



Notice of Request for Proposals

Construction Services RFP No. 1020

Notice is hereby given that Option For Youth - Duarte, Inc. (hereinafter referred to as “**OFY-Duarte**”) is requesting proposals for a provider of **Construction** services (hereinafter referred to as “**Proposer[s]**”) to assist with OFY-Duarte’s operation of its charter school programs in Los Angeles County, California.

Proposers should not construe from this notice that OFY-Duarte intends to enter into a contract with the Proposer unless, in the opinion of OFY-Duarte, it is in the best interest of OFY-Duarte to do so. OFY-Duarte reserves the right to negotiate final contractual terms with the successful Proposer.

The Request for Proposal (RFP) documents are available at
OFY-Duarte’s website at <https://ofy-d.org/notices/rfp/>.

To request the RFP documents by e-mail or postal mail, please contact:
Jeff Moreno, Assistant Principal of Instructional Operations
3130 E Colorado Blvd., Pasadena CA 91107
jpmoreno@oflschools.org

OFY-Duarte will record and provide answers on a rolling basis to any questions or requests for clarifying information about the RFP received during the question and answer period.

OFY-Duarte will hold Optional Tours of facilities by appointment only.
Potential Proposers interested in touring the location should schedule an appointment with Jeff Moreno
Location: 131 N. Azusa Ave., West Covina CA 91791

Proposers must submit written proposals via email or in a sealed package labeled:
“Proposal – Construction Services RFP No. 1020”

Addressed to:
Options For Youth-Duarte, Inc. C/O Jeff Moreno
3130 E. Colorado Blvd, Pasadena, CA 91107
jpmoreno@oflschools.org

OFY-Duarte will accept all proposals received via email and physical mail on or before Friday, May 26, 2023.
OFY-Duarte will not accept proposals that are received after the deadline.

OFY-Duarte reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. OFY-Duarte will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of OFY-Duarte. Following the review and analysis of all responsive proposals, OFY-Duarte staff will make a recommendation to the OFY-Duarte Board of Directors at a duly noticed board meeting.



**REQUEST FOR PROPOSAL
for
Construction Services**

**RFP No. 1020
Construction Services**

by

OFY-Duarte, Inc.

ADDRESS ALL PROPOSALS TO:

OFY-Duarte, Inc. C/O Jeff Moreno
3130 E Colorado Blvd., Pasadena CA 91107
jpmoreno@oflschools.org



Request for Proposal

Table of Contents

INTRODUCTION/PURPOSE OF SOLICITATION	4
BACKGROUND	5
SCOPE OF WORK	6
SCHEDULE OF EVENTS	8
GENERAL INSTRUCTIONS FOR PROPOSERS	9
PROPOSAL REQUIREMENTS	12
EVALUATION OF PROPOSALS	14
ATTACHMENTS	
Attachment A Optional Tour	15
Attachment B Attachments Checklist	16
Attachment C Minimum Qualifications	17
Attachment D Proposal Questionnaire	18
Attachment E Proposer References	19
Attachment F Authorization Agreement	20
Attachment G Fee Proposal	21
Attachment H Sample Contract Between Owner and Contractor	22

Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a contract with a provider of **Construction** services (collectively referred to herein as “Service Provider”) that will provide Options For Youth-Duarte, Inc. (hereinafter referred to as “OFY-Duarte”) with assistance in the build out of their new location at 131 N. Azusa Ave., West Covina CA 91791. The Service Provider will provide services to OFY-Duarte as described in the Scope of Work. Through this RFP, OFY-Duarte seeks to promote maximum open and free competition consistent with applicable federal and state laws and standards. Outlined below are examples of basic competitive bidding standards OFY-Duarte will use in the issuance of this RFP:

- OFY-Duarte is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, etc.
- OFY-Duarte released this RFP to benefit OFY-Duarte and not the Proposers.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by OFY-Duarte of the Proposer who meets OFY-Duarte’s requirements, as determined by OFY-Duarte when evaluating proposals based on the criteria contained in the RFP.
- The RFP provides a basis for full and fair competition among Proposers to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only.

To respond to this RFP, interested Service Providers must present evidence of the experience and ability necessary to meet the requirements stated in this RFP. OFY-Duarte will measure this evidence by scoring the proposals, using a point system that will rank each proposal to determine which proposals they will consider for the award of a contract.

Respondents are instructed to carefully review OFY-Duarte’s construction documents, which include a set of approved architectural, electrical and plumbing plans. These documents may be downloaded at <https://ofy-d.org/notices/rfp/> Construction Documents have been prepared by Edwin Mohabir Architects.

To be competitive in this solicitation, the Proposer must:

- Carefully read the entire RFP, attachments, exhibit, Construction Document Package, and OFY-Duarte responses to questions before submitting a proposal.
- Ask appropriate questions or request clarification before the deadline in the RFP.
- Submit all required responses by the required deadlines.
- Follow all instructions and requirements of the RFP thoroughly and appropriately.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Proposer shall immediately notify OFY-Duarte of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify OFY-Duarte of the error prior to the date for submission of proposals, and is awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.



Background

OFY-Duarte is an exclusive Workforce Innovation and Opportunity Act (WIOA) partner, proudly serving more than 2,500 students and their families at its 18 sites. OFY-Duarte is a year-round public charter school that serves 7th grade to 12th grade students, who range in age from 14 to 21 years old.

OFY-Duarte, in collaboration with our WIOA, educational partners, aims to promote access and opportunities for all students. By providing personalized instruction and alignment of career and workforce goals, OFY -Duarte strives to positively impact the lives of our students. Our staff connects with students to empower and inspire them to achieve their goals and make their dreams a reality. Our students enroll with us to meet various unique needs. Some students enroll to accelerate their progress toward their high school diploma so that they are able to graduate sooner than they might in traditional school. Others are falling behind in a traditional setting and are seeking academic recovery. Additionally, some students attend OFY-Duarte to eliminate some of the stressors associated with larger class sizes, increased student population and intimidating social demands of traditional high school settings. Our school offers both independent study courses and small group Instruction. Independent studies provides students with the space to work at their own pace and develop a heightened sense of accountability. Our small group instruction courses offer a classroom setting with fewer students than a traditional school, in order to maximize support for access to rigorous common core content. In our blended model of independent studies and small group instruction students are encouraged to take ownership of their education while still receiving the one on one support they need to successfully progress toward earning a high school diploma.

Scope of Work

I. Site Construction Project

- a. Pre-construction - Planning with school leaders, architect, city officials, and related departments in preparation for project
 - i. Preparation of Cost Estimates based on Construction Documents Package provided
 - ii. Secure sub-contractors
 - iii. Coordinate with school leaders
 - iv. Coordinate work schedule with landlord and landlord subcontractors
- b. Construction - Responsible for the entirety of the construction project, including but not limited to, framing, drywall, registers and thermostats, electrical, plumbing, painting, flooring, T-bar ceiling installation, fire and life safety requirements with the exception of fire sprinklers, and any other work required.
 - i. Manage subcontractors work to ensure the fulfillment of contractual obligations
 - ii. Maintain a project calendar and communicate critical deadlines to appropriate staff and client committees
 - iii. Organize and coordinate all development scheduling and operations; Execute any necessary action required to remain on schedule with all operations
 - iv. Conduct field site safety and quality assurance inspections. Evaluate and prepare observation and field project progress and status reports. Report any and all deficiencies, expressed in writing with photographs. Submit said reports to the Architect and MEP Engineer of record
 - v. Ensure ADA compliance at interior and exterior
 - vi. Eliminate all construction waste and materials, while complying with any and all local and state recycling requirements
 - vii. Provide school with proper occupancy required for school opening at project completion
 - viii. Provide solutions to problems that arise
 - ix. Ensure projects are completed within designated parameters
 - x. Adhere to local, state and federal regulations as applicable
 - xi. Shift workload based on client's priority demands
- c. Finishing - Providing move-in ready site.
 - i. Install shades/blinds as directed
 - ii. Coordinate installation of signage
 - iii. Walkthrough with Principal or designated official

II. Detailed Plans & Architectural Drawings

- a. Refer to Architectural Drawings located at <https://ofy-d.org/notices/rfp/>
 - i. Change of use from m occupancy to e occupancy
 - ii. Add new non-structural metal stud walls
 - iii. Add new service sink in new janitor room
 - iv. Add new cabinet with sink in science lab
 - v. Provide new ada compliant restroom
 - vi. Provide new ada compliant drinking fountain
 - vii. Provide new 3'0 x 6'8 doors to all rooms
- b. Preferred completion date of December 22, 2023.

III. Additional Requirements

- a. General Contractors must provide proof of an active B license.
- b. Be experienced in Title-24, and provide contact references.
- c. Provide evidence of Insurance: General Liability, Workers Compensation, and Errors/Omissions (professional liability) coverages required.
- d. Include workmanship and warranty information in your response.
- e. Any city requirements for waste removal

**Schedule of Events
for
RFP No. 1020**

- | | |
|---------------------------------------|--------------------------------------|
| ● Release of RFP | Friday, May 5, 2023 |
| ● Optional Tour | By Appointment |
| ● Deadline for Submission of Proposal | Friday, May 26, 2023 |
| ● Proposals Evaluated | Friday, June 2, 2023 |
| ● Anticipated Contract Award Date | On or about Wednesday, June 21, 2023 |
| ● Board Meeting – Proposal Approval | On or about Wednesday, June 21, 2023 |

OFY-Duarte will make every effort to adhere to the schedule. However, OFY-Duarte's management reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at <https://ofy-d.org/notices/rfp/>.

General Instructions for Proposers

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Proposer's capability to satisfy OFY-Duarte's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all or part of the services described within this RFP.
3. OFY-Duarte may reject a proposal if the proposal is conditional or incomplete, deemed non responsive, or if it contains any alterations of form or other irregularities of any kind. OFY-Duarte may reject any or all proposals or waive any immaterial deviation in a proposal. OFY-Duarte's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all other requirements if awarded the contract.
4. Proposers are responsible for the costs of developing proposals, and shall not charge OFY-Duarte for any preparation costs.
5. Proposers may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.
6. Proposers may withdraw their proposal by submitting a written withdrawal request to OFY-Duarte, signed by the Proposer or their authorized agent, through the contact person named on page 2 of this RFP. Thereafter, a Proposer may submit a new proposal prior to the proposal submission deadline. Proposers may not withdraw their proposal without cause after the proposal submission deadline.
7. OFY-Duarte may modify the RFP prior to the date given for submission of proposals by posting an addendum on <https://ofy-d.org/notices/rfp>. OFY-Duarte will notify Proposers so they can obtain any addenda from OFY-Duarte's website, or request it by email, postal mail, or fax.
8. OFY-Duarte reserves the right to reject all proposals for any reason and at OFY-Duarte's discretion. OFY-Duarte is not required to award a contract.
9. Any proposals and resulting contract(s) will be public documents reviewed by the OFY-Duarte Board of Directors at a public meeting. Proposers understand that such documents will not be kept confidential.
10. OFY-Duarte will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Proposer has submitted more than one proposal for work contemplated herein will cause OFY-Duarte to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, OFY-Duarte will not consider any of the participants of such collusion in this or future solicitations.
11. OFY-Duarte will not consider a joint proposal submitted by two or more entities.
12. Additional charges for regular or express delivery, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

13. All proposals shall include the forms in the Attachments Checklist (Attachment B) to this RFP, but Proposers may also include an alternative fee proposal form that better suits the type of services and pricing structure. Proposers may copy these forms. A proposal is considered responsive if it follows the required format, includes the forms in the Attachments Checklist (Attachment B), and meets all deadlines and other requirements outlined in this RFP.
14. OFY-Duarte shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened late proposals to the respective Proposers.
15. Proposers are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
16. Proposers may submit their questions regarding the information presented in this RFP to Jeff Moreno in writing by postal mail at 3130 E Colorado Blvd., Pasadena CA 91107 or e-mail at jpmoreno@oflschools.org, no later than 5pm on the date set forth above. OFY-Duarte will answer all questions received in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Proposers may not contact OFY-Duarte employees directly to ask questions.
17. OFY-Duarte representatives reserve the right to inspect a Proposer's operations prior to any award of a contract.
18. The Proposer will submit a Sample Contract Between Owner and Contractor as Attachment H. OFY-Duarte reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal or in Attachment H, provided OFY-Duarte considers such negotiation to be in its best interest. OFY-Duarte may award the full contract to any one Proposer, or may choose to split up the contract between multiple Proposers if in OFY-Duarte's best interest.
19. At OFY-Duarte's election, OFY-Duarte may require performance and payment bonds in connection with the contract. Proposers are required to include with their bid the cost to provide performance and payment bonds each in the amount of 100% of the Proposer's total bid price.
20. Interested Proposers are invited to inspect OFY-Duarte's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract. The inspection of premises will occur during the Optional Tour, by appointment only.
21. Proposers shall submit a paper copy or a copy in digital format (e.g., email or flash drive.).
 - a. The submission must contain the original signature of the individual(s) authorized to bind the Proposer contractually and be labeled "Master Copy."
 - b. The Proposer must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.



- c. The sealed proposal envelopes must be marked legibly with OFY-Duarte's RFP number and title, and OFY-Duarte's name and address, as shown in the following example:

Proposal—Construction Services RFP No. 1020

[Service Provider Name Submitting RFP]

for

Options For Youth-Duarte, Inc.

Submitted to:

Options For Youth-Duarte, Inc. C/O Jeff Moreno

3130 E Colorado Blvd., Pasadena CA 91107

jpmoreno@oflschools.org

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section	Title
1.	Cover Letter
2.	Table of Contents
3.	Attachments Checklist
4.	Minimum Qualifications
5.	Proposal Questionnaire
6.	Proposer References
7.	Authorization Agreement.
8.	Fee Proposal
9.	Sample Contract

1. Cover Letter

Only the individual(s) authorized to bind the Proposer contractually may sign the cover letter, which shall be a part of the proposal package. OFY-Duarte may reject the proposal if the Proposer fails to include the following required information:

- Name and address of responding company
- Proposer's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title, phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to OFY-Duarte
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Proposer in a contract if different from the primary liaison
- A statement expressing the Proposer's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Proposer's proprietary information; if applicable, the Proposer must clearly mark in the upper right-hand corner those pages to be considered proprietary (**Note:** The Proposer cannot consider the entire proposal to be proprietary; marking the proposal as proprietary does not mean that OFY-Duarte can keep it confidential, as OFY-Duarte must comply with the California Public Records Act)
- The following certification: By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

2. **Table of Contents**

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

3. **Attachments Checklist**

The Proposer shall include all documents identified in the Attachments Checklist (Attachment B). OFY-Duarte may reject proposals that do not include the proper required attachments.

4. **Minimum Qualifications**

OFY-Duarte will only consider Proposers that **meet all minimum qualifications** (as listed on Attachment C).

5. **Proposal Questionnaire**

The Proposal Questionnaire (Attachment D) is intended to provide OFY-Duarte with specific information concerning the Proposer's capability to provide services as described in this RFP. Proposers should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

6. **Proposer References**

Proposers must provide two references on the Proposer References form (Attachment E). OFY-Duarte reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

7. **Authorization Agreement**

The Proposer or their authorized representative must sign the Authorization Agreement (Attachment F) and return it with the proposal package.

8. **Fee Proposal**

The Proposer must complete the Fee Proposal (Attachment G).

9. **Sample Contract**

The Proposer will provide a sample contract between the Proposer and OFY-Duarte (Attachment H).

Evaluation of Proposals

Proposals will be opened on or after the date specified in the Schedule of Events. During the evaluation process, OFY-Duarte may ask Proposers to clarify information in the proposals, but Proposers may not change their proposals.

An error in the proposal may cause OFY-Duarte to reject that proposal; however, OFY-Duarte may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, OFY-Duarte will consider the conformance of the proposal to the format and content required by the RFP and that the Proposer's intent is clearly established based on review of the whole proposal.

OFY-Duarte will open proposals to determine if they contain all the required information in accordance with this RFP. OFY-Duarte will evaluate qualifying proposals using the following criteria:

CRITERIA	MAXIMUM POINTS
Administrative Requirements: did the Proposer include all required information in accordance with the General Instructions and Proposal Requirements?	5
Did the Proposer demonstrate experience with and an understanding of the Construction Services requested and demonstrate the capability to perform the job? This includes measurement of performance record, years in the industry, relevant experience, client retention and satisfaction, and references?	10
Based on the Proposal Questionnaire responses and the Cover Letter, did the Proposer demonstrate a complete understanding of OFY-Duarte's service requirements, as described in the RFP and the Scope of Work?	10
Cost	25
TOTAL POINTS	50

OFY-Duarte will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. OFY-Duarte will recommend awarding the contract to the Proposer with the highest total proposal score.



Attachments

Attachment A Optional Tour

The Optional Tour must be scheduled with Jeff Moreno jpmoreno@oflschool.org.

- The tour schedule includes the site listed below.
- Prospective Proposers may not contact any sites or employees outside of the scheduled visit.

OPTIONAL TOUR SCHEDULE

By Appointment Only

Location: 131 N. Azusa Ave., West Covina CA 91791

Potential Proposers interested in attending should confirm with Jeff Moreno

OFY-Duarte thanks all Proposers for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment B

Attachments Checklist

Proposer Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or “x” next to each item submitted to OFY-Duarte. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Section	Title
_____ 1	Cover Letter
_____ 2	Table of Contents
_____ 3	Attachments Checklist
_____ 4	Minimum Qualifications
_____ 5	Proposal Questionnaire
_____ 6	Proposer References
_____ 7	Authorization Agreement
_____ 8	Fee Proposal
_____ 9	Sample Contract



Attachment C

Minimum Qualifications

A Proposer must meet all of the following minimum qualifications to OFY-Duarte's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of May 26, 2023, both the Proposer's company and its key personnel meet all of the following minimum qualifications:

1. The Proposer has at least three years of experience with providing **Construction** services.

Yes _____ No _____

2. The Proposer has professional references that demonstrate and evidence the ability to perform the required services.

Yes _____ No _____

3. The Proposer is licensed to do business in the state of California.

Yes _____ No _____

4. The Proposer has knowledge and experience working with commercial retail spaces.

Yes _____ No _____



Attachment D

Proposal Questionnaire

This proposal questionnaire is intended to provide OFY-Duarte with specific information concerning the Proposer's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing **Construction** services as described in this RFP. In addition, provide the duration and extent of experience the company has with providing any similar services.
3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of organizations or schools that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide a recommended transition plan that describes the steps the Proposer will take to begin providing the services described in this RFP.

Attachment E

Proposer References

List at least two references to which the Proposer has provided **Construction** services within the past five year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3 (optional)		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		



Attachment F

Authorization Agreement

Request for Proposal for **Construction** Services
RFP No. 1020

We, [*Enter Company Name*], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws and regulations.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for three months.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for OFY-Duarte.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment G

Fee Proposal

COST BREAKDOWN		
Proposer Instructions		
☐ Provide a breakdown of all costs included in the fixed price, including personnel costs		
☐ Clearly identify all costs		
☐ May provide information in preferred formatting as long as all information below is included		
Item #	Description of Services	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
GRAND TOTAL		



Attachment H

Sample Contract Between Owner and Contractor