



THE FARMWORKER INSTITUTE OF EDUCATION &
LEADERSHIP DEVELOPMENT (FIELD) REQUEST
FOR PROPOSAL (RFP) FOR PROJECT MANAGEMENT
AND SUPPORT SERVICES FOR FACILITIES
DEVELOPMENT AND CONSTRUCTION
FIELD Corporative Office and Training Center



FIELD
RFP



RFP FOR PROJECT MANAGEMENT SERVICES

Table of Contents

The Farmworker Institute of Education & Leadership Development (FIELD) Request for Proposal (RFP) for Project Management and Support Services for Facilities Development and Construction..... 2

RFP TIMELINE 2

1. SUMMARY OF THE REQUEST FOR PROPOSALS (RFP) 2

2. BACKGROUND INFORMATION AND MISSION 2

3. SUBMITTAL OF PROPOSAL 3

4. SUBMISSION CONTENT OUTLINE 3

5. EVALUATION CRITERIA 5

6. QUESTIONS AND MODIFICATIONS 6

7. AWARD AND CONTRACTING PROCESS 6

8. PROPOSER RESPONSIBILITY FOR COSTS 6

9. PROPOSAL ERRORS, OMISSIONS, MODIFICATIONS AND SUPPLEMENTATION 6

10. INSURANCE REQUIREMENTS 6

11. INFORMATION HANDLING 7

12. ANTICIPATED SCOPE OF SERVICES..... 7

APPENDIX A 9



RFP FOR PROJECT MANAGEMENT SERVICES

The Farmworker Institute of Education & Leadership Development (FIELD) Request for Proposal (RFP) for Project Management and Support Services for Facilities Development and Construction

RFP TIMELINE

Target Date / Pacific Time	Event
August 13, 2020	Release of RFP
August 17, 2020 – 2:00pm	Deadline for Submission of Questions
September 4, 2020 – 2:00pm	Submission Deadline
Negotiation and Award	Following Submission

1. SUMMARY OF THE REQUEST FOR PROPOSALS (RFP)

The Farmworker Institute of Education & Leadership (FIELD) is seeking proposals from qualified firms to provide services in support of its capital program to develop and build facilities in support of its operations. This solicitation is intended to retain a professional services firm to provide relevant technical management services in a Task Order basis following execution of a Master Services Agreement (MSA).

2. BACKGROUND INFORMATION AND MISSION

FIELD's purpose is to "Empower the Underserved to be self-sufficient". Our *Big Audacious Goal* is to "empower 40,000 underserved individuals by 2021 and to empower 150,000 people by 2025". FIELD has evaluated the social and economic chaos of our communities: where we are strong, where we are not, where we might succeed, where we might not, and we have found that our capacity is obscured by the bonds of poverty, ignorance and hopelessness in the future. However, to have hope for the future we must have confidence in ourselves. Central to the human dignity of people is their education and training. We must devote every effort, in mind and spirit, to help individuals and their families achieve success in an extremely competitive global society. Through the catalyst of FIELD's programs, tens of thousands of men and women will discover a new sense of self-worth. FIELD's graduates will be confident in their abilities, proud of their accomplishments, and inspired by the emerging transformation of their communities.



RFP FOR PROJECT MANAGEMENT SERVICES

To this end, FIELD is endeavoring to supplement and improve the facilities in which it performs its operations for the benefit of the community we serve. Though no Disadvantaged Business Enterprise (DBE) goal is set for this project, FIELD encourages participation from small and DBE firms. The anticipated project endeavors include:

FIELD Natural Resources Center, Training Rooms and Headquarters

- The proposed FIELD Headquarters and Natural Resource Center is located at 200 Mulberry Street, Tehachapi, CA. 93561. The proposed structure will be situated between West F and West E Streets, at Mulberry St. The project consists of site improvements and construction of a proposed facility to support and conduct FIELD operations. *(See Site Plan in Appendix A)*
- New construction will consist of a two-story administrative and training center with classrooms, library, parking lot and frontage street improvement on an approximately 10,000 to 13,000 square- feet (1.5-acre project site). *(See Floor Plans and schedules in Appendix A)*

3. SUBMITTAL OF PROPOSAL

Proposals must be submitted in an *ELECTRONIC FORMAT on a flash drive or by email* on or before 2:00 p.m. on September 4, 2020 to the following FIELD representative and at the address below:

David Villarino, President/CEO
122 East Tehachapi Blvd.
Suite C
Tehachapi, CA 93561
Phone: (661) 823-8828
davidv@fieldinstitute.org

NO LATE SUBMISSIONS WILL BE ACCEPTED

4. SUBMISSION CONTENT OUTLINE

The Proposal should be submitted in a searchable PDF format according to the following structure and labeling:

- a. COVER LETTER – 1 Page

Provide a cover letter, signed by an officer of the company authorized to bind your firm, that addresses your interest in providing services for FIELD, your proposed personnel's availability and your firm's willingness and commitment to the Mission and Vision of FIELD



RFP FOR PROJECT MANAGEMENT SERVICES

and social equity in general. Introduce the Principal in Charge and his/her commitment to FIELD. Also include a brief statement on the history and background of your firm in this letter, and any additional capabilities and experience which may be of interest to FIELD's operations, projects, or mission.

b. EXECUTIVE SUMMARY – 2 Pages

Provide an executive summary including a description of your firm's legal status (e.g., individual practitioner, partnership, limited liability company, corporation, non-profit organization, charitable institution, etc.), background, mission, an explanation of the types of services the respondent provides that relate to this RFP (such as cost estimating & scheduling), a list of other current and recent past clients, as well as an organizational chart relevant to the FIELD RFP.

c. PROJECT EXPERIENCE – 3 Pages

Within the space allotted, include relevant project experience that will allow FIELD to evaluate your firm's and/or proposed personnel's background and ability to perform the scope of services identified in this RFP. Project descriptions should include owner name, budget, services provided, image(s) of the project, and reference name. FIELD may or may not contact the reference provided. A minimum of three (3) projects are required.

d. KEY PERSONNEL – 1 Page per Resume, 3 Resumes – 3 Pages Total

Provide resumes of key personnel proposed for servicing FIELD for purposes of this RFP. Each resume shall include name, educational background, project experience of the individual, firm employment with name and years at each firm, licenses and certifications, and a narrative statement summarizing the relevance of this individual to the FIELD project. The proportion of time associated with each individual or utilization of such personnel will be determined by FIELD in subsequent Task Order assignments. The three required positions are Project Manager, Design Manager and Field Superintendent.

e. TECHNICAL APPROACH – 3 Pages

Provide information regarding the approach to executing the scope of services described herein for all phases of development, design and construction and the anticipated activities within each phase. Address the level of service and the proposed management techniques proposer will implement to provide project management and support services to FIELD.

f. RATE SCHEDULE – 1 Page

Provide an hourly rate and staffing plan/resource loaded schedule for a minimum of three Key Personnel proposed herein, as well as cost estimating and scheduling services. The



RFP FOR PROJECT MANAGEMENT SERVICES

rates shall be fully burdened for the labor provided, and any excluded or other direct costs not captured within the hourly rate must be identified. Such excluded costs shall be limited to reasonable and customary reimbursable expenses typically tracked separately from such hourly rates such as reprographics, software licensure, on site trailers, etc. Provide COLA increase amounts, if any, per year for a period of three (3) calendar years following award date. FIELD reserves the right to negotiate the fee provided in any firm's proposal. However, all firms must provide information regarding how its fee will be calculated and a total proposed price for FIELD's consideration.

5. EVALUATION CRITERIA

a. MINIMUM QUALIFICATIONS/REQUIREMENTS:

Proposer shall meet the following minimum requirements and qualifications to proceed to the evaluation and scoring process. Proposer must possess the following credentials and certifications listed below:

- The Proposer has been a registered business with the CA Secretary of State or incorporated for a minimum of (15) years;
- The Proposer must have conducted owner's representation project management for facilities development and construction projects in Southern California;
- The Proposer must currently employ a professional with a valid Professional Engineer license valid in the state of California;
- Key personnel must be employed by proposed firm for a minimum of 90 days prior to submission. 1099 employees are not permitted.

b. IDEAL PROPOSED CANDIDATES WILL INCLUDE THE FOLLOWING:

- CCM, DBIA, LEED AP, and QSP certifications
- 10 years' experience in California K-14 school construction
- Experience with Design Management and DSA coordination
- Experience with State and Grant Funded projects

c. EVALUATION FORMAT:

FIELD will review and evaluate the received proposals based on the following criteria:

- Relevance, Quality and Depth of Experience to the FIELD project scope of services;
- Technical Approach quality and relevance;
- Proposed Rate Schedule value;
- Disadvantaged Business Enterprises
- Firm's understanding of and commitment to FIELD's mission and program;

FIELD reserves the right to evaluate and select based on the best value and best interest



RFP FOR PROJECT MANAGEMENT SERVICES

of its operations, organization, constituency, and mission.

6. QUESTIONS AND MODIFICATIONS

Questions regarding this RFP shall be submitted in writing to David Villarino CEO, at davidv@fieldinstitute.org prior to the Deadline for Submission of Questions identified above or by Addendum. FIELD reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without award or contracting.

7. AWARD AND CONTRACTING PROCESS

FIELD intends to select a firm to enter into an MSA as a result of this RFP for future services within or related to the scope of services contemplated in this RFP. Actual work scope and associated budget will be assigned and authorized by FIELD by means of a Task Order related to this MSA. This RFP is not an agreement to purchase services, and FIELD is not bound to enter into an MSA nor issue Task Orders thereto. FIELD reserves the right to award to multiple firms responding to this RFP and/ or contract with other firms separately based on the best interests of FIELD.

8. PROPOSER RESPONSIBILITY FOR COSTS

Proposers are solely responsible for their own expenses regarding this RFP and for subsequent negotiations or provision of additional information. FIELD will not be liable to any Proposer for any claims, whether for costs or damages incurred by the Proposer in preparing the Application, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

9. PROPOSAL ERRORS, OMISSIONS, MODIFICATIONS AND SUPPLEMENTATION

FIELD reserves the right to reject a submission that contains an error or omission, request correction of any errors or omissions and/or to request any clarification or additional information from any Proposer, without requiring clarifications for all Proposers. Proposers will be provided a reasonable period in which to submit written responses to FIELD's requests for clarification or additional information. Proposers shall respond by the deadline stated in the correspondence. FIELD reserves the right to waive clerical or non-material errors at its sole discretion.

10. INSURANCE REQUIREMENTS

Proposer shall submit evidence of and maintain for the duration of the term of performance if awarded the insurance specified below with the minimum limits indicated:



RFP FOR PROJECT MANAGEMENT SERVICES

- a. Workers' Compensation Insurance - \$1,000,000
- b. Commercial General Liability Insurance - \$1,000,000 per occurrence, \$2,000,000 general aggregate
- c. Comprehensive Automobile Liability Coverage - \$1,000,000
- d. Professional Liability Insurance - \$1,000,000 per occurrence, \$2,000,000 general aggregate

11. INFORMATION HANDLING

Submission content and information will be used for purposes of evaluation and award; however, Proposer should avoid submitting any sensitive information or data within the Proposal. FIELD makes no guarantee regarding submission of sensitive or proprietary material with regard to encryption, access, or discovery efforts, and waives all responsibility for such. It is not anticipated that such sensitive information will be necessary for response to this RFP. All submissions received will become the property of FIELD upon Proposal.

12. ANTICIPATED SCOPE OF SERVICES

The anticipated scope of professional services to this RFP will include those customary and relevant to capital project development, design, construction, and delivery. Specific assignments via subsequent Task Order may include all, some or other services based on the need and determination of FIELD. The primary scope of services anticipated currently as a result of this RFP are the following:

- e. Pre-Construction Services
 - Site Evaluation, Entitlement, Permitting, Environmental Evaluation, Facility Condition Assessment, Site Utility Evaluation and Coordination, Municipal Approvals and Clearances, Agency Compliance.
 - Master Project Budget and Schedule, Design Management, Design Review, User Coordination and Constructability Evaluation, Value Engineering, Cost Evaluation Review and Associated Development Support.
- f. Bid & Award Phase
 - Construction Bid Strategies, Bid Packaging, Bidder Outreach and Evaluation, Prequalification, Pre-Bid Site Walk, Bid Inquires, Addenda, Bidding and Competition, Bid Evaluation, Contracting Support and Associated Services.
- g. Construction Phase
 - Construction Management and Contract Administration, Field Oversight and Observation, Quality Assurance/Quality Control, Document Control, Meeting Minutes, Monthly Billings and Invoices, Change Order Evaluation, and Schedule Review.
 - Conduct Pre-Construction, Progress, and other Construction Related



RFP FOR PROJECT MANAGEMENT SERVICES

Meetings. Coordination of Testing and Inspection, Designer Construction Administration, RFI and Submittal Reviews, Contract Compliance and Associated Services.

h. Project Close-out and Post Construction Services

- Project Completion Support and Verification, System Commissioning Coordination and Training, Delivery of As-Built, Warranties, Operation Manuals, Attic Stock. Warranty Enforcement, Punch List Generation and Verification, Final Releases and Occupancy Requirements, Move Management and Support, and Associated Services.

END

APPENDIX A

- A100 – SITE MAP AND ROOM SCHEDULE
- A101 – SITE PLAN
- A102 – LEVEL 1 FLOOR PLAN
- A103 – LEVEL 2 FLOOR PLAN
- A104 – LEVEL 1 SHOP
- A105 – LEVEL 2 SHOP
- A106 – MAIN BUILDING ELEVATIONS
- A107 – MAIN BUILDING SECTION 1
- A108 – MAIN BUILDING SECTION 2
- A109 – MAIN BUILDING SECTION 3
- A110 – MAIN BUILDING SECTION 4
- A111 – MAIN SHOP ELEVATION
- A112 – SHOP SECTIONS
- A113 – MAIN ENTRANCE RENDERS
- A114 – REAR BUILDING RENDERS