



First5LA.org

**Design-Build Services for the
First 5 LA
Capital Improvement Project (CIP) - Phase 1
Request for Proposal (RFP)**

RELEASE DATE: April 2, 2021

Revised 4/19/2021

**Design-Build Services for
First 5 LA Capital Improvement Project – Phase 1
Overview of RFP**

First 5 LA has selected five Offerors from the firms that submitted SOQs for the Project described below to submit Proposals pursuant to this **REQUEST FOR PROPOSALS** ("RFP"). By submitting a Proposal, the Offeror represents that it has carefully read the terms and conditions of this RFP, including all attachments and addenda, and agrees to be bound by them.

OWNER:

Los Angeles County Children and Families First – Proposition 10 Commission ("Owner" or "First 5 LA")
750 N. Alameda Street
Los Angeles, CA 90012

PROJECT:

Design-Build Services for the First 5 LA Capital Improvement Project ("CIP")
The CIP is scheduled to be executed in two phases. **This RFP is only for the "Phase 1" project ("Project").**

FIRST 5 LA CONTACT PERSON:

For questions regarding this RFP, please contact Terrie Johnson, Contract Compliance Officer, at tjohnson@first5la.org.

PROPOSAL SUBMITTAL:

Offerors shall submit the Proposal using our [online system](#).

PROPOSAL DUE DATE AND TIME:

Proposals shall be submitted no later than: **Monday, 04/30/2021 at 5:00 PM PT.**

All Proposals must be submitted pursuant to the instructions below. It is the Offeror's sole responsibility to ensure that the Proposal is delivered in the manner required in this RFP by the Due Date and Time. First 5 LA reserves the right to reject any Proposals not properly submitted.

SECTION 1: GENERAL INFORMATION

1.1 General

1.1.1 BACKGROUND

First 5 LA — Giving Kids the Best Start

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, the First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10. Since 1998, First 5 LA has invested more than \$2 billion to improve the health, safety, and school readiness of children prenatal to age 5.

1.1.2 PROJECT OVERVIEW

First 5 LA owns and occupies its office building at 750 N. Alameda Street, Los Angeles, CA. The building is located on the historic Union Station Campus and is part of an urban "District" subject to Covenants, Conditions, and Restrictions (CC&R) requirements. The building is a three (3) story building with approximately 45,000 square feet of office space. Prior to the COVID-19 pandemic, the building was fully occupied, with the exception of tenant space on the first floor. Currently, limited staff is in the building until further notice. First 5 LA intends to fully reoccupy the entire building as of January 3, 2022 and the Offeror will need to accommodate for this in their work plan. Any work scheduled in any area of the building will require coordination with First 5 LA. The second and third floors contain offices and cubicles for First 5 LA staff.

The first floor contains an administrative area, a multi-purpose room for large meetings, four meeting rooms, storage rooms, and an unoccupied childcare center. The unoccupied childcare area will remain vacant during the construction of this Project. Beginning January 3, 2022, any work scheduled in other areas of the first floor and access from the administration area at the building main entrance will require coordination with First 5 LA.

First 5 LA's desires to have Phase 1 completed by the end of 2021. The timeline accounts for plan checks and permits. The Offerors should evaluate the RFP requirements, including the reference documents included with this RFP, and provide their best timeline for preparing the construction documents, acquiring the necessary permits, and finish construction to complete the Phase 1 Capital Improvement Project described in this RFP. The preliminary project value range is \$1.5 - \$3 million. First 5 LA has retained MARRS Services, Inc. ("MARRS") as the Project Management/Construction Management (PM/CM) consultant to oversee and manage the implementation of the CIP, which was adopted by its Board of Commissioners on July 12, 2018.

First 5 LA also retained Klawiter & Associates to develop a conceptual interior design for remodeling the three (3) floors of First 5 LA's occupied space and to take

inventory of the existing furniture. Klawiter collaborated with IMEG Corp. ("IMEG") to finalize the project concept plan.

IMEG is the contracted architectural/engineering firm to complete the Design Development for Phase 1 and Phase 2 of the Capital Improvement Project. For this RFP - Phase 1 Project, IMEG prepared the design criteria, basis of design, design development plans along with prescriptive specifications, which are provided with this RFP, which along with any other reference material will form the basis of the design-build contract. MARRS reviewed the documents prepared by IMEG and is assisting First 5 LA in the procurement process and will oversee the administration of the design-build contract.

The Capital Improvement Project

First 5 LA's approach to the Project is to strengthen First 5 LA's ability to effectively execute its [2020-2028 Strategic Plan](#). First 5 LA took steps to align its internal structure with its mission and strategy. Since the adoption of the CIP by the First 5 LA's Board of Commissioners on July 12, 2018, the conceptual interior design has been updated to factor in the COVID – 19 impacts. This has been a collaborative effort between First 5 LA, Klawiter, MARRS, and IMEG with MARRS and IMEG providing review of the interior design updates prepared by Klawiter.

See Section 1.3.1 for the Owner's Program (Scope of Work) for "Phase 1". The renovation work will be required to meet all parts of current Title 24 California Building Code and other relevant planning, building, and environmental codes and regulations as enforced by the City of Los Angeles Department of Building and Safety (LADBS) and all other regulatory agencies with jurisdiction over this Project. This is a prevailing wage Project (see Article 11 in the Contract).

This RFP – Phase 1, is PART 2 in the two-part procurement process for the Project. It incorporates the terms, definitions, and schedules set forth in the Request for Qualifications ("RFQ") released on January 25, 2021, and any Addenda issued thereto; however, to the extent that the RFP conflicts with the RFQ and any Addenda thereto, the RFP shall prevail. Offerors must submit their Proposals pursuant to the schedule set forth in this RFP. This RFP is not an offer to enter into a contract but is merely a solicitation of entities interested in submitting a Proposal to the Owner for the Project.

1.2 Procurement Schedule

The following is the Procurement Schedule. The Owner reserves the right to modify the schedule via Addenda. **The deadline to submit the proposals is April 30, 2021, at 5:00 PM PT.** Proposal packages received after the deadline will not be accepted. Please submit all required documents through the [online application system \(found here\)](#) designated by the Owner.

ACTIVITY	DATE ¹
RFP Released to Shortlisted Offerors	04/02/2021
Mandatory Job Walk for Shortlisted Offerors	04/08/2021 & 04/09/2021
Last Date to submit Questions/ Request for Clarifications	04/12/2021

Response to Questions/ Clarifications	04/19/2021 4/20/21
Technical and Price Proposals Due	04/30/2021 at 5:00 PM PT
Review Proposals	05/04/2021 through 05/10/2021
Conduct Interviews	05/11/2021 & 05/12/2021
Applicants notified of Preferred Offeror	05/21/2021
Negotiations (if any) with Preferred Offeror or successor Offerors	05/24/2021 through 06/10/2021
Board Approval of Contract	07/08/2021
Execute Contract	07/12/2021 through 07/23/2021
Issue Notice to Proceed to Design-Builder	07/30/2021

¹ Dates subject to change at Owner's discretion

Questions and requests for additional information must be submitted in writing, by e-mail, to:

Terrie Johnson, Contract Compliance Officer

E-mail: tjohnson@first5la.org

Please refer to First 5 LA's website "<https://www.first5la.org/news-resources/funding-center/>." regularly for updates and addenda.

1.3 The Owner's Program

1.3.1 Attachment A to this RFP is a brief overview of the Owner's Program (Scope of Work) for the Project; the more detailed provisions are included in the Bridging Documents included in Attachment D. The Owner's Program describes the Project Scope of Work and contains the Owner's Project goals and objectives as well as the performance criteria, design criteria, basis of design, design development plans, and prescriptive specifications for the Project. The Owner's Program will become part of the Basis of Design Documents, defined in Section 1.2.2 of the DBIA Standard Form of General Conditions of Contract between the Owner and Design-Builder. All submittals from Offerors must be consistent with and designed to achieve the goals and objectives set forth in the Owner's Program.

1.3.2 Offerors are entitled to reasonably rely on the accuracy of the information represented in the Bridging Documents and their compatibility with other information set forth in the RFP to develop the Offeror's Technical and Price Proposals. However, the selected Design-Builder will be required to perform an independent evaluation of all information provided by the Owner, including but not limited to such design and/or prescriptive specifications to validate the information provided by the Owner. Further, regardless of the inclusion of design and/or prescriptive specifications, the selected Design-Builder shall remain responsible for meeting the performance requirements of the Project, including but not limited to the requirements that the Project meets the Basis of Design Documents as well as all applicable Legal Requirements. Provided the selected Design-Builder complies with all requirements set forth in the Contract, including but not limited to those regarding notice of claims to the Owner and identification of differing site conditions, and only to the extent that the

Contract allows the selected Design-Builder to an adjustment in the Contract Price and Project Schedule, the selected Design-Builder will be entitled to an adjustment in the Contract Price and Project Schedule. Such adjustment shall be limited to the extent Design-Builder's actual documented costs or the critical path of the Project Schedule have been adversely impacted by materially inaccurate design and/or prescriptive specifications that are inconsistent with meeting the Project's performance requirements.

- 1.3.3** The Owner assumes no responsibility for conclusions or interpretations made by the Offeror based on the information provided by the Owner. Oral statements made by the Owner representatives are not binding unless the Owner confirms the statements and changes by written Addenda to the RFP. In the event of a conflict between codes, industry standards, and the Owner's Program, the most stringent requirements shall apply, and Offerors shall submit their proposals based on the most stringent requirements.

Addenda shall be made available via the online funding center at <https://www.first5la.org/news-resources/funding-center/>. Failure to address the requirements of such addenda may result in the proposal not being considered, at the sole discretion of First 5 LA. It is the responsibility of Offerors to ensure, prior to submission, that their application reflects the most recent information and RFP requirements.

1.4 Contract Documents

Attachment B to this RFP is the proposed form of Agreement between the Owner and Design-Builder. The Agreement includes the following documents:

- 1.4.1** DBIA Document 525, Standard Form of Agreement Between Owner and Design-Builder Lump Sum - as modified in **Attachment B – Proposed Agreement**
- 1.4.2** DBIA Document 535, Standard Form of General Conditions of Contract Between Owner and Design-Builder - as modified in **Attachment B – Proposed Agreement**

SECTION 2: RFP PROCUREMENT PROCESS

To be responsive to the RFP, the Offerors must submit responsive Proposals and participate fully in the following RFP Procurement Process.

2.1 Site Walk Through

- 2.1.1** The Site Walk Through will be held on 04/08/2021 and 4/09/2021, Time TBD at 750 North Alameda Street, Los Angeles, CA 90012. Appointment slots will be e-mailed by First 5 LA to Offerors on 04/05/2021 and available on a first-come, first-serve basis.

2.1.2 The Site Walk Through is mandatory. Non-attendance will be considered non-responsive.

2.1.3 Offeror will have an opportunity to view aspects of the Project during the Site Walk Through. Offerors will be given access to areas where work is to be performed as described in the Scope of Work – **Attachment A**, which includes office areas, restrooms, and rooftop.

2.1.4 NOT USED

2.1.5 Offerors may have up to four (4) unlimited people at the Site Walk Through, however due to our COVID restrictions, only four team members will be allowed in the building at one time and only one team member total will be allowed access to our LPA space. Upon arrival, Offeror must let First 5 LA know which team members they are designating for the different items in the Scope of Work. The allotted time for the Site Walk Through, one and one half hour (1.5), remains the same.

2.1.6 Offerors must follow the procedures set forth herein prior to attending the Site Walk Through. Upon written approval received to access the building, reviewed by our Senior Director of Workplace Management and Executive Vice President, all participants will be sent the COVID-19 Building Access Questionnaire. If any questions have a "yes" response, please reschedule, or have another team member come instead. If all responses are a "no," bring a hard copy of the questionnaire and/or sign a copy in the building and submit it to the Security Guard. You will then be asked to sign in with your full name and company name.

At the time of the site walk through there will be a tenant occupying the former childcare space. Passage through that space is necessary to view the building electrical room and the proposed office space for the Design-Builder. The tenant requires that any visitors to that space execute a nondisclosure agreement (NDA). Offerors are requested to have only one member of their team view and pass-through the tenant space. That individual will be required to execute the NDA prior to entering the tenant space. Copies of the NDA will be available on the day of the walk through, or can be requested in advance.

2.1.7 Offerors may ask questions during the Site Walk Through; however, Offerors may not rely on any information provided orally during the Site Walk Through unless such information is provided in writing as an Addenda to this RFP.

2.2 Proposed Changes in the Design-Build Contract Documents

2.2.1 Submission of a Proposal pursuant to this Procurement is a representation by the Offeror that it has reviewed the Contract Documents, including but not limited to the Owner's Program, and the Offeror is willing to perform the Work set forth in the Owner's Program for the terms set forth in the Contract Documents.

2.2.2 Prior to the date set forth in the schedule, Offerors may propose changes

to the Contract Documents, including but not limited to the insurance requirements, bonding requirements, Design-Build Contract, the General Terms and Conditions and Division 01 General Requirements of the Specifications. The Owner's goals in requesting such proposed changes are: i) to discover provisions in the Contract Documents that unnecessarily increase the cost of the Project or complicate the performance of the Work, and ii) to identify contract provisions and commercial terms the Design-Builder intends to negotiate if selected. Therefore, with every proposed change, Offerors must include the following information:

- .1 The name of the document and section number;
- .2 Proposed alternate language;
- .3 An explanation for the requested change; and
- .4 Any impact the requested change has on any commercial term in the Contract Documents or the Owner's Program.

2.2.3 Changes to the Contract Documents: The Owner reserves the right to reject any and all proposed changes and to accept any proposed change to the Contract Documents via Addenda to the RFP. The Owner also reserves the right to negotiate such provisions with the selected Offeror.

2.3 Not Used

2.4 Confidential Individual Meetings with the Owner

2.4.1 Not Used

2.4.2 Not Used

2.4.3 Not Used

2.4.4 Interview

- .1 The Owner will conduct an individual Interview with proposers who submitted a responsive proposal. The interview will be approximately one (1) hour and will occur after the evaluation of the Technical Proposals has been completed. The Owner will use the written Technical Proposal and interview to assign scores for the Technical Proposal per Attachment F's evaluation criteria.
- .2 The Owner reserves the right to ask questions of the Offeror, including but not limited to questions regarding the Offeror's Technical Proposal and/or any other subject matter the Owner deems relevant to the Offeror's Technical Proposal at the Owner's sole discretion.
- .3 The Owner will advise the Offeror about the interview format prior to the interview. The interview invitation may provide an agenda, including any particular area of the Offeror's Technical Proposal that needs to be addressed in the Offeror's presentation as part of the interview.

2.5 Technical Proposal

Offerors shall submit the Technical Proposal pursuant to the instructions set forth herein at or before the time set forth in the schedule. Offerors are encouraged to focus on the concerns of the Owner as set forth below and the requirements in SECTION 3: DOCUMENTATION REQUIREMENTS in preparing their Proposal.

2.6 Price Proposal

2.6.1 Offerors shall submit Price Proposals (use Template in **Attachment G**) pursuant to the Procurement Schedule and pursuant to the instructions set forth in **Attachment G** in a separate file from the Technical Proposal. Price Proposals shall be based on the RFP and Contract Documents as amended by Addenda. The prices submitted in the Price Proposals may be inserted into the appropriate sections of the Design-Build Agreement with the selected Offeror without any further discussion, or the Owner may enter into negotiations at the Owner's sole discretion. Offerors shall honor their Price Proposals for 120 days after submission of their Price Proposal. Offerors shall be entitled to rely on the written information provided by the Owner in the RFP and any Addenda in developing their Price Proposal; however, the selected Design-Builder will be required to validate all Project information as set forth in the Contract Documents. By submitting a Price Proposal, the Offeror represents and warrants that it will enter into the Agreement set forth in **Attachment B** for the amount set forth in the Price Proposal, subject only to changes as allowed under the Agreement.

2.6.2 The Offeror has carefully examined the RFP and the Owner's Program and ascertained the nature, scope, and location of the Work. The Offeror has investigated and assured itself as to the general and local conditions that can affect the Work or its cost, all geotechnical and existing site conditions data, and any and all Plans, Specifications, Addenda, and Contract forms. The submittal of the Technical and Price Proposals shall be conclusive evidence that the Offeror has made such examinations and understands all the requirements for the performance of the completed Work. Failure of the Offeror to take these actions will not relieve it of responsibility for properly estimating the difficulty and cost of completing the Work or for proceeding to complete the Work without additional cost to the Owner. The Offeror shall determine the methods, materials, labor, and equipment required to perform the completed Work and reflect their cost in the Price Proposal.

2.7 Selection of Preferred Offeror

2.7.1 The Owner will evaluate each Offeror pursuant to the selection criteria and weights established herein. The Owner will determine the Preferred Offeror and notify all Offerors in writing of its determination. The "Preferred Offeror" is the Offeror that the Owner determines achieves the apparent highest score.

2.7.2 At the Owner's discretion, the Owner, may initiate negotiations with the Preferred Offeror. If the Owner cannot reach an agreement with the Preferred Offeror, the Owner shall cease negotiations with the Preferred Offeror and, provided that such negotiations are terminated in writing, shall

initiate negotiations with the next Preferred Offeror. The Owner shall continue with this process with each such Offeror until it reaches an agreement or cancels the Procurement. Negotiations are at the Owner's sole discretion. Offerors should not anticipate that any portion of the proposed Contract will be changed or modified. By submitting a Proposal pursuant to the RFP, the Offeror represents and warrants that it will enter into the contract provided by the Owner subject to the terms set forth in its Proposal.

2.7.3 Not Used

2.8 Selection De-Briefing and Appeals

All Offerors may request a de-briefing from the Owner with respect to this procurement; however, the Owner shall conduct no such de-briefings until it has either reached an agreement with an Offeror and has awarded the contract or canceled the Procurement.

First 5 LA reserves the right, without prejudice, to reject any or all submitted Proposals. An appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies, and procedures, or the terms of this RFP. Appeals challenging First 5 LA's decision on the merits or qualifications of Offerors or the scoring of RFPs shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed with the office of the Executive Director, or his or her designee, within ten (10) business days following the date the notification of decision is made by First 5 LA. For more information, please refer to the Appeals Policy located at https://www.first5la.org/files/Appeals%20Policy%20REVISEDAPPROVED%2009-13-12_1.pdf.

SECTION 3: DOCUMENTATION REQUIREMENTS

3.1 Submittal Process

3.1.1 Offerors must submit the Technical Proposal and Price Proposal electronically. Hard copy submittals will not be accepted. Submissions must be delivered through [our online application system](#).

3.1.1.1 The submittal shall include the Request for Proposal title and due date and time. The Technical Proposal and the Price Proposal shall be submitted in separate files, and the files shall include the following titles, as applicable:

- a. "Technical Proposal"
- b. "Price Proposal"

3.1.1.2 Submittals must not be larger than 20 MB per file upload.

3.1.1.3 The Owner will use the online application-generated time stamp on the files to determine timeliness.

3.1.1.4 Offerors are responsible for ensuring timely delivery of

submittals. The Owner is not responsible for Offerors' technical difficulties in submitting electronically.

- 3.1.1.5 Formatted in searchable .pdf format.
- 3.1.1.6 Late submittals will not be evaluated.
- 3.1.1.7 In no event will the Owner be liable for any costs incurred by any Offerors or any other party's involvement or participation in developing or submitting a proposal. The Owner will not compensate the Offerors for the efforts or any costs incurred by the Offerors or their consultants and subcontractors to develop the final proposal in response to this RFP.

3.1.2 Not Used

3.2 Submittal Format Requirements

- 3.2.1 All submittals shall comply with the following format requirements:
- 3.2.2 Organized in accordance with the RFP.
- 3.2.3 When printed, shall be limited to the page limitation set forth in the instructions for each section.
 - 3.2.3.1 The **only** documentation that is **not** included in the page count is the following:
 - a. Cover Letter
 - b. Attachments (provided that each Attachment meet the page count set forth in the requirement for the Attachment)
 - c. Table of contents or tabs will not be counted against the page count as long as these items are used exclusively for organization and contain no substantive written or graphic content.
 - 3.2.3.2 In the event that the page limit is exceeded, the Owner, at its sole discretion, reserves the right to remove pages from the sections of any non-conforming submittals to bring each non-conforming submittal within the page count requirement.
 - 3.2.3.3 A "page" shall be defined as one single-sided piece of paper that has words, charts, tables, pictures, or graphics. Pages shall be 8.5 x 11 inches, with the exception of 5 pages, which may be presented in 11 x 17-inch format; however, larger pages may only contain graphics and/or designs and may not be used for an Offeror's narrative.
 - 3.2.3.4 The font on any portion of the submittal, including graphics, should be no smaller than 10 point.

3.3 Cover Letter

Offerors must include a cover letter that includes the following: (1) name, address, telephone number, and e-mail address for each Proposed Design-Build Team

Member that has been added to the Proposed Design-Build Team since submission of the SOQ and (2) any requested changes to the Proposed Design-Build Team since submission of the SOQ. For any changes to the Proposed Design-Build Team included in the Offerors SOQ, Offerors should include an explanation justifying the changes to the Proposed Design-Build Team. The cover letter shall be a maximum of two (2) pages.

3.4. Technical Proposal

The Technical Proposal may not be longer than 20 pages. Offerors should focus their discussions in the Technical Proposal on their approach to the Project and are encouraged to include and reference insights gained from the review of the Owner's Program and/or Offeror's prior completed similar projects.

3.4.1 Overall Management Approach

3.4.1.1 Describe the Offeror's overall management approach to the Project. In responding to this evaluation factor, Offerors should address the following:

- a.** What strategies will the Proposed Design-Build Team employ to achieve a thorough and clear understanding of the Owner's goals and objectives?
- b.** Based on the information provided in the RFQ and RFP, what is the Proposed Design-Build Team's current understanding of the goals and objectives of this Project?
- c.** Identify the key challenges to the Project, and for each challenge identified,
 - Propose a strategy to mitigate the potential negative impacts of the challenge.
 - Identify any unique approaches, strengths, and/or different resources (including specific Key Team Members) that will assist the Proposed Design-Build Team to implement the strategy and assist the Owner in achieving its goals.

3.4.1.2 Subcontractor Procurement Approach

The Owner recognizes the importance of the entire design-build team, including specialty design-build subcontractors. For those subcontractors and subconsultants not proposed as part of the Design-Build Team:

- a.** Describe the Design-Build Team's overall approach to subcontractor and consultant procurement for the Project. Attention is directed to Section 2.7.3 of the General Conditions, which requires compliance with Public Contract Code (PCC) 22166 in the selection of subcontractors.

- b. Identify potential challenges in the selection of subcontractors and subconsultants for the Project and how the Design-Build Team will address those challenges.
- c. If applicable, describe in detail the Design-Build Team's approach to early subcontractor involvement, including proposed design-build and design-assist subcontractors, and identify which scopes of Work are candidates for design-build or design-assist subcontracts.

3.4.1.3 Quality Assurance/Quality Control ("QA/QC"). Provide the following information regarding the Proposed Design-Build Team's approach on QA/QC. Include the following information:

- a. The overall approach to both design and construction QA/QC;
- b. The Proposed Design-Build Team's processes and tools to facilitate QA/QC; and
- c. The reporting and functional relationship(s) between the Quality Management personnel and the Proposed Design-Build Team as a whole.

3.4.1.4 Describe the Design-Build Team's commitment to safety and what innovations the Team will bring to the Project to enhance safety.

3.4.1.5 The information provided in response to this Section (**Overall Management Approach**) of the RFP will be scored based on the following:

- a. The Proposed Design-Build Team's understanding of the delivery method;
- b. The degree to which the Proposed Design-Build Team understands the Owner's goals and objectives with respect to the Project; and
- c. The strength of the Proposed Design-Build Team's management plan for the Project, including not only the specific topics and specialized components outlined in the RFP but also any other component or element that the Proposed Design-Build Team deems essential to the success of the Project.

3.4.2 Project Controls, Cost Tracking

3.4.2.1 Describe the Design-Builder's processes and tools for monitoring, reporting, and managing cost, including but not limited to:

- a. **Not Used**

- b. Scope, cost, and schedule baseline development and management/change control processes and the participation and interaction among the scheduling and estimating teams, Project, design, construction, and operations management teams to execute these processes.
- c. Risk management processes and how quantified risk cost and schedule values are factored into the cost and schedule baseline, projected cost and schedule performance, and cash flow reporting.
- d. Cash flow reporting processes and basis for monthly cash flow estimated values.
- e. Document control system integration with work breakdown structure and responsibility assignment matrix or organizational structure.

3.4.2.2 Describe the primary challenges with respect to project controls and how will those challenges will be met.

3.4.2.3 Not Used

3.4.2.4 The information provided in response to this Section (**Project Controls, Cost Tracking**) of the RFP will be evaluated based on the following considerations:

- a. The Proposed Design-Build Team's plan to collaborate in the development and communication of budget, costs, and schedule to the Owner; and
- b. What resources the Proposed Design-Build Team will provide for the Project.

3.4.3 Collaboration and Integration

One of the primary goals for the Project is to create a highly functioning, collaborative, and integrated team as early as possible and to incorporate the Owner's staff and consultants as part of that team.

3.4.3.1 Explain the Design-Build Team's approach to creating a collaborative environment for the Project.

3.4.3.2 Describe how the Design-Build Team will engage the Project Stakeholders and incorporate their input into the Project.

3.4.3.3 Provide the Design-Builder's approach to conflict resolution between the Owner and the Design-Builder and among members of the Design-Build Team.

3.4.3.4 The information provided in response to this Section (**Collaboration and Integration**) of the RFP will be evaluated based on the following considerations:

- a. The strength and viability of the Design-Build Team's plan to communicate and collaborate with the Owner, including not only the specific topics on which the Owner has

requested discussion but any other topics that the Proposed Design-Build Team deems essential to the success of the Project; and

- b.** What the Design-Build Team will bring to the Project and how those different resources will enhance the Project.

3.4.4 Design Development and Management

The Design-Builder is responsible for the 100% complete project construction documents ("CD") and specifications during the design phase prior to the start of any construction. Design-Builder's completed CD package shall be in compliance with the Contract Documents. The package shall be based on and in compliance with the Bridging Documents provided with this RFP, including but not limited to the design development and the Basis of Design("BOD"). For certain elements, the Bridging Documents include comprehensive and specific design and performance requirements to ensure the required performance and design criteria necessary for the Owner operations. Design-Builder shall develop required shop drawings and submittals for those elements for the Owner approval. The inclusion of these items does not deviate the contract from being a Design-Build contract.

- 3.4.4.1 Describe the Design-Build Team's overall approach to Design Excellence, design commitment, design development, and management for the Project. Include a description of the design management process and the communications between the Owner and the Design-Builder during this process.
- 3.4.4.2 Identify the challenges in developing the design for the Project and how the Design-Build Team will address and mitigate those challenges.
- 3.4.4.3 Provide details regarding the tools used in the design process, including Building Information Modeling, and how those tools will assist the Design-Builder in achieving those goals.
- 3.4.4.4 Describe the Proposed Design-Build Team's approach to value engineering for the Project.
- 3.4.4.5 Describe the Proposed Design-Build Team's approach to defining and obtaining design commitment.
- 3.4.4.6 Describe the Proposed Design-Build Team's process for managing quality assurance and quality control during the design process and identify the Key Team Members who will be tasked with the review and coordination of all phases of design documents.
- 3.4.4.7 Describe the Proposed Design-Build Team's approach for managing the permitting process.
- 3.4.4.8 The information provided in response to this Section (**Design Development and Management**) of the RFP will be evaluated based on the following considerations:
 - a. The strength and viability of the Proposed Design-Build Team's design management plan, including not only the specific topics on which the Owner has requested discussion but any other topics that the Proposed Design-

Build Team deems essential to the success of the Project;

- b. The quality of the Proposed Design-Build Team's approach to design excellence for the Project and the ideas and innovations proposed to achieve design excellence; and
- c. What the Proposed Design-Build Team will bring to the Project and how the different resources will enhance the Project.

3.4.5 Project Sequencing and Scheduling

The construction schedule should meet the Owner's estimated completion date, promote efficiency, and have the least amount of impact on the Owner operations and the Project stakeholders. The Owner intends to fully reoccupy the 2nd and 3rd floors of the building as of January 3rd, 2022. The Design-Builder is requested to accommodate this in its work plan and schedule.

3.4.5.1 Describe the Proposed Design-Build Team's overall approach to scheduling and construction sequencing for the Project. In addition to the overall approach, include a description as to how the Design-Build Team will address regulatory and stakeholder approvals for the permitting process.

3.4.5.2 Identify the challenges in scheduling the construction for the Project and how the Design-Build Team will address those challenges.

3.4.5.3 Provide details regarding the tools used in developing optimal sequencing and coordination of the Work and how those tools will assist the Design-Builder in achieving those goals, including but not limited to:

- ~~a. Building Information Modeling; and~~
- b. Administration of the consultants, subconsultants, and subcontractors.

3.4.5.4 Not Used.

3.4.5.5 The information provided in response to this Section (**Project Sequencing and Scheduling**) of the RFP will be evaluated based on the following considerations:

- a. The strength and viability of the Design-Build Team's project sequencing and scheduling plan, including not only the specific topics on which the Owner has requested discussion but any other topics that the Design-Build Team deems essential to the success of the Project; and
- b. What the Design-Build Team will bring to the Project and how the different resources will enhance the Project.

SECTION 4: ATTACHMENTS TO RFP :

Attachment A:	Owner's Program (Scope of Work)
Attachment B:	Proposed Agreement
Attachment C:	General Conditions
Attachment D:	Bridging Documents
Attachment E:	Covenants, Conditions & Restrictions– LAUS West Campus (CC&Rs)
Attachment F:	Evaluation Criteria
Attachment G:	Price Proposal Form

Attachment A

Owner's Program (Scope of Work)

Attachment A -

The Owner's Program (Scope of Work) for "Phase 1" Project.

The description below is a brief overview of the project background and the Scope of Work for the Phase-1 CIP Project. Details of the program are shown and/or described in the documents listed after this brief Scope of Work overview and included as part of Attachment D. The building is a 3-story structure constructed in 2003/2004 for office building use. The total building area is approximately 50,800 gross square feet (GSF) that includes an additional 2,700 GSF of outdoor terrace space located on the 3rd floor. The first floor contains a Multi-Purpose Room (MPR), four meeting rooms, and a childcare center (tenant leased space) with an outdoor playground. The second and third floors contain offices and cubicles. The Project includes building infrastructure upgrades consisting of mechanical system upgrades with rooftop equipment, electrical power and lighting, plumbing system, and new low voltage system. Specifically, Phase 1 project includes, but is not limited to, the following main items:

1. Roofing Replacement and Thermal and Moisture protection
2. Building Envelope Repair including window repair
3. COVID Related Building Re-entry
 - 3.a Plastic Shields
 - 3.b Restroom Plumbing Fixture Automation and plumbing works
 - 3.c Restroom Vanity Counters and plumbing works
 - 3.d Automated Drinking Fountains and plumbing works
 - 3.e Door Automation and related works and hardware
4. HVAC Replacement & Upgrade (including MERV-16 filters) , related connecting ducting and control system, and mechanical works.
5. Solar Panels (with structural supports) and related electrical work to tie into the existing electrical panel and meter.
6. Emergency Power Generation & Power Distribution
7. First Floor Multipurpose Conference (MPR) Room and adjacent 'Commissioner's Conference Room AV (Audio Visual) upgrades : Rough-ins, cabling works, all related infrastructure works as needed including equipment, devices, screens, accessories, etc. as needed to finish and operate are included in this RFP complete – no exclusions)
8. IT Server Room -Infrastructural upgrade including cooling units, emergency power.
9. Network Redesign and IT Hardware Upgrade (Please see "Item 9 – Exhibit A" attached hereto for more information):
 - 9.a Rough-ins, cabling works, all related infrastructure works as needed, and coordination with a third party vendor selected by Owner, who will "Supply and Install" IT hardware equipment, are included and required in this RFP.
 - 9.b Network and IT Hardware equipment of this item –"Supply and Install" are excluded (Not required as part of this RFP).
10. Fire suppression system (dry and water delayed) for IT Server room (3rd floor IT room only)
11. Exterior improvements (e.g., new generator room and trash enclosure).

Item 9 In Scope Of Work - Exhibit A

NETWORK REDESIGN AND IT HARDWARE UPGRADE:

Project Description:

First5LA's Information Technology Department is proposing to replace existing network switching along with vertical cables/fibers between the switches on each of the three floors.

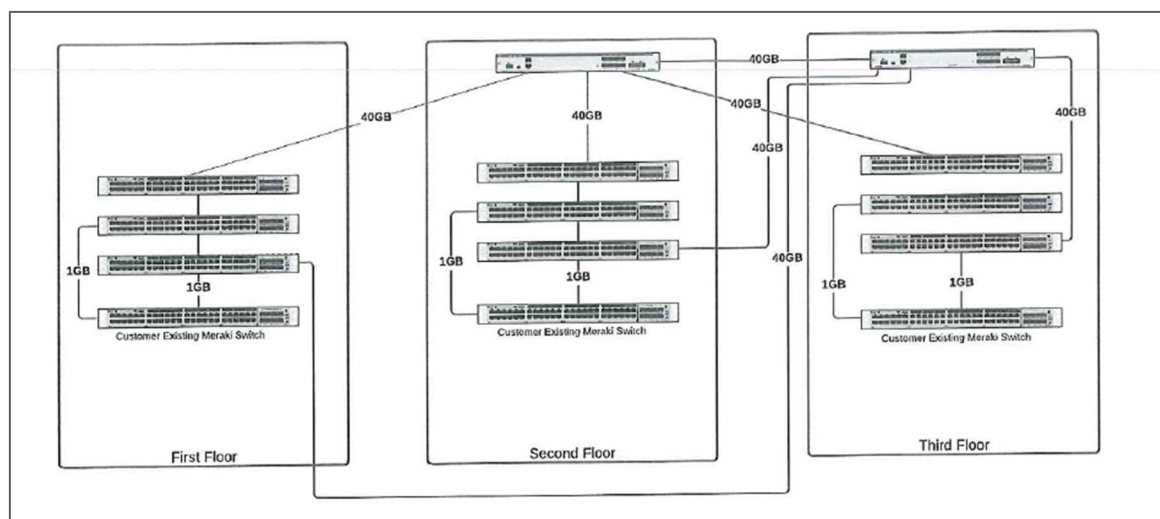
The project involves Rough-ins, cabling work needed to connect switches between floors. The project also calls for hardware procurement and installation.

Based on the assessment and recommendations, First5LA (Owner) will procure and retain a CISCO certified vendor for final installation of network hardware.

Rough-ins, cabling works, all related infrastructure works as needed and coordination with the Owner selected third party CISCO certified vendor will be the responsibility of the Design Builder.

Conceptual Network Switching Solution:

Shows conceptual network solution with vertical cabling/fiber requirements between the switches on each of the three floors.



Attachment B

Proposed Agreement

Attachment C

General Conditions

Attachment D

Bridging Documents

Attachment E

Covenants, Conditions & Restrictions—LAUS West Campus (CC&Rs)

Attachment F
Evaluation Criteria

The Maximum Combined Score is 500 points (100%), divided as follows:

100 points (20% weight) for Technical Proposal (Item 1)

- **Written proposal (90 points)**
- **Interview (10 Points)**

400 points (80% weight) for Price proposal (Item 2)

ITEM 1 – Technical Proposal Evaluation Criteria sheet

Technical Proposal will be evaluated independent of the Price Proposal and will have a weight of 20 % (100 points max.).

Offeror: _____

Reviewer #: _____

RFP Ref.	Evaluation Criteria sheet	MAX POINT	SCORE
3.4.	Technical Proposal "Written"		
3.4.1	Overall Management Approach	23	
3.4.1.1	<p>Describe the Offeror's overall management approach to the Project.</p> <p>a. What strategies will the Proposed Design-Build Team employ to achieve a thorough and clear understanding of the Owner's goals and objectives?</p> <p>b. Based on the information provided in the RFQ and RFP, what is the Proposed Design-Build Team's current understanding of the goals and objectives of this Project?</p> <p>c. Identify the key challenges to the Project, and for each challenge identified,</p> <ul style="list-style-type: none"> • Propose a strategy to mitigate the potential negative impacts of the challenge. • Identify any unique approaches, strengths, and/or different resources (including specific Key Team Members) that will assist the Proposed Design-Build Team to implement the strategy and assist the Owner in achieving its goals. 		
3.4.1.2	Subcontractor Procurement Approach. Describe the 'Team's overall approach to subcontractor and consultant procurement for the Project The Owner recognizes the importance of the entire design-build team, including specialty design-		

<p>a.</p> <p>b.</p> <p>c.</p>	<p>build subcontractors. For those subcontractors and subconsultants not included in the proposal as part of the Design-Build Team:</p> <p>Describe the Design-Build Team's overall approach to subcontractor and consultant procurement for the Project. Attention is directed to Section 2.7.3 of the General Conditions, which requires compliance with Public Contract Code (PCC) 22166 in the selection of subcontractors.</p> <p>Identify potential challenges in the selection of subcontractors and subconsultants for the Project and how the Design-Build Team will address those challenges.</p> <p>If applicable, describe in detail the Design-Build Team's approach to early subcontractor involvement, including proposed design-build and design-assist subcontractors, and identify which scopes of Work are candidates for design-build or design-assist subcontracts.</p>		
<p>3.4.1.3</p> <p>a.</p> <p>b.</p> <p>c.</p>	<p>Quality Assurance/Quality Control ("QA/QC"). Provide the following information regarding the Proposed Design-Build Team's approach on QA/QC. Include the following information:</p> <p>The overall approach to both design and construction QA/QC;</p> <p>The Proposed Design-Build Team's processes and tools to facilitate QA/QC; and</p> <p>The reporting and functional relationship(s) between the Quality Management personnel and the Proposed Design-Build Team as a whole.</p>		
<p>3.4.1.4</p>	<p>Describe the Design-Build Team's commitment to safety and what innovations the Team will bring to the Project to enhance safety.</p>		
<p>3.4.1.5</p> <p>a.</p> <p>b.</p>	<p>The information provided in response to this Section (Overall Management Approach) of the RFO will be scored based on the following.</p> <p>The Proposed Design-Build Team's understanding of the delivery method;</p> <p>The degree to which the Proposed Design-Build Team understands the Owner's goals and objectives with respect to the Project; and</p>		

c.	The strength of the Proposed Design-Build Team's management plan for the Project, including any other component or element that the Proposed Design-Build Team deems essential to the success of the Project.		
3.4.2	Project Controls, Cost Tracking	13	
a.	Describe the Design-Builders processes and tools for monitoring, reporting and managing costs. The Proposed Design-Build Team's plan to collaborate in the development and communication of costs, and schedule to the Owner; and		
b.	What the Proposed Design-Build Team will provide for the Project.		
3.4.3	Collaboration and Integration	10	
a.	The strength and viability of the Design-Build Team's plan to communicate and collaborate with the Owner, including any other topics that the Proposed Design-Build Team deems essential to the success of the Project;		
b.	Not Used		
c.	The different resources that the Design-Build Team will bring to the Project and how those different resources will enhance the Project.		
3.4.4	Design Development and Management	23	
a.	The information provided in response to this Section of the RFP will be evaluated based on the following considerations: The strength and viability of the Proposed Design-Build Team's design management plan, including any other topics that the Proposed Design-Build Team deems essential to the success of the Project;		
b.	The quality of the Proposed Design-Build Team's approach to design excellence for the Project and the ideas and innovations proposed to achieve design excellence; and		
c.	The different resources that the Proposed Design-Build Team will bring to the Project and how those different resources will enhance the Project.		

3.4.5	Project Sequencing and Scheduling	21	
	The information provided in response to this Section of the RFP will be evaluated based on the following considerations:		
a.	The strength and viability of the Design-Build Team's project sequencing and scheduling plan, including not only the specific topics on which the Owner has requested discussion but any other topics that the Design-Build Team deems essential to the success of the Project; and		
b.	The different resources that the Design-Build Team will bring to the Project and how those different resources will enhance the Project.		
	Written Technical Proposal Subtotal	90	
2.4.4	Interview	10	
Technical Proposal	Total	100	

ITEM 2 – Price Proposal Evaluation Criteria sheet on next page

ITEM 2 – Price Proposal Evaluation Criteria sheet

Price proposal will be evaluated independent of the Technical Proposal and will have a weight of 80 % (400 points max.)

The score will be determined by the First 5 LA Contract Operations and Compliance Officer in accordance with the formula below. This will occur after the Technical Proposal evaluations are complete and the final score of the Technical Proposals are provided to First 5 LA's Contract Administration and Purchasing Department.

Offeror: _____

Score: _____

Each Offeror's Price Proposal shall be compared to the lowest responsive price proposal and will include all items. The lowest responsive price will receive the 400 points for this criterion. All other Offeror's price proposals will be scored as follows:

$$\text{Offeror Price Score} = \frac{\text{Lowest Price Proposal}}{\text{Offeror's Price Proposal}} \times 400$$

Offeror's Price Proposal will also be evaluated for price reasonableness and unreasonable or unrealistic price may be grounds for disqualification. Price Proposals that do not address all material Contract requirements are deficient and may be grounds for disqualification.

Attachment G –

Price Proposal

Proposer shall complete the following form and include in the Price Proposal package. By execution below, Proposer hereby agrees to furnish the related equipment, and services as specified in RFP 2021-CIP 01 at the prices submitted in response to this solicitation.

PROPOSER COMPANY NAME:

STREET ADDRESS:

CITY, STATE, ZIP CODE:

AUTHORIZED OFFICER:

COMPANY OFFICER TITLE:

SIGNATURE OF AUTHORIZED OFFICER:

CONTACT INFORMATION:

OFFICE PHONE NUMBER:

E-MAIL ADDRESS:

DESIGN-BUILD SERVICES FOR THE FIRST 5 LA FACILITY
 RENOVATION PROJECT
Attachment G - RFP 2021-CIP 01 PRICE PROPOSAL

1. The Proposer agrees that all costs of work required by the RFP, including Work reasonably inferable therefrom and necessary thereto required for a project delivery contract basis are included in the prices entered in **Schedule A**.

2. The Cost of all Work required in the RFP for which a specific line item is not provided in the attached schedules shall be allocated proportionately among the other prices most closely associated with such costs and included in the proposal price.

3- Allowance will be used by First 5 LA for items specifically identified in the Contract Documents and for unforeseen Hazardous Conditions, if any.

SCHEDULE – A

Summary Sheet		
ITEM	ELEMENTS / DESCRIPTION	CONTRACT AMOUNT
1	GENERAL REQUIREMENTS	\$
2	EXISTING CONDITIONS	\$
5	METALS	\$
7	THERMAL & MOISTURE PROTECTION	\$
8	OPENINGS	\$
9	FINISHES	\$
10	SPECIALTIES	\$
12	FURNISHINGS (Plastic Shields)	\$
21	FIRE PROTECTION	\$
22	PLUMBING	\$
23	HVAC	\$
26	ELECTRICAL	\$
27	COMMUNICATIONS	\$
32	EXTERIOR IMPROVEMENTS	\$
	SUB TOTAL - 01	\$

	General Conditions	\$
	Overhead and Profit	\$
	Insurance and bond	\$
	Allowance	\$80,000
	SUB TOTAL - 02	\$
	TOTAL COST OF CONSTRUCTION (01 +02)	\$
	<u>DESIGN FEES</u>	
	50 % Construction Document	\$
	100 % Construction Document	\$
	Final % Construction Document	\$
	SUB TOTAL - 03	\$
	<u>OTHERS</u>	
	Mobilization and Temporary Utilities	\$
	Demobilization	\$
	Final Building Testing and Commissioning	\$
	Training and Material Overstock	\$
	AS BUILT Drawings	\$
	Operation and Maintenance Manuals	\$
	SUBTOTAL - 04	\$
	TOTAL COST OF CONSTRUCTION + DESIGN FEES + OTHERS (01 + 02 + 03 + 04) : BASE PRICE	\$
	BREAK – DOWN (DETAILED SHEETS FOLLOW)	
ITEM	ELEMENTS / DESCRIPTION	CONTRACT AMOUNT
1	GENERAL REQUIREMENTS	
	SUB-TOTAL - GENERAL REQUIREMENTS	\$

2	EXISTING CONDITIONS	
	Site Demolition	\$
	Demolition (1st, 2nd, 3rd floor)	\$
	Demolish existing roofing	\$
	SUB-TOTAL - EXISTING CONDITIONS	\$
5	METALS:	
	Structural support for solar panel, Solar rack, roof mount, RM5, per details on sheet (S-800)	\$
	Miscellaneous metal works	\$
	SUB-TOTAL - METALS	\$
7	THERMAL & MOISTURE PROTECTION	
	Roofing replacement and Thermal and Moisture protection (including insulation and walkway pads).	\$
	SUB-TOTAL - THERMAL & MOISTURE PROTECTION	\$
8	OPENINGS:	
	Convert existing doors to Automatically operated doors as required per Contract Documents including door hardware.	\$
	Modify existing HM door frame to accept electric latch for Automatic door operator.	\$
	SUB-TOTAL - OPENINGS	\$
9	FINISHES:	
	Patch and seal cracks at smooth plaster surfaces. Various locations. Field verify all locations. Paint repaired panels to match existing	\$
	Replace exterior glazing gaskets at the window due to shrinkage at the corners(include sealant, caulking and any repair as needed for water/weather proofing)	\$
	Misc. Interior Finishes as required per Contract Documents	\$
	SUB-TOTAL - FINISHES	\$

10	SPECIALTIES:	
	Install new trough Type solid surface countertop	\$
	Install new touch-free Automatic soap dispensers	\$
	SUB-TOTAL - SPECIALTIES	\$
12	FURNISHINGS:	
	Plastic shield mounted on existing cubical partitions- Platform divider screens as required per Contract Documents.	\$
	SUB-TOTAL - FURNISHINGS	\$
21	FIRE PROTECTION SYSTEM	
	Provide pre-action system complete package Assembly including all required per Contract Documents. Fire protection contractor shall secure and seismic anchorage cabinet through existing concrete floor.	\$
	Provide fire protection clean Agent complete package (Fire Protection Stat-X System) including all required per Contract Documents.	\$
	Provide remote fire alarm control panel as required per Contract Documents.	\$
	SUB-TOTAL - FIRE PROTECTION	\$
22	PLUMBING:	
	Plumbing Demolition/Removal (in all locations) as required per Contract Documents.	\$
	Cutting & Patching miscellaneous floor, Wall, ceiling penetrations including patching up with fire sealant if applicable.	\$
	NEW Plumbing Works (in all locations) as required per Contract Documents.	
	Automated Drinking Fountains (in all three floors)	\$
	Testing	\$
	SUB-TOTAL - PLUMBING	\$
23	HVAC and Mechanical works:	

	HVAC Demolition/Removal including Protect-In-Place, (in all locations) as required per Contract Documents.	\$
	Cutting & Patching for miscellaneous floor, wall, ceiling penetrations including patching up with fire sealant if applicable.	\$
	New HVAC and Mechanical works as required per Contract Documents (including MERV-16 filters)	\$
	Testing and balancing	\$
	Commissioning	\$
	SUB-TOTAL - HVAC AND MECHANICAL	\$
26	ELECTRICAL:	
	New Electrical Works (in all locations) as required per the Contract Documents.	\$
	Photo Voltage System as required per Contract Documents.	\$
	Cutting & Patching for miscellaneous floor, wall, ceiling penetrations including patching up with fire sealant if applicable.	\$
	Testing and Commissioning	\$
	SUB-TOTAL - ELECTRICAL	\$
27	AUDIOVISUAL (AV SYSTEMS) Network and IT works:	
	AV upgrades as required per contract documents including Rough-ins, cabling works, all related infrastructure works as needed including equipment, devices, screens, accessories, etc. as needed to finish and operate per Owner's requirements, are included in this RFP – no exclusions.	\$
	Cutting & Patching for miscellaneous floor, wall, ceiling penetrations including patching up with fire sealant if applicable.	\$
	Network Redesign and IT Hardware Upgrade: Rough-ins, cabling works, related infrastructure works as needed and coordination with the Owner selected third party vendor (who will "Supply and "install" IT hardware equipment) <u>are included and required in this RFP.</u> Network and IT hardware equipment of this item – "Supply and Install " <u>are excluded (Not required in this RFP).</u>	
	SUB-TOTAL – AUDIO VISUAL/IT	\$

32	EXTERIOR IMPROVEMENTS	
	New storage/trash bin enclosure CMU walls and concrete footings	\$
	Slab on grade	\$
	Misc. Concrete (pad, etc.)	\$
	New storage/Trash bin roof	\$
	New double doors	\$
	Emergency Generator as required per Contract Documents including but not limited to Feeder between generator & ATS	\$
	SUB-TOTAL - EXTERIOR IMPROVEMENTS	\$