

REQUEST FOR PROPOSAL 2223-012

**SELECTION OF AN ARCHITECT OR CONSTRUCTION MANAGEMENT FIRM TO
PROVIDE PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF A NEW DISTRICT
FACILITY MASTER PLAN FOR THE BURBANK UNIFIED SCHOOL DISTRICT**

ISSUED BY:

BURBANK UNIFIED SCHOOL DISTRICT

Issued: November 18, 2022

Due: January 4, 2023 by 2:00PM

**RFP #2223-012
Burbank Unified School District
Purchasing Department
1900 West Olive Avenue
Burbank, CA 91506
818-729-4533**

**Professional Services RFP
Burbank Unified School District**

The Burbank Unified School District (“District”) is seeking a qualified architectural or construction management firm (FIRM) with at least ten (10) years of experience in planning, building and renovating schools in California (and within that time the firm should have participated in the design or building of at least five (5) school projects modernization or new school construction) to provide services in connection with a new Master Facility Plan for the District.

Submitting firms must have an office within a fifty (50) mile radius of the Burbank Unified School District, as the District’s focus will be on firms familiar with our community and builders in our area.

Refer any questions to: **Andrew Cantwell, Assistant Superintendent, Administrative Services** andrewcantwell@burbankusd.org.

The Burbank Unified School District acting by and through its Board of Education, hereinafter referred to as DISTRICT, will receive Proposal up to, but not later than 2:00 p.m. (on the clock designated by the Owner as the bid clock), on January, 4, 2023. Proposals received later than the designated time and date will not be accepted. Facsimile (FAX) or email copies of the proposal will not be allowed.

Proposal shall be received to the Purchasing Services Department, 1900 West Olive Avenue, Burbank CA 91506. Each Proposal must be sealed and marked: “RFP #2223-012.” Each Proposal must conform and be responsive to the document copies of which are now on file and may be obtained in the Purchasing Services Office of the Burbank Unified School District, by email to claudiasimancas@burbankusd.org, or on the Purchasing Services website: <https://www.burbankusd.org/Page/1395>.

No firm may withdraw its Proposal for a period of ninety (90) days after the date set for receiving them. The Board of Education reserves the right to reject any and all Proposals and to waive any irregularity, and to sit and act as sole judge of the merit and Proposal of the services offered therein.

SCHEDULE OF EVENTS

BURBANK UNIFIED SCHOOL DISTRICT

EVENT	DATE
Release Request for Proposal Documents	November 18, 2022
FIRM Questions Regarding RFP due back to the DISTRICT (if any)	December 5, 2022
Questions Answered through RFP Addendum (if applicable)	December 20, 2022
Receive RFP’s & DISTRICT Evaluation of Proposal (Deadline)	January 4, 2023
Interviews with FIRMS	January 17-20, 2023
Board Approval of FIRMS & Execute Agreement	February 2, 2023
Completion of Master Plan	On-going
<i>Note: All dates are preliminary and subject to revision by the District if necessary. The district has no to minimal work hours from December 23 to January 2</i>	

I

METHOD OF SELECTION

Submittals will be reviewed by a selection committee comprised of various appropriate District staff and members of the School Facilities Oversight Committee. The committee will review applications, interview candidate firms at their discretion, and make recommendations to the Board of Education. Award of contract for any specific project or projects will be made by the Board of Education.

Each area will be rated 0 to 25 points with a maximum of **150 points**.

1. Experience and Training: Project personnel resumes. **(25 points max)**
2. Experience and Organization: Comparable project references, project personnel continuity. **(25 points max)**
3. Innovation, Technical, and Artistic ability: Creative ability, innovation of design, technological and energy management concepts. **(25 points max)**
4. Communication: Demonstrated abilities to communicate with applicable State agencies and project teams; District, Stakeholders, and the Community. **(25 points max)**
5. Budget: Proven ability to perform aesthetic and economical project designs within allowable State building costs: accuracy of cost estimates, rate of change orders, percentage of errors & omissions. **(15 points max)**
6. Methodology: Demonstrated success in developing a comprehensive Master Plan document. **(25 points max)**
7. Professional Fees **(10 points max)**

The DISTRICT reserves the right to accept/review all submissions despite their level of responsiveness, and reserves the right to reject any and/or all submissions.

Selection of a firm for the approved list shall not constitute any kind of guarantee that the firm will be awarded a contract. The DISTRICT reserves the right to award a contract to any approved FIRM for any particular project.

III

SCOPE OF THE MASTER PLAN

The Burbank Unified School District (“DISTRICT”) is seeking a qualified firm to provide professional services in connection with a new Facility Master Plan. Items that the DISTRICT require to be included in the Facility Master Plan, but not limited to, are:

- 1) Assess and identify the current conditions and suitability of DISTRICT Facilities based on:
 - Current classroom capacities, use and future expansion of programs
 - Surveys, inspections and assessments of the condition of the existing District site facilities including support buildings
 - Safety and Security evaluation; recommend upgrades, improvements, modern methods of securing School Site access and surveillance.
 - Appropriate collection and use of developer fees
 - Assessments of space and programming needs
 - Assessment of accessibility according to the American Disabilities Act (ADA)

- 2) Assessing general demographic trends, including local housing markets, to estimate:
 - Enrollment projections
 - Short-Range Enrollment Projections (1-3 Years)
 - Mid-Range Enrollment Projections (5-10 years)
 - Long-Range Enrollment Projections (10 Years and Out)
 - Future classroom capacities
 - The use and adequacy of future developer fees
 - School consolidation and site utilization

- 3) Identifying improvements, upgrades and modernization to existing facilities to:
 - Support and enhance the teaching and learning environment
 - Implement a student focused learning environment
 - Support student safety and facilities conducive to the current non-binary/LGBTQ orientation
 - Meet the requirements of Title IX including equitable use of sports venues and facilities
 - Maximize the efficient use and purpose of all school facilities and undeveloped properties
 - Advance the student experience and aspects of student education and training
 - Improve, enhance and establish student extracurricular activities
 - Provide an aerial view of each site, a map of the area, information about the site, such as year constructed, enrollment, grade levels served, building size, acres and site diagrams with proposed plans noted.

- 4) The needs assessment should cover a wide array of DISTRICT needs, including:
 - Grounds and site work
 - Outdoor facilities
 - Utilities
 - Centralized equipment systems
 - Building envelope
 - Interior finishes
 - Furnishings and fixtures
 - Technology infrastructure

- 5) The successful firm must include the following information and recommendations to:
 - Create and establish a framework for engaging stakeholders in the proposed improvements to student learning and environment
 - Identify proposed improvements and classify them as short-term, mid-term or long-term improvements
 - Provide a cost/benefit analysis for each improvement including remodeling, change in site use, new or re-construction, modernization and site acquisition / disposal recommendations
 - Develop a budget based on funding sources such as future grants or applications for funding at the local, state and federal levels, Bond funds and other voter approved funding sources. Assign those fund resources to projects based on proper use and project type
 - List all planned, funded and ongoing current projects within the DISTRICT
 - Project future District Facilities operating costs
 - Provide a framework for regular, routine updating of the new District Facilities Master Plan
 - Develop a method of “Pairing Down” the Facility Master plan to funds available through the committee.

- 6) DISTRICT facilities to be included are all DISTRICT sites:
 - Walt Disney Elementary, 1220 W. Orange Grove Ave., Burbank CA 91506
 - Thomas Edison Elementary, 2110 W. Chestnut St., Burbank CA 91506
 - Ralph Emerson Elementary, 720 E. Cypress Ave., Burbank CA 91501
 - Bret Harte Elementary, 3200 W. Jeffries Ave., Burbank CA 91505
 - Thomas Jefferson Elementary, 1900 N. Sixth St., Burbank CA 91504
 - William McKinley Elementary, 349 W. Valencia Ave., Burbank CA 91506
 - Joaquin Miller Elementary, 720 E. Providencia Ave., Burbank CA 91501
 - Providencia Elementary, 1919 N. Ontario St., Burbank CA 91505
 - Theodore Roosevelt Elementary, 850 N. Cordova St., Burbank CA 91505
 - Robert Stevenson Elementary, 333 W. Oak St., Burbank CA 91505
 - George Washington Elementary, 2322 N. Lincoln St., Burbank CA 91504
 - Luther Burbank Middle School, 3700 W. Jeffries Ave., Burbank CA 91505
 - Dolores Huerta Middle School, 420 S. Mariposa St., Burbank CA 91506
 - John Muir Middle School, 1111 N. Kenneth Rd., Burbank CA 91504
 - Burbank High School, 902 N. Third St., Burbank CA 91502
 - John Burroughs High School, 1920 W. Clark Ave., Burbank CA 91506
 - Monterey High School, 1915 W. Monterey Ave., Burbank CA 91506
 - Burbank Adult School, 3811 W. Allan Ave., Burbank CA 91505
 - Magnolia Park School, 1915 W. Monterey Ave., Burbank CA 91506
 - Community Day School, 223 E. Santa Anita Ave., Burbank 91502
 - Burbank Independent Learning Academy, 3715 W. Allan Ave., Burbank CA 91505
 - District Service Center (M&O), 510 S. Shelton St., Burbank CA 91506
 - District Offices, 1900 W. Olive Ave., Burbank CA 91506

IV
REQUIREMENTS FOR SUBMITTAL
(Contents of Proposal)

Each FIRM shall submit the following information and documents. All submittals must be received by Purchasing Services of the Burbank Unified School District at 1900 West Olive Avenue, Burbank California 91506, on or before 2:00 P.M. January 4, 2023. All submittals must be limited to fifty (50) pages in total length including index pages, dividers, front and back covers, glossary and reference pages. Each page, whether single or double sided counts as one page. Provide (5) hard copies and one digital copy of your submittal package.

A. COVER LETTER

B. DESCRIPTION OF FIRM

Include name of firm, address, telephone number, fax number, type of firm (i.e., corporation, partnership, etc.), California Registration Number and name of principal contact. Provide a brief history of the organization, including:

- * Number of years in business
- * Senior member(s) and length of association
- * Whether the organization has gone by a different name while under substantially the same management
- * Location of office where project team members will complete the design and manage the project
- * List of basic services provided by firm
- * List of additional services provided by firm
- * A detailed explanation of any litigation related to school construction projects in which the organization has been involved, as well as a discussion of how the litigation was resolved.

C. EXPERIENCE RELATIVE TO DISTRICT NEEDS

Discuss the organization's knowledge of and experience with master planning.

Provide the total number of State-funded school projects in progress in office at this time and phase status, grade level and current dollar value.

Provide a listing of all California schools where you have developed a master plan, including respective district contact information, completed by your firm in the last five (5) years.

Discuss the organization's change order history, including the firm's approach to problems and change orders, and a summary of change orders for three State-funded school projects which were completed over the last two years (show the total dollar amount of change orders for all three projects, compare this information to the total original contract dollar amount and indicate, by percentage, the dollar amount of change orders which were caused by the DISTRICT, FIRM, and Contractor, respectively).

D. PROPOSAL OF FIRM'S PERSONNEL

Identify project personnel, organizational relationships, and provide a resume of Proposal and project related experiences which uniquely suits the personnel to the DISTRICT's needs.

E. CONSULTING ENGINEERS

List the consulting engineering firms to be used as consultants during the course of the development of the master plan including resumes of project personnel in the following sequence:

1. Structural
2. Mechanical
3. Electrical
4. Civil
5. Communications

Include license numbers and business address/phone number for each.

F. KNOWLEDGE OF STATE FUNDING FOR SCHOOL CONSTRUCTION

Describe the knowledge possessed by members of your firm regarding State Funded Building Projects, including the application process, and identity of the firm of record and the firm associated with the State Projects.

G. EXPERIENCE WITH STATE REGULATORY AGENCIES

Describe your firm's experience in working with State agencies including the Office of Public School Construction, State Allocation Board, Department of Education, and Division of the State Architect.

H. PROJECT PLAN AND METHODOLOGY

Describe procedures proposed by your firm in conducting each phase of the Facility Master Plan. Discuss specific firm procedures when developing each section of the Facility Master Plan.

I. FEES

Provide breakdown of proposed fees and personnel to be assigned to the DISTRICT projects.

Provide a fee schedule for the types of service that you offer including: a) new construction; b) remodel; c) modernization; d) change orders; and e) master planning. **Be thorough and specific.**

J. INSURANCE

Provide the following:

1. Professional liability insurance of \$1,000,000 annual aggregate minimum.
2. General liability insurance of \$2,000,000 annual aggregate, \$1,000,000 per occurrence

- * Name of professional liability insurance carrier
- * Whether the policy of insurance is on an occurrence or claims made basis
- * Policy limits
- * Deductible on the policy of insurance
- * Number of years with carrier
- * Claims made on any policy of insurance held by the organization
 - (a) A detailed explanation of the nature and type of claim
 - (b) Whether the claim has been resolved
 - (c) The terms of the resolution

K. REFERENCES

- a. Provide four (4) references from School Districts where your firm has completed similar types of projects within the past five years. Please inform references they may be asked to provide a reference by phone, email or fax. Provide the following reference information in format below:

- District/Organization
- Contact name, telephone number, and E-mail address
- Project name
- Project description
- Scope of services
- Project start and completion dates
- Total project cost
- Change order information; total dollar amount of change orders
- Significant issues and how issues were resolved (if applicable)
- Construction delivery method used

L. COST ESTIMATING

Provide a statement describing the methodology utilized to estimate the probable construction cost of a project. Include:

- * Methodology
- * Contingencies utilized
- * Standard estimating manuals used as reference
- * Experience of estimator
- * Accuracy of estimates
- * Describe your firm’s willingness to commit to the estimate provided

M. OTHER

Each FIRM is encouraged to provide additional information or description of resources the firm feels are pertinent to this proposal as related to the selection criteria listed below.

N. CRITERIA FOR SELECTION

Each RFP submitted will be evaluated based on but not limited to the following criteria:

- Overall Proposal
- Experience with K-12 Facility Master Planning and future bonds
- Depth of Background with School Projects
- Proposal of FIRM’s Personnel
- Relevancy and Quality of Past Experiences
- FIRMS in Person Interview / Presentation (to be scheduled)

V

GENERAL INFORMATION

A. SUBMITTAL OF STATEMENT OF PROPOSAL

All submittals should be verified before submission. Adjustments will not be permitted after submission to the DISTRICT. DISTRICT will not be held responsible for any errors or omissions on the part of the firm in the preparation of the submittal. DISTRICT reserves the right to reject any and all submittals, or to waive any irregularities or information in the submittals.

B. SIGNATURES

Submittal must be signed by a representative of the organization with authorization to bind the organization by contract.

C. DISQUALIFIED STATEMENTS

Any submittal received after the time and dated stated above, shall be refused and returned.

D. WITHDRAWAL OF SUBMITTAL

Organizations may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals.

E. COPIES OF SUBMITTAL

Each organization making a submittal must include five (5) copies plus one digital copy in a sealed envelope prominently marked with the Request for Proposal number “RFP 2223-012”, the due date, time, and the name of the organization submitting the response. Responses shall be on 8-1/2” X 11” paper and in electronic format.

F. CONTACT

Organizations interested in making a submittal are directed not to make personal contact with members of the DISTRICT’s Governing Board. Any contact will constitute grounds for disqualification of consideration. Questions regarding the RFP should be directed to:

Andrew Cantwell, Assistant Superintendent, Administrative Services
andrewcantwell@burbankusd.org

G. RIGHTS OF THE DISTRICT

This Request for Proposal (“RFP”) does not commit DISTRICT to award a contract or pay any costs incurred in the preparation of a response to this request. DISTRICT reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFP. DISTRICT further reserves the right to select the professional consultant(s) that it considers to be in the best interest of DISTRICT. Upon selection, DISTRICT will enter into negotiations with the selected firm for projects as DISTRICT deems appropriate. Following a successful negotiation, the firm will be required to enter into an Agreement between DISTRICT and FIRM.

H. FEES

DISTRICT will negotiate contract fees for the services to be provided from the best qualified organizations. Fees for basic services shall not exceed State Allocation Board (SAB) allowances.

I. CONTRACTS

In accordance with Public Contract Code section 20103.6, the professional consultant, upon selection, will be required to enter into a standard Services Agreement which contains the following indemnity clause:

INDEMNITY BY FIRM.

To the fullest extent permitted by law, FIRM agrees to indemnify, defend and hold DISTRICT entirely harmless from all liability arising out of:

- a. **Workers' Compensation.** Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to FIRM's employees or FIRM's subcontractor's employees arising out of FIRM's work under this AGREEMENT; and
- b. **General Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the FIRM, the FIRM shall indemnify and hold the DISTRICT harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the FIRM or the DISTRICT, or any person, firm or corporation employed by the FIRM or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent FIRMS who are directly employed by the DISTRICT. The FIRM, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT (other than professional negligence covered by section c below), its officers, agents or employees that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRM, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof; and,
- c. **Professional Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the FIRM, the FIRM shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons or damage to property caused by any act, neglect, default or omission of the FIRM, or any person, firm or corporation employed by the FIRM, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the FIRM's obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorney's fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRM.

VI
DESCRIPTION OF SERVICES DESIRED

A. SUMMARY OF SPECIFIC SERVICES DESIRED

Agreement shall include the basic services as defined in the DISTRICT/FIRM Agreement and the following:

1. Facilitation and publishing of the Educational Specifications
2. Colored rendering suitable for reproduction and mounting or framing
3. Design and master planning documents services
4. Agency approval services, including but not limited to DSA, CDE, OPSC, and local jurisdictions where it applies to master plan recommendations
5. Bidding and construction administration recommendations
6. Master plan documents in preparation for future a bond.