



Request for Proposal

1695 Outdoor Learning Environment

Notice is hereby given that the Governing Board of Presidio School, Pima County, Arizona, will receive competitive sealed proposals for a General Contractor to oversee Engineering and Landscape Design services.

Proposals shall be labeled and filed with Denice Chapman, Business Manager, on or before September 1, 2022 at 5:00 PM. Proposals can be delivered or mailed to the Presidio School Business Office. Mailed proposals must be received by September 1, 2022 at 5:00 PM. Any requests for clarification should be directed to Denice Chapman or her designee.

The Governing Board reserves the right to reject any or all proposals or to waive any informality in any proposal. No bidder may withdraw his/her quote for a period of thirty (30) days after the date set for opening thereof

REPRESENTATIVES

Denice Chapman, Business Manager
dchapman@presidioschool.com
520-881-5222, ext. 1820

Rene Lopez, Facilities Manager
facilitiesmanager@presidioschool.com
520-881-5222, ext. 1514



General Instructions for Proposal

1. VENDOR'S REPRESENTATION

- 1.1. Prior to submitting a proposal, vendors shall carefully and fully inform themselves of all existing conditions and limitations. The vendor, if awarded the contract, shall not be allowed any extra compensation by reason of any matter of thing, concerning that which the vendor might have fully informed him/herself prior to signing the contract.

2. PROPOSAL DOCUMENTS

- 2.1. Interpretations Addenda
 - 2.1.1. Any addenda items issued by Presidio School during the time of bidding are to be included in the proposal and, in closing the contract, will become a part thereof. Acknowledge receipt of any addenda in the proposal.
- 2.2. Proposal documents include Request for Proposal, General Instructions for Proposal, Specifications, and any Addenda issued prior to the receipt of the proposals.

3. PROPOSALS

- 3.1. Proposals shall be addressed to Presidio School and delivered to Denice Chapman, Business Manager, or her designee, in a sealed envelope identifying the project by **RFP number** in the lower left hand corner.
- 3.2. Proposals shall be delivered to Presidio School's Business Office, located at 1615 E. Ft. Lowell Rd., Tucson, AZ 85719. See RFP Project Timelines section for specific dates and times.
- 3.3. Any proposals received after the deadline will be returned unopened to the vendor. Vendor will assume responsibility for delivery of proposal in accordance with the specified timeline.
- 3.4. **One original and two copie are required.**
- 3.5. Proposals will be considered irregular and may be rejected if they show omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate proposals, or other irregularities of any kind.
- 3.6. Proposals shall remain firm for thirty days after the submission date.
- 3.7. Proposals may not be modified after the submission date. Vendors may withdraw proposals at any time prior to opening, but must submit prior to opening. No proposal may be modified or withdrawn after the opening except where the award of the contract has been delayed for forty-six (46) days.

3.8. Proposals shall be signed by an authorized representative on the cover letter of the document page.

3.9. **Faxed or emailed proposals are not acceptable.**

4. CONTRACTS

4.1. Presidio School reserves the right to extend the period covered by this RFP for a maximum of thirty-one (31) days beyond the time specified in 3.6. In addition, by written mutual agreement, the contract may be extended for an additional period of twelve (12) months, renewable annually for a maximum of five (5) years, as initiated by Presidio School.

4.2. FORM OF CONTRACT - Presidio School will utilize the latest AIA Services contract form. The contract will be modified to include project specific information.

5. REJECTION OF PROPOSALS

5.1. The vendor acknowledges the right of Presidio School to reject any or all proposals, to waive any informality or irregularity in any proposal received, or to withhold the award for any reason Presidio School determines. Presidio School will not be responsible for any errors or omissions in the preparation of the RFP.

6. AWARD

6.1. Presidio School will evaluate each proposal based on the information submitted to the criteria defined in the "Specifications" section. The proposals will be rated and ranked in relation to each other. Discussions may be conducted with bidders who submit proposals determined to be reasonably susceptible of being selected for award.

7. CAMPUS WALKTHROUGH

7.1. A campus walkthrough will be held on August 19, 2022 at 10:00 AM on Presidio School's main campus, located at 1695 E. Ft. Lowell Rd., Tucson, AZ 85719. This walkthrough is not mandatory, but is the only opportunity to visit the site for this proposal.

8. BIDDER SOLICITATION OR BID AWARD PROTEST

8.1. A solicitation protest must be in writing and must be filed with Presidio School on or before August 11, 2022.

8.2. The protest must include:

8.2.1. The name, address, and telephone number of the requester

8.2.2. The signature of the requester or his/her representative

8.2.3. Identification of the request for proposal (RFP number and title)

- 8.2.4. A detailed statement of the legal and factual ground for protest including copies of relevant documents
- 8.2.5. The form of relief requested.

9. REMEDIES

- 9.1. The Arizona Procurement Code (statute) and Presidio School Policies, where applicable, are incorporated by reference herein and are made a part of this document as they are fully set forth herein.
 - 9.1.1. Presidio Policies and Procedures are available at the Presidio School Business Office.

10. SCHOOL REPRESENTATIVE

- 10.1. Should the vendor require clarification regarding this request, the Presidio School representative is Denice Chapman, Business Manager, who may be reached at 520-881-5222.



Specifications

1. GENERAL SPECIFICATIONS

- 1.1. Presidio School is requisition the submittal of technical/qualification proposals for a general contractor to oversee engineering and landscape design services
- 1.2. Vendors will be required to produce construction drawings, specifications, and details as required to obtain necessary permits, provide all necessary information for bedding and construction of the project, including construction administration.
- 1.3. Presidio School is anticipating the need for architectural services for drainage and grading.
- 1.4. Create an outdoor learning environment that enhances the Presidio School's ability to provide quality physical education and opportunities to engage in interaction/play while meeting CDC and Pima County Health recommendations for layered mitigation such as social distancing and open air educational environments. This project will meet this goal by creating structured and unstructured play opportunities, including, but not limited to: fitness equipment, durable and safe turf, designated sports areas, areas for outdoor board games, and areas to engage in safe social interaction with peers.
- 1.5. Presidio School has an estimated budget of \$260,000.00 for the entire project.

2. SCOPE OF SERVICES

2.1. Groundwork

- 2.1.1. Designing effective grading and drainage for areas currently experiencing severe water pooling during rains. This will include but not limited to the development of an effective and durable drainage solution and excavation and grading of areas around the Spirit Ramada to prevent pooling and create safer and leveled recreation areas
- 2.1.2. The drainage system will utilize parts of existing system (FibarSystem 200) if possible
- 2.1.3. Ensure proper preparation of the ground for installation of turf that will consider heat reduction products and leveled play surface
- 2.1.4. Install turf
 - 2.1.4.1. Resilient turf (e.g. rubber track material) in fitness area and around running/walking track
 - 2.1.4.2. Non-resilient turf (e.g. artificial grass) in free play/soccer area
- 2.1.5. Repair sidewalk leading from Spirit Ramada to Administration Hall

2.2. Fitness Equipment

- 2.2.1. Install fitness components designed for ages 9+ including, but not limited to:
 - 2.2.1.1. Arms and back
 - 2.2.1.2. Chest press
 - 2.2.1.3. Balancing challenge
 - 2.2.1.4. Parallel bars

2.3. Volleyball/Basketball Court

- 2.3.1. Increase the usable space to promote social distancing by making potential hazards removeable
- 2.3.2. Remove fixed volleyball poles
- 2.3.3. Install in ground pole sleeves and provide moveable poles

2.4. Vendor Requirements

- 2.4.1. Attendance at proposal openings, analysis of proposal documents, and preparation of results, including recommendation.
- 2.4.2. Inspection and observation of the construction on a consistent basis.
- 2.4.3. Review and proposal of pay requests, change orders, and time extensions.
- 2.4.4. Preparation of all closeout materials for submission to Presidio School.
- 2.4.5. Attendance at Governing Board meetings and functions related to Presidio School's project.
- 2.4.6. Apply and secure all necessary permits.

3. PROPOSAL FORMAT

- 3.1. Three copies of the technical proposal will be submitted following the format outlined below. The proposal must be self-contained, subdivided into the major headings, and meet a thirty (30) page limit, as outlined.
 - 3.1.1. **Cover Letter** - a summary of why the vendor should be selected for Presidio School's project
 - 3.1.2. **Project Team**
 - 3.1.2.1. Identify the vendor's team organization and key members. Identify associations, consultants or any team members who are not employees of the submitting vendor, and the team's past working relationships.
 - 3.1.2.2. Provide a brief description of the project roles and responsibilities of the key members for this effort.
 - 3.1.2.3. Provide resumes for key members highlighting education, years of experience, professional licenses, and similar project experience. Special attention will be paid to the general contractor and/or project manager. This is the individual who will interface with Presidio School and will be personally charged with the research and development of the design and construction efforts.
 - 3.1.2.4. Review of status of key team members' current work assignments and demonstrate their availability for this project.
 - 3.1.3. **Specific Experience**
 - 3.1.3.1. Describe the four (4) most representative projects that the vendor has been directly involved with over the last five (5) years. Experience in the development of renovation and expansion projects should be highlighted.
 - 3.1.3.2. Describe the most representative projects that the general contractor/project manager has been directly involved with over the same time period.
 - 3.1.3.3. List the responsibilities of the involved members and provide client and contractor references for those individuals at each project listed.
 - 3.1.4. **Project Understanding**
 - 3.1.4.1. Demonstrate vendor's general knowledge of school campuses and the site layout. Highlight any areas of interest or concern that need to be addressed during the progress of this project.
 - 3.1.4.2. Describe the most difficult part of the project and what steps the team will take to mitigate this issue. Describe the team's approach for this project and provide recommendations for completing this project within the budget and schedule.

3.1.4.3. Describe the approach to controlling the budget and schedule for project development.

3.1.5. Required Forms

3.1.5.1. US GSA Standard Form 254

3.2. The proposals must be signed in ink by an authorized representative of the vendor in order to be accepted

4. EVALUATION FACTORS

4.1. Presidio School will rate proposals based on responsiveness to the requirements set forth in this Request for Proposal

4.1.1. Relevant past performance/experience

4.1.2. Samples of work

4.1.3. Cost, including an assessment of total cost of ownership.

4.1.4. Technical expertise/experience of general contractor/project manager and the project team

4.2. Presidio School reserves the right to award to the bidder that presents the best value to Presidio School as determined solely by the Governing Board in its absolute discretion.



RFP Project Timelines

The Request for Proposal timeline is as follows:

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|--|-------------------|
| ● Request for Proposal Issuance | August 12, 2022 |
| ● Campus Walkthrough at 10:00 AM | August 19, 2022 |
| ● Proposal Submission (by 5:00 PM) | September 1, 2022 |
| ● Selection of Top Bidder | September 6, 2022 |
| ● Notification of Contract Award/Rejection | September 9, 2022 |