



NEW DESIGNS

CHARTER SCHOOL

1342 W. Adams Blvd Los Angeles CA 90007

REQUEST FOR PROPOSAL
Public Traffic Light installation and intersection improvement

PROJECT NAME: Adams/Menlo Traffic Signal-Installation
New Designs Charter School (NDCS)
1342 West Adams Blvd
Los Angeles, California 90007
PH: (323) 730-0330 FAX: (323) 731-1228
Samuel.kyerematen@newdesignscharter.com
December 15, 2022

REQUEST FOR PROPOSAL (RFP)
Adam/Menlo Traffic Signal-Installation
Los Angeles, California

Article I. Introduction

New Designs Charter School (NDCS) is seeking a qualified Contractor for an intersection improvement project at the intersection of Adams Boulevard/Menlo Avenue in the City of Los Angeles.

Your company is invited to submit a proposal for consideration.

The purpose of this Request for Proposal (Bids) is to enter into a contract with the company for services collectively referred to herein as an “**Adam/Menlo Traffic Signal-Installation** and related improvement project” and described under Article II.

The NDCS is committed to developing a college-preparatory learning environment that enables students to become literate, self-motivated, and life-long learners. NDCS’s goal is to prepare its students from all demographics, especially inner cities and underserved and deprived communities, for advanced careers in medicine, engineering, information technology, and law and diplomacy. True to its vision, In pursuit of excellence, NDCS-prepares students to succeed in a global, diverse, information-based, and technologically advanced society.

Through this RFP, NDCS seeks to promote open and free competition consistent with applicable federal and state laws and standards.

Proposers should only construe from this notice that the NDCS intends to enter into a contract with the Proposer if, in the opinion of NDCS, it is in the best interest of NDCS to do so. NDCS reserves the right to negotiate final contractual terms with the successful Proposer.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.02.

Section 1.01 Location

Your bid is for the construction of Adam/Menlo Traffic Signal-Installation located at 1342 West Adams Blvd, Los Angeles, California, 90007.

Section 1.02 Management and Administration

KOA Corporation will be the Construction Administrators on behalf of the NDCS. They will be on location during the project. NDCS will be responsible for the project's timely completion.

Section 1.03 Contact Information

Please contact Samuel Kyerematen for questions about the proposal submission details:

- Address: 1342 W. Adams Blvd, Los Angeles CA 90007
- Phone: (323) 730-0330 EXT 103
- Fax : (323) 731-1228
- Email: samuel.kyerematen@newdesignscharter.net

Please contact Giuseppe Canzonieri (KOA Corporation) for all technical questions about the project details:

Phone: 323) 365-2354

E-mail: gcanzonieri@koacorp.com

Article II. The Project

Section 2.01 Mission

By the end of this project we hope to achieve the following:

- The installation of a new traffic signal at the intersection of Adams Boulevard/Menlo Avenue in the city of Los Angeles
- The completion of street lighting improvements along Adams Boulevard between Menlo Avenue and Ellendale Place with related pavement and other road improvement.

Section 2.02 Scope of Project

The scope of work for the project is itemized below.

- ADA curb ramps and associated roadway improvements
- Curb, gutter, sidewalk replacement
- Passenger loading zone
- Catch basin, storm drain lateral and manhole replacement
- Striping along Adams Boulevard between Menlo Avenue and Ellendale Place
- New traffic signal at the intersection of Adams Boulevard/Menlo Avenue
- Street lighting improvements along Adams Boulevard between Menlo Avenue and Ellendale Place

Please refer to the separate attachment describing the Project Specifications and drawings.

Section 2.03 Contractor Requirements

Should your proposal be accepted, we expect you to contribute the following to the project:

- All materials and equipment needed for the execution and completion of the project
- All labor needed for the execution and completion of the project
- Contractor shall review Project Plans for additional details.
- All work shall at every stage conform to and pass City of Los Angeles standard specifications and departmental requirements.
- The final project must meet, and pass final city and or county inspections

- Contractor must be familiar with City of Los Angeles B-Permit construction/administration procedures and have previous experience working in the City of Los Angeles.
- Contractor shall provide a qualifications package with at least 3 similar scope projects in the last 5 years.
- Contractor shall also provide reference contact information for all projects submitted.

Section 2.04 Timeline

In order to complete this project, we have set the following timetable. This timetable is only an estimate and subject to change by NDCS.

Milestone	Date
Requests for Proposals Publication	December 15, 2022
Submission of Letter of Intent	January 6, 2023
Deadline for Submission of Proposals	January 31, 2023
Selection of contractor	March 01, 2023
Project Start	May 01, 2023
Project Completion	December 31,2023

Article III. The Proposal

Section 3.01 Summary of Proposal

(a) Expectations

- Contracts will be awarded based on the information presented in the proposals received.
- NDCS will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors.
- If bids come in within a close range, NDCS will interview the contractors to help make a decision

(b) Response Deadline

Please forward a letter of intent by **January 6, 2023** if you intend to submit a proposal. Likewise, if you do not intend to make a proposal, please forward a no-bid letter by the same date. You may email the letter of intent to Samuel.kyerematen@newdesignscharter.net.

(c) Proposal Deadline

All proposals must be submitted **in person** to Samuel Kyerematen (Director of Business Services) at New Designs Charter School Adam Campus 1342 West Adams Blvd. Los Angeles **by 5pm on January 31, 2023**.

(d) Selection Criteria

All bids submitted will be considered based upon the information provided in the proposal. Consideration will be given to Cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the correct format by the stated deadline.
2. The perceived effectiveness of the proposal's solution for New Designs Charter School's stated mission.
3. The perceived ability for the proposing company to deliver the services set forth in the proposal.
4. The proposing company's past performance in delivering such services.
5. Availability of sufficient high-quality personnel with the required skills for the specific approach proposed.
6. Overall cost of the project as stated in the proposal.
7. The contractor's experience working with nonprofit organizations.
8. The contractor's bonding capacity and insurance coverage.
9. The set of procedures the contractor has for solving design problems.
10. The budget-and-schedule track record of the contractor as confirmed by references.
11. Evidence of repeat clients as well as the contractor's recent project history.
12. The proposed construction monitoring process.
13. The quality and durability of the contractor's work.

(e) Selection Process

- A selection committee will be constituted
- Initial qualifications of proposals received.
- Short listing of qualifying proposals
- Interviewing process of short-listed candidates where necessary
- Communication of decision to successful candidates

New Designs Charter School may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

(f) Proposal Format: New Designs Charter School suggests that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

(i) Contractor Summary

(ii) Capabilities and Methodology

(iii) Expected Results

(iv) Executives, Staffing, and Management

- (v) Communication*
- (vi) Equipment*
- (vii) Expense Breakdown*
- (viii) Expense Summary*
- (ix) Licensing and Bonding*
- (x) Insurance*
- (xi) References*

Section 3.02 Proposal Details

(a) Contractor Summary

Include a brief history of your company including your experience in dealing with similar projects. Also include the owners' names or those persons authorized to sign contracts for your business.

(b) Capabilities and Methodology

Detail your company's capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving your goal. This should include a detailed timeline of milestones for completing the project.

(c) Expected Results

Use this section to summarize the expected results of your methodology listed above. This should include a summary of your timeline for completing the project.

(d) Executives, Staffing, and Management

List the high-level executives or officers in charge of completing the project and a summary of their background. You should also use this section to list the projected staffing and management necessities and their estimated cost. Specify how you will obtain the staff to complete the project.

(e) Communication

Explain how you intend to communicate between executives, management, and staff in addition to how you will communicate to the project manager to ensure the project stays on schedule.

(f) Equipment

Detail the equipment necessities as well as their estimated cost. If you will need additional services or space from New Designs Charter School, you should list those requirements here with a brief explanation.

(g) Expense Breakdown

Build a detailed list of all expected expenses.

(h) Expense Summary

Give a summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.

(i) Licensing and Bonding

If applicable, include the details of your licenses and bonds for the services you are proposing. If possible, enclose proof of your licenses and bonds.

(j) Insurance

If applicable, provide the details of insurance your company will provide for your staff and the project.

(k) References

Provide at least three (3) references for similar past projects.

*A copy of this RFP has been posted on the School's website at newdesignscharter.com