



VISTA UNIFIED SCHOOL DISTRICT

OCTOBER 01, 2020

RFP # V20210305RFP

PROJECT LABOR AGREEMENT COMPLIANCE COORDINATION SERVICES

Proposals Due: Monday, 10/26/20 @ 2:00pm

Purchasing Department: 1234 Arcadia Ave

Vista, CA 92084

Requests for Information/Interpretation Due: Wednesday 10/14/20 @ 2:00pm

Addenda (if necessary) Issued: Friday 10/16/20

The Vista Unified School District adopted a Project Labor Agreement (PLA), included in Exhibit "A," on July 23, 2020. Vista USD requires PLA Coordination Services for the Measure LL Bond projects to be performed at Rancho Minerva Middle School, Lake Elementary/Madison Middle School, Vista Innovation & Design Academy (VIDA), and Vista Magnet Middle School.

SUBMITTAL REQUIREMENTS

Each Consultant is required to submit a Proposal they deem appropriate to the following requests. Submittals should be brief and concise but provide sufficient clarity to meet the criteria to be used in the evaluation process and must follow the format described.

COVER LETTER

Provide a cover letter/letter of interest of not more than one page, that includes the name of your firm, address, telephone numbers, email addresses, and name of Principal to contact.

FIRM ORGANIZATION, CREDENTIALS, BACKGROUND

Please provide a brief history of firm including:

1. Number of years in business
2. Location of office which will perform the work
3. List of PLA Coordination/Support Services provided by the firm

RELEVANT EXPERIENCE

List, at a minimum, three clients of similar size and/or type, with whom your firm has worked in the past five years where your firm has provided similar PLA Coordination Services:

1. Contact Person and Phone Number
2. Dates and locations of projects
3. Brief description of project and services provided by your firm.

PLEASE PROVIDE A BRIEF RESPONSE TO THE FOLLOWING QUESTIONS:

1. Please describe what you believe sets your firm apart from other firms providing PLA services?
2. What do you see as your firm's role and what strengths and/or resources do you think your firm brings to the table?
3. How will you coordinate communication with all entities involved with the project?

FEE SCHEDULE

Please include a fee schedule and proposed not-to-exceed amount for approximately \$7-9 Million of scope for the four projects tentatively scheduled between December 2020 - June 2024. The project delivery methods for these projects are still to be determined, however the District has previously used Lease-Leaseback and CM/Multi-prime.

CLIENT SATISFACTION/REFERENCES

Has your firm ever been terminated or replaced by another firm during construction of any project? If so, explain in detail and provide results of any litigation/claims on the project. Provide a list of at least four client references for which your firm has performed similar services. References preferably should include at a minimum, one owner representative, one union representative, and one CM or GC representative. For all references please include:

1. Company/Firm Name and address
2. Contact Name and telephone number
3. Identification of project for referral

INSURANCE

The successful consultant shall furnish evidence of insurance, naming the District and their designated agencies as additional insured and shall be in accordance with Vista USD's requirements for worker's compensation.

SCOPE OF SERVICES

PLA Coordination Services to be provided by the consultant selected via this RFP/Q shall provide coordination of the PLA as it applies to the Rancho Minerva Middle School, Lake Elementary/Madison Middle School, Vista Innovation & Design Academy (VIDA), and Vista Magnet Middle School projects tentatively scheduled between December 2020 - June 2024.

- A. Conducting all pre-construction meetings and conferences
- B. Providing training and education regarding the Vista USD PLA to all prime and subcontractors.
- C. Enforcing any and all provisions of the PLA
- D. Implementing and overseeing any and all provisions of the PLA
- E. Coordinating and ensuring compliance with all PLA requirements
- F. Producing reports as appropriate
- G. Coordinating and facilitating all PLA associated Labor/Management meetings
- H. Facilitating end-of-project debrief meeting

EVALUATION CRITERIA:

Submitted Proposals will be reviewed and ranked by a panel. The District may elect to shortlist firms for interviews or recommend award on the basis of the submitted Proposals.

The District will evaluate all proposals based on each firm's qualifications, relevant experience with similar work, litigation history, references and rates. All proposals will also be evaluated based on experience providing the same services throughout the State of California.

Any questions, requests for information, or interpretation of RFP materials must be submitted, electronically to Kevin Lesko - kevinlesko@vistausd.org before 2:00pm on 10/14/20. Answers will be issued via addendum, if necessary, on 10/16/20.

Proposals must be submitted in an *ELECTRONIC FORMAT* in addition to one (1) hard (paper) copy, no later than 2:00 p.m. on Thursday October 26, 2020 to the Purchasing Department, Vista Unified School District, 1234 Arcadia Ave. Vista, California 92084
Attention: Kevin Lesko Purchasing Manager, kevinlesko@vistausd.org.

NO LATE SUBMISSIONS WILL BE ACCEPTED.

Submittals are to be delivered in sealed packages with the following information clearly marked on the outside of each package:

- 1) Name of Provider responding
- 2) Title: VISTA UNIFIED SCHOOL DISTRICT RFP# V20210305RFP - PROJECT LABOR AGREEMENT COMPLIANCE COORDINATION SERVICES

Once the District receives the proposals, they will remain valid for a period of at least six months.

SCHEDULE:

RFP Issued: 10/1/20

RFI Deadline: 10/14/20

Addendum (if needed) Issued: 10/16/20

Proposals Due: 10/26/20

Interviews (at District's discretion): week of 10/26/20 - 10/30/20

Anticipated Date of Board Recommendation: 11/12/20

DISTRICT'S RIGHTS

The District reserves the right, and sole discretion, to hire more than one firm, delay the selection process, withdraw the RFP, or proceed without using any responding firm/individual. The District does not guarantee any work on all or any specific projects, except as to work on a project-by-project basis, or as needed. The District is not committed to negotiate a contract with any particular firm or individual.

The District has the right, and sole discretion, to reject any or all Proposals without indicating the reason for such rejection. The Proposer's submittal, and any other supporting materials submitted to the District in response to the request, will not be returned and will become the property of the District. This request shall not obligate the District to pay any costs or incur any liability for the preparation or presentation of a submittal. The District shall also not be responsible for or incur any costs the firm or individual may incur in the preparation or attendance of the interview and selection process.

ADDITIONAL INFORMATION

In the event your firm is asked to attend an interview, it is mandatory that the proposed primary project contact and a principal of the firm with the authority to enter into binding contracts with the District attend the interview.