



REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

(RFP NO. 1901)

March 1, 2019

SUMMARY

Larchmont Schools ("District") requests the submission of proposals for Educational Facilities Master Plan ("Project") from firms interested in providing this service to the District for our four campuses. The Educational Facilities Master Plan shall include review and analysis of current campuses, state recommendations for the next 24-60 months. Identify facility goals to achieve an enriched student instructional program and safety for our campuses.

Interested firms are invited to submit Proposals as described below, with one (1) original, two (2) copies and an electronic version:

Larchmont Schools
Angelica Sammons, Director of Operations
444 N. Larchmont Blvd., Suite 207
Los Angeles, CA 90004

All Proposals must be received on or before March 22, 2019, no later than 4:00 PM

If you have any questions regarding this RFP please email Angelica Sammons, Director of Operations at angelica.sammons@larchmontcharter.org.

PROJECT SITES:

Larchmont Charter School at Fairfax (lease)
1265 N. Fairfax Avenue, West Hollywood, CA 90046
Grades TK-4

Larchmont Charter School at Hollygrove (lease)
815 N. El Centro Avenue, Los Angeles, CA 90038
Grades TK-4

Larchmont Charter School at Selma (Prop. 39 co-located campus)
6611 Selma Avenue, Los Angeles, CA 90028
Grades 5-6

Larchmont Charter School at La Fayette Park Place (own)
2801 W. Sixth Street, Los Angeles, CA 90057
Grades 7-12

The Facilities Master Plan will consist of the following elements:

- Asset Management Strategy
- Assessment and Options
- Implementation Strategy
- Facilities Master Plan

The project scope for an Educational Facilities Master Plan is to ensure we meet the long-term needs of students, teachers, administrators, parents and the community.

PROPOSALS

1. General Information / Instructions - Proposals

1.1. The District is inviting submittal of Proposals for the PROJECT which shall require planning, design, coordination, administration, consulting and advice, and related services.

1.2. Proposals must contain all requested information about the firm and must be on 8-1/2 x 12 paper and no more than fifty (50) printed pages in length. Proposals should be complete and prepared to provide an insightful, straightforward, and concise overview of the capabilities of firm.

2. Business Information

Please provide the following information:

- Company name.
- Address.
- Telephone.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Describe firm's philosophy and how it will work with District administration officials, including community partners and other district staff, to lead scope development, and develop architectural design responses to community school educational goals.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- How sub-consultants will be utilized and to what extent work will be performed in-house.

Relevant K-12 Project Experience and References

Provide information about prior services/designs prepared by your firm in the last ten (10) years on at least two (2) K-12 educational projects.

Indemnification - Proposal

Pursuant to Public Contract Code section 20103.6, any agreement with the Architect shall include the following indemnity provision:

To the furthest extent permitted by California law, Architect shall defend, indemnify, and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claim"), to property or persons, including personal injury and/or death, to the extent that any of the above arise out of, pertain to, or relate to the negligence, recklessness, errors or omissions, or willful misconduct of Architect, its officials, officers, employees, subcontractors, consultants, or agents directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages.

Architect shall pay and satisfy any judgment, award or decree that may be rendered against the indemnified parties in any Claim. Architect shall also reimburse District for the cost of any settlement paid by District arising out of any Claim. Architect shall reimburse the indemnified parties for any and all legal expenses and costs, including expert witness fees and consultant fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided to the extent caused by the above agreement to indemnify. Architect's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the indemnified parties. District shall have the right to accept or reject any legal representation that Architect proposes to defend the indemnified parties. In addition to the above indemnification obligation, the Architect shall be responsible for the following, to the extent caused by the Architect's willful misconduct or negligent acts, errors or omissions: Without limiting Architect's liability for indirect cost impacts due to these delays, the direct costs for which the Architect shall be liable shall equal the amount the District is liable to Project contractor(s), inspector(s), construction manager(s) caused by these delays and all interim housing costs caused by these delays. Without limiting Architect's liability for indirect cost impacts, the direct costs for which the Architect shall be liable shall equal the difference between the cost of the change order and the reasonable cost of the work had that work been a part of the originally prepared construction documents.

District's Evaluation / Selection Process – Statement of Qualifications

The District may, at its discretion, interview some or all of those firms submitting a Proposal. One or more of those firms may then be selected and recommended to the governing board of the District for approval.

District Investigations - The District may check references, and may perform investigations of firm that extend beyond the information in the proposals. The District may conduct interviews of firms. Any firm(s) selected for interviews must make available for interview the key personnel it intends to assign to the District's Project(s).

Submittals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing respondents prior to and during the review, evaluation and negotiation processes. However, to the extent that the submittals are public records under California law, the submittals may be released to the public if requested by members of the public.

Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent's qualifications, demonstrated competence in like construction, and the Firm's ability to integrate its personnel with the District's staff and consultants.

After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to interview the top Firm(s). The District may elect to interview one or more Firms. Interviews are tentatively scheduled as indicated above. Adequate time will be allowed for presentation of qualifications followed by questions and answers.

If a commitment is made, it will be to the most qualified respondent with whom the District is able to successfully negotiate the terms and conditions of the required agreement documents.

The District reserves the right to contract with any entity responding to this RFP. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any PROPOSAL in response to this RFP. The awarding of a contract(s), if at all, is at the sole discretion of the District.

The District reserves the right to reject any or all PROPOSAL(s), to waive any irregularities or informalities not affected by law, to evaluate each PROPOSAL submitted, and to award a contract, if any, according to the PROPOSAL which best serves the interests of the District at a reasonable cost to the District.

INSURANCE

The firm selected shall maintain in full force and effect, during the entire term of the contract, the insurance described below. Firms that fail to provide required insurance information during the selection and negotiation process may be eliminated.

- a. Workers' Compensation, with Employer's Liability limit of not less than \$1,000,000 per each accident
- b. Commercial General Liability Insurance with limits of not less than \$1,000,000 per each occurrence, \$2,000,000 in aggregate, including coverage for contractual liability, personal injury, property damage, personal/advertising, independent contractors, products and completed operations
- c. Comprehensive or Business Automobile Liability Insurance with limits of not less than \$1,000,000 per each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired automobiles
- d. Professional Liability Insurance with limits of not less than \$1,000,000 per each occurrence for errors or omissions arising out of professional services performed under the contract
- e. The Commercial General Liability Insurance and Comprehensive or Business Automobile Liability Insurance policies shall be endorsed to include the District, its officers, agents, employees, and representatives as additional insureds.
- f. The policies shall be primary insurance to any other insurance available to the District, with respect to any claims arising out of the contract. The insurance shall apply separately to each insured against whom a claim is brought.
- g. All policies shall be endorsed to provide thirty (30) days advance written notice to the District of cancellation, non-renewal, or reduction in coverage.
- h. Certificates of insurance in the form and with insurers satisfactory to the District, evidencing all coverage above, shall be furnished to the District during the selection and negotiation process.

Basic Design Services: i. Pre-Design and Programming Services

- Collect and analyze data to complete a preliminary space program referencing the District's educational specifications as well as meeting with District's Administrative staff and neighborhood organizations.
- Develop an architectural program; perform pre-design investigations to establish appropriate guidelines around which and within which the Project(s) is to be designed; identify design issues; review all pertinent data including DSA codes, surveys, site maps, geotechnical reports, etc.
- Participate in a series of workshops with the District's Authorized Representative to review and develop District specifications.

- Develop, review, and reconcile the construction cost budget within the parameters of the construction budget.

Schematic Design Phase, Design Development Phase, and Development of Construction Documents

- Review and validate existing conditions at the proposed site as well as as-built documentation of the relevant existing facilities, and utilize these in the preparation of the design documents.
- Develop alternative programming design concepts (at least three unique designs), and prepare programming design documents including cost estimate and basis of design.
- Develop and finalize the chosen schematic design, including cost estimate and basis of design, and identify milestone activities and dates.
- Prepare outline specifications of proposed architectural, structural, mechanical, and electrical materials, systems, and equipment and their criteria and quality standards.
- Revise the construction cost budget for the Project(s), subject to specified conditions including schematic estimates, design development estimates, and escalation.
- Basic design phase services shall include at minimum the following disciplines: Civil, Structural, Architectural (including landscaping and hardware specialist), Mechanical–HVAC, Plumbing, Electrical, Telecommunications (voice, video and data), Fire Protection, Security, Food Service, Acoustical, Independent Cost Estimator, and all other upper-division disciplines necessary for a complete facility. The Architect as part of these services shall provide topographic and civil surveys by a licensed surveyor.
- From accepted deliverables, prepare design development and construction document design from all professional disciplines necessary to deliver the Project(s), including without limitation: complete site plans, scaled floor plans, structural drawings, elevations, mechanical load calculations, mechanical equipment and electrical fixture locations and schedules, refined utility, landscaping and access improvements; identify all fixed equipment to be installed in Project(s).
- The Architect team will use CHPS standards as a guideline while designing buildings that require minimal maintenance and long-term (50 year) durability.
- Coordinate efforts with CEQA consultant(s), legal, and other District-hired consultants. Provide supporting documentation required for CEQA process.
- Submit design documents to District, DSA, and other government entities and/or utility providers as required for plan checks and approvals.
- Assist the District in Bid Phase by preparing addenda and other documents as required; review and assist District with construction bid contracts and documents.
- Participate in estimating, scheduling, constructability review and planned maintenance meetings.

- Participate in community meetings, such as, town hall, discussions, Board presentations, etc.

Construction Administration and Close-out Phase

- Work closely with the Administration throughout the construction of the facilities. Provide construction administration support through submittal review, response to contractor request for information, review the work for conformance to quality standards and assist with construction completion and acceptance.
- Without additional compensation, correct or revise any errors or omissions in Architect's studies, reports, projections, master plans, design, drawings, specifications, and other services for District review.
- Comprehensive project documentation, to include the following:
 - Digital photographic documentation of the construction process progressively and at selected milestones;
 - High definition video documentation of selected dynamic events;
 - Live, streaming fixed view and/or adjustable view camera footage via webcam of selected areas of the construction site, including still image captures and time lapse video capabilities;
 - Native mobile application for Apple iOS and Android OS devices to provide direct mobile access to online Contractor documentation and mobile application-supported software features.
 - Mobile website that auto-detects mobile web-browsers for Apple iOS, Android OS and Blackberry OS devices to provide optimized mobile web-browser viewing of online Contractor documentation;
 - Documentation inclusive of electronic indexing, navigation, cloudbased hosting, storage and remote access, as applicable, throughout construction;
 - Contractor support, security of information and technological requirements related to the documentation;
 - Qualifying credentials required for submittal.
- Review contractor submitted change orders.
- Prepare record drawings from contractor as-built documents. Provide PDF drawings of as-built drawings as part of closeout.
- Review contractor submitted closeout documents.
- Assist the District with the preparation of all required agency and governmental close out documentation.
- Obtain, prepare, coordinate and submit documents as required for DSA review and final certification of projects.