

**R O O F I N G   C O N S U L T A N T   S E R V I C E S**  
**R e q u e s t   f o r   P r o p o s a l s   ( R F P )**

**Proposal Due Date: January 28, 2020**

**\* Submit proposals and all questions/inquiries to:**

Palos Verdes Peninsula Unified School District  
Attn: Brenna Terrones  
Director of Purchasing  
38 Crest Road West  
Rolling Hills, CA 90274  
terronesb@pvpusd.net

THE TERMS AND CONDITIONS OF THIS CONTRACT ARE GOVERNED BY THE CALIFORNIA EDUCATION  
AND PUBLIC CONTRACT CODES.

**REQUEST FOR PROPOSAL**  
**ROOFING CONSULTANT SERVICES**  
**PS024-010820**

Notice is hereby given that the Palos Verdes Peninsula Unified School District (“District”) is inviting proposals for Roofing Consultant Services as required by the District for Summer 2020 Project(s).

A request for proposal may be obtained from the district website at [pvpusd.net/rfp/](http://pvpusd.net/rfp/)

Proposals must be submitted in a sealed envelope or package with the words “SEALED PROPOSAL-ROOFING CONSULTANT SERVICES RFP PS024-010820” on the outside of the envelope or package. Deliver proposals in **four (4) sets**, to the above address no later than **2:00 P.M., Tuesday, January 28, 2020**. Proposals received after the above stated time and date will be returned to the vendor unopened.

Each proposal shall be in accordance with qualifications and instructions and information contained in the proposal request package. If your firm does not meet the qualifications listed in the proposal, your firm may be deemed non-responsive.

The District reserves the right to accept or reject any or all proposal or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. Responses shall remain valid and subject to acceptance anytime within sixty (60) days after the submission deadline, unless a longer period of time is mutually agreed to by the parties. Proposing firms are hereby made aware that the District will not reimburse costs for the preparation of the proposal to any proposing firm for any reason.

Respondent represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this RFP and that no person having any such interest shall be subcontracted in connection with this RFP, or employed by Respondent.

Respondent will take all necessary steps to avoid the appearance of a conflict of interest and shall have a duty to disclose to the District prior to entering into an agreement any and all circumstances existing at such time which pose a potential conflict of interest.

Failure to comply with the above provisions shall constitute grounds for immediate rejection of the proposal, in addition to whatever other remedies the District may have.

**RFP# PS024-010820**  
**ROOFING CONSULTANT SERVICES**

**SPECIFICATIONS**

**INTRODUCTION**

Palos Verdes Peninsula Unified School District (“PVPUSD” or “The District”) is a public school system located in Los Angeles County. The Palos Verdes Peninsula Unified School District (“PVPUSD”, “District”, or “The District”) serves the four Peninsula cities and the unincorporated areas of the Palos Verdes Peninsula. Student enrollment is approximately 11,400 students. Students attend two early childhood centers, ten elementary schools, three intermediate schools, two comprehensive high schools and one continuation school.

**RFP SCHEDULE OF EVENTS**

<b>DATE</b>	<b>ACTION</b>
RFP Posting:	January 13, 2020
Deadline for Questions:	January 21, 2020 @5:00 p.m.
Proposal Deadline:	January 28, 2020 @2:00 p.m.
Award of RFP:	February 2020
Contract Start Date:	Upon approval of contract

\*\*PVPUSD will use every effort to adhere to the schedule. However, PVPUSD reserves the right to amend the schedule, as it deems necessary, and will post a notice of amendment at [pvpusd.net/rfp/](http://pvpusd.net/rfp/)

**SCOPE OF SERVICES**

- a. The District is requesting Roofing Consultant Services to support the task of identifying proposed repairs and re-roofing scope of work and related bid documents for work to be completed during the 2020 summer break. Consultant will complete site investigations, testing, surveys, construction and bidding documents by March 13, 2020 and provide a comprehensive roof asset management survey.
- b. Work will include, but not be limited to the following phases:
  - Oversight of site Investigations, destructive testing and surveys
  - Preparation of construction documents and overseeing bidding
  - Construction monitoring and observation
  - Training staff for inspection, repair & maintenance functions.

## **RFP RESPONSE FORMAT**

Responsive proposals shall include the following elements:

### Part I – Cover Letter

The cover letter shall include a brief statement of intent for the services offered to the District, and signature of an authorized officer of the organization, who has legal authority in such transactions. The cover letter shall provide the name, position and full contact information for the individual designated as the Proposer's contact for this proposal.

### Part II – Table of Contents

The table of contents shall identify the contents of the informational packet in a format consistent with the format set forth herein.

### Part III – Background and Experience

The description shall show that the vendor possesses demonstrated skills and experiences in specific areas of the RFP. This section shall include:

1. Background of company and detail for any project that relates specifically to this RFP
2. Describe the company's experience in conducting these types of services
3. Resumes of the staff members to be assigned to the District
4. A list of all public sector clients to which the Proposer has provided services over the past five (5) years
5. Five (5) public school district references that include contact name, title, telephone number and email address

### Part IV – Scope of Services

A statement of the Proposer's understanding of the work to be performed and a proposed calendar of functions. The calendar should identify the key components of the timeline and related work for re-roofing and repair (see above for more specific details).

### Part V – Required Forms (Exhibit A)

Proposer must return fully executed forms, with the completed proposal.

### Part VI – Acknowledgement of Addenda

Proposer shall acknowledge all addenda received. If there are no addenda or bulletins issued prior to the RFP due date, this form will not be required to be included in the proposal package.

### Part VII – RFP Price Form

Proposer shall return RFP Price Form, fully executed in accordance with the Instruction to Proposers.

## PROPOSAL EVALUATIONS

The District intends to select the Proposer that best fulfills the requirements and provides the best value to the District. The proposals will be evaluated based on the following criteria, which are not in order of ranking or weighting:

- Quality
- Cost
- Completeness of response
- Calendar of functions/work plan
- Experience/qualifications
- Methodology for site investigations and prioritization of work to be performed.

The District may request additional information from Proposers to clarify any element of any proposal. After all proposals are received, the District may invite one or more Proposers to make a presentation and to be interviewed. The District reserves the right to make independent investigations as to the qualification of Proposer(s). The District reserves the right to accept or reject any and all proposals. The District reserves all its rights and options including:

- To reject any and all Proposals that fail to meet the requirements of this RFP;
- To accept Proposal(s) that are, in the judgment of the District, in the best interest of the District;
- To request clarification from any Proposer;
- To reject any and all non-responsive Proposals;
- To waive irregularities in any Proposal that the District may elect to waive;
- To reject all Proposals without cause;
- To issue subsequent requests for new proposals; or
- To discontinue discussions after commencing discussions with a Proposer, and commence discussions with other Proposer(s).

By responding to this RFP, Proposer acknowledges that acceptable Proposers may be subject to an interview by a district committee. Proposer acknowledges that this is for the performance of a service and shall be determined upon finding the best match for the purposes of the district and that lowest responsible proposer requirements do not apply.

**RFP Price Form**

Submitted herewith is our proposal to act as the district consultant to provide a comprehensive roof asset management survey including, but not be limited to site investigations, testing, survey, construction and bidding documents, construction monitoring and observation and on-site inspection, repair and maintenance training for district staff.

The contract will be awarded for one (1) year with an option for two 1-year extensions.

**FEES**

The **fees should be stated as a not to exceed for each phase.** Assume 7-12 sites with work to be performed and the budget for the actual repair and re-roofing will NOT exceed \$1M.

**FINANCIAL CONSIDERATION**

Please identify hourly rates on which services proposed are based and any “other” fees for optional services available to PVPUSD.

Site Investigations	\$	Education & Training	\$
Bid Documents	\$	Other (please specify)	\$
Quality Assurance, Monitoring & Administration	\$	Other (please specify)	\$

Throughout the year, the District requires additional services such as having the consultant accessible to the District by providing telephone and written services for such purposes as answering inquiries, answering state agencies about labor compliance and similar problems. These services shall be provided at no additional fee during the tenure of the contract.

In the event that circumstances disclosed by the consultant indicate that more detailed information is required in addition to that which would be sufficient under ordinary circumstances, the consultant agrees to notify the District in writing of all facts relative to extraordinary circumstances, together with a written estimate of the additional cost of work and services thereof within 5 business days. No claims of the consultant for extra work or services shall be allowed or paid without such written consent and approval of the District first having been so obtained before such extra work and services reentered upon or undertaken.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
*Authorized Signature*

Title: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

**EXHIBIT A: Forms**

***PURCHASE AGREEMENT***

Upon notification of selection and Board Approval, the undersigned hereby promises and agrees to furnish all articles or services within the dates specified, in the manner and form and at the prices herein stated in strict accordance with the advertisement, specifications, proposals and general conditions all which are made a part of the purchase agreement.

Name under which business is conducted \_\_\_\_\_

Business Street Address \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip Code

**IF SOLE OWNER**, sign here:

I sign as sole owner of the business named above.

\_\_\_\_\_

**IF PARTNERSHIP**, sign here:

The undersigned certify that we are partners in the business named above and that we sign this purchase agreement with full authority so to do. (One (1) or more partners sign)

\_\_\_\_\_

**IF CORPORATION**, execute here:

The undersigned certify that they sign this purchase agreement with full and proper authorization so to do.

Corporate Name

\_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_

***CERTIFICATION OF DISCLOSURES***

Submission of the complete and accurate Certification of Disclosures is a requirement for consideration.

- 1. Provide a disclosure of any and all relationships with current District employees and/or Board members that could be determined to be a conflict of interest for this RFP.

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- 2. Disclosure of any finder’s fees, fee splitting, payments to consultants, or other contractual arrangements of the firm’s that could present a real or perceived conflict of interest.

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- 3. Disclosure of all litigation involving your firm in the last five (5) years.

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- 4. Within the last five years, has your company been terminated by a client during the course of any project? If so, please explain.

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Information Above Completed By (Signature):

Name:

Position:

Date:

Above Information Reviewed and Certified to be True By (Signature):

*(Must be an Owner, Managing Partner, or Chief Executive of the Firm)*

Name:

Position:

Date:

***ACKNOWLEDGEMENT OF AMENDMENTS TO RFP***

CONTRACTOR HEREBY ACKNOWLEDGES RECEIPT OF ANY AND ALL AMENDMENTS TO THE RFP.

If Contractor has no knowledge of any amendments to the RFP having been issued to, or received by, Contractor, please check following box:

Amendments

Amendment No.	Date Published	Date Received

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Authorized Agent

Name and Title of Authorized Agent: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

**CONTRACTOR REPRESENTATION AND CERTIFICATION**

The undersigned hereby acknowledges and affirms that:

- He/she is a duly authorized agent of the Contractor with the authority to submit a Proposal on behalf of the Contractor (corporate or other authorization confirmation may be requested prior to final contract execution).
- He/she has read the complete RFP documents and all amendments issued pursuant thereto.
- The Proposal complies with State conflict of interest laws. The Contractor certifies that no employee of its firm has discussed, or compared the Proposal with any other Contractor or District employee, and has not colluded with any other Contractor or District employee.
- If the Contractor’s Proposal is accepted by the District, the Contractor will enter into a contract with the District to provide the Services, Systems and Equipment described by the Proposal on the terms mutually acceptable to the District and the Contractor.
- The District reserves the right to reject any or all proposals.

I hereby certify that I am submitting the attached Proposal on behalf of **[Specific Entity Submitting Proposal]**.

I understand that, by virtue of executing and returning this required response form with the Proposal, I further certify, that the Contractor understands and does not dispute any of the contents of the proposal requirements (except as may be noted in the response).

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Manual signature of Authorized Agent

Printed Name and Title of Authorized Agent:

\_\_\_\_\_

NOTE: If Joint Venture, each member of the joint venture must provide a completed certificate form.

**NONCOLLUSION DECLARATION**

TO BE EXECUTED BY CONTRACTOR AND SUBMITTED WITH PROPOSAL  
(Public Contract Code section 7106) The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing proposal.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The Contractor has not directly or indirectly induced or solicited any other Contractor to put in a false or sham proposal. The Contractor has not directly or indirectly colluded, conspired, connived, or agreed with any Contractor or anyone else to put in a sham proposal, or to refrain from responding. The Contractor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Contractor or any other Contractor, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Contractor. All statements contained in the proposal are true. The Contractor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Contractor that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Contractor.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state].

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_

***CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS***

The \_\_\_\_\_ (title) of \_\_\_\_\_ (Contractor/Firm Name)

Certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local), with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this proposal had one (1) or more public transactions (federal, state or local) terminated for cause or default.

If unable to certify to any of the statements in this certification, the participant shall attach an expiration to this certification.

I HEREBY CERTIFY OR AFFIRM THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
THE PRIMARY PARTICIPANT

\_\_\_\_\_  
Firm Name/Principal

\_\_\_\_\_  
Signature and Title of Authorized Official

\_\_\_\_\_  
Date

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

I, \_\_\_\_\_, hereby certify on behalf (name of offeror) of \_\_\_\_\_ that: (Firm name)

1. No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the attached, Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in all subcontracts, and that all subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_  
(Signature of authorized official)

\_\_\_\_\_  
(Title of authorized official)