs) A table of contents shall be provided matching the order of the Evaluation Criteria as outlined in the Evaluation and Selection Process.

D. FIRM'S RELEVANT EXPERIENCE: Bidder shall utilize *Exhibit A – Relevant Experience Form* to provide summary listing Firm's completed projects within the past ten years. Bidder shall also utilize *Exhibit A1* to provide additional detail information on three similar projects completed within the past ten years.
   - o LAUSD Projects
   - o DSA Schools/OSHPD
   - o Non-DSA Schools
   - o California Public Works Projects
   - o Other Complex Projects

   Project size, challenges and complexity will be taken into consideration for the scoring of this section. Bidders are discouraged from submitting projects that are significantly smaller in value, scope, or complexity. Completed projects (in whole or phases) are preferred.

   The District, at its discretion, reserves the right to contact others, not limited to owners, project managers, construction managers, inspectors, District staff, etc., to evaluate and score this section. The scoring of this section is not solely limited to the information provided by the bidder.

   Evaluation Criteria: Bidder's experience will be evaluated for similarity to the proposed project and successful completion of the referenced projects with respect to schedule, budget, and owner appraisal of the completed facilities.

E. DEMONSTRATED MANAGEMENT COMPETENCY - ORGANIZATIONAL CHART: Bidder shall not propose key staff members that are currently working **full-time** on other District projects if the actual or projected substantial completion date is later than the NTP date for this Project. Superintendents will only be allowed to work on one LAUSD project at a time, but Project Managers can have multiple projects unless the District has specified the Project Manager to be full-time on this RFQ or on a previous project that is still in progress. Full-Time Project Managers will be specified by project and reserved for the larger or more complex projects.

   Bidders submitting on multiple projects during concurrent procurement periods **can** propose the same key staff members if they meet the criteria stated in the above paragraph. If a Bidder is successful on a project and has full-time key staff listed for other concurrent procurements, then the bidder must provide substitute(s) for the other projects. The substitute(s) will be evaluated, and the bidder's scores will be adjusted. **Once a bidder has been selected, no changes in the key staff members will be permitted without a compelling unavoidable justification, and District's prior consent.**

The District, at its discretion, reserves the right to contact others, not limited to owners, project managers, construction managers, inspectors, District staff, etc., to evaluate and score this section. The scoring of this section is not solely limited to the information provided by the bidder.

F. DEMONSTRATED MANAGEMENT COMPETENCY - PROPOSED TEAM: The District is seeking a highly qualified team to construct the project. Bidder shall utilize *Exhibits B, B1, B2, B3, B4, B5, B6, B7 and B8*. Key staff members are Project Manager (PM), Project Superintendent, Project Construction Quality Control Officer (CQC), and Project Safety Officer (SO).

Project size, challenges, complexity, position held, and time frame for the position held will be taken into consideration for the scoring of this section. Bidders are discouraged from submitting projects that are significantly smaller in value, scope, or complexity. Completed projects (in whole or phases) are preferred.

Note: The CQC shall have the following minimum requirements:

- CONTRACTOR's CQC Manager shall have significant, relevant documentable training and field experience on building construction projects of a similar scale and be one of the following:

- Engineer or Architect currently licensed in the State of California.
- DSA Inspector Class 1 or Class 2 with a current California State Certification.
- International Code Council (ICC)/Office of Statewide Health Planning and Development (OSHPD) Inspector with a current California State Certification.
- Construction Contractor or superintendent (or similar position/function) with a minimum of 10 years of documentable training and field experience on building construction projects including school projects or hospitals under the jurisdiction of DSA or OSHPD.

Note: Safety requirements on all projects:

- A minimum of 20% of the jobsite workers must be OSHA 10-hour General or Construction Industry Safety and Health Certified.
- All foreman/first-line supervisors must have OSHA 30-hour training.
- 20% of the remaining crew should have OSHA 10-hour training.

G. PAST PERFORMANCE: In this section the bidder shall submit information relative to its performance on three (3) reference projects that were completed (in whole or in phases) within the past ten years.

The minimum requirements for past performance are past successes at substantially completing three (3) construction projects with comparable size and complexity.

The District will use Bidder's recent evaluations for this requirement. The District prefers to use LAUSD evaluations, however Bidders may submit outside evaluations for consideration that are similar in size, scope and complexity to the current project. The District will verify performance by contacting listed references. Bidders with fewer than 3 District evaluations on file (Exhibit C) must submit outside references for evaluations. Outside evaluations must be submitted utilizing *Exhibit D – Contractor Performance Evaluation for Non-LAUSD Projects*. References must be current and verifiable.

H. Use of SBE/Local Worker/We Build/VBE Compliance: The District has adopted SBE and VBE participation programs. The District has established goals of 25% participation by certified SBEs, including micro-

businesses, and 5% participation by VBEs, in the total contract amount. SBE, Micro-SBE, or VBE certified subcontractors, service providers, and material suppliers at all tiers may be counted in achieving these goals, but amounts passed through such certified SBEs and VBEs to non-SBE or non-VBE contractors, service providers, or materials suppliers shall not be counted in achieving participation goals.

The District's Project Stabilization Agreement (PSA) has a **50%** local worker participation goal for school construction projects funded through voter-approved bonds. In support of the established goal, the District has implemented a We Build program that trains local workers in the construction trades.

Bidder shall submit evidence of their success in reaching or exceeding the above stated goals or goals on other similar public owner's programs. Bidder may submit projects other than those submitted under bidder's relevant experience to satisfy this SBE/We Build/Local Worker/VBE criterion. However, projects submitted for consideration must have been completed within the past ten years, reached substantial completion, and are comparable size and complexity. For submitted projects with goals or programs that differ from the District, please identify the public agency goal, the achievement by the bidder, and a description of the projects.

Provide the SBE/Local Worker/We Build/VBE information **using the same table format** as example:

Project	Contract Amount	Completion Date	SBE%	Micro-SBE%	Local Worker%	Number of We Build Workers	VBE%
Project Name & Location			25	10	49	1	
Project Name & Location						2	3
Project Name & Location			20			9	
Project Name & Location				15		7	2
Project Name & Location			21		50		
Project Name & Location						8	5
Project Name & Location			38	19	45		
Project Name & Location					33		

NOTE: All of the information requested above is required. If a bidder is not able to provide the information requested, please so state. Any sections left blank or without any response will be scored accordingly.

The District, at its discretion, reserves the right to contact others, not limited to owners, project managers, construction managers, inspectors, District staff, etc., to evaluate and score this section. The scoring of this section is not solely limited to the information provided by the bidder. The District will score the top three projects of each category (i.e. SBE, Local Worker, etc.).

SHORTLISTED BIDDERS SUBMITTALS

Only those bidders who are shortlisted shall proceed to the Shortlisted Bidders Submittals requirement phase below. Those shortlisted to respond to the Bid will provide a project plan, participate in an interview and submit a bid price.

XVIII. SUBCONTRACTOR BONDING

It is the responsibility of the prime contractor to determine any bonding requirements for their subcontractors.

XIX. PART 3: PROJECT PLAN

A. General: Bidders should explain how they will manage the project in response to the unique aspects of the project. Specifically, bidders should address safety and convenience, noise and dust control, visitor control, information for and communications with the owner, material deliveries and on-site storage, waste collection and disposal, site security, management of subcontractors, and partial [beneficial] occupancies.

   The project plan shall also describe how the contractor will complete the scope of work required to achieve a complete campus-wide IP converge, and how this scope of work will be phased while maintaining the existing low voltage system on campus active.

B. Schedule: Bidder shall submit a preliminary construction schedule (11" X 17" Gantt Chart) identifying all pre-award and after-award activities using a CPM method. Pre-award activities shall include, at a minimum, the RFQ timing referenced herein, bidders' procurement and buyout for all long lead and critical trades. After-award activities shall, at a minimum, include major construction activities (identified per area of work) and in a proper and logical phasing and sequence to comply with the Project milestones. Project milestones shall be identified as well as start and finish dates for each area of work. Proposed schedules that differ from the District's set construction duration (see Important Dates) will be analyzed for logic and sequencing and may have an impact on scoring.

C. Project Site Logistics: Bidder shall submit a site logistic plan identifying all areas of work with in and out dates, bidder's proposed construction access, delivery, temporary fencing, crane locations, shoring methodology, and trailer offices, CONTRACTOR and subcontractor's proposed parking location, as well as pedestrian access during construction.

XX. PART 4: INTERVIEWS

A. Interview: Bidders and their key staff members are asked to participate in an interview with the District's RFQ Evaluation Team. The agenda will include discussions of the bidder's project plan, preliminary construction schedule, and site logistics.

B. Project Plan: At the same interview, Bidders are expected to present, explain, and discuss their Project approach with their proposed plan. (See a detailed description under Section VII Interview and Project Plan on page 9.)

C. Key Staff: The bidder's key staff members (Project Manager, Project Superintendent, Construction Quality Control (CQC), and Project Safety Officer) should attend the interview, and as appropriate, participate in the bidder's presentation of its project plan.

D. Agenda: Prior to the date scheduled for the interview, the District may provide the Bidder with an interview schedule, agenda, and presentation requirements/limitations.

XXI. PART 5: PRICE BID REQUIRED SUBMITTALS

The following items shall be submitted in the form of only one original, by the due date and time indicated in Important Dates, to the same name/address listed therein:

A. Bid and Acceptance Form
B. Addendum of Provisions Required of Federally Funded Contracts – FEMA Awards

C. Bid Security Form
D. Subletting and Subcontracting Fair Practices Act List
E. Disabled Veteran Business Enterprises (DVBE) School Facilities Program (if applicable)
F. Certification Requirements
G. Exhibit A – LAUSD Board Resolution Questions
H. Non-Collusion Affidavit
I. Small Business Enterprise (SBE) Certification

NOTE: Bidders including qualification(s) and/or exclusion(s) with their bid price will be considered nonresponsive. Bidders failing to provide price bid required submittals will be considered nonresponsive.

XXII. PUBLIC RECORDS ACT

Responses to this RFP will become the exclusive property of the District and subject to the California Public Records Act, Government Code sections 6250 et seq.

Those elements in each response which are trade secrets as that term is defined in Civil Code section 3426.1, subdivision (d), or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" may not be subject to disclosure. The District shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law or by a court order. Bidders that indiscriminately identify all or most of their submittal as exempt from disclosure without justification may be deemed nonresponsive.

In the event the District is required to defend an action on a Public Records Act request for any of the contents of a bid marked confidential, proprietary, or trade secret, the bidder agrees, on submission of its bid for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action arising under the Public Records Act.

XXIII. DISTRICT RIGHTS

The District may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFQ. The District also reserves certain rights, including, but not limited to, the following:

A. Reject any or all of the responses to the RFQ.

B. Revise and/or cancel the RFQ.

C. If there is a difference of more than 15% in the qualification scores, the District reserves the right to reject SOQ and proposer will not be eligible to participate in Purchase Price Bid.

D. Approve or disapprove the use of particular subcontractors and determine, at the District's sole discretion, whether any penalty or disqualification may apply to a bidder.

E. Conduct more than one pre-bid meeting or similar meeting for/with bidders.

F. Question outside entities and District personnel and consultants regarding Bidder's past performance.

G. Create evaluation panels and seek the assistance of outside technical experts and consultants or any other source to review, rank, and evaluate responses to the RFQ.

H. Hold meetings and conduct discussions and correspondence with bidders responding to the RFQ to gain an improved understanding and evaluation of the responses.

I. Waive minor deficiencies, informalities, and irregularities in the responses to the RFQ.

J. Consider data and experience records maintained by the District for all or some construction projects completed by the bidder.

K. Issue addenda addressing any or all items/issues in any or all responses to the RFQ, or interviews with bidders (except for items marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" as further defined in Public Records Act article above).

XXIV. PREPARATION AND PARTICIPATION COSTS

This RFQ shall not, in any manner, be construed to be an obligation on the District to enter into a contract or result in any claim for reimbursement of costs for any efforts expended in responding to the RFQ, participating in interviews, or in anticipation of any contract.

XXV. BIDS VALID

All pricing quoted shall be valid for a period not less than **sixty (60)** days from the price bid due date.

XXVI. FILING OF PROTEST

All District procurements shall be conducted in a manner which assures that all prospective contractors/consultants are afforded fair and equal consideration, and the award of District contracts preserves and protects the integrity of the procurement process. To that end, any interested party who desires to raise concerns regarding a District award shall have the right to have its complaint considered and resolved administratively by the District in an expeditious manner. "Interested party," as used herein, means an actual or prospective Proposer whose direct economic interest would be affected by the award of a contract or by the failure to award a contract.

All protests shall be filed, handled, and resolved in a manner consistent with the District's protest procedures. The District will respond to each substantive issue raised in the protest. Protests relating to the content of this solicitation must be filed within ten (10) business days after the release of the solicitation. Failure to file a timely protest is a failure to exhaust an administrative remedy and shall act as a waiver of the right to challenge the solicitation and process even if a protest regarding a recommendation for contract award is filed.

Protests relating to a recommendation for contract award must be filed by an "interested party" within five (5) business days after release of the solicitation results. Failure to file a timely protest is a failure to exhaust an administrative remedy and shall act as a waiver of the right to challenge the recommendation for contract award.

All protests shall be filed via email to **protest@lausd.net** and in writing with the District's Chief Procurement Officer (CPO) or designee. Emailed protests must contain in the "Subject" line the advertised solicitation name and number with the name of the Contracting Officer.

Written protests shall be filed with the **Chief Procurement Officer, Los Angeles Unified School District, 333 S. Beaudry Avenue – 28th Floor, Los Angeles, CA 90017**. Include identification of the proposed solicitation name and number on the outside of the envelope/package with the Contracting Officer's name.

The protest shall, at a minimum, contain the following:

1. The name and address of the interested party and its relationship to the solicitation;
2. Identification of the solicitation name and number with Contracting Officer's name (include the school name, project number, and project description, as applicable);
3. Substantive description of the nature of the protest;
4. All documentation supporting the allegations of the protest;
5. Statement of the specific relief requested;
6. Identification of the provision(s) of the solicitation, regulations, or laws upon which the protest is based; and
7. Signature of an authorized executive with the authority to bind the company.

The Chief Procurement Officer or designee shall make a determination on the protest normally within (10) business days after the receipt. The Chief Procurement Officer or designee has the authority to make a final determination and the decision shall constitute the protestor's final administrative remedy.

NOTE: Bid protests on LAUSD bids that were without merit within the past three (3) years will affect Contractor's Compliance Score. Refer to Prequalification Field and Compliance Scoring Criteria at https://procurement.lausd.org/apps/pages/Prequalification.

XXVII. SOURCE SELECTION INFORMATION/COMPETITIVE CONTRACTING PROCESS

To ensure a level playing field with an open and uniform competitive contracting process, Contractors and their Representatives must maintain a Cone of Silence, as defined in the LAUSD Contractor Code of Conduct, dated 11/06, from the time when an Invitation for Bid (IFB), Request for Proposal (RFP), Request for Interest and Bid (RFIB), Request for Quote, Request for Qualification (RFQ), or any other solicitation release is announced until the time a contract award recommendation is made public by the Board Secretariat's posting of the board report for the contract to be approved. During the time under the Cone of Silence, Contractors and their Representatives are prohibited from making any contact on any part of a proposal, negotiation or contract with any LAUSD official as this could appear to be an attempt to curry favor or influence. An "LAUSD official" is broadly defined to include "any board member, employee, consultant or advisory member of LAUSD" who is involved in making recommendations or decisions for LAUSD.

XXVII.I Prohibited communication by Contractors and their Representatives under the Cone of Silence include, but are not limited to:

- XXVII.I.I Contact of LAUSD Officials, including members of the department initiating a contract, or members who will serve on an evaluation team for any contract information that is not uniformly available to all other bidders, proposers or contractors;
- XXVII.I.II Contact of LAUSD Officials, including Board Members and their staff, to lobby on any aspect relating to a contract matter under consideration, negotiation, protest or dispute;
- XXVII.I.III Contact of LAUSD Officials in the particular department requesting a competitive contract to discuss other business or partnership opportunities.

XXVII.II Exceptions – The following are exceptions to the Cone of Silence:

- XXVII.II.I Open and uniform communications which are made as part of the procurement process such as the pre-proposal or pre-bid meetings or other exchanges of information which are given to all proposers;

XXVII.II.II Interviews or presentations to evaluation committee members which are part of the procurement process;

XXVII.II.III Clarification requests made in writing, under the terms expressly allowed for in an LAUSD contracting document, to the appropriate designated contract official(s);

XXVII.II.IV Negotiations with LAUSD's designated negotiation team members;

XXVII.II.V Protests which follow the process outlined by LAUSD's protest policies and procedures; and

XXVII.II.VI Requests for technical assistance approved by LAUSD contract officials (for example questions relating to LAUSD's Small Business Enterprise Program, or requests for formal guidance on ethics matters from the Ethics Office).

Exhibit A – Firm's (10 Years) Relevant Experience
(PROJECT(S) TO BE USED ON EXHIBIT C and/or D)

(Projects for Past 10 years and Statement on how Past Experience will give you an Advantage on this Project)
Additional projects or comments can be provided as a separate attachment.

List of Projects the Past 10 Years:

Example:

Project Name	Client	Type of Project	Timeframe	Value
1. ABC ES ADA Barrier Removal	LAUSD	ADA Improvements	Jan–Dec 2018	$2.5M
2. EFG MS Modernization	SDSD	Upgrade Admin Bldg	Feb-Oct 2019	$5M
3. HIJ Hospital Renovation	Riverside	Renovation of Hospital	Jan19 – Dec20	$20M

Provide your information here:

Project Name	Client	Type of Project	Timeframe	Value

Statement why your Experience would provide Strengths and Advantages on this Project:

Exhibit A1 – Firm's (10 Years) Relevant Experience for Project 1 (10 years)
(PROJECT(S) TO BE USED ON EXHIBIT C and/or D)

Project 1 Name	Value	Duration	Prime or Sub?

Description/Challenges/Significant Accomplishments/Portions of the work that was Self-Performed:

Provide a Reference Name, Phone Number, and email address:

Exhibit A1 – Firm's (10 Years) Relevant Experience for Project 2 (10 Years)
(PROJECT(S) TO BE USED ON EXHIBIT C and/or D)

Project 2 Name	Value	Duration	Prime or Sub?

Description/Challenges/Significant Accomplishments/Portions of the work that was Self-Performed:

Provide a Reference Name, Phone Number, and email address:

Exhibit A1 – Firm's (10 Years) Relevant Experience for Project 3 (10 years)
(PROJECT(S) TO BE USED ON EXHIBIT C and/or D)

Project 3 Name	Value	Duration	Prime or Sub?

Description/Challenges/Significant Accomplishments/Portions of the work that was Self-Performed:

Provide a Reference Name, Phone Number, and email address:

Exhibit B – Project Manager's (10 Years) Relevant Experience

(Projects for Past 10 years and Statement on how Past Experience will give you an Advantage on this Project)
Additional projects or comments can be provided as a separate attachment.

List of Projects the Past 10 Years:

Example:

Project Name/Value	Client	Type of Project	Timeframe	Role Performed
1. ABC ES ADA Proj $2.5M	LAUSD	ADA Barrier Removal	Jan–Dec 2018	Proj Engineer
2. EFG MS Mod. $5M	SDSD	Upgrade Admin Bldg	Feb-Oct 2019	Superintendent
3. HIJ Hospital Reno $20M	Riverside	Reno of Hospital	Jan19 – Dec20	Project Manager

Project Manager's Name:

Provide your information here:

Project Name/Value	Client	Type of Project	Timeframe	Role Performed

Statement why your Experience would provide Strengths and Advantages on this Project:

Exhibit B1 – Project Manager's (10 Years) Relevant Experience for Project 1

Project Manager's Name:

Project 1 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the Project Manager (include project size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B1 – Project Manager's (10 Years) Relevant Experience for Project 2

Project Manager's Name:

Project 2 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the Project Manager (include project size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B1 – Project Manager's (10 Years) Relevant Experience for Project 3

Project Manager's Name:

Project 3 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the Project Manager (include project size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B2 – Project Superintendent's (10 Years) Relevant Experience

(Projects for Past 10 years and Statement on how Past Experience will give you an Advantage on this Project)
Additional projects or comments can be provided as a separate attachment.

List of Projects the Past 10 Years:

Example:

Project Name/Value	Client	Type of Project	Timeframe	Role Performed
1. ABC ES ADA Proj $2.5M	LAUSD	ADA Barrier Removal	Jan–Dec 2018	Proj Engineer
2. EFG MS Mod. $5M	SDSD	Upgrade Admin Bldg	Feb-Oct 2019	Superintendent
3. HIJ Hospital Reno $20M	Riverside	Reno of Hospital	Jan19 – Dec20	Project Manager

Project Superintendent's Name:

Provide your information here:

Project Name/Value	Client	Type of Project	Timeframe	Role Performed

Statement why your Experience would provide Strengths and Advantages on this Project:

Exhibit B3 – Project Superintendent's (10 Years) Relevant Experience for Project 1

Project Superintendent's Name

Project 1 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the Superintendent (include project size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B3 – Project Superintendent's (10 Years) Relevant Experience for Project 2

Project Superintendent's Name

Project 2 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the Superintendent (include project size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B3 – Project Superintendent's (10 Years) Relevant Experience for Project 3

Project Superintendent's Name

Project 3 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the Superintendent (include project size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B4 – CQC's (10 Years) Relevant Experience

(Projects for Past 10 years and Statement on how Past Experience will give you an Advantage on this Project)
Additional projects or comments can be provided as a separate attachment.

List of Projects the Past 10 Years:

Example:

Project Name/Value	Client	Type of Project	Timeframe	Role Performed
1. ABC ES ADA Proj $2.5M	LAUSD	ADA Barrier Removal	Jan–Dec 2018	Proj Engineer
2. EFG MS Mod. $5M	SDSD	Upgrade Admin Bldg	Feb-Oct 2019	Superintendent
3. HIJ Hospital Reno $20M	Riverside	Reno of Hospital	Jan19 – Dec20	Project Manager

CQC's Name:

Provide your information here:

Project Name/Value	Client	Type of Project	Timeframe	Role Performed

Statement why your Experience would provide Strengths and Advantages on this Project:

Exhibit B5 – CQC's (10 Years) Relevant Experience for Project 1

CQC's Name:

Project 1 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the CQC (include project size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B5 – CQC's (10 Years) Relevant Experience for Project 2

CQC's Name:

Project 2 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the CQC (include project size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B5 – CQC's (10 Years) Relevant Experience for Project 3

CQC's Name:

Project 3 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the CQC (include project size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B6 – Safety Officer's (10 Years) Relevant Experience

(Projects for Past 10 years and Statement on how Past Experience will give you an Advantage on this Project)
Additional projects or comments can be provided as a separate attachment.

List of Projects the Past 10 Years:

Example:

Project Name/Value	Client	Type of Project	Timeframe	Role Performed
1. ABC ES ADA Proj $2.5M	LAUSD	ADA Barrier Removal	Jan–Dec 2018	Proj Engineer
2. EFG MS Mod. $5M	SDSD	Upgrade Admin Bldg	Feb-Oct 2019	Superintendent
3. HIJ Hospital Reno $20M	Riverside	Reno of Hospital	Jan19 – Dec20	Project Manager

Safety Officer's Name:

Provide your information here:

Project Name/Value	Client	Type of Project	Timeframe	Role Performed

Statement why your Experience would provide Strengths and Advantages on this Project:

Exhibit B7 – Safety Officer's (10 Years) Relevant Experience for Project 1

Safety Officer's Name:

Project 1 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the Safety Officer (include projec size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B7 – Safety Officer's (10 Years) Relevant Experience for Project 2

Safety Officer's Name:

Project 2 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the Safety Officer (include projec size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B7 – Safety Officer's (10 Years) Relevant Experience for Project 3

Safety Officer's Name:

Project 3 Name	Value	Time Period	Role/Position Held

Description of the Project and Key Achievements/accomplishments attributed to the Safety Officer (include projec size, challenges, complexity, position held and time frame position held):

Provide a Reference Name, Phone Number, and email address:

Exhibit B8 – Overall Teamwork of PM/PROJECT SUPER/CQC/SAFETY OFFICER

State why this Team's Experience would provide Strengths and Advantages on this Project: Additional projects or comments can be provided as a separate attachment.

Exhibit "C" – Contractor Performance Evaluation for LAUSD Projects
(PROJECTS USED ON EXHIBIT A1)

(TOP PORTION TO BE COMPLETED BY BIDDER FOR EACH REFERENCE PROJECT)

Project Name: _____

Location: _____

Contract Number: _____ Project Number: _____ Date Completed: _____

Contract Amount: _____ Contract Duration: _____

Project OAR's Name: _____

Telephone Number: _____ Email: _____

(DO NOT WRITE BELOW THIS LINE. DISTRICT WILL USE INTERNAL RECORDS)
(EVALUATION QUESTIONS PROVIDED FOR INFORMATION PURPOSES ONLY)

==========

Timeliness

1. Timeliness/Schedule: (possible 50 points)

a. Did the Contractor timely demonstrate capability to develop a detailed construction baseline schedule in compliance with the contract schedule specification? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

b. Did the contractor consistently provide a detailed three-week rolling schedule at the weekly progress meetings and engage in strategic schedule decisions? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

c. Did the contractor consistently and accurately update the schedule? This includes submitting the required reports with each monthly pay application. Were activities organized by early start, critical path, total float, cost loading by Construction Specifications Institute (CSI) section with a written narrative? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

d. Were proper and timely notices of events for schedule impacts and pre-delay versus post-delay fragnets submitted with written narrative justifying the impact into a time settlement? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

e. Were the substantial completion and interim/final completion milestones (including excusable time extension settlements) achieved within the contractual obligation? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

Closeout and Quality of Work

2. Quality of Work, Punchlist, Corrections and Deviations: (Scored by Inspector of Record (IOR)): (possible 75 points)

a. Did the contractor provide timely notice for inspection? (15)

❑**Unsatisfactory (0)** ❑**Needs Improvement (4)** ❑**Meets Expectations (8)** ❑**Exceeds Expectations (11)** ❑**Exceptional (15)**

b. What is the IOR's overall assessment of the contractor's quality of work? (15)

❑**Unsatisfactory (0)** ❑**Needs Improvement (4)** ❑**Meets Expectations (8)** ❑**Exceeds Expectations (11)** ❑**Exceptional (15)**

c. Did the contractor substitute materials or vary from the specification without approval? (15)

❑**Unsatisfactory (0)** ❑**Needs Improvement (4)** ❑**Meets Expectations (8)** ❑**Exceeds Expectations (11)** ❑**Exceptional (15)**

d. Did the contractor address correction and deviation notices timely during construction? (15)

❑**Unsatisfactory (0)** ❑**Needs Improvement (4)** ❑**Meets Expectations (8)** ❑**Exceeds Expectations (11)** ❑**Exceptional (15)**

e. At final completion or 60 days after substantial completion: how efficient was the contractor in completing all (100%) of their contractual punch-list items? (15)

❑**Unsatisfactory (0)** ❑**Needs Improvement (4)** ❑**Meets Expectations (8)** ❑**Exceeds Expectations (11)** ❑**Exceptional (15)**

Change Order Management

3. Change Orders (CO), Requests for Clarification (RFCs), Requests for Proposals (RFPs), Construction Directives (CDs): (possible 25 points)

a. Did the contractor submit frivolous or untimely RFCs? Were answers to the RFCs clearly marked on the drawings or contained in the specifications? (Contractor is not penalized for unclear documents.) (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

b. Did the contractor respond timely to RFPs, COs and CDs? Average of initial response to RFPs, COs and CDs. (15)

❑**Unsatisfactory (0)** ❑**Needs Improvement (4)** ❑**Meets Expectations (8)** ❑**Exceeds Expectations (11)** ❑**Exceptional (15)**

Project Management: (Documentation, Job-Site Safety, Manpower, Subcontractor Coordination, Logistics and Client Satisfaction

4. Project Record Documentation: (possible 30 points)

a. Did the Contractor follow the Submittal Process? (6)

❑**Unsatisfactory (0)** ❑**Needs Improvement (2)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (5)** ❑**Exceptional (6)**

b. Did the Contractor submit all required warranties? (4)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (2)** ❑**Exceeds Expectations (3)** ❑**Exceptional (4)**

c. Did the Contractor submit all required owner's manuals? (4)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (2)** ❑**Exceeds Expectations (3)** ❑**Exceptional (4)**

d. Did the Contractor submit all required as-built drawings? (4)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (2)** ❑**Exceeds Expectations (3)** ❑**Exceptional (4)**

e. Did the Contractor submit timely Daily Reports? (4)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (2)** ❑**Exceeds Expectations (3)** ❑**Exceptional (4)**

f. Did the Contractor provide complete and accurate invoices? (4)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (2)** ❑**Exceeds Expectations (3)** ❑**Exceptional (4)**

g. Did the Contractor keep accurate and timely Certified Payroll? (4)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (2)** ❑**Exceeds Expectations (3)** ❑**Exceptional (4)**

5. Project Job-Site Safety: (possible 20 points)

a. Did the contractor keep the jobsite clean and quickly address safety concerns? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

b. Did the contractor conduct weekly safety meetings? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

c. Did the contractor properly manage the jobsite hazard analysis program and take adequate precautions with hazardous materials and clean up to alleviate any exposure to students, staff, faculty or public? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

d. Did the contractor immediately report incidents of property damage or injuries? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

6. Manpower, Subcontractor Coordination and Logistics: (possible 25 points)

a. Did the contractor provide adequate supervision? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

b. Did the contractor consistently maintain sufficient forces and appropriate trades on the job? Did subcontractors have to accelerate due to a lack of planning or coordination by the contractor? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

c. Did the contractor adhere to the requirements of section 4107 of the Public Contract Code when substituting subcontractors not listed in the original bid? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

d. Did the contractor coordinate with suppliers and manufacturers to ensure timely delivery of supplies and materials? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

e. Did the contractor provide and proactively manage the logistics of the site (for example, cleanliness, security, sanitary facilities, stock piling and storage of materials)? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

7. Client Satisfaction (Scored by School Principal or appointee): (possible 25 points)

a. Was the contractor reasonable in minimizing the impacts on day-to-day operations? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

b. Did M&O staff at the school believe the contractor was courteous, available, and responsive to the needs of the school, did quality work and kept the worksite clean? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

c. Would you want to work with the contractor again? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

For JOC projects, substitute this question for Question 3: (possible 25 points)

a. Did the contractor attend the joint scope meeting on time? (5)

❑**Unsatisfactory (0)** ❑**Needs Improvement (1)** ❑**Meets Expectations (3)** ❑**Exceeds Expectations (4)** ❑**Exceptional (5)**

b. Did the contractor submit a complete cost proposal on and before the due date and accurately reflect the scope of work? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

c. Did the contractor make proposal revisions as directed and resubmit the proposal timely for approval? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

Exhibit "D" - Contractor Performance Evaluation for Non-LAUSD Projects (PROJECTS USED ON EXHIBIT A1)

(TOP PORTION TO BE COMPLETED BY BIDDER FOR EACH REFERENCE PROJECT)

Name of Bidder: _____

Project Name: _____

Location: _____

Contract Number: _____ **Project Number:** _____ **Date Completed:** _____

Contract Amount: _____ **Contract Duration:** _____

Project Owner's Name: _____

Contact Person: _____

Telephone Number: _____ **Email:** _____

Project Scope/Complexity:_____
_____
_____
_____
_____

(DO NOT WRITE BELOW THIS LINE)

==========

Timeliness/Schedule

1. Timeliness/Schedule: (possible 50 points)

a. Did the contractor timely demonstrate the capability to develop a detailed construction baseline schedule in compliance with the contract schedule specifications? (25)

❑**Unsatisfactory (0)** ❑**Needs Improvement (7)** ❑**Meets Expectations (13)** ❑**Exceeds Expectations (19)** ❑**Exceptional (25)**

b. Were proper and timely notices of events for schedule impacts and pre-delay versus post-delay fragnets submitted with written narrative justifying the impact into a time settlement? (25)

❑**Unsatisfactory (0)** ❑**Needs Improvement (7)** ❑**Meets Expectations (13)** ❑**Exceeds Expectations (19)** ❑**Exceptional (25)**

Closeout and Quality of Work

2. Quality of Work, Punchlist, Corrections and Deviations: (possible 75 points)

a. What is the IOR's overall assessment of the contractor's quality of work? (25)

❑**Unsatisfactory (0)** ❑**Needs Improvement (7)** ❑**Meets Expectations (13)** ❑**Exceeds Expectations (19)** ❑**Exceptional (25)**

b. Did the contractor substitute materials or vary from the specification without approval? (25)

❑**Unsatisfactory (0)** ❑**Needs Improvement (7)** ❑**Meets Expectations (13)** ❑**Exceeds Expectations (19)** ❑**Exceptional (25)**

c. Did the Contractor address correction and deviation notices timely during construction? (25)

❑**Unsatisfactory (0)** ❑**Needs Improvement (7)** ❑**Meets Expectations (13)** ❑**Exceeds Expectations (19)** ❑**Exceptional (25)**

Change Order Management

3. Change Orders (CO), Requests for Clarification (RFCs), Requests for Proposals (RFPs), Construction Directives (CDs): (possible 25 points)

a. Did the contractor submit frivolous or untimely RFCs? Were answers to the RFCs clearly marked on the drawings or contained in the specifications? (Contractor is not penalized for unclear documents) (12)

❑**Unsatisfactory (0)** ❑**Needs Improvement (4)** ❑**Meets Expectations (7)** ❑**Exceeds Expectations (10)** ❑**Exceptional (12)**

b. Did the contractor respond timely to RFPs, COs, and CDs? Average of initial response to RFPs, COs, and CDs. (13)

❑**Unsatisfactory (0)**	❑**Needs Improvement (3)**	❑**Meets Expectations (6)**	❑**Exceeds Expectations (9)**	❑**Exceptional (13)**
Greater than 30 days	**21-30 days**	**11-20 days**	**5-10 days**	**4 days or less**

Project Management: (Documentation, Job-Site Safety, Manpower, Subcontractor Coordination, Logistics and Client Satisfaction

4. Project Record Documentation: (possible 30 points)

a. Did the contractor submit timely Daily Reports? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

b. Did the contractor provide complete and accurate invoices? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

c. Did the contractor keep accurate and timely Certified Payroll? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

5. Project Job-Site Safety: (possible 20 points)

a. Did the contractor keep the jobsite clean and quickly address safety concerns? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

b. Did the contractor immediately report incidents of property damage or injuries? (10)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (5)** ❑**Exceeds Expectations (8)** ❑**Exceptional (10)**

6. Manpower, Subcontractor Coordination and Logistics: (possible 25 points)

a. Did the contractor provide adequate supervision? (13)

❑**Unsatisfactory (0)** ❑**Needs Improvement (4)** ❑**Meets Expectations (7)** ❑**Exceeds Expectations (10)** ❑**Exceptional (13)**

b. Did the contractor provide and proactively manage the logistics of the site (for example, cleanliness, security, sanitary facilities, stock piling and storage of materials)? (12)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (6)** ❑**Exceeds Expectations (9)** ❑**Exceptional (12)**

7. Client Satisfaction (Scored by Owner or their appointee): (possible 25 points)

a. Was the contractor reasonable in minimizing the impacts on day-to-day operations? (13)

❑**Unsatisfactory (0)** ❑**Needs Improvement (4)** ❑**Meets Expectations (7)** ❑**Exceeds Expectations (10)** ❑**Exceptional (13)**

b. Would you want to work with the contractor again? (12)

❑**Unsatisfactory (0)** ❑**Needs Improvement (3)** ❑**Meets Expectations (6)** ❑**Exceeds Expectations (9)** ❑**Exceptional (12)**

Exhibit "E" - SITE VISIT LIABILITY RELEASE FORM

BIDDERS ENTERING LAUSD PROPERTY

RELEASE FROM LIABILITY AND ASSUMPTION OF RISK

THIS RELEASE FROM LIABILITY AND ASSUMPTION OF RISK ("Release") is entered into this ____ day of Month, Year, by _____ ("Proposer"). As consideration for being permitted by the Los Angeles Unified School District ("District") to enter upon District property located at Address, City, CA Zip, a.k.a. Project Name ("District Property") for the purposes of preparing a bid for construction, Proposer hereby releases the District and assumes the risk of such entry upon District Property, as follows:

1. Waiver and Release. Proposer, and for his/her assignees, distributees, guardians and legal representatives as well, does hereby release and forever discharge and hold harmless District and its successors and assigns from any liability, claims, loss, cost, expense, including reasonable attorney's fees, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Proposer's entry onto District Property. Proposer understands that this Release discharges District from any liability or claim that the Proposer may have against District with respect to any bodily injury, personal injury, illness, death or property damages that may result from Proposer's entry onto District Property whether caused by the negligence of District or its officers, directors, employees, volunteers or agents or otherwise. Proposer also understands that District shall not be responsible for supervising or managing Proposer on District Property.

2. Assumption of the Risk. Proposer understands that there may be hazards, unknown health and safety risks, dangerous construction work sites and conditions of disrepair on District Property. These include, but are in no way limited to, natural hazards and man-made hazards, some of which are obvious and some of which may be hidden. The Proposer hereby expressly and specifically assumes the risk of injury or harm resulting from Proposer's entry upon District Property and releases District from all liability for injury, illness, death or property damage resulting from Proposer's entry onto District Property.

3. Representation. Proposer has represented to District he/she is familiar with the inherent risks posed by potential construction sites and is experienced with and is aware of potential exposure to dangerous conditions. District has relied upon this representation in giving permission to Proposer to enter onto District Property.

4. Miscellaneous. Proposer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Release shall be governed by and interpreted in accordance with the law of the State of California. Proposer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, such event shall not affect the validity of the remainder of the Release, which shall continue to be enforceable.

DATED: _____

PROPOSER SIGNED: _____

TITLE/FIRM: _____

Attachment 1
SECTION 00 9110

PRE-PROPOSAL/BID CLARIFICATION

1.01 GENERAL

A. This section addresses requests for clarifications of the Statement of Qualifications (SOQ) and Bidding Documents.

1.02 SPECIFIC

A. Each request for clarification shall be submitted in writing to only the person and/or firm designated in Section 00 3148 - Project Directory, Item E.

B. Clarifications, interpretations, corrections, and changes to the Bidding Documents will be made by Addendum as provided in Section 00 9113. Clarifications, interpretations, corrections, and changes to the Bidding Documents made in any other manner shall not be binding and bidder shall not rely upon them.

C. Each transmitted request shall contain the name of the person and/or firm filing the request, address, telephone and fax number, Specifications and/or Drawing number. Bidder is responsible for the legibility of hand written requests. Refer to the Request for Qualifications (RFQ) and Bid Important Dates section in the RFQ document for the last day to submit Statement of Qualifications (SOQ) questions and a Request for Clarification (RFC). A written response to timely pre-proposal/bid clarifications requests will be made by Addendum issued by Facilities Construction Contracts not less than seventy-two (72) hours prior to the SOQ due date or bid opening.

DATE: _____

PROJECT NAME:

PROJECT NUMBER: CONTRACT NUMBER:

TO:

Email Address:

FROM:

ADDRESS:

TELEPHONE & FAX NUMBER:

DOCUMENT/DIVISION NUMBER: _____ DRAWING NUMBER: _____

REQUESTED CLARIFICATION:_____

_____

_____

_____

_____

_____

_____

Attach additional numbered sheets as necessary, however, only one (1) request shall be contained on each submitted form.

END OF SECTION