



WHERE OAKLAND SHINES

**DESIGN- BID-BUILD
REQUEST FOR PROPOSALS**

PROJECT:

**LIGHTHOUSE COMMUNITY CHARTER SCHOOL
TK Modular Classroom and Tenant Improvement Project**

ISSUED: January 17, 2025

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SECTION 00 - IMPORTANT DATES

1. Issue RFPJanuary 17, 2025
2. Job Walk.....10:00 AM PDT, January 27, 2025
 - a. Meet at Lighthouse Community Charter Public School at 444 Hegenberger Road, CA 94621.
3. Written Questions Due from Proposers...No later than 4:00 PM PDT, February 10, 2025
4. Responses to Questions due from Lighthouse February 18, 2025
5. Proposals Due No later than 4:00 PM PDT, February 25, 2025
6. Potential Interviews February 27th, 2025
7. Inform Selected Contractor..... February 28, 2025
8. Lighthouse Board of Trustees Contract Approval March 5, 2025

All dates are subject to change at Lighthouse Public School's discretion.

SECTION 01 – INTRODUCTION

A. THE DESIGN-BID-BUILD PROCUREMENT PROCESS

The Lighthouse LLC Board of Directors have approved the use of a design-bid-build construction delivery method for the Lighthouse Modular Classroom and Tenant Improvement Project (the “Project”).

Lighthouse will award a contract to the firm whose proposal is most advantageous to LPCS with price and other factors considered to Lighthouse using the criteria set forth in this RFP.

The design-bid-build procurement includes the following process:

1. Use of an RFP describing the Project for a competitive procurement by the contractors.
2. The RFP selection will use a “best value” approach as defined in Education Code section 17250.15 for the selection of the firm.
3. Award and execution of a Stipulated Sum contract.

B. PROJECT APPROACH

Lighthouse Community Public Schools (“Lighthouse”) will conduct a mandatory job walk on the date and time set forth in Section 02. Each firm will need to review the Project criteria, the available record drawing documents provided by Lighthouse, and all other documentation provided in the RFP or referred to in the RFP. It is the intention of Lighthouse for all entities to fully understand the Project scope of work and the existing conditions of the Project site and existing conditions. Lighthouse is providing these resources to assist the entities to prepare a complete submission to this RFP.

Based on this information, the entities will develop an efficient approach to the Project and provide a fixed price for fee, Phase 1 and Phase 2 work.

Once the successful firm has been selected, Lighthouse will enter into a Stipulated Sum Agreement with a fixed price component for all work. After the contract is issued, a Notice to Proceed (NTP) will be issued for completion of the Phase 1 work. Phase 2 Additive Alternative work may be awarded at a later date.

C. PROJECT COMPLETION

The firm is responsible for achieving substantial completion and final completion for each element of work. The firm is also responsible for completing any furniture and equipment installation requirements, start-up and commissioning, certifications, and meeting all warranty/guarantee requirements.

SECTION 02 - PROJECT SCOPE OF WORK

A. PROJECT DESCRIPTION

Lighthouse Community Public Schools (LCPS) is seeking a qualified firm for the construction of a modular classroom and tenant improvements at Lighthouse School, located at 444 Hegenberger Road, Oakland CA 94621.

Founded in 2002, LCPS operates two public charter schools — Lighthouse (K-12) and Lodestar (K-12) — serving over 1,500 students in East Oakland. With a vision of transforming its community through creating a family of exceptional schools serving youth and families in Oakland, its mission is to prepare diverse students for college, a career of their choice, and to be lifelong changemakers.

Lighthouse is located at 444 Hegenberger Road, Oakland CA 94621. The campus consists of one building that provides 38 classrooms in a total of 92,480 square feet of space and outside recreational space.

This campus is intentionally located in a neighborhood in East Oakland (94621) that has been historically underserved, lacking equitable educational opportunities for families. This neighborhood has a high poverty rate and has had the highest COVID positivity rates in Alameda County during the last three years. This neighborhood also ranks highest in the Oakland Community Stressors Index, the experience of chronic stress, violence, and trauma that negatively impacts communities and increases the likelihood that our students may have lower social capital, decreased collective efficacy, and measurable impact on their psychological development, health, and well-being.

B. PROJECT BUDGET AND SCHEDULE

The preliminary Project Construction Budget for the is One Million and Thirty-Three Thousand Dollars (\$1,033,000.00). Lighthouse reserves the right to change the Project cost prior to contract award through addenda and after contract award in accordance with the design-bid-build contract.

Phase 1 modular classroom work shall start on May 30, 2025 and be completed by July 28, 2025.

Phase 2 Tenant Improvement work shall start on May 29, 2026 and be completed by July 31, 2026.

C. SCOPE OF WORK

The scope of work consists of constructing the Project in accordance with architectural plans and specifications.

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- *Phase 1:*
 - Construct approximately 669 s. f. of modular classroom space and 267 s.f. of space for two break out and/or administrative rooms. Work is located in the lobby of the southwestern wing of the campus.
 - Work includes but is not limited to: electrical, lighting, fire life safety, HVAC, flooring and finishes.
 - Start work on May 30, 2025 and complete by July 28, 2025.
- *Phase 2 Tenant Improvement Additive Alternative:*
 - Reconfiguration of existing space beneath the mezzanine of the southwestern wing of the campus.
 - Work includes but is not limited to: demolition and construction, electrical, lighting, fire life safety, HVAC, flooring and finishes.
 - Start work on May 29, 2026 and complete by July 31, 2026

(A link to site specific resource documents is provided in Section 08.)

Building Considerations and Assumptions

The awarded firm needs to consider the school academic calendar during construction of this project. Firm will need to strategize around sequencing the work without displacing students.

Applicable Codes and Regulatory Agencies

California Department of Education (CDE)

California Code of Regulations (CCR)

California Building Code (CBC)

California Fire Code (CFC)

Oakland Municipal Code

California Health and Safety Code

Americans with Disabilities Act

East Bay Municipal Utilities District (EBMUD)

Oakland Municipal Code and Planning and Building Regulations

Department of Industrial Relations

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As an improvement project on a private, charter school site, it is understood that the project comes under the jurisdiction of the City of Oakland Planning and Building Department.

SECTION 03 – RFP SUBMISSION GENERAL REQUIREMENTS

A. GENERAL INFORMATION

1. Project Point of Contact:

Keivan Abidi, Project Director
Pacific Charter School Development
keivan@pacificcharter.org

All communications relating to this RFP must be directed to Lighthouse contact person named above. All communications between Proposers and other Lighthouse staff members, consultants or any member of the Lighthouse's governing Board of Education concerning this RFP are strictly prohibited. Failure to comply with these requirements may result in proposal disqualification.

2. Examination of Documents

By submitting a proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required under this RFP, it is familiar with the scope of work, and it is capable of performing quality work to achieve Lighthouse's objectives consistent with industry and professional standards.

If any Proposer is in doubt as to the true meaning of any part of the Project Documents, or finds discrepancies in or omissions from the Project Documents, the Proposer may submit to Lighthouse a written request for an interpretation or correction thereof. Should a Proposer require clarification of this RFP, the Proposer shall notify Lighthouse in writing. Written questions are due from Proposers by the date set forth in Section 00. Lighthouse will issue a written addendum clarifying the matter, which will be sent to all Proposers.

Lighthouse reserves the right to waive minor irregularities and omissions in the information contained in any proposal, the RFP process, and to make all final determinations. Lighthouse further reserves its right to reject any or all proposals.

3. Examination of Project Site.

At its own expense and prior to submitting its bid, each Proposer shall: visit the Project site; determine the local conditions which may in any way affect the performance of the work to be performed under the Agreement, including without limitation the general prevailing rate of per diem wages and other relevant cost factors; familiarize itself with all Federal, State and

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local laws, ordinances, rules, regulations and codes affecting the performance of the work, including without limitation the cost of permits and licenses required for the work; make such surveys and investigations, including investigation of subsurface or latent physical conditions at the Project site or other locations where work is to be performed under the Agreement, as the Proposer may deem necessary for performance of the work at its bid price; determine the character, quality, and quantities of the work to be performed and the materials and equipment to be provided; and correlate the Proposer's observations, investigations, and determinations with all requirements of the Project. Under no circumstances shall any Proposer be present on school grounds unless escorted by authorized Lighthouse personnel. To the extent that the Project Documents describe or depict existing Project site conditions, those descriptions and depictions are provided only for informational purposes; Lighthouse does not warrant said information and shall not be liable for any loss sustained by the Proposers (successful or otherwise) resulting from any variance between the site conditions as so depicted and the actual conditions revealed during the Proposer's pre-bid examination or during the progress of the work.

4. **Submission of Bid Constitutes Proposer's Representation Upon Which LPCS Can Rely. Submission of a bid shall constitute the Proposer's representation to LPCS that the Proposer:**
 - a. Has visited the Project site and conducted such diligent investigations as specified in Section 14 above;
 - b. Has examined the Project Documents and satisfied itself as to the meanings thereof;
 - c. Has determined that the Plans and Specifications and other Project Documents are sufficient for bidding and completing the work required by the Agreement;
 - d. Is capable of reading and understanding the Project Documents and is capable of completing the work required of it in accordance with the Plans and Specifications and other Project Documents;
 - e. Accepts the Plans and Specifications and other Project Documents as establishing an acceptable standard for plans, specifications, and drawings;
 - f. Agrees that the work required under the Project Documents can and will be completed by the Proposer to LPCS' satisfaction in accordance with the Construction Schedule;
 - g. Has otherwise complied with all the requirements of the provisions of the RFP.

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LCPS shall be entitled to rely on all of the foregoing representations, and the Proposer's submission of a bid shall be incontrovertible evidence of the truth of those representations.

5. Addenda

Lighthouse reserves the right to revise or amend the RFP. Such changes, if any, will be announced by addenda to this RFP. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

6. Bonds.

The successful firm shall be required to submit payment and performance bonds as specified in and using the bond forms included with the Contract Documents. All required bonds shall be based on the maximum total contract price as awarded, including additive alternates, if applicable.

7. Funds for Construction

Lighthouse has established a Construction Budget of One Million and Thirty-Three Thousand Dollars (\$1,033,000.00), inclusive of General Contractor fees, construction, labor, materials, equipment, supervision/management of the construction process. The foregoing Construction Budget excludes the costs, fees, or expenses of Lighthouse's project consultants, governmental approval / permit fees, the Project Inspector during construction, the initial test and subsequent inspections of the Project during construction, any utility service connection fees assessed by third parties.

8. Public Works Project.

This is a public works project. The successful Proposer and all of its subcontractors of all tiers shall register with the Department of Industrial Relations (DIR) as a contractor that is working on a public works project and shall pay all workers on all work on the Project not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the DIR, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of LCPS, pursuant to sections 1770 et seq. of the California Labor Code.

Prevailing wage rates are available from LCPS or on the Internet at: http://www.dir.ca.gov/dlsr/statistics_research.html. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a) in which circumstance the contractor or subcontractor is

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ineligible to respond to a bid or to do public work]. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015). This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

The successful Proposer and its subcontractors will be required to comply with all applicable provisions of law related to public works project, including preparation and submission of certified payroll records to the Division of Industrial Relations, as primarily outlined in the Public Works Addendum attached to the Agreement.

9. In accordance with the provisions of Section 3700 of the Labor Code, the successful Proposer shall secure the payment of compensation to all employees. The successful Proposer who has been awarded the contract shall sign and file with LPCS (as indicated in Section 17 above) three (3) original counterparts of the Workers' Compensation Certificate, which states, in part, as follows: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.
10. **Contractor's License.** If, at the "Date and Time of Bid Opening" specified in the Notice, the Proposer or any of its subcontractors is not properly licensed to perform the work on the Project in accordance with the Contractor's State License Law, set forth at Division 3, Chapter 9, of the Business and Professions Code (commencing with Section 7000), then that Proposer's bid will be rejected as non-responsive pursuant to Business and Professions Code Section 7028.15(e). If at any time LPCS believes that the Proposer was not so licensed at said Date and Time of Bid Opening, then LPCS shall make no payment to the Proposer for work or materials under the Agreement unless and until the Proposer causes the State Contractors License Board, pursuant to Business and Professions Code Section 7031(d), to provide a verified certificate of licensure to LPCS which establishes that the Proposer or its subcontractor was properly licensed at the Time and Date of Bid Opening. Any Proposer or subcontractor not so licensed is subject to penalties under the law, and the Agreement entered into with such Proposer will be considered void.
11. **Anti-Discrimination.** It is LPCS' policy that in connection with all work performed under contracts to which LPCS is a party, there be no unlawful discrimination against any prospective or active employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The

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successful Proposer agrees to comply with applicable federal and state laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12900, and with Labor Code Section 1735. In addition, the successful Proposer agrees to require like compliance by any subcontractors employed on the Project by such Proposer.

12. **Drug-Free Workplace Certification.** Pursuant to the Drug-Free Workplace Act of 1990 (Government Code Sections 8350 *et seq.*), the successful Proposer will be required to execute a Drug-Free Workplace Certificate upon execution of the Agreement. The Proposer will be required to take positive measures outlined in that certificate in order to ensure the presence of a drug-free workplace. Failure to abide with the conditions set forth in the Drug-Free Workplace Act of 1990 could result in penalties including termination of the Agreement or suspension of payment thereunder.
13. **Criminal Record Checks.** Education Code Section 45125.1 provides that if there is a possibility that the employees of any entity that has a contract with a school LPCS may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the Department of Justice for its costs incurred in processing the application.

The Department of Justice shall ascertain whether the individual whose fingerprints were submitted to it has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the Department. When the department of Justice ascertains that an individual whose fingerprints were submitted to it has a pending criminal proceeding for a violent felony listed in Penal Code Section 667.5(c) or a serious felony listed in Penal Code Section 1192.7(c), or has been convicted of such a violent felony or serious felony, the Department shall notify both the employer and LPCS of the criminal information pertaining to the individual. The notification shall be delivered to the employer by telephone or electronic mail, and to LPCS by first-class mail.

The Proposer and its subcontractors shall not permit an employee to come in contact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a violent felony or serious felony as defined in the above-referenced Penal Code Sections. The Proposer or subcontractor shall certify in writing to LPCS' Board of Education that none of the Proposer's or subcontractor's employees who may come in contact with pupils have been convicted of a violent or serious felony. The Proposer or subcontractor shall provide a list of the names of its employees who may come in contact with pupils to LPCS' Board of Education. In

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addition, pursuant to Education Code Section 45125.1(g), the successful Proposer shall certify in writing to LPCS that neither the Proposer and subcontractor nor any of their employees whose fingerprints are required to be submitted to the Department of Justice and who may come in contact with pupils have been convicted of any such violent felony or serious felony.

Please note that as it is highly unlikely the successful Proposer and its employees and subcontractors will come into contact with LPCS' students, a waiver will be made available to waive these requirements as appropriate.

14. **Apprenticeship Requirements.** As this is a public works project, the successful Bidder and all subcontractors will need to comply with the requirements of the Labor Code regarding apprentices (including Labor Code Section 1777.5). Pursuant to Labor Code Section 1777.5(o), contracts of general contractors, or of specialty contractors not bidding through a general contractor, and involving less than \$30,000, are exempted from the provisions of Labor Code Section 1777.5. A subcontractor bidding through a general contractor must comply with Labor Code Section 1777.5 (no matter how small the subcontract), if the contract between the general contractor and LPCS is covered by Labor Code Section 1777.5.
15. **Contractor Registration.** Bidder shall ensure that it and its subcontractors comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its CPRs to the Labor Commissioner, and are registered pursuant to Labor Code section 1725.5. Bidder and its subcontractors shall comply with Labor Code section 1725.5 to be qualified to bid on, be listed in a bid proposal.
16. No Commitment to Award Contract; Lighthouse' Reservation of Rights. Issuance of this RFP and Lighthouse' receipt or review of RFP Responses does not commit Lighthouse to award of the Contract. Lighthouse expressly reserves the right to modify the due date for RFP Responses, RFP requirements or action to award the Contract in the sole and exclusive discretion of Lighthouse.
17. RFP Response Expenses. Respondents shall not include any expenses associated with the preparation of RFP Response as part of a pricing proposal incorporated into an RFP Response.
18. Project References. Lighthouse reserves the right, but assumes no obligation, to contact and interview any person or organization identified in a Respondent's RFP Response, including, without limitation, Project References. Each Respondent assumes sole responsibility for providing accurate contact information for the Respondent's references. Incorrect contact information provided by a Respondent for a reference identified in the Respondent's RFP Response may, in the

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sole and absolute discretion of Lighthouse, result in the reference being stricken and not considered for evaluation purposes.

19. RFP Forms. The required RFP Response Contents incorporates a number of forms (“RFP Forms”), each of which must be completed, executed and/or notarized, as set forth in the substantive terms of the RFP Forms. The following are the RFP Forms incorporated into this RFP:

RFP Attachment	Description
A	Drawings (SharePoint Link Provided-see Section 08)
B	Project Documents (SharePoint Link Provided-see Section 08)
C	Boilerplate Construction Contract and General Conditions
D	Substitution Request Form
E	Non-Collusion Affidavit
F	RFP certifications
G	Designation of Subcontractors
H	School Calendar

20. Specified Project Items. The Project Documents include specified materials, equipment and other items (collectively “Specified Project Items”). Respondents’ RFP Responses shall be deemed to incorporate all Specified Project Items, except for the Specified Project Items for which Lighthouse accepts a proposed substitution incorporated into a Respondent’s RFP Response. Any request of a Respondent to substitute a substitution for any Specified Project Item shall be in accordance with the following. If any of the Specified Project Items in the Project Documents include a reference to other materials, equipment or other products which are deemed to be an acceptable alternative to the Specified Project Items, such identified acceptable alternative materials, equipment or other products are not a “substitution” for purposes of this Paragraph. Respondents may propose substitutions of multiple Specified Project Items, which taken together constitute all or a part of a building system.
21. Proposed Substitution. For Lighthouse to consider a proposed substitution for a Specified Project Item, a Respondent may propose such substitution(s) as part of its RFP Response. If a Respondent elects to submit proposed substitutions for any Specified Project Item, the following process shall apply: (i) such Respondent shall identify proposed substitutions for any Specified Project Item on the Substitution Request Form (Attachment D) submitted concurrently with the Respondent’s RFP Response; (ii) each proposed substitution for each Specified Project Item is accompanied by rationale substantiating the equivalency and/or suitability of the proposed substitution to the Specified Project Item; (iii) the Respondent’s Proposal sets for the cost impact if Lighthouse accepts or rejects each proposed substitution for a Specified Project Item; and (iv) Lighthouse will review the proposed

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substitution and the substantiating data to determine whether to accept or reject the proposed substitution. If a Respondent submits proposed substitution(s) for Specified Project Item(s) with the Respondent's RFP Response and any such proposed substitution is accepted by Lighthouse, the Respondent must indicate the cost impact of each such proposed substitution in its Proposal; failure of such a Respondent to do so will result in rejection of the Respondent's RFP Response for non-responsiveness.

22. **Erasures, Corrections, Inconsistencies, and Illegible Portions of Bids.** The bid submitted must not contain any erasures, interlineations, or other corrections unless each such erasure, interlineations or correction creates no inconsistency and is authenticated by affixing the initials of the person(s) signing the bid on the Proposer's behalf in the margin immediately adjacent to the erasure, interlineations or correction. If the values of the written words and the corresponding Arabic numerals in the bid conflict, the values expressed by written words shall control over those expressed by Arabic numerals. In the event of inconsistency between any other words and figures in the bid, words shall control figures. If LPCS determines that any bid is unintelligible, illegible or ambiguous, LPCS may reject such bid as not being responsive. If the line item and the total amount named by a Proposer for any item are not in agreement, the line item alone shall be considered as representing the Proposer's intention, and the total amount of the bid shall be corrected.
23. **Qualifications of Insurers.** Insurers who are to provide policies of insurance required under the Project Documents must have an "A" policyholder's rating and a financial size rating of at least Class VIII in accordance with the most current Best's Key Rating Guide, Property-Casualty.
24. **Non-Collusion Affidavit.** The form of Non-Collusion Affidavit included with the RFP as Attachment E must be completed and duly executed on behalf of the Respondent. The failure of a Respondent to submit a completed and executed Non-Collusion Affidavit with its Proposal will result in rejection of the Proposal for non-responsiveness.
25. **RFP Certifications.** The RFP Certifications Form is incorporated into this RFP as Attachment F. In addition to other materials required to be submitted with the RFP Response, each Respondent must complete, execute and submit the RFP Certifications form along with the balance of the documents forming the Respondent's RFP Response.
- 26.

B. RFP PROVISIONS

The following information is provided to Proposers for submission of the price proposal. The information provided is subject to change. Proposing firms will bear all costs of this RFP.

1. The Proposer shall submit all requested information specified in this RFP. Proposals must set forth full, accurate, and complete information as required by this solicitation, including attachments.
2. Lighthouse intends to award a contract to the responsible firm whose proposal the selection committee determines meets the solicitation requirements and offers the best overall value to Lighthouse.
3. Lighthouse reserves the right to change the Project cost prior to contract award through addenda and after contract award in accordance with the contract.
4. All proposals will remain subject to acceptance for 90 days after the day of the proposal opening. Lighthouse may, at its sole discretion, release any proposal prior to that date.
5. In addition to, and without limitation upon any other requirements of this RFP, Lighthouse shall have the right to disqualify any firm and reject any proposal should it determine that any information submitted by any Proposer during the RFP process is untrue or misleading as determined by Lighthouse.

C. ELECTRONIC FORMAT

Only PDF electronic submissions will be accepted. Submittals received after the time and date indicated may not be accepted. Proposers are solely responsible for ensuring all proposals are received by the deadline by Lighthouse. Lighthouse shall not be responsible for any delivery issues including, but not limited to, misdirected email, delays, etc.

Please submit the lump sum price proposal electronically as a PDF.

D. SUBMISSION OF PROPOSAL

Electronic submissions must be submitted and addressed as follows:

Keivan Abidi, Project Director
Pacific Charter School Development
keivan@pacificcharter.org

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E. RFP EVALUATION CRITERIA

The RFP is valued at **a maximum** of 1000 points. The individual scoring criteria is listed below.

The points assigned to the Price Proposal will be based on a straight-line scale ratio. The lowest price proposal will receive the maximum **300** points. The points assigned to the next lowest price proposal will be based on a straight-line scaled ratio. See example below.

Lowest Proposed Price = **300** points

Example:

Lowest Proposed Price is awarded:	300 Points
Second Lowest Proposed Price is awarded:	270 Points
Third Lowest Proposed Price is awarded:	240 Points
Fourth Lowest Proposed Price is awarded:	210 Points

The points assigned to Design Excellence will be based on a straight-line scale ratio. The highest ranked proposed design will receive the maximum 300 points. The points assigned to the next highest proposed design will be based on a straight-line scaled ratio. See example below.

When the evaluation is complete, the responsive Proposers shall be ranked by the selection committee based on a determination of best value provided. The selection committee is not required to rank more than the top three Proposers. Lighthouse, in its sole discretion, may conduct negotiations with one or more of the responsive Proposers as set forth in Section 08.

RFP SCORING MATRIX

CATEGORY				POINTS
A		Cover Letter Information		
	1	Identification of Bidder		Required
	2	Acknowledgement of Addenda		Required
	3	Legal Structure of Company		Required
	4	Contact Person		Required
	5	Proposal shall remain valid for a period of not less than 90 days		Required
	6	Identified construction team members in the RFP submission		Required
B		Price Proposal		300
	1	Phase 1 Lump Sum		150
	2	Phase 2 Additive Alternative Lump Sum		150
C		Technical Expertise		180
	1	Organization Chart		30
	2	Project Manager Resume		40

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	3	Superintendent Resume	40
	4	Schedule	40
	5	Stakeholder Involvement	30
D	Relative Project Experience		300
	1	Related School Projects	150
	2	Experience with City of Oakland Planning Building and Department and Fire Department	150
E	Acceptable Safety Record		10
	1	Experience Modification Rate	
F	Additional Requirements		120
	1	Termination/Claims/Litigation History	70
	2	Women, Minority-Owned, Small Businesses Participation	50
G	Interview		100
	TOTAL POINTS - RFP		1000

SECTION 04 – RFP SUBMISSION SPECIFIC REQUIREMENTS

A. COVER LETTER

The General Contractor will provide a maximum two-page cover letter. The cover letter may provide optional information about the firm and must, at a minimum, contain the following:

1. Complete contact information, including, e-mail address for the person authorized to contractually bind the firm.
2. Proposed working relationship between General/ Prime Contractor and subcontractors.
3. Name, title, e-mail address and telephone number of contact person during the period of proposal evaluation.
4. Acknowledgment of receipt of all RFP addenda, if any. List Addendum number and date issued.
5. A statement to the effect that the team members identified in the RFP continue to be on the RFP submission.
6. A statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the due date of submittal.
7. Signature of person(s) authorized to bind firm to the terms of the proposal.

B. PRICE PROPOSALS

Please submit the price proposals electronically. The price proposals shall comprise of a Stipulated Sum figure to deliver complete construction services as described in this RFP for the scope the school has described previously:

1. Phase 1 Modular Classroom and Breakout-Administrative Space Work
2. Phase 2 Additive Alternative Tenant Improvement Work

PLEASE PROVIDE SEPARATE PRICE PROPOSALS FOR EACH OF THE OPTIONS ABOVE.

Each price proposal shall further break down the Not-to-Exceed figure into the following components:

1. Construction and construction management services fees and insurance
2. Cost of construction, including:
 - a. Field overhead and general conditions
 - b. Office overhead and project administration
 - c. Labor (actual cost of labor; any and all markup shall be explicitly identified as a component of fees in proposal category 1 and/or 2, above)

- d. Materials (actual cost of materials; any and all markup shall be explicitly identified as a component of fees in proposal category 1 and/or 2, above)
- e. Contingencies, allowances and any exclusions

Each price proposal shall include the above three items and an acknowledgment of all RFP addenda, if any, is included in the price.

IN SUMMARY, PLEASE PROVIDE SEPARATE FEE PROPOSALS FOR THE FOLLOWING OPTIONS PER THE CHART BELOW:

Scope	Type	Construction, Construction Management Fees & Insurance	Total Cost of Construction
1.A. Modular Classroom and Added Admin Space	Added space using modular construction		
1.B. Additive Alternative Tenant Improvement Work	Reconfiguration of existing space		

C. TECHNICAL EXPERTISE

1. Team Organization Chart

Provide a Project organization chart, which clearly delineates communication/reporting relationships among the team key personnel, including key sub-consultants, sub-contractors, and proposed quality control group.

Project Manager Resume

This is the premier role of the team and will act as the first point of contact between the construction team and Lighthouse’s team. The position requires a minimum of five years’ experience in construction management. Demonstrate satisfactory experience to lead, manage and control in construction. The project manager must be solely assigned to this Project. Resumes that demonstrate cross-functional expertise such as proven project manager, construction manager, and licensed architect or engineer will receive additional consideration.

List recent relevant experience - Projects with K-12 schools in California, experience with City of Oakland approval for structural, access and fire life safety are required. Projects that are similar in size, value, type of facility

and complexity will be rated favorably. Lighthouse will rate project experience most favorably if it contains a combination of both modernization and new construction. Entities are encouraged to supplement and further detail the proposed project manager's experience and other qualitative factors.

2. Superintendent Resume

A Construction Superintendent with a minimum of five years' experience in facilities of similar size and scope. Proven experience working with the City of Oakland Building Inspection Department is required.

List recent relevant experience - Lighthouse will rate project experience most favorably if it contains a combination of both modernization and new construction. Projects with K-12 schools in California, experience with City of Oakland approval for structural, access and fire life safety are required. entities are encouraged to supplement and further detail the proposed architect project manager's experience and other qualitative factors not addressed in the SOQ previously submitted.

3. Schedule

Provide up to a three-page narrative and Gantt chart of how your team will manage the requirements of the Project scope. The firm may provide additional sheets as allowed above for diagrams, and graphics illustrating how the site will be utilized, access points, and impact on current operations. Please account for the school calendar which is included in this RFP.

- a. Entities must demonstrate their ability to meet all phasing completion dates. Lighthouse is requesting a conceptual milestone schedule that will demonstrate the firm's overall understanding of the Project scope and schedule requirements. Milestones include, but are not limited to, design reviews and completion, cost estimates, City of Oakland review and approval, offsite approvals, GMP, substantial completion, final completion, warranty management, and Project certification.
- b. Describe how the firm will monitor all scheduling and milestone requirements and what steps it will take should the Project fall behind the approved schedule.
- c. Describe how the firm will minimize delays at all phases of the Project.

Evaluation Criteria: Lighthouse will provide favorable evaluations for submission requirements that are well thought out given all the information that is being provided in the RFP and through additional sources listed in Section 05 Lighthouse Provided Information. Solutions that are cost effective, feasible, safe and efficient will be rated favorable. Innovative solutions will be rated favorably.

4. Stakeholder Involvement - Describe for Lighthouse how Lighthouse involvement will be managed throughout the Project.
 - a. Describe how the firm will coordinate with the Lighthouse during the first thirty (30) days of the Project to present, modify, and receive approval for the firm's proposed phasing plan.
 - b. Describe how Lighthouse comments will be received, addressed, and managed during the construction phases of the Project.
 - c. Indicate how cost benefit analysis will apply to requests from Lighthouse.
 - d. Describe how Lighthouse will be included in the formation of add alternates, as well as the prioritization and selection throughout the Project.

Evaluation Criteria: Plans that demonstrate the ability to work with Lighthouse effectively for schedule, review comments, cost benefit analysis, and add alternates will be scored favorably.

D. RELATIVE PROJECT EXPERIENCE

This section outlines the criteria outlining the firm's experience working on public or private school projects and with jurisdictions having authority. In addition, Lighthouse will review and may ask questions about this as a part of the interview process.

1. Related School Projects: Describe previous K-12 school projects (public or private). Include the scope of work, timeline for completion, and project budget.
2. Experience Working with the City of Oakland Planning and Building Department: Describe relative experience in working with the City of Oakland Planning and Building Department, Fire Department and Field Inspectors, including scope and budget for the referenced projects.

E. ACCEPTABLE SAFETY RECORD

The firm's safety record shall be deemed "acceptable" if its Experience Modification Rate (EMR) for the most recent three (3) year period is an average of 1.00 or less, and its average total recordable injury or illness rate and average lost work rate for the most recent three (3) year period does not exceed the applicable statistical standards for its business category, or if the firm is a partner to an alternate dispute resolution system as provided in Section 3201.5 of the Labor Code.

Submission Requirements: Submit a document that indicates compliance with the above-mentioned safety record or partnership.

F. ADDITIONAL REQUIREMENTS

1. Subcontractors.

- a. **Designation of Subcontractors.** The Proposer shall submit, on the “Designation of Subcontractors” form furnished with the Project Documents, a list of the subcontractors that the bidder proposes to use on the Project. The Proposer is required to list the name and the location of the place of business of each subcontractor who will do either of the following for an amount in excess of one-half of one percent ($\frac{1}{2}\%$) of the bidder’s total bid price: (a) perform work or labor or render service to the Proposer in connection with the Project, or (b) specially fabricate and install a portion of the work on the Project according to detailed drawings contained in the Plans and Specifications.
 - b. **Restrictions on Substitution of Subcontractors.** No Proposer whose bid is accepted shall (a) substitute any subcontractor in place of any subcontractor listed on the “Designation of Subcontractors” form, (b) permit any of the Proposer’s subcontracts related to the Project to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in that Designation of Subcontractors form with the original bid, or (c) assign or subcontract any portion of the work on the Project in excess of one-half of one percent ($\frac{1}{2}\%$) of the Proposer’s total bid as to which the Designation of Subcontractors form submitted with the original bid did not designate a subcontractor.
2. Claims/Litigation/Termination History. Provide specific information on any termination for default, termination for convenience, claims filed by or against the proposed Prime Contractor/General/Contractor/Lead Firm and the Architect in connection with any K-12 California public school project, litigation settled or judgments entered within the last seven (7) years related to the Prime Contractor/General/Contractor/Lead Firm and the Architect and their joint venture partners, or sub-consultants. Also, provide information relative to any convictions for filing false claims within the past ten (10) years.
3. Small Business and Local Business Participation:

Lighthouse encourages entities to use and include small businesses and local businesses for this Project and to comply with the following:

Small and Minority Businesses, Women’s Business Enterprises (2 CFR, Section 200.321)

The Lighthouse CEO or Designee will ensure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible, in the Charter School’s determination by taking the

following affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development of the Department of Commerce
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Additional consideration will be given to entities who can demonstrate outreach and commitment to creating a more diverse, equitable and inclusive workforce, specifically those that can demonstrate commitment to working with women, minority-owned, local businesses and professionals.

The following links are provided as additional resources:

<https://sch.thesupplierclearinghouse.com/FrontEnd/SearchCertifiedDirectory.asp>

<https://ucp.dot.ca.gov/licenseForm.htm>

<https://www.bart.gov/sites/default/files/docs/CertifiedMBEWBE0809.pdf>

4. The successful Proposer will need to complete a number of additional certifications required by state and federal law, including but not limited to the Lunsford Act, which prohibits anyone required to register as a sex offender under Article 27A of Chapter 4 of the General Statutes from knowingly being on the premises of any school, and 2) a Debarment and Suspension Certificate, and Disclosure of Lobbying Activities. These forms must be completed prior to commencement of work on the Project.

G. INTERVIEWS

At Lighthouse's discretion and to further assist in evaluation, all short-listed entities may be requested to participate in a virtual oral interview. The interview will be used as another opportunity to clarify any issues within a given proposal and explore the approaches that may be used to satisfy all requirements for Lighthouse.

Interviews may be conducted as early as **February 27, 2025**.

SECTION 05 – LIGHTHOUSE PROVIDED INFORMATION

All of the following documents are included as part of this RFP and can be found in the SharePoint link provided below:

[RFP Documents](#)

A. DRAWINGS:

LCA Architectural Phase 1 Submitted Permit Drawings 1/06/25

LCA Architectural Phase 2 Additive Alternative Tenant Improvement Plans-Progress Set

Previous Phase Permit Set Drawings 3/12/2024

Starkweather Bondy 2009 Drawings

SECTION 06 - CONTRACT AND GENERAL CONDITIONS

Firm shall comply with the Contract and the General Conditions governing the construction and completion of this Project. The Contract and General Conditions are attached hereto as Attachment C. Lighthouse reserves its right to revise or otherwise modify the Contract and General Conditions. Proposals shall not contain or be conditioned upon acceptance of any exceptions, changes or additions to the terms and conditions of the Contract or General Conditions. Statements contained in any proposal to the effect that a price is based on certain assumptions that are not part of the specific requirements of the RFP documents shall be deemed an improper qualification in violation of the requirements of this paragraph.

SECTION 07 - NEGOTIATIONS

Lighthouse, in its sole discretion, may elect to request proposal revisions and hold discussions and negotiations with responsive Proposers as follows to ensure that any discussions or negotiations are conducted in good faith.

- a. During negotiations, the firm shall be represented by a person or persons who are familiar with all aspects of the firm's proposal. At least one person acting on behalf of the firm shall have the power to speak with authority on behalf of the firm, and to contractually bind the firm without further authorization of persons not present. No firm shall be represented and no person shall be present that is not directly interested and involved in the outcome of the RFP process-observers will not be permitted.
- b. The date, time, and place for negotiations shall be scheduled by Lighthouse. Written notice shall be given separately to the firm or entities selected to engage in negotiations.
- c. The length of negotiations shall be dictated by the subject matters discussed. Such time may be devoted as the RFP evaluation committee determines is appropriate and necessary. Negotiations may be held, at the discretion of Lighthouse, in one or multiple rounds.
- d. There shall be no disclosure of competing entities during negotiations or prices or pricing information contained in competing proposals or of technical information that is appropriately designated as "Proprietary Information" by the firm.
- e. Lighthouse shall have the right to disclose and discuss with any or all entities technical information contained in any proposal that is not appropriately designated as "Proprietary Information".

Negotiations may in a fair and impartial manner include bargaining, which includes offers and counter-offers, etc., and may apply to price, schedule, technical requirements, Contract terms or other factors or issues Lighthouse determines are relevant.

SECTION 08 – ATTACHMENTS AND LINK TO DOCUMENTS

[RFP Documents](#)

A. DRAWINGS

LCA Architectural Documents:

LCA Architectural Submitted Permit Drawings 1/06/25

LCA Architectural Phase 2 Additive Alternative Tenant Improvement Plans-
Progress Set

B. PROJECT DOCUMENTS

1) Supporting Documents

i. Previous Phase Permit Set Drawings 3/12/24

ii. Starkweather Bondy 2009 Drawings

C. BOILER PLATE CONTRACT AND GENERAL CONDITIONS

D. SUBSTITUTION REQUEST FORM

E. NON-COLLUSION AFFADAVIT

F. RFP CERTIFICATIONS

G. DESIGNATION OF SUBCONTRACTORS

H. SCHOOL CALENDER