

# LAKE TAHOE UNIFIED SCHOOL DISTRICT

## Request for Statement of Qualifications General Contracting Services for Al Tahoe Water Project

**Due Date..... April 20, 2018**  
**Time..... 10:00 a.m.**  
**Place.....1021 Al Tahoe Boulevard, South Lake Tahoe, CA**  
**Contact.....Billy Wessell, Chief Business & Operations Officer**

**Submittal Instructions: Complete proposals must be mailed or hand-delivered to the above address in a sealed envelope prior to the date and time specified. Late submittals will not be accepted. In addition to your complete firm name and address, please annotate the envelope as follows: REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR GENERAL CONTRACTING SERVICES.**

## INFORMATION PACKAGE

### REQUEST FOR STATEMENT OF QUALIFICATIONS GENERAL CONTRACTING SERVICES

The Lake Tahoe Unified School District is requesting a Statement of Qualifications from general contracting firms for management of the decommissioning of existing well and tie in to public water utility line.

If your firm is interested in being considered for this project by the District, please submit three copies of your completed Statement of Qualifications to:

Billy Wessell  
Chief Business & Operations Officer  
Lake Tahoe Unified School District  
1021 Al Tahoe Boulevard  
South Lake Tahoe, CA 96150

Completed Statement of Qualifications must be received no later than 10:00 a.m. on Friday, April 20, 2018. The District will not review submittals received after this time and date. Facsimile (FAX) copies of the Statement of Qualifications will not be accepted. The Board of Education reserves the right to accept or reject any and all Statement of Qualifications, to negotiate with any or all-responsible firms, and to waive any informality in the process. The District is not responsible for any expenses related to the preparation or presentation of the Statement of Qualification, including travel costs.

The Statement of Qualifications may be withdrawn by the firm submitting the Statement at any time prior to the closing date and time for receipt of Statement of Qualifications.

In order to control information disseminated regarding this Request for Statement of Qualifications, organizations interested in submitting Statement of Qualifications are directed not to make personal contact with members of the Board of Education or District Administration with the exception of the individual, or department staff listed above. This includes unauthorized visits to District educating facilities.

This Request for Statement of Qualifications does not commit the Lake Tahoe Unified School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Statement of Qualifications. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

The attached documents outline the required submittal information as well as the selection criteria to be used by the District. If you have any questions, please contact the Chief Business & Operations Officer at (530) 541-2850 Ext. 1046. Only staff members within this department are authorized to answer questions or provide information relating to this document.

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## **PART I SUBMITTAL REQUIREMENTS**

The Statement of Qualifications shall respond to each item noted below, within the specific format described. Please limit response information to relative information only. Supplemental brochure information will not be accepted and may result in the disqualification of the submitting firm.

### **1. COVER LETTER/LETTER OF INTEREST**

Must include name of firm, address, telephone number, fax number, email address, home page URL, type of firm (i.e., corporation), California Registration Number and name of Principal to contact. Letter must be signed by representative of firm with authorization to bind firm by contract. (Maximum of 2 pages.)

### **2. FIRM ORGANIZATION, CREDENTIALS, BACKGROUND**

Provide a brief history of the firm including the following information:

- Number of years in business and date established. If name was changed, please provide previous firm name and explain.
- Indicate the number of years experience this firm has working in K-12 schools and construction in California.
- Location of office in which work will be performed.
- Identify potential staff that would work on Lake Tahoe Unified School District Projects.
- List of basic services provided by firm.
- List of additional services provided by firm under a standard agreement, i.e. printing and distribution of plans and specifications, assistance in selecting laboratories and inspectors (if applicable).
- Given the existing and planned workload of your office staff, does your firm have the capacity to handle additional work and meet tight schedules and deadlines if necessary?

### **3. PROJECT TEAM**

A. Identify the following key Team Members, years with the firm and provide their discipline and registration numbers:

- Principal(s) in Charge
- Senior Staff Managers
- Contract Administrator
- State Agency Advocate or Advocacy Consulting Firm
- Any additional team members of interest that could be of service

*Personnel presented in the proposal, at the interview and/or time of contract signing, on each project, are expected to be involved throughout the life of the project.*

- B. Please describe how work is organized in your firm to assure the District that individuals assigned to our projects(s) are not burdened with work on other projects.

#### 4. FIRM RESOURCES

A. Design Capabilities:

What is your design philosophy?

- Describe a situation that demonstrates your firm's ability to design within the project budget and stay within allowable building costs by utilizing a cost effective design.
- Please describe the unique strengths that your firm can bring to the District's project and how these set your firm apart from others.
- Explain your firm's experience with constructability reviews. Does your firm (and its staff) support this method of cost evaluating projects? Does your firm consider changing specific items to avoid cost overruns or change orders prior to bidding an additional service?
- What is your firm's experience in "sustainable" or "green" construction practices for school facilities?
- What is your firm's experience with TRPA and high altitude environments?

B. Technical & Construction Administration Capabilities:

- Cost Estimate History:
  - Please identify your firm's five most recently bid projects of any kind and show the relationship between the Cost Estimate and the actual bid amount.
- Change Order History:
  - How does your firm handle the change order process? What methodology does your firm utilize to determine the validity and cost responsibility of a change request during construction?
  - Describe your firm's process for keeping the District updated on change order types and totals throughout the project.
  - Please present an additional chart displaying the total changes on five of your firm's most recently completed projects and indicate whether the change orders were requested by the owner, architect, contractor, or unforeseen condition. What was the total percentage of all change orders at completion of the project?
  - What percentage of the change orders were due to changes requested by the owner after the initial plans were approved?
  - What percentage of your firm's change orders are due to errors and omissions versus owner-requested?
- Project Scheduling:
  - Describe an example of your firm's recent history in meeting a tight design schedule and timelines set forth by a project. Please identify any actions or creative components that allowed a project to stay on schedule?
- Cost Containment:
  - Describe how your firm would implement measures to manage and/or reduce construction costs.
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- Construction Administration:
  - What is the scope of project management services provided by your firm during construction?
  - Please explain how your firm plans to provide services to the District on a day-to-day basis and avoid delays that normally occur whenever there is a design conflict or unforeseen condition that needs to be addressed.
  - Describe your method of response to District requested program design changes, to a field clarification, and to a change request.
- Project Close Out
  - 1. Describe your responsibilities at construction completion. Include your methods for reviewing and resolving punch list items and confirming that equipment and other elements of the project function properly.

## 5. CONSULTING RESOURCES

- A. Identify the proposed consulting disciplines (i.e. structural, mechanical, electrical and civil engineers) associated with your firm. List the names, California registration numbers, business address; phone numbers, fax numbers, email address, and homepage URL, as well as the date established, and time associated with your firm. Identify the number and type of each project completed in association with each consulting firm in the last five years.

## 6. FINANCIAL RESOURCES

- Provide credit references.
- Please provide a copy of the errors & omissions and professional liability insurance carried by your firm.
- Please describe or provide your firm's fee philosophy for professional services. Is your firm willing to negotiate on your proposed fee structure? Is your firm willing to sign a contract based on a fixed fee?

## 7. CLIENT SATISFACTION/REFERENCES

**The Lake Tahoe Unified School District may contact previous clients in regard to the following answers. If your firm requests that we not contact the Client Reference, please explain the reasoning for your objection.**

- Has your firm ever been terminated by a client during the course of any project? If so, explain.
- List the last four clients for whom your firm has performed work. References must include:
  - Name, address.
  - Contact name, phone number.
  - Identify project(s) for referral (list school principal name and phone number).
- \*Does your firm attempt to meet the participation goal of at least 3% for Disabled Veteran Business Enterprises (DVBE)? If so, please explain.

\* Information regarding the Disabled Veteran Business Enterprises may be acquired on the internet address [www.osmb.dgs.ca.gov/](http://www.osmb.dgs.ca.gov/) or by calling (916) 323-5478.

**8. LEGAL**

a. Please respond to each of the following questions:

- Is there now any pending legal action alleging violation of the law in connection with any projects your firm is involved with? If so, please describe such pending action.
- Have there been any settlements or judgments involving such actions within the last seven (7) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.

b. Insurance.

- Firms awarded a contract must provide Certificates of Insurance showing evidence of general and professional liability insurance coverage carried by your firm.

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## **PART II SELECTION PROCESS & CRITERIA**

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services. If you answer the above sections appropriately, these considerations will be included:

Specialized, sustainable design and technical competence of the firm, including a joint venture or association, regarding the type of services required.

Capacity and capability of the firm to perform the work, to include any specialized services, within the District's timelines.

Past record of performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work, incorporating green technology, and ability to meet schedules.

The Selection Committee may contact references and client lists provided by the firm.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, selected firms will be notified as to place, time, date and purpose of the interview.

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as the contents of all proposals become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process.

All Statement of Qualifications received by the specified deadline will be reviewed by the Lake Tahoe Unified School District for content, completeness, experience and qualifications.

The Lake Tahoe Unified School District reserves the right to select the Statement of Qualifications, which, in its sole judgment, best meets the needs of the District.

### **SELECTION CRITERIA**

- A. Responsiveness to Request for Statement of Qualifications - breadth and depth of response.
- B. Professional reputation of firm.
- C. Satisfaction of current/prior clients (References).
- E. Accuracy of firm's cost estimate history and ability to design within budget and implement cost saving procedures.
- F. Proven experience related to project management responsibilities.
- G. Ability to deliver effective services working under successive deadlines and schedule constraints.