REQUEST FOR PROPOSAL
LEASE-LEASEBACK SERVICES

FOR
Victor Valley Community College District

VOCATIONAL COMPLEX EXPANSION & RENOVATION

AT
Victor Valley Community College District
18422 Bear Valley Road
Victorville, CA 92395

Submit Proposals no later than: May 22, 2015 – 4:00 p.m.

To: Victor Valley Community College Facilities Department

Attention: Michelle Painter
(760) 245-4271, ext. 2199
Michelle.Painter@vvc.edu
SECTION 1. PROJECT PURPOSE

The VICTOR VALLEY COMMUNITY COLLEGE DISTRICT (the “District”) issued a Request for Qualifications (RFQ) for Lease-Leaseback (“LLB”) construction services. The District then conducted interviews with selected firms (“Firm(s). Your Firm has been selected to review the plans and specifications and provide a cost proposal (“Proposal”) based on a Maximum Allowable Price (“MAP”) for the construction of the Vocational Complex Expansion & Renovation (“Project”).

The following dates present a general guideline and are subject to change by the District:

1. Request for Proposal due: May 22, 2015, 4:00 p.m.
2. Submit Requests for Information/Clarification: May 12, 2015
3. Response to Requests for Information/Clarification: May 18, 2015
4. Selection of Firm (Board action): Anticipated by: July 13, 2015

SECTION 2 – SCOPE OF SERVICES

1. PROPOSAL PRICE

This section will be used for scoring the RFP Proposal Price. Proposer shall complete the information requested and fill in all blanks as part of its submission following the instructions below.

The proposal price amounts are based on a fixed Maximum Allowable Price (“MAP”) for the project, inclusive of all hard and soft costs, of $4,500,000.00.

For purposes of the submitting the Proposal Price, the Project duration for actual construction activities shall not exceed Twelve Months.

Part 1: Design, Engineering and Pre-construction Services (___% of Hard Costs) $__________
   Includes all architecture or engineering based services, and preconstruction services of any kind.

Part 2: General Field Conditions, and Construction Services (___%of Hard Costs) $__________
   Includes all site based costs during the course of construction, including but not limited to site office, staff, office materials, office supplies, superintendent(s), assistant superintendent(s), project engineer(s), project manager(s), scheduler(s), estimator(s), drafting and detailing, small tools, field trailers and storage rentals, fencing, utilities, safety, storm water protection, mobilization, demobilization, final clean up, and close-out.
Part 3: Fee (___% of Hard Costs)  
$________________  
Includes Profit, overhead, and all home office based expenses, including accounting, office computers and software, legal, executive, administrative, and vehicles and equipment not dedicated solely to the performance of the Work, plus Bonds and Insurance.

TOTAL PROPOSAL PRICE: (___% of Hard Costs)  $________________  

Part 4: Hard Costs (MAP minus Proposal Price and Contingency) $________________  
Includes all amounts available for trades and subcontractor work. All of this amount will be available for the purpose of open book pricing, estimating and buying out of underground and above ground work for the Project. This is a target cost from which the Guaranteed Maximum Price (“GMP”) will be developed and contains no funds for anything other than the hard cost of construction.

Part 5: Contingency (2.5% X Hard Costs)  $________________  

TOTAL MAXIMUM ALLOWABLE PRICE  $4,500,000.00  
(Sum of Parts 1 through 5)

The successful Firm will be required to provide a finalized negotiated GMP for the Project at the conclusion of the pre-construction services phase and prior to execution of the lease-leaseback agreements and Project commencement.

The Proposal, shall include a break-out or description of the following pricing components and other pertinent back-up and information, based on the Contract Documents consisting of the Plans, Specifications, Soils Report, Project Timetable, Construction Services Agreement (CSA), Sublease Agreement and Site Lease:

- General Conditions Costs.
- A list of all subcontractors solicited including a detailed summary of all subcontractors estimates or bids submitted.
- A list of the Drawings and Specifications, including all addenda that were used in preparation of the Proposal.
- The proposed cost of construction, including a schedule of values organized by trade categories, allowances, contingencies permitted by the Construction Services Agreement, self-performed work, general conditions, Firm’s Fee and other items that comprise the total cost of construction.
- A list of the clarifications and assumptions, inclusions and exclusions made by Firm in preparing the Proposal to supplement the information contained in the Drawings and Specifications.
- The Date of Commencement and the Date of Completion upon which the Proposal is based.
• A list of Allowances and Contingencies and a statement of their basis.

SECTION 3 - PROPOSAL DELIVERY

Four (4) copies of the Proposal shall be delivered no later than 4:00 PM on May 22, 2015 to:
Michelle Painter
Michelle.Painter@vvc.edu
Victor Valley College
18422 Bear Valley Road
Victorville, CA 92995

SECTION 4 - METHOD OF SELECTION

The District will continue to follow the Selection Process and Timetable set forth in the RFQ. District reserves the right to reject all Firms.

SECTION 5 - GENERAL INFORMATION

Compliance. Proposals must be in strict accordance with the requirements of this RFP. Any Proposal submitted which is not in accordance with the requirements of this RFP may, at the District’s election, be disregarded.

Amendments. The District reserves the right to cancel or revise in part or in its entirety this RFP. If the District cancels or revises this RFP, all Firms will be notified. The District also reserves the right to extend the date responses are due. Exceptions to this RFP. The RFP shall certify that the Firm takes no exceptions to this RFP or addenda. If different, please list your “Qualifications/Assumptions/Exclusions.”

Certification. Prior to award of a contract, a Firm must certify that none of the information provided in the responses to this RFP or the RFQ has changed and provide any updates, as necessary.

Inquiries. All questions about the meaning or intent of this RFP shall be submitted to District in writing (electronic mail is an acceptable form of “writing”) to:
Michelle Painter
Michelle.Painter@vvc.edu
Victor Valley College
18422 Bear Valley Road
Victorville, CA 92995
Replies will be issued by written notice and mailed or e-mailed to all parties recorded by District as having received the RFP documents. Questions received less than five (5) business days prior to the RFP due date will not be answered. Only questions answered by formal written notice will be binding.
Late Proposals. It is the Firm’s responsibility to ensure its Proposal is received by District on or before the time and date specified. Proposals received after the date and time specified will, at the District’s election, be disregarded.

Public Record. All Proposals submitted in response to the RFP become the property of the District and a public record (with the exception of financial information) and as such, might be subject to public view.

Costs. Costs of preparing a Proposal in response to this RFP are solely the responsibility of the Firm.

NOTE: Incomplete submittals, incorrect information, or late submittals may be cause for immediate disqualification. Issuance of this RFP does not commit District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District reserves the right to request additional information or clarification during the evaluation process. District retains the right to reject any or all submittals. All Firms should note that the execution of any contract pursuant to this RFP is dependent upon the approval of the Victor Valley Community College District, in its sole discretion.