



**Business Services  
Contracts Office**

5735 47th Avenue, Sacramento, CA 95824  
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*Janea Marking, Chief Business Officer  
Robert Aldama, Purchasing Manager II*

**Lease/Leaseback**

**Mandatory Pre-Proposal Conference Agenda**

PROJECT: **RFP #0530-403  
Luther Burbank HS Cafeteria Modernization**  
MEETING DATE: **October 31, 2024**  
TIME: **2:00 PM**  
LOCATION: **3500 Florin Road, Sacramento, CA 95823**

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**1. Introductions**

- a. Sacramento City Unified School District – Tina Alvarez-Bevens & Robert Aldama
- b. HMC Architects
- c. Premier Management Group, Inc.
- d. LLB Representatives

**2. Review RFP Milestone Dates / Requirements (Sections I and III of RFP)**

- a. RFP SCHEDULE
  - i. **10/31/2024 at 2:00pm – Mandatory** Preproposal conference at **Luther Burbank High School - 3500 Florin Road, Sacramento, CA 95823**. We will meet at the flagpole at the main entry.
  - ii. **11/07/2024 by 2:00pm** – Deadline to submit questions via email in accordance with RFP section VII. General Information.
  - iii. **11/05/2024** – Deadline to submit pre-qualification applications. Link to Quality Bidders can be found at <https://www.scusd.edu/contractor-prequalification>.
  - iv. **11/12/2024 by 2:00pm** – If applicable, an addendum will be uploaded to the RFP Document link <https://gateway.app.e-builder.net/app/bidders/landing?accountid=aaf85f30-eade-4a97-af1d-5076c07d8a32&projectid=14d7433f-6222-4b24-bd5b-b1cab9418e39&bidpackageid=66b51cec-e385-44ff-8e19-d839dc1c4722>
  - v. **11/15/2024 by 1:00pm – Proposals due.**
  - vi. **11/21/2024** – District Notification to Selected Interview Firms.
  - vii. **12/05/2024** – Interviews.
  - viii. **12/12/2024** – District selection of successful LLB Entity.
  - ix. **12/19/2024** – Anticipated board award of LLB.
  - x. **12/20/2024** – Pre-construction NTP issued for pre-construction services..
- b. Pre-qualification Requirement – due 10 business days prior to RFQ due date – online application at <https://www.scusd.edu/contractor-prequalification> (Ed Code Section 20111.6)
- c. Registration to the DIR by RFQ due date (Labor Code Section 1725.5)
- d. SK&T / Apprenticeship Program Compliance (Ed Code Section 17407.5)
- e. Financing Required (12-month post construction phase)

### **3. Scope of the Project – (A/E) (Section IV of the RFP)**

The project consists of one (1) construction increment:

- a. Construction includes but not limited to: the demolition of the existing cafeteria, servery, and kitchen. Included in the modernization are new finishes throughout (including but not limited to: flooring, wall covering & finishes, acoustics, and casework). Includes installation of new kitchen, serving equipment and stations (including any OFCI items listed in drawings). Upgrades to the HVAC, plumbing, and electrical in the kitchen, cafeteria and restrooms. Also included in the project is ADA and accessibility upgrades & outdoor seating areas.
  - i. Expected key features include but are not limited to:
    1. Specialty Food Service & Kitchen Equipment
    2. Renovations of Cafeteria, Snack Bar, and Main Servery

### **4. Review Anticipated Project Timelines (Section I of the RFP)**

- Preconstruction services is scheduled to go from 12/20/2024 – 03/03/2025.
- The LLB entity will be required to provide a 50% CD estimate in early January/2025.
- DSA submittal target is by 09/18/2024 with DSA approval by 12/11/2024.
- The Entity will be asked to begin and complete the TBR Development for final District approval not later than 11/15/2024 and for board approval on 12/19/2024.
- The District anticipates issuing the Notice to Proceed for construction services on 02/21/2025.
- The construction duration is anticipated to be from 03/03/2025 – 08/01/2025, with final project acceptance anticipated by 08/08/2025.
- The post-construction duration is anticipated from 08/08/2025 – 09/08/2025.

### **5. Development of the TBR Phase may include:**

- a. Design / Constructability review
- b. Value Engineering Analysis
- c. Detailed Cost Estimating with options to meet the District's budget
- d. Development of trades' scope of work, bidding, lowest bid or best-value and preparation of the TBR
- e. Preliminary and Final TBR – Discuss (within District Boundaries) Sub/Supplier Participation

### **6. Determination of Project Cost (Section III of RFP) Highlights below:**

- a. Engineer's estimate of the TBR: \$3,200,000 (including all contingencies, fees, general conditions, bonds, insurance, and financing).
- b. If Entity plans to self-perform any work, their bid must be submitted directly to the District a minimum of 48 hrs. prior to the subcontractors bid due date. A minimum of 3 bids per trade is required.
- c. LLB Entity Fee – Cannot exceed 5.5 % of the sum of the Direct Cost of the Construction Work + General Conditions (excludes costs of bonds and insurance, allowances, and contingencies)
- d. Construction Contingency – to be determined upon final TBR proposed
- e. Owner's Contingency – Percentage will be finalized during TBR development. % is of the total cost (excluding Construction Contingency & Allowances)

### **7. Evaluation Criteria – (Section V & VI of the RFP)**

- a. Proposals submitted in seven (7) hard copies & one (1) electronic copy – Point Score to develop short list of technical criteria.
- b. Interview of firms – Review / Adjust Point Score
- c. Open Fee Proposals and calculate the best value score highest to lowest.

**8. Exhibit D – Fee Proposal (Submit one (1) hard copy and one (1) electronic copy in a separate sealed envelope).**

- a. Fixed price for Pre-construction services including \$100,000 Site investigation allowance. \$15,000  
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- b. Fixed price for monthly General Conditions cost – Refer to Exhibit C
- c. Fixed % Construction Phase Fee (Profit & Overhead)
- d. Fixed % for Bonds
- e. Fixed % for Insurance – Refer to Exhibit E
- f. Fixed % for financing

**9. Inquires.** Any questions regarding this RFP or selection process shall be directed in writing to all of the following:

Sacramento City USD Contracts Office  
Robert Aldama: [robert-aldama@scusd.edu](mailto:robert-aldama@scusd.edu)  
& Tina Alvarez-Bevens: [tina-alvarez-bevens@scusd.edu](mailto:tina-alvarez-bevens@scusd.edu)

and

Wayne Sjolund, Project Director  
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Rami Wahhab, Construction Manager  
Premier Management Group, Inc.  
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**10. Please refer to the RFP Exhibit M for the SCUSD Project Labor Agreement.**

**11. Adjourn & Walk the Site**





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