



Vacaville Unified School District
751 School Street Vacaville, California 95688-3945



Board of Education

Larry Mazzuca, President • Katherine Brannon, Vice President
Mary Kay Sogge, Clerk • Theresa Buck
William Hausler • Michael Kitzes • Jay Yerkes
John Aycock, Board Secretary & Superintendent

Facilities Department
(707) 453-6138
FAX (707) 453-7132

Request for Proposal
Pre-School or other Education Program
At Fairmont Charter Elementary School

The Board of Education of the Vacaville Unified School District (“District”) is seeking a qualified provider (“Provider”) of Pre-School or other Education Program Services to be located at Fairmont Charter Elementary School. The successful Provider will be responsible for funding the renovation/construction of facilities and also will be expected to operate the ongoing program.

Background: The District is currently constructing a new Kindergarten – 6th grade Fairmont Charter Elementary School at 1355 Marshall Road, Vacaville, CA 95687, which will replace the existing school currently at the same site. The new replacement school will have a capacity of 617 K-6 students, including Special Education, with about 2/3 of the students anticipated to reside within the Fairmont attendance boundary area. A Pre-School or other education program has been determined to be a benefit for the community and the Fairmont neighborhood. The school is scheduled to operate in the new facilities as of Fall, 2009. The existing school facilities will be demolished, with the possible exception of a 2,560 square foot building, which currently houses the kindergarten program. The proposed pre-school or other education program is expected to be housed in the Kindergarten building, after renovations/construction have been completed as part of this Proposal. Demolition of this building may still occur if a License Agreement is not executed as a result of this RFP process.

Submittal Deadline and Information:

Three copies of the proposal must be received no later than 5:00:00 p.m. on Thursday, September 10, 2009 at:

Facilities Department
Vacaville Unified School District
751 School Street
Vacaville, CA 95688
Attention: Ms. Leigh A. Coop, Director of Facilities

Faxes and emailed responses will not be accepted. The Proposal may be stapled or spiral-bound. Required elements of the proposal are listed in a later section.

Paperscreening and interviews may be conducted by Staff and consultants pertinent to the Project. Applicants selected for interviews will be advised regarding interview format at the time of notification. Staff selection of the preferred Provider is expected to occur no later than October 1, 2009, with Board of Education authorization to enter into License Agreement negotiations to occur no later than October 1, 2009.

The successful Provider will be chosen based on, but not limited to, the following criteria: the completeness and accuracy of the responses on the proposal form, Pre-School or other education program experience, proof of funding availability by the timeframes described in this RFP, and workload capabilities of the Provider's team.

The District reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information provided in the Proposal.

This Request for Proposals does not commit the District to execute a contract, or pay any costs incurred in the preparation of the Proposals.

If you have questions or need additional information, please call Ms. Leigh A. Coop, Director of Facilities, Vacaville Unified School District, 751 School Street, Vacaville, CA 95687, (t) (707) 453-6138; FAX (707) 453-7132, email leighc@vacavilleusd.org.

The Project: The District is requesting proposals for a pre-school or other education program, which is to be located in the existing kindergarten building. The existing Kindergarten building, in its current state, has been determined to be inadequate for a new program.

The renovation of the existing Kindergarten classroom building located at the northeast corner of the District-owned school site parcel is proposed for this project. The renovation and construction shall be completed according to the District's design standards.

The Provider will be 100% responsible for all costs associated with the renovation/construction as well as the program operations. The District will provide driveway and parking access to the building. All contracts for design, preconstruction, construction and related activities for this Project shall be between the District and Project consultants/vendors/contractor. The District shall coordinate in planning and programming with Provider in order to provide the desired facilities, but all final approvals for design and construction shall rest with the District.

Providers submitting a proposal should be qualified to provide their proposed program within all local, State, Federal and any other legal and regulatory requirements, including all licensing approvals and will be asked to provide references and other materials that will demonstrate experience with successful renovation projects and pre-school or other similar programs.

The successful Provider will be asked to execute a License Agreement with the District which would provide the terms and conditions for the operations of the program on the District's site as well as the construction/renovation project.

The License Agreement will provide that the Provider pays no rent for the first ten years of operations. As of the eleventh year, the Provider will pay a rental fee to the District, to be

negotiated. Provider will pay all utilities, telephone, internet connections, other low voltage system fees, maintenance and repair fees. All improvements to the building and site will be owned by the District. The District will agree to house the Provider and program for a minimum of ten years.

The Provider must agree to work with the District's Project Team. The Project Team consists of the Vacaville Unified School District (Owner); Capital Program Management, Inc., CPM; ANOVA Architects, Inc., (design/architectural and engineering services); and Roebbelen Contractors, Inc. (RCON). The team may also include other consultants and contractors as determined to be needed by the District for successful completion of this Project, including the DSA Project Inspector, testing and other professional service consultants. District has sole discretion on all construction standards, specifications, plans and designs, phasing and timing of project, contractors, consultants and other used by the Provider and all other issues related to this project. The project will become a part of the existing Lease-Leaseback construction project on the site.

Construction scope of work must be approved by the District. District has identified a minimum scope of work that will be required for this Project. The improvements shall be no less than: Americans with Disability Access and Division of State Architect compliance interior and exterior work, including new toilets, casework, sinks, new roofing, new heating/air conditioning/ventilation system, limited new exterior façade work including exterior painting, new door installation as needed, new playground paving, and new small playground apparatus. Minimum scope of work renovation project cost estimate is \$480,000.00, (including a 20% estimating contingency).

The minimum scope of work Conceptual Cost Estimate is attached for reference.

Additional facility improvements to the site and/or building may be proposed by the Provider and will be considered by the District. As part of this Proposal, the Provider should describe the additional scope of work proposed to be included in this Project. Provider is responsible for 100% of all costs associated with any additional facility improvements not listed in the attached Conceptual Cost Estimate.

Timeline: The timeline for program operations is up to the Provider, but the general expectation is that the facility could be occupied by Fall, 2010. This timeline is proposed as follows:

Request for Proposal distribution	July 13, 2009
Site Walk	Between July 13 and September 3, 2009 (TBD)
RFP Due Deadline	September 10, 2009
Staff Recommendation of Qualified Provider	No later than October 1, 2009
VUSD Board of Education Authorization to Negotiate	October 1, 2009 Board Meeting
Execution of license agreement	No later than November 5, 2009
Programming completed	No later than November 20, 2009
Design	November 23, 2009 – January 18, 2010
DSA submittal of plans	No later than December 16, 2009

DSA approval	No later than May 20, 2010
Board of Education approval of Construction contract	No later than May 20, 2010
Start construction	No later than May 21, 2010
Construction completion	No later than August 21, 2010

It is expected that this schedule may vary, but as stated, provides for the necessary time needed to perform this project in a satisfactory manner, including working with the District on planning the design, obtaining DSA approval and construction and occupancy.

Funding and Contractual Requirements:

- 1) First Five of Solano County has committed to provide no more than \$150,000.00 to this Project under certain conditions. A letter of commitment is attached to this RFP. The acceptance and use of the funding will be determined by the District and First Five, but it is anticipated that this funding will be used to offset the Project Costs.
- 2) The Conceptual Cost Estimate attached to this RFP is \$480,000.00 and included hard costs, soft costs and estimating contingency of 20%. District and its Project Team shall make every effort within its Project Management function of reducing Project Costs and maximizing project construction efficiencies wherever possible.
- 3) The attached Conceptual Cost Estimate is preliminary, based on June, 2009 costs, and subject to change. Successful Provider will be responsible for 100% of all costs of this Project. Any changes to the Conceptual Cost Estimate will be reviewed by Project Team, District and Provider and Project Team. Provider agrees to fund any increases deemed reasonable and necessary by the Project Team including preconstruction and construction costs.
- 4) Within 10 days of execution of License Agreement, successful Provider shall deposit 30% of Conceptual Cost Estimate in the amount no less than \$144,470.00 into an approved Escrow Account set up by Provider.
- 5) Upon deposit of no less than \$144,470.00 into escrow account and execution of License Agreement, District shall enter into contracts with CPM, ANOVA and RCON as District deems necessary and shall draw down amounts on a monthly basis to reimburse for payments to consultants and contractors during the preconstruction phase of the project.
- 6) All contracts with these and related vendors will be between the District and the vendors. There may be some miscellaneous contracts, such as telephone and other low voltage utilities and services, that will be directly between the Provider and the service. These operational costs have not been included into the Conceptual Cost Estimate.
- 7) Successful Provider shall agree to attend all Integrated Project Delivery (IPD) meetings during the preconstruction and construction phases of this Project, as well as be available for consultation and coordination as needed.

8) It is anticipated that the construction contract (called the Facility Lease Agreement) will be negotiated by the District and RCON no later than April, 2010, but must be prior to Board of Education approval of the construction project.

9) Prior to District Board of Education approval of the Facility Lease Agreement, anticipated on May 6, 2010, the Provider shall deposit 100% of the Facility Lease Agreement amount into the escrow account. District shall not enter into a Facility Lease Agreement or any other construction-related contract prior to the deposit into the escrow account. This amount is estimated at \$336,000, according to the attached Conceptual Cost Estimate.

Elements of the Proposal:

The Proposal should be clear, concise, complete, well organized and demonstrate respondent's qualifications.

Three (3) bound copies of the Proposal should be provided, with all materials stapled in the upper left-hand corner or spiral-bound, of approximately 8-1/2" x 11" format, not to exceed 20 (twenty) single-sided pages total length. Pages must be numbered. We will not count, in the total, the graphic cover sheet, cover letter, table of contents, and financial information.

The Proposal shall be placed in a sealed envelope with the submitting Provider's name on the outside of the envelope.

All respondents are requested to follow the order and format specified below.

1. Cover Letter

Include a cover letter signed by an officer of the firm submitting the Proposal, or signed by another person with authority to act on behalf of and bind the firm. The letter should certify that the information contained in the Proposal is true and correct. Please also indicate the contact person(s) for the project.

2. Executive Summary

Briefly summarize or paraphrase your proposal.

3. General information about your organization

Include number of employees, years in business, non-profit or for-profit status, home office location, local office location (if different), types of licenses held, primary business types and market areas.

4. Organization

Show an organizational chart for your team, including the persons and outside firms that will be involved in the construction project and the ongoing program. Give a brief

description of the roles of each person on the team and their office location. In narrative form, briefly discuss each member's experience and why it is relevant to this Project.

5. Experience

Describe your specific experience with constructing/renovating and operating pre-school early childhood education programs on K-12 public school sites.

6. Approach

Describe your approach to this project, including your funding source(s) and timelines, description of the proposed pre-school/educational program, capacity, hours of operation, how you plan to promote and advertise the program in the community and neighborhood, and any collaborative programs, events or activities that you hope to operate in conjunction with the Fairmont Elementary School staff, parents and community.

7. Evidence of funding

Include evidence that you will have the required funding for the construction/renovation project and for ongoing operations of a program within the requirements listed in this RFP.

8. Evidence of Insurance

Include certificates of insurance or other evidence to demonstrate that the Respondents will meet the following insurance requirements:

Commercial General Liability Insurance. Respondent shall obtain and maintain occurrence version commercial general liability insurance, or an equivalent form, with a combined single limit of not less than \$1,000,000.00 per occurrence, and a general aggregate limit of \$2,000,000.00. Such insurance shall:

- Include the District, its officials, Board members, officers and employees as additional insured with respect to performance of Lease-Leaseback services, and shall contain no special limitations on the scope of coverage or the protection afforded to these additional insured;
- Be primary with respect to any insurance or self-insurance programs covering the District, its officials, officers, Board members, employees, agents, and consultants; and
- Contain standard separation of insured provisions.

9. References

Provide names, titles, and contact information of school district officials with whom you are currently or have operated education programs and have provided new or reconstructed facilities.

ATTACHMENT #1 – CONCEPTUAL COST ESTIMATE

VACAVILLE UNIFIED SCHOOL DISTRICT FAIRMONT CHARTER SCHOOL RENOVATION AND CONVERSION OF KINDERGARTEN BUILDING TO PRESCHOOL CONCEPTUAL COST ESTIMATE

JUNE 11, 2009

FACILITY NEEDS	Quantity	Unit	Unit Cost	Total	Remarks
SITE WORK					
Remove play apparatus	1	LS	\$3,000.00	\$3,000	
New AC Paving	3,025	SF	\$4.20	\$12,705	
Site Work Sub-Total:				\$15,705	
BUILDING EXTERIOR					
Replace roofing on canopies	624	SF	\$5.50	\$3,432	
Remove Canopies	1	LS	\$7,000.00	\$7,000	
Replace low slope roofing with white coated built-up	1,740	SF	\$5.50	\$9,570	
Replace pitched roofing with dimensional composition shingle	800	SF	\$3.25	\$2,600	
Replace gutters, downspouts, flashing & coping	1	LS	\$12,000.00	\$12,000	
Replace mechanical equipment screen	1	LS	\$3,000.00	\$3,000	
Paint exterior of building	2,800	SF	\$2.25	\$6,300	
Replace sliding glass doors with accessible doors w/ side lights in HM Frame	2	EA	\$12,000.00	\$24,000	
Replace exterior doors & hardware	2	EA	\$1,150.00	\$2,300	
Provide structural supports for new HVAC equipment	1	LS	\$3,500.00	\$3,500	
Replace mech. system with roof mounted HVAC package units	2	EA	\$8,000.00	\$16,000	
Building Exterior Sub-Total:				\$89,702	
BUILDING INTERIOR					
Interior demolition (includes all interior demo work)	2,540	SF	\$15.00	\$38,100	
Flooring abatement	2,540	SF	\$5.00	\$12,700	
Construction of new walls for toilet rooms	32	LF	\$300.00	\$9,600	Reduce toilet rooms from 4 to 2 accessible toilet rooms
New interior doors for toilet rooms	2	EA	\$650.00	\$1,300	
Replace existing interior doors and hardware	2	EA	\$650.00	\$1,300	Workroom doors
Install new accessible sinks w/ accessories	3	EA	\$3,500.00	\$10,500	One in each classroom and one in workroom
Install new casework in classrooms	68	LF	\$550.00	\$37,400	
Install new casework in workroom	28	LF	\$550.00	\$15,400	
Interior painting on walls without wall covering	2,048	SF	\$1.20	\$2,458	
Interior painting on ceilings without acoustical tiles	1,500	SF	\$1.20	\$1,800	
Install new linoleum flooring	880	SF	\$6.75	\$5,940	
Install new carpet	1,660	SF	\$8.50	\$14,110	
New plumbing and fixtures for accessible toilet rooms	2	EA	\$10,000.00	\$20,000	
New ductwork	2	EA	\$7,500.00	\$15,000	
Building Interior Sub-Total:				\$122,608	
PROJECT COST SUMMARY					
Total of Site and Building Costs				\$228,015	
20% Estimating Contingency				\$45,603	
Subtotal:				\$273,618	
12% General Conditions				\$32,834	
10% Fees, bonds & Insurance				\$30,645	
Conceptual Construction Estimate:				\$337,097	
Soft Cost Multiplier				\$144,470	
Conceptual Project Cost Estimate Total:				\$481,567	
				\$480,000	TOTAL CONCEPTUAL PROJECT ESTIMATE

NOTES:

- 1) This conceptual cost estimate is not based on plans or specifications for the project.
- 2) No Furniture and Equipment is included in the above

ATTACHMENT #2 – FIRST FIVE LETTER



June 3, 2009

COMMISSIONERS

Norma Thigpen
Chair
Dee Alarcón
Dan Ayala
Stephan Belz
Sheryl Fairchild
Debbie Gossall
Elaine Norinsky, Ed.D
Linda J. Serfert
Sharon C. Tucker, Ph.D

John Niederkorn
Assistant Superintendent, CRO
Vacaville Unified School District
751 School Street
Vacaville, CA 95368

Dear Mr. Niederkorn:

On behalf of First 5 Solano Children and Families Commission, I am writing to let you know that the Commission has made funding available (under certain conditions and for a limited time) in the amount of up to \$150,000 toward renovation costs for the former kindergarten wing at the Fairmont Elementary School site at 1355 Marshall Rd., Vacaville.

STAFF

Christina Arrostuto
Executive Director
Veris Jones Boyd
Heather Deveney
Charayn E. Friglin
Michele Harris
Lynn Hoffman
Mirna Krueger
Chris Shipman

When we spoke on the telephone last Friday, you indicated that VUSD would be issuing an RFP to solicit proposals for renovating the two kindergarten classrooms left standing on this site (it is our understanding that the remainder of the school is being demolished to accommodate a Charter School building) to operate an early child development/preschool program.

First 5 Solano is interested in assisting the entity selected in this process (based on demonstration of need, verification of costs and other assurances to be negotiated) with a contribution toward renovation costs for this site, which will result in additional early child development/preschool slots.

These funds will be held by First 5 Solano for this purpose until October 31, 2009 for VUSD to complete its process of selection. If the funds are not encumbered for this project by that date, the funds will be re-allocated for other purposes.

We look forward to coordinating with the VUSD process to achieve an expansion of early child development/preschool capacity at the Fairmont site. If you have any questions, please contact me at 707.784.1340.



Sincerely,

Christina Arrostuto
Christina Arrostuto
Executive Director

cc: John Aycock, Superintendent, VUSD
Norma Thigpen, Chair, First 5 Solano CFC
Michele Harris, Deputy Director, First 5 Solano CFC

Vacaville Unified Sch Dist
JUN 16 2009
Bushfield@vmsd