



Lake Tahoe Unified School District

Request for Qualifications For Facilities Master Planning and Design Services

RFQ Issued: May 26, 2021
RFP Deadline: June 22, 2021 at 4:00 pm

Dr. Todd Cutler, Superintendent
Lake Tahoe Unified School District
1021 Al Tahoe Boulevard
South Lake Tahoe, CA 96150
(530) 541-2850, ext. 1025
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Request for Qualifications

Facilities Master Planning and Design Services

The Lake Tahoe Unified School District ("District") is soliciting proposals from qualified consultants that can help with the planning, development and related work associated with a Long-Range Facilities Master Plan ("Facilities Master Plan").

The purpose of this Request for Qualifications ("RFQ") is to obtain information that will enable the District to select an ideal candidate that can effectively partner with the District to perform various components of a Facilities Master Plan. Each consultant firm ("Consultant") responding to this RFQ should be prepared and equipped to provide complete and detailed Facilities Master Planning services on behalf of the District in an expeditious and timely manner and enable the District to meet deadlines and schedules. The District reserves the right to retain the same firm to plan, design and oversee construction of the resulting facilities projects.

The Lake Tahoe Unified School District provides transitional kindergarten through 12th grade educational services to residents of the City of South Lake Tahoe in El Dorado County. The District has an enrollment of 4,000 students and operates seven schools – Sierra House Elementary School, Tahoe Valley Elementary School, Bijou Community School, Lake Tahoe Environmental Science Magnet School, South Tahoe Middle School, South Tahoe High School and Mt. Tallac Continuation High School.

District will need to secure future funding to implement needs and long-range projects identified in the Facility Master Plan to include State Grants, Local Bonds and State Bonds, etc.

If your firm is interested in providing Facilities Master Planning services for, or on behalf of, the District, please submit a detailed summary of your firm's qualifications in accordance with this RFQ. **The deadline for receipt of the proposal is 4:00 pm on June 22, 2021 ("Response Deadline")**. Note that proposals delivered after the Response Deadline may not be considered. **Three hard copies and one electronic copy on a flash drive in PDF format of your proposal should be submitted to:**

Andrea Salazar, Associate Superintendent/CBOO
Lake Tahoe Unified School District
1021 Al Tahoe Boulevard
South Lake Tahoe, CA 96150
(530) 541-2850, ext. 1025

All submittals will become property of the District. Information in the proposals will become public property and subject to disclosure laws. The District reserves the right to make use of any information or ideas in the proposals, reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. All costs associated with the preparation or submission of qualifications for this RFQ are solely the responsibility of the candidates.

In order for the District to make an informed decision regarding selecting a consultant firm among responsible and responsive candidates, your proposal must contain the following described elements or evidence that the consultant candidate meets or exceeds the requirements stated hereto in this RFQ.

1. SCOPE OF SERVICES

1.1 Meet with Facilities Master Planning Committee ("FMPC")

This task involves meeting with appropriate team members on the FMPC to obtain critical information on the existing facilities and conditions assessment. The FMPC shall meet throughout the Facilities Master Plan process. Participants in the FMPC might include members from the following groups:

- School District Staff (Superintendent, Associate Superintendent, Facility Supervisor, Facility Staff, etc.)
- Board of Trustees
- District and Parent Advisory Committees
- Students

1.2 Community Outreach

In light of the significant community interest in the Facilities Master Plan process, this task involves the consultant assisting with community input forums and/or surveys, allowing the community to weigh-in on the Facilities Master Plan process. Community input forums may be held to provide community members information and seek feedback from them on facility needs.

1.3 Develop Conditions/Needs Assessments (*see 1.3.1. and 1.3.2 below*)

1.3.1 Evaluation of Current School District Facilities

This task involves Consultant completing a physical evaluation of all the District's existing sites and their condition to understand the basis for modernization/ new construction/replacement based upon the curriculum needs as defined by the FMPC and Community Outreach process.

Consultant will evaluate each site based to determine areas for possible growth/expansion/consolidation, the context of the schools, the visual definition of the campus and how the indoor and outdoor spaces function independently and together. Once this overall diagrammatic evaluation of the existing facilities has been completed, Consultant will begin to develop the conceptual level Facilities Master Plan by utilizing statistical data that has been gathered to form a basis for the determination of the needs of each campus.

This may not be limited to architectural elements of the site and may include structural, mechanical, electrical, plumbing, civil and landscape consideration.

1.3.2 Develop Future Facilities Needs and Alternatives

This task involves Consultant assisting with prioritizing short-term and long-term needs of the school district, exploring community and joint-use needs, preparing individual site Facilities Master Plans, providing recommendations for energy savings, incorporating deferred maintenance needs into each campus, facilitating and documenting FMPC input and assembling all material for presentation to the FMPC.

The Facilities Master Plan should be sensitive to construction costs relative to available funding while strategizing for future funding opportunities.

1.4 Capacity and Utilization Study, Determination of Eligibility for State Funding and Other Funding Sources

Perform a school site capacity study, including a full facilities inventory, along with established State and local loading standards. Provide recommendations regarding maximum site sizes. Prepare Office of

Public School Construction (OPSC) eligibility determination for growth and modernization programs, and assist the District with determining eligibility for State facilities funding along with the California Department of Education (CDE).

Consultant should also advise the District on all funding sources currently available for facilities financing, including, but not limited to, AB841, Federal COVID relief funding, grants and/or other energy incentives.

1.5 Facilities Equity Study

Analyze and compare teaching and support spaces between the school sites. These findings will be compared with the Educational Specifications to determine the need for changes or additions in facilities and spaces necessary to accommodate the instructional programs.

1.6 Estimate of Probable Construction Cost and Schedule

Identify and project all costs associated with the recommended facility additions, improvements and/or consolidations. This includes factors for contingency and escalation based upon projected timeframes for project implementation.

Consultant shall prepare a schedule for project implementation given industry typical assumptions for design, agency approval and construction to align with the beginning of each school year or as necessary to facilitate construction and occupancy.

1.7 Preparation of a Final Facilities Master Plan

This task involves Consultant assisting with the preparation of a final Facilities Master Plan (in digital format) that can be uploaded to the District's website and can be easily accessed by the District's constituents.

1.8 Facilitation of the FMPC Presentation

This task involves Consultant assisting with the facilitation of FMPC presentation/discussion of findings and recommendations to the Board of Trustees in a workshop setting.

1.9 Presentation to the Board of Trustees

After receiving feedback from the FMPC presentation described in 1.8, Consultant will present the draft Facilities Master Plan (including estimates, schedules and possible funding scenarios) to the Board of Trustees for feedback prior to finalization and approval by the Board.

2. PROPOSAL FORMAT

Proposals should be typewritten, concise, straightforward and must address each requirement and question. Submittals shall be signed by an authorized individual or officer of the firm submitting the statement. In addition, submittals are required to include the following:

- Materials must be in 8 ½ x 11 format.
- Table of Contents to include:
 - 2.1 Cover Letter
 - 2.2 Business Information
 - 2.3 Project Approach
 - 2.4 Relevant Project Experience
 - 2.5 References
 - 2.6 Project Team Summary
 - 2.7 Basis of Fees
 - 2.8 Exclusions
 - 2.9 Insurance

Consultant’s proposal shall, at a minimum, include all of the following:

2.1. Cover Letter

A cover letter containing an introduction and the name, address, telephone number and e-mail address of the person or persons authorized to represent the institution regarding all matters related to the proposal. Cover letter should also include number of years in business and date firm was established. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

2.2. Business Information

Provide the following information for your firm:

- Company name
- Address
- Telephone
- Website URL (if applicable)
- Name and email of main contact
- Federal tax I.D. number
- License information including number and expiration date, if applicable
- Business structure (corporation, partnership, etc.)
- A brief description and history of the firm
- Number of employees (licensed professionals, technical support, etc.)
- Number of current projects and present workload and where possible, projected workload for the period in question, for those individuals proposed to work the District’s project
- Location of office where the bulk of services solicited will be performed

2.3. Project Approach

Describe approach and methodology for completing the Scope of Services tasks described in Section 1.

Include anticipated involvement from key stakeholder groups, meeting/workshop facilitation, presentations and approval procedures.

Present a preliminary schedule for the same, including key milestones, deliverables and critical path items.

2.4. Relevant Project Experience

Provide information about similar services provided by your firm on at least three prior Facilities Master Plans at the TK-12 level, completed within the past ten years. Include the following information:

- Project name and location
- Beginning and end dates of project
- Dollar amount of identified need
- Main program elements
- Size of the district (enrollment, number of sites, grade levels, etc.)
- School district and key contact, include name, title, phone number and e-mail address

Provide a sample of at least one (but no more than three) completed District-wide Facilities Master Plan(s). Include as an electronic file on the flash drive with submittal; hard copies are not required.

2.5. References

Provide five TK-12 references who you have worked with in the past five years.

2.6. Project Team Summary

Identify Consultant's project team members and their specific expertise and experience to ensure suitable Consultant services. Indicate key team members, years of employment with the firm, resumes and California Registration Numbers, as applicable.

2.7. Basis of Fees

Provide the basis of how Consultant will arrange its fee and sample hourly rates and reimbursable expenses for the 2021 year including possible increases.

2.8. Exclusions

Including a detailed summary of services provided in the Facilities Master Plan, provide necessary exclusions that may be important for the District to understand in the selection process.

2.9. Insurance

Provide proof of coverage for the types and amounts of insurance carried by the Consultant, including commercial general liability, automobile liability, workers' compensation insurance and professional liability coverage. Minimum limits of insurance required by the District for consultant and sub-consultants are as follows:

- Commercial General Liability Insurance with an Occurrence Policy with a minimum limit of \$1,000,000 per occurrence/ \$2,000,000 aggregate. A Claims-Made policy is not acceptable.
 - A separate page Endorsement showing the policy number and naming *Lake Tahoe Unified School District* as Additional Insured.
- Business Automobile Liability Insurance with a minimum combined single limit of \$1,000,000 each accident.
 - A separate page Endorsement showing the policy number and *naming Lake Tahoe*

Unified School District as Additional Insured.

- Professional Liability (Errors & Omissions) Insurance with a limit not less than \$1,000,000.
- Workers' Compensation Insurance with a limit of not less than \$1,000,000.

3. CRITERIA FOR SELECTING PRE-QUALIFIED CONSULTANTS

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting a Consultant to assist with the Facilities Master Plan. The evaluation criteria are as follows:

3.1. Timeliness and Completeness of Proposal

To receive maximum consideration, Consultant firm's proposal must be received by the Response Deadline. In addition, Consultant firm's proposal will be evaluated with respect to organization, clarity, completeness and responsiveness to this RFQ.

3.2. Technical Qualifications and Competence

This includes experience, expertise and familiarity with applicable laws and requirements for school facility projects in general and Facilities Master Planning.

3.3. Record of Past Performance

This includes work quality, completion of work on schedule, cost controls and contracts held with other TK- 12 school districts over the last five years, as well as the response of references provided by Consultant or any other references identified by the District.

3.4. Approach to Work

This includes project management and coordination methodologies, prioritization analysis and study approaches, and ability to work cohesively with various stakeholders involved in long-term planning efforts.

4. POLICIES APPLICABLE TO CONTRACT AWARDS

Acceptance by the District of any proposals submitted pursuant to this RFQ shall not constitute any implied intent to enter into a contract for Consultant services. All work to be performed under any awarded contract must conform to the requirements of the District and, if applicable, the CDE and all other governmental agencies with jurisdiction.

5. QUESTIONS REGARDING RFQ PROCESS

All questions must be submitted in writing to Andrea Salazar, Associate Superintendent/CBOO, at asalazar@ltusd.org. Questions must be submitted by June 9, 2021 at 4:00 pm.

NOTE: Responders are cautioned to not contact members of the District's Board of Trustees or any District staff. Failure to observe this criteria will result in responder disqualification.

Interested firms should submit three hard copies and one electronic copy on a flash drive in PDF format of the Response by June 22, 2021 by 4:00 pm to:

Andrea Salazar, Associate Superintendent/CBOO
Lake Tahoe Unified School District
1021 Al Tahoe Boulevard
South Lake Tahoe, CA 96150

6. PRELIMINARY SCHEDULE

All dates are preliminary and subject to revision.

Date	Description
May 26, 2021	RFQ is released
June 9, 2021 at 4:00 pm	Deadline for submission of questions
June 22, 2021 at 4:00 pm	Deadline for all submissions in response to the RFP
June 25, 2021	Interviews (if required)
July 20, 2021	Board meeting to approve Consultant