



# **Request for Qualifications and Proposals (RFQ/P)**

**#599**

**for**

**Engineering Services**

## NOTICE INVITING QUALIFICATIONS and PROPOSALS (RFQ/P)

### #599 Engineering Services

Notice is hereby given that the Oxnard Union High School District (“District”) is inviting proposals from companies to provide Engineering Services for water well mechanical systems, as requested by the District.

Proposals must be submitted to:

Deanna Rantz  
Purchasing Director  
Oxnard Union High School District  
**Purchasing Department**  
309 South K Street, Building G  
Oxnard, Ca. 93030

RFQ/P Documents can be found at the OUHSD website at:

<https://www.oxnardunion.org/administrative-services/purchasing-warehousing/rfp/>

Qualifications and Proposals must be submitted in writing and marked with the proper proposal information on the outside of the proposal packet. Deliver one (1) original proposal, three (3) bound copies and an electronic version to the above address no later than **2:00 p.m. on 8/14/19**. Proposals will not be read aloud at this time. Proposals received after the above stated time and date will be returned to company unopened.

The District reserves the right to accept or reject any or all proposals 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 ninety (90) 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 RFQ/P and that no person having any such interest shall be subcontracted in connection with this RFQ/P, or employed by Respondent.

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.

OXNARD UNION HIGH SCHOOL DISTRICT

By authority of the Governing Board of Oxnard Union High School District, Ventura County, State of California.

Publication Dates: 7/21/19 & 7/28/19

# INSTRUCTIONS TO PROPOSERS

## 1. GENERAL INSTRUCTIONS

### A. Background and Scope of Work

The Oxnard Union High School District is in the process of adding a new water well (hereby referred to as “Well #3”) at Rio Mesa High School, 545 Central Avenue, Oxnard, CA 93036. This water well will be the third in this location. The District is requesting proposals from licensed and qualified engineering firms for a new piping and mechanical system design associated with a new freshwater well at this property. The firm selected by the District will provide all required engineering calculations and design drawings with specifications to be used as a complete bid package for construction of this system. The engineering design should include considerations for the existing above-ground water storage tanks, fire suppression systems, irrigation systems, water treatment, pumps, valves, and metering for monthly monitoring and reporting. Exhibit A represents well drilling specifications for Well #3. Well #3 will supply all potable water for the high school campus, with Well #2 as redundancy. Proposals for this project should include an appropriate allowance for regular site visits and project reviews during installation of the mechanical system (to be installed by others through a bid process). **At least three (3) references must be provided, preferably from other school districts in California, for a similar scope of work.**

Should firms require a site visit, contact [Deanna.Rantz@oxnardunion.org](mailto:Deanna.Rantz@oxnardunion.org) to set up a viewing of the project location. It is recommended that firms plan a site visit prior to the RFI deadline to ensure questions, if any, will be submitted in a timely manner.

### B. Submittal of Qualifications and Proposals

Proposals should be reviewed for accuracy before submission to the District. Proposals may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any proposals. The District reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposals and act as the sole judge as to the merit and qualifications of the information received.

The District requests lump sum pricing for the entire duration of design and construction. Firms must provide the hourly rates that will be used to bill the District, as well as a schedule of values to show the breakdown of the lump sum pricing.

Written proposals must be received in the Office of the Director of Purchasing, Oxnard Union High School District, 309 South K Street, Building G, Oxnard, Ca 93030, by no later than **8/14/19 at 2:00 p.m.** Proposal packages must be clearly marked, **“RFQ/P #599 Engineering Services, Attn: Deanna Rantz.”**

**Attachment 1 Proposal Form, Attachment 2 General Information and Qualifications Form and the Non-Collusion Declaration** must be submitted, in their entirety, for proposal responses to be complete and acceptable. A list of at least **three (3) references** must be submitted. **Failure to provide signatures on required forms may result in rejection of the proposal.**

The District is not responsible for any costs incurred by firms submitting proposals to the District under this RFQ/P or for any late submittals or lost packages.

C. Signatures  
All proposals must include a signature of an authorized officer of the firm submitting the proposal. The name and title of the person shall be included following the signature.

D. Disqualified Proposals  
Any proposal received after the proposal due date and time will be refused and returned to the firm unopened.

E. Withdrawal of Proposals  
A firm may withdraw its proposal, either personally or by written request, at any time before the proposal due date and time.

F. Copies of Proposal  
Each firm submitting a proposal must include one (1) original plus three (3) copies of the original and an electronic version. Although there is no page limit, only pertinent information shall be provided.

G. Contacts  
In order to control information disseminated regarding this request, firms interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees and District Administration with the exception of the District Representative listed below. Each firm may submit requests for information or clarifications, via email, to only the District Representative.

Deanna Rantz - Director, Purchasing  
309 South K Street  
Oxnard, CA 93030  
(805) 385-2519  
[Deanna.Rantz@oxnardunion.org](mailto:Deanna.Rantz@oxnardunion.org)

H. Timeline  
The following dates are estimates of each process of the RFQ/P process. Dates are subject to change as the District's discretion.

7/21/19 & 7/28/19     Advertisements  
8/2/19 @ 4:00pm     Request for Information (RFI) Deadline  
**8/14/19 @ 2:00 pm     RFQ/P Due**  
8/15/19 – 8/16/19     Evaluation of Submittals  
8/28/19                 Award of Contract

I. Rating Criteria

The District may consider the following factors in rating respondents:

- a. Price
- b. Responsiveness to RFQ/P
- c. General Information Form Responses
- d. Experience
- e. Company Profile and Expertise
- f. References

J. Contract

The awarded firm will be required to execute a contract acceptable to both parties. Firms may include a sample contract that will be reviewed by the District.

**ATTACHMENT 1**

**PROPOSAL FORM**

*This form must be included in proposal package*

This Proposal Form must be duly executed and submitted with any proposal to OUHSD.

The Offeror hereby agrees that its proposal is subject to all RFQ/P #599 Engineering Services provisions, terms and conditions, attachments, exhibits, amendments, addenda and other applicable materials which are attached or incorporated by reference. By signing this form, Proposer hereby agrees to promptly enter into an agreement within 10 days of award of contract, in substantial accordance with such RFQ/P provisions, terms and conditions.

The Offeror hereby agrees that its attached proposal is a firm irrevocable offer and valid for acceptance by OUHSD for a period of 90 days from the date of the offer. The Offeror hereby agrees that if its proposal is accepted by OUHSD that it shall provide the requested services in accordance with the RFQ/P.

**Project Engineering Lump Sum Services Fee \$ \_\_\_\_\_**

**Hourly Rates to be billed to the District, under the lump sum amount are:**

<b>Principal Engineer:</b>	\$ _____
<b>Engineer:</b>	\$ _____
<b>Design Manager:</b>	\$ _____
<b>CADD Specialist:</b>	\$ _____
<b>Project Coordinator:</b>	\$ _____
<b>Office/Administration:</b>	\$ _____
<b>Other _____:</b>	\$ _____
<b>Other _____:</b>	\$ _____

***A schedule of values as backup documentation must be provided with this Proposal Form.***

Name of Person Duly Authorized to Execute this Proposal/Offer:

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

Duly Authorized Signature: \_\_\_\_\_

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

Date of this Proposal/Offer: \_\_\_\_\_

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

Offeror Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**ATTACHMENT 2**

**GENERAL INFORMATION & QUALIFICATIONS FORM**

*This form must be included in proposal package*

The Offeror shall furnish all of the following information accurately and completely. Failure to comply with this requirement may cause a proposal rejection. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the Offeror's firm and/or any of its owners, officers, directors, shareholders, parties or principals. If the same information is provided elsewhere in your proposal and qualification materials, then please clearly identify such in the following questions. Please be advised that the District may request verbal or written clarifications or additional information or an interview or presentation at any time.

(1) Firm name, address and contact information:

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

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

(2) Type of firm: (check one)    Individual       Partnership       Corporation       State

(3) Names and titles of all principals/officers of the firm:

NAME	TITLE	PHONE NUMBER

(4) Please list any applicable certifications and licenses and the associated numbers:

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(5) Has your firm conducted similar services under a different name or certification or different license number?

a. If yes, give firm name, address and certification or license number.

- (i) Name: \_\_\_\_\_
- (ii) Address: \_\_\_\_\_
- (iii) License No. (if any) \_\_\_\_\_

(6) How many years has your firm been in business under its present business name? \_\_\_\_\_

(7) How many years of experience does your firm have providing similar services? \_\_\_\_\_

(8) How many public agencies has your firm provided similar services for? \_\_\_\_\_

(9) Please list the public agencies including School Districts and the like, that your firm has provided similar services for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(10) Please attach a short history of the firm including whether it is local, national, or international as well as approximate number of employees. Also provide the number of firm offices and locations.

(11) Please attach or list below why your firm should be selected by the District to provide the solicited services.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(12) Have you or any of your employees been in litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years? \_\_\_\_\_

a. If yes, provide the name of the public agency and briefly detail the dispute:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(13) Have you ever had a services agreement terminated for convenience or default in the prior five (5) years? \_\_\_\_\_

a. If yes, provide details and name of the other party:

\_\_\_\_\_  
\_\_\_\_\_

(14) Does your firm maintain errors and omissions coverage? \_\_\_\_\_



If so, please provide a current copy of the declaration page showing the maximum liability or policy value.

- (15) Will your firm comply with all district, local State and Federal legal requirements, regulations and laws?\_\_\_\_\_
- (16) Please provide resumes of team member qualifications, capabilities and experience.
- (17) Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? Identify any conflict or interest in (a):
  - a. Please elaborate and discuss any potential, apparent or actual conflict of interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (18) Each firm must include the following references:

- a. List at least three (3) clients for whom you have provided similar services. Show the names, addresses, and email of the persons who can be contacted. Information obtained through the references will be evaluated by the District:

NAME	ADDRESS	EMAIL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing information required of Offeror pages one (1) through eight (8) is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
City County

\_\_\_\_\_  
Print name Signature

\_\_\_\_\_  
Title

**NON-COLLUSION DECLARATION**

*This form must be included in proposal package*

**District:** Oxnard Union High School District

**RFQ/P: 599 Engineering Services**

**Firm:** \_\_\_\_\_

The undersigned hereby declares:

I am the \_\_\_\_\_ (insert position) of

\_\_\_\_\_ (insert Contractor name), the party making the foregoing Bid.

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. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid. The Bidder 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 Proposing. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price of the Bidder 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.

The Bidder has not, directly or indirectly, submitted 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.

Any person executing this declaration on behalf of a Bidder 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 Bidder.

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

Representative Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_