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**REQUEST FOR PROPOSALS (RFP)
RFP-22-17-18**

**ARCHITECTURAL/ENGINEERING SERVICES
For
DW Infrastructure – Synthetic Turf Field (AH,OG,JL,PH,YB)**

ADDENDUM NO. 1

1. GENERAL

This document includes requirements that clarify or supersede portions of the bid and/or contract requirements for the project. This Addendum is a Contract Document.

2. SUMMARY

The following changes, additions, and deletions shall be made to the following document(s); all other conditions shall remain the same.

A. Document: *Request for Proposals RFP 22-17-18*

Revisions: Sections 1 – Project Description, 2 – Scope of Services, 3 – Reference Documents and Attachments

B. Document: *Site Plans of Campuses*

Revision: Highlighted each associated athletic fields.

END OF DOCUMENT

East Side Union High School District Board of Trustees

Lan Nguyen, President

Frank Biehl, Vice President

J. Manuel Herrera, Clerk

Pattie Cortese, Member

Van T. Le, Member

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**REQUEST FOR PROPOSALS (RFP)
RFP-22-17-18**

**ARCHITECTURAL/ENGINEERING SERVICES
For
DW Infrastructure – Synthetic Turf Field (AH,OG,JL,PH,YB)**

April 2, 2018

East Side Union High School District (ESUHSD) is seeking proposals from the Board approved pool of District-qualified architectural design firms to provide architectural services for the aforementioned project.

The Request for Proposals (RFP) **must be received by 2:00 P.M. on April 18, 2018, electronically submitted to CapPurchasing@esuhd.org and AMorrison@gilbaneco.com. In subject line of the email please type: "RFP-20-17-18 A/E Services for the DW Infrastructure –Synthetic Turf Field (AH,OG,JL,PH,YB)".**

Proposal received after the due date and time cannot be accepted.

1. Project Description:

The East Side Union High School District is soliciting design services in support of their District Wide Football Field and Track Renovations project. This project will take place at 5 sites: Andrew Hill High School, James Lick High School, Oak Grove High School, Piedmont Hills High School, and Yerba Buena High School. These facilities, installed approximately 11 years ago, will receive new surfaces, any necessary repairs to supporting infrastructure and, if budget allows, minor improvements.

The total construction budget for the 5 fields is \$9M.

2. Scope of Services

The scope of services shall include design, preparation of construction documents, provide engineer's estimate, bid support and construction administration services and project closeout, per the District's Master Agreement for Architectural Services and Work Authorization (Attachment A). Below is an example of some responsible duties:

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- Prepare plans and specifications to define the area of work and associated details for each item for the repairs.
- Perform site(s) visit as necessary to determine existing conditions such as asphalt (AC and AB) and design accordingly for performing pavement repairs.
- Attend meetings, review schedule and technical submittals, review pay app requests and sign off.
- Make recommendations in the field as necessary to address issues encountered during construction.

Project delivery method will be design-bid-build.

All design work shall comply with the District's Facilities Design and Construction Standards located at: <http://www.esuhdsd.org/Community/Facilities/Design-Standards/Design-and-Construction-Standards/>

3. Reference Documents and Attachments

Attachments to this RFP are as follows:

- Attachment A – Master Agreement for Architectural Services
- **Exhibit 1** – Consultant Info-Signature required (**Include with submission**)
- **Exhibit 2** – Conflict of Interest Form. Complete and sign the form (**Include with submission**)
- **Exhibit 3** – Site Plans of each campus and highlighted athletic fields.

4. General Instructions

- Questions and Clarifications:
 - All questions and clarification regarding this RFP shall be made **IN WRITING and email** to CapPurchasing@esuhdsd.org, copy Alex Morrison at Amorrison@gilbaneco.com no later than **Wednesday, April 18, 2018 by 2:00 P.M.** All emails received will be acknowledged.
- ESUHSD is responsible only for what is expressly stated in this RFP and written addenda thereto. The District is not responsible for and will not be bound by any person not authorized to act on its behalf.
- As of the issuance date of this RFP and continuing until the date for submission of proposals, communications with ESUHSD employees pertaining to this RFP is strictly limited. Personnel representing ESUHSD will not conduct meetings, conferences or conversations, or exchange written communications with firms and/or individuals who are considering responding to this RFP. A firm whose representatives are found to be acting in any way contrary to this directive will be disqualified from entering into any contract that may result from this RFP.

5. Proposal Submission Format

- Respondents are required to submit a proposal for the entire Project scope.

- Interested firms shall respond in accordance with the direction provided below. Proposals shall not exceed twelve (12) pages, excluding front and back covers, tabs and exhibits.

Tab A) Cover letter should introduce the firm and capacity to expedite ESUHSD projects. It should also introduce proposed team, provide acknowledgements of review of the RFP and must be signed by an authorized officer of the firm.

Tab B) Proposed Team

- Resumes for key project personnel proposed for this project, delineating professional qualifications and relevant project and DSA experience.
- Indicate availability for each key project team member.
- Include an organization chart and roles and responsibilities.
- Indicate previous work experience with proposed sub consultants (if any).
- At a minimum, it is anticipated that the successful firm will require the services of structural, mechanical, electrical, plumbing and landscape engineers.
- Provide firm's information on each proposed sub-consultant.

Tab C) Proposed Approach to:

- Design of this project.
- DSA and other jurisdictional agency coordination and permitting if necessary.
- Bidding, Construction Administration and QA/QC services.
- Meeting and maintaining the critical schedule of this project.
- Proposed Schedule, provide detail start to finish

Tab D) Proposed Fee

- Total Fee.
- Provide hourly rates and fee breakdown fee by team member and tasks.
- If project exceeds the preliminary anticipated scope and/or schedule, specify if/how firm will approach additional service consideration.
- Other expenses - identify (if none, so state).
- The District will not pay:
 - Mileage charges
 - Per diem charges

Tab E) The awarded firm will be required to work under the terms of their existing Master Agreement for Architectural/Engineering Services, or execute the District's Agreement for Architectural Services (Attachment A) with no contract term changes (if firm is not currently working under a master Agreement). Provide a statement pertaining to the firm's ability to work under those contract conditions. If respondent will take issue with any contract terms, statement should clarify with specificity any exclusion, clarifications, assumptions or concerns pertaining to the Agreement.

- Tab F) Exhibit 1 – Consultant Info-Signature required
- Tab G) Exhibit 2 – Conflict of Interest Form. Complete and sign the form and include with your proposal submission.

- Respondents may not withdraw their proposal for a period of ninety (90) calendar days after the date set for receipt of proposals.

6. Proposal Evaluation Criteria and Process

Written proposals will undergo a technical screening by Capital Purchasing Department. All responsive proposals will be reviewed and evaluated against the following criteria from an evaluation panel/process established by ESUHSD. Each criteria will be weighted as Indicated:

- Proposed Team (25 points)
- Proposed Approach (25 points)
- Experience (15 points)
- Fee Proposal (35 points)

This request does not constitute an offer of employment or to contract for services. The District reserves the right to award the contract to the architectural firm that presents the proposal that, in the judgment of the District, best accomplishes the desired results.

7. Schedule Requirements

April 2, 2018	Issuance of Request for Proposals
April 11, 2018 by 2:00P.M.	Request for Information (RFI) must be submitted to Capital Purchasing - ESUHSD
April 13, 2018 by 2:00P.M.	Issuance of final addenda (if needed)
April 18, 2018 by 2:00P.M.	Proposals Due (electronically)
May 2018	Contract recommendation to Board of Trustees
August 2018	Completion dates for design/planning (on or before)
December 2018 – April 2019	Construction

8. Reservations

With respect to this RFP, the District reserves certain rights at any time, as follows:

1. Reject any proposal without indicating any reason for such rejection;
2. Waive or correct any minor or inadvertent defect, irregularity or technical error in a proposal, or in the RFP process, or as part of any subsequent contract negotiation;
3. Request that respondents supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
4. Request that respondents make an oral and/or written presentation if more information is deemed necessary;
5. Terminate this RFP and issue a new RFP;

6. Modify the selection process, the specifications or requirements for materials or services, or the content or format of the proposals;
7. Extend a deadline specified in this RFP, including deadlines for accepting proposals;
8. Terminate failed negotiations with a respondent without liability, and negotiate with other respondents;
9. Disqualify any respondent on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by the proposal or other information available to the District;
10. Request that services be provided by certain staff of a respondent, or request that certain staff of a respondent be excluded from providing services as determined by the District to be in its best interest;
11. Reject a respondent's proposal where the respondent is in breach of, or in default under, any other agreement with the District;
12. Award multiple contracts if it is deemed necessary to provide the specified services.
13. Costs of preparation of proposals will be borne by the proposer.

END OF DOCUMENT

ANDREW HILL HIGH SCHOOL



JAMES LICK HIGH SCHOOL



OAK GROVE HIGH SCHOOL



PIEDMONT HILLS HIGH SCHOOL



YERBA BUENA HIGH SCHOOL

