

CLOVIS UNIFIED SCHOOL DISTRICT

**1450 Herndon Ave.
Clovis, CA 93611**

**REQUEST FOR PROPOSALS (“RFP”)
RFP 2974- District Campus Phase II Design for
Manufacturing Steel Buildings**

RFP Response Deadline

Before 11:00 AM PST on January 18, 2024

Contact Person: Tatum Toste, Director of Purchasing
Telephone: 559-327-9479
Email: tatumtoste@clovisusd.k12.ca.us

CLOVIS UNIFIED SCHOOL DISTRICT

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“Proposal Response Forms” shall mean the following:

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**NOTICE INVITING PROPOSALS
RFP 2974- DISTRICT CAMPUS PHASE II
DESIGN FOR MANUFACTURING STEEL BUILDINGS**

Notice is hereby given that Clovis Unified School District ("District") is soliciting proposals from interested companies to design and fabricate four (4) engineered metal buildings for the District's property at Fowler and Herndon Avenues in Clovis, CA. Upon completion of design, the successful vendor will be responsible for manufacturing and delivering the steel building components; all site work and installation will be performed separately. Each proposal must conform and be responsive to this RFP and comply with the required proposal format. The District has retained the services of Teter Inc. for Architectural, Structural, and MEP design.

The RFP is available via <https://www.cusd.com/BidSchedule.aspx> or a hard copy can be provided at 1450 Herndon Avenue, Clovis, CA 93611-0567.

PROPOSALS ARE DUE: by January 18, 2024, at 11:00am PST ("Submittal Deadline"). Three hard copy proposals and an electronic version on a flash drive or similar device must be submitted in person or by mail to:

**Clovis Unified School District
ATTN: Tatum Toste, Director of Purchasing ("Contract Person")
1450 Herndon Avenue
Clovis, CA 93611-0567
tatamtoste@clovisusd.k12.us**

The time of the Submittal Deadline shall be determined by the bid clock located in the Clovis Unified School District Purchasing Department, located at 1450 Herndon Avenue, Clovis, CA 93611.

PRE-SUBMITTAL CONFERENCE. A **mandatory pre-submittal conference** to acquaint prospective respondents with the RFP Packet and applicable requirements will be held at 1470 Herndon Avenue, Clovis, California on **January 9, 2023, at 11:30 a.m.** No Proposals will be accepted or considered from a vendor that did not attend this mandatory pre-submittal conference. Whether or not a respondent attends the conference, which may include dissemination of additional information, the respondent shall be deemed to have notice of all information disseminated at the conference.

RFP REQUIREMENTS: Proposals must be on District forms included in this RFP. District reserves the right to reject any or all proposals, to waive any irregularities or informalities in the request for proposal or in the process. Please note: It is the responsibility of prospective vendors to check this website for addendums or corrections to the RFP prior to the Submittal Deadline.

QUESTIONS: All questions must be submitted to the Contact Person via email no later than January 10, 2024, at 3:00 PM. Vendor to verify receipt of questions.

AWARD REQUIREMENT: This RFP will be awarded to the qualified vendor whose proposal meets the evaluation criteria standards and will be most advantageous to District with price and all other factors considered. The vendor shall be deemed as having been awarded a contract when District executes a contract with the vendor according to the terms and conditions submitted to it for review.

INSTRUCTIONS TO BIDDERS
RFP 2974- District Campus Phase II
Design for Manufacturing Steel Buildings

1. The objective of this Request for Proposal (“RFP”) is to identify and select the best value for the design and manufacturing and of four (4) engineered steel buildings (“Buildings”) to provide office space and shops for District’s plant operations and maintenance departments. The dimensions of the Buildings shall be as follows:

Building A (Two Story Office Building)

Building Footprint = 52’ wide x 127’ long

1st Floor Area = 5,207 sf

2nd Floor Area = 5,924 sf

Total Floor Area = 11,131 sf

Building B (Single Story Shop Building)

Building Footprint = 33’-8’ wide x 101’-6” long

Total Floor Area = 2,099 sf

Building C (Single Story Shop Building)

Building Footprint = 33’-8’ wide x 227’-4” long

Total Floor Area = 9,337 sf

Building D (Single Story Shop Building)

Building Footprint = 33’-8’ wide x 410’-5” long

Total Floor Area = 13,818 sf

Metal panels, insulation, doors, shall be excluded from price.

The successful vendor will be responsible for design of the steel structure, awnings, and purlins, fabrication, and delivery FOB jobsite to be unloaded by the installer. The District’s structural engineer will be responsible for foundation design and other elements attached to the building. Metal panels, insulation doors and windows are not included in this RFQ.

The successful vendor must coordinate all aspects of the design with the District’s structural engineer to enable a complete and coordinated design. Drawings included in this RFQ are of schematic nature and show scope known at this time. If there are questions about items that may not be shown but will be required, please submit a RFI for response by the architect. The owner will include a contingency for changes to the design that become apparent during the design process. The successful vendor will be responsible for recommending a contingency with their response based on experience.

The design period will be 16 weeks. The design must meet all City of Clovis design standards and all other applicable requirements in accordance with the Contract.

Following approval of the design by the District, the selected successful vendor shall fabricate and deliver the steel components no later than February 28, 2025. The delivery of the steel shall be coordinated with the District’s construction manager (Mark Wilson Construction).

2. **PROCUREMENT AND IMPLEMENTATION SCHEDULE.** The anticipated schedule of events for this RFP is outlined in the Notice Inviting Proposals and shall be referred to as the RFP Procurement and Implementation Schedule. The District will post on its website any changes to the RFP Procurement and Implementation Schedule.

3. **PROPOSAL.** To receive consideration, a proposal shall be made in accordance with the RFP, and the following instructions:
 - 3.1 **PROPOSAL GUIDELINES.** When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions may be considered an unresponsive proposal and may result in elimination from further consideration. Before submitting a proposal, the vendor shall be thoroughly familiar with all contract conditions referred to in this document and any addenda issued before the proposal submission date. It shall be the vendor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal Submittal Deadline.

 - 3.2 **QUESTIONS.**
 - 3.2.1 Should any vendor find discrepancies, omissions or ambiguities in this RFP, the vendor may request in writing an interpretation from the District. Any changes, additions, deletions, or clarifications to this proposal package, including the general provisions and specifications, shall be made by written addendum to this RFP.

 - 3.2.2 No telephone or fax questions will be accepted or considered. Vendors should refer to the specific RFP paragraph number and page and should quote the passage being questioned. All inquiries regarding this proposal must be written and should be e-mailed to the Contact Person.

 - 3.2.3 All Questions and Inquiries will be addressed in an addenda document that will be posted to our website <https://www.cusd.com/BidSchedule.aspx>. Questions received after the Due Date will not be considered.

 - 3.2.4 The District shall not be required to respond to any request for interpretation, but any interpretation will be made by a written addendum to this RFP. Failure on the part of the prospective proposal responder to receive a written interpretation before the submission deadline will not be grounds for withdrawal of proposal. Vendor will acknowledge receipt of each addendum issued by stating so in its proposal.

 - 3.2.5 The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information will be provided by the District. Only questions answered by formal written addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.

 - 3.3 **SUBMISSION AND DEADLINE.**
 - 3.3.1 Three copies of the proposal shall be in a sealed envelope marked on the outside with the vendor's name and address, and the number and title of this

RFP and be submitted to the District in accordance with, and before the deadline for submitting proposals stated in, the Notice Inviting Proposals. An electronic version of the proposal on a flash drive or other similar devices shall also be submitted.

3.3.2 Irrespective of how a vendor chooses to deliver its proposal and other required documents to the District, the vendor is responsible for ensuring that the District actually receives the vendor's proposal and documents at the location for submission of proposals before the deadline for submitting proposals, both of which are stated in the Notice Inviting Proposals. Proposals that, for any reason, the District does not actually receive at such location before the deadline for submitting proposals shall not be opened or considered, and will be returned to the proposal unopened.

3.4 PROPOSAL RESPONSE FORMS. Proposals not complying with this format may be considered non-responsive and may be removed from consideration on this basis. Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and labeled clearly. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

3.5.1 COVER LETTER. Each vendor shall submit a cover letter not to exceed two pages that contains the following information: (i) legal name and address of the company; (ii) legal form of the company; (iii) address and phone number of the office that will be primarily responsible for providing services for the proposal; (iv) business license number(s).

3.5.2 PROPOSAL FORM. Each proposal shall be made using the Proposal Form provided by the District. Any proposal that is not made on the Proposal Form shall be disregarded. All applicable taxes shall be included in each price. The District will pay only the sales and use taxes required by the State of California. Federal excise taxes are not applicable to the District because it is a public agency. The Proposal Form must state the vendor's full legal name and business address and be signed in accordance with the instructions on the Proposal Form. **Unsigned proposals will not be considered.** Vendors must also include a fee schedule for additional services that may be required.

3.5.3 QUESTIONNAIRE. Each vendor must complete the Questionnaire using the form included in this RFP. Vendor is required to sign and verify the Questionnaire under penalty of perjury.

3.5.4 NON-COLLUSION AFFIDAVIT. Each vendor must complete the Non-Collusion Affidavit using the form included in this RFP. Vendor is required to sign the affidavit under penalty of perjury.

3.5.5 IRAN CONTRACTING ACT CERTIFICATE. Each vendor must complete the Iran Contracting Act Certification using the form included in this RFP. Vendor is required to sign the certification under penalty of perjury.

3.5.6 EXPERIENCE SUMMARY. Each vendor must attach a summary of relevant experience, not to exceed five pages. The summary must provide the following information so that the District can evaluate the vendor's stability and ability to support the commitments set forth in response to this RFP. The District, at its option, may require a vendor to provide additional support or clarify requested information.

- (A) The vendor shall provide a description of how the vendor's experience and skills will meet the goals and fulfill the general functions identified in this RFP.
- (B) A brief description of the vendor's size, experience and organization structure
- (C) Any material indicative of the vendor's capabilities.
- (D) If any of the following has occurred, please describe in detail: (i) termination or failure to complete a contract; (ii) debarment by any municipal, county, state, federal, or local agency; (iii) involvement in litigation, arbitration, or mediation; (iv) willful disregard for applicable rules, laws or regulations.

3.5.7 BUILDING SUMMARY. Vendors must provide a summary of the proposed Buildings, including detailed specifications, manufacturing timeline, and warranty information. The summary may not exceed a total of ten pages.

3.5.8 AGREEMENT FORM. The Contract form is attached to this RFP Packet. Any respondent that desires to make any changes to the Contract form shall do so using a method to track changes and submit the proposed Contract to the District at the same time as the respondent submits its RFP Response. After the Submittal Deadline, the District will not receive or consider from any respondent any exception, change, or reservation to the Contract form.

3.6 DOCUMENTATION AND ASSURANCE. Before the award of the Contract and at the District's request, vendors shall submit certification, documents, and written assurances that include, but are not limited to any additional information or documentation to explain or support the proposal. A vendor's failure or refusal to submit any clarification, information, or documentation requested by the District may result in the District's rejection of the proposal.

3.7 ADDENDA OR BULLETINS. Any addenda or bulletins issued by the District during the time of bidding shall be made a part of this RFP.

4. WITHDRAWAL OF PROPOSALS. A vendor may withdraw its proposal by notifying the District of such withdrawal before the deadline for submitting proposals stated in the Notice Inviting Proposals. A successful vendor shall not be relieved of its proposal unless by the District's written consent or as required by applicable laws.

5. SCORING OF PROPOSALS AND AWARD OF CONTRACT. The District will use a competitive process as set forth in this RFP to select the vendor it deems most advantageous based on the vendor's demonstrated competence, professional qualifications, cost, and strength of proposed engineering for manufacturing services. If a vendor fails to meet

expectations during any part of the process, the District reserves the right to proceed with the remaining vendors.

5.1 A team of District personnel will be selected to score the proposals as follows:

CRITERIA	WEIGHT	TOTAL
Responsiveness to the proposal specifications	Pass/Fail	N/A
Experience and references	25 %	
Building details (specifications, timeline, & warranty)	25 %	
Total cost of the Buildings (including design)	50 %	
TOTAL	100%	

5.2 INTERVIEW. The District at its discretion, may invite up to three (3) vendors to participate in interviews in order for the District to determine the most advantageous proposal.

5.3 NEGOTIATIONS. If the District elects to enter negotiations, the negotiations will be with the highest ranked proponent. If a mutually acceptable agreement cannot be reached, negotiations with that proponent will be formally closed and negotiations will be opened with the next best value proposal, and so on until an agreement is reached or the District cancels the process.

5.4 CANCEL AWARD OF CONTRACT. The District reserves the right, without any liability, to cancel the award of the Contract at any time before the full execution of the Contract between the District and the successful vendor.

6. **COMPLIANCE WITH LAW.** All vendors shall be required to comply with all applicable laws.

END OF SECTION

PROPOSAL FORM
RFP 2974- District Campus Phase II
Design for Manufacturing Steel Buildings

From:

Name of Vendor: _____

Contact Person: _____ Title _____

Address: _____

Phone: _____ Email: _____

Dear Clovis Unified School District ("**District**"):

The above-named vendor hereby proposes and agrees, to design for manufacturing four steel building and deliver to the District as more fully set forth in the RFP. The price listed on this Proposal Form shall include the cost to design, manufacture and deliver the steel buildings as set forth in this RFP. The vendor shall also attach the fee schedule for any additional services that may be required. Any contingency will be determined after the vendor is selected and shall not be included on this Proposal Form.

The vendor shall complete the information requested on this Proposal Form and the other Response Forms listed in the RFP and submit them to the District in accordance with the Instructions to Bidders. Failure to so complete and submit shall render the proposal non-responsive. The vendor designates the above contact person and address as its office to which the District may deliver the notice of award of the Contract if the vendor is selected.

Building	Price
A (Two Story Office Building)	\$
B (Single Story Shop Building)	\$
C (Single Story Shop Building)	\$
D (Single Story Shop Building)	\$
TOTAL PROPOSAL PRICE (All 4 Buildings) <i>This total will be used for purpose of determining the lowest price</i>	\$

ADDENDA. Circular letters, bulletins, addenda, and other documents issued during the RFP are included in this proposal and are a part of the Contract. The vendor acknowledges receipt of the following addenda:

Addendum No.____ Date _____ Addendum No.____ Date _____

Addendum No.____ Date _____ Addendum No.____ Date _____

The undersigned declares under penalty of perjury under the laws of the State of California and signs on behalf of the above-named vendor that the representations made in this Proposal Form and other Proposal Response Documents are true and correct.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

NOTE: This proposal must contain the vendor's full legal name and business address. If the vendor is a partnership, this Proposal Form must be signed in the partnership's name and by a general partner authorized to bind the partnership, with the name and title of the person signing typed or printed below the signature. If vendor is a corporation, this Proposal Form must be signed in the corporation's legal name and by the chairman of the board, president or any vice president, *and* by the secretary, assistant secretary, the chief financial officer or assistant treasurer, with the name and title of each person signing typed or printed below the signature. All persons signing this Proposal Form must be authorized to bind the vendor. Upon the District's request, a vendor shall provide written evidence of each such person's authority.

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QUESTIONNAIRE
RFP 2974- District Campus Phase II
Design for Manufacturing Steel Buildings

An electronic version of this form may be obtained by contacting the District staff listed on the Notice Inviting Proposals.

IMPORTANT: THIS QUESTIONNAIRE IS PART OF THE PROPOSAL AND MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL FORM. PLEASE READ AND FOLLOW ALL INSTRUCTIONS AND COMPLETE CAREFULLY THIS QUESTIONNAIRE. Each vendor must answer all questions, fill in all blanks, and provide all required documentation. Any errors, omissions, or misrepresentation of information may be grounds to reject the proposal or to cancel any award of the Contract.

SECTION A: VENDOR INFORMATION AND CONTACT

1. Full legal name of vendor: []
2. Vendor's federal tax identification number: []
3. Any DBA name(s): []
4. Business Address: []
5. Business Phone No.: []
6. Name and title of person completing this Questionnaire: []
7. Is vendor a corporation? Yes No If yes, list state of incorporation [] Date incorporated: []
8. Is vendor a partnership? Yes No If yes, list date of formation: [] State of formation: []
9. Is vendor a sole proprietorship? Yes No
10. Is vendor or any of its owners, partners, or officers connected with other entities as a subsidiary, parent, holding company or affiliate? Yes No If yes, provide the following information:

Name and Address of Entity	State of Formation/ Incorporation	Relation to Vendor (e.g., parent, subsidiary)	Lines of Business

11. Has there been any change within the past five years, or are there any changes pending or anticipated, in the control of vendor (e.g., change in owners or management personnel, or acquisition or merger with another entity)? Yes No If yes, please explain: []

SECTION B: EXPERIENCE, PERFORMANCE, AND REFERENCE.

12. Describe vendor's business and operations within the last 10 years.

City/State	Name of Business	Years in Business	Type of Business

13. Describe vendor's experience designing and building steel buildings: []

Number of years during which vendor has designed and built steel buildings: []

14. Describe the team that will be responsible for administrating the Contract with the District and providing engineering services to the District, including, at a minimum, the name, title, responsibility, and experience of each member of the team: []

15. Please list contact information for at least five public sector clients for whom vendor has provided similar services. Vendor hereby authorizes the District to contact such clients.

<u>Agency Name</u>	<u>Name/Title of Contact Person</u>	<u>Phone No.</u>

SECTION D: VERIFICATION. I, the undersigned, hereby certify and declare that I have read all of the answers to this Questionnaire and know their contents. The matters stated in such answers are true of my own knowledge and belief. I certify and declare under penalty of perjury under the laws of the State of California that the foregoing answers contained in this Questionnaire are true and correct.

Signature: _____

Dated: _____

Print Name: _____

Title: _____

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NON-COLLUSION AFFIDAVIT

Name of Vendor: _____

The undersigned declares:

1. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham.
2. Vendor has not directly or indirectly induced or solicited any other vendor to put in a false or sham bid. Vendor has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposed price of vendor or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. Vendor has not, directly or indirectly, submitted its, his, or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.
- 4 I have full power to execute, and do execute, this Non-Collusion Affidavit on behalf of vendor and declare under penalty of perjury under the laws of the State of California that the statements contained herein are true and correct and that this Non-Collusion Affidavit is executed on the dated stated below.

Signature: _____ Date: _____

Print Name: _____

Title: _____

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IRAN CONTRACTING ACT CERTIFICATION

INSTRUCTION: Vendor shall complete and submit this Iran Contracting Act Certification at the same time that vendor submits its proposal to Owner.

Name of Vendor: _____

The undersigned certifies that the above-named Vendor ***(must mark one as applicable)***:

___ Is not identified on a list created pursuant to Public Contract Code section 2203, subdivision (b) as a person engaging in investment activities in Iran described in Public Contract Code section 2202.5, subdivision (a) or as a person described in Public Contract code section 2202.5, subdivision (b), as applicable.

___ Has obtained an exemption from the certification requirement under the Iran Contracting Act (Public Contract Code § 2200 et seq.) and has attached hereto documentation of such exemption.

I have full power to execute, and do execute, this Iran Contracting Act Certification on behalf of Vendor and declare under penalty of perjury under the laws of the State of California that the statements contained herein are true and correct and that this Iran Contracting Act Certification is executed on the dated stated below.

Signature: _____

Date: _____

Print Name: _____

Title: _____

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