
**LOS ANGELES COMMUNITY COLLEGE
DISTRICT Contracts Office
770 Wilshire Boulevard, 6th Floor
Los Angeles, California 90017**

**RFP Number: REQUEST FOR PROPOSAL (RFP) NO. 24-03
PROGRAM MANAGEMENT SERVICES**

**Addendum Number: 1 - MANDATORY PRE-PROPOSAL CONFERENCE PRESENTATION
AND QUESTIONS**

Date: March 20, 2024

NOTICE TO PROPOSERS: THIS ADDENDUM SHALL BECOME PART OF THE RFQ, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE BIDDER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE

BIDDER/PROPOSER FROM ANY OBLIGATION UNDER ITS BID/PROPOSAL AS SUBMITTED. THE BIDDER/PROPOSER SHALL IDENTIFY AND LIST IN ITS BID/PROPOSAL ALL ADDENDA RECEIVED AND INCLUDED IN ITS BID/PROPOSAL; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE BID NON-RESPONSIVE. MANDATORY PRE-PROPOSAL CONFERENCE

Offerors are cautioned that, notwithstanding any remarks, clarifications, or responses provided at the conference, all terms and conditions of the solicitation remain unchanged unless they are changed by written amendment. It is the responsibility of each offeror, prior to submitting a proposal, to seek clarification of any perceived ambiguity in the solicitation or created by an amendment of the solicitation.

Statements and materials discussed at the conference are informational only, are not binding upon the District and do not replace reading, reviewing and complying with this RFP.

Please be reminded: UNAUTHORIZED COMMUNICATIONS

Proposers shall not, prior to Award, contact or communicate, either verbally or in writing, with any of the following persons (other than the person named above) for the purpose of discussing the requirements of the RFP Documents or the RFP process: (1) any trustee, officer, employee, or representative of the District; or (2) any consultant, or employee of a consultant, providing the District with assistance, advice, or professional services relating to the matters covered by the RFP Documents or who is involved in any aspect of the RFP evaluation or scoring processes. Unauthorized communication by a Proposer in violation of the foregoing may result in disqualification.

CONTACT FOR ALL COMMUNICATIONS IS:

Ms. Dorothea Mc Farline
District Procurement Manager
mcfarld@laccd.edu

PRE-PROPOSAL CONFERENCE PRESENTATION



Los Angeles Community College District

PROGRAM MANAGEMENT SERVICES RFP No. 24-03

PRE-PROPOSAL CONFERENCE
March 13, 2024

Welcome and Introductions



DR. RUEBEN SMITH

Vice Chancellor & Chief Facilities Executive

Los Angeles Community College District

PLEASE SIGN IN



Attendees – please sign in with the following information:

- First and last name (title optional)
- Organization
- E-mail address
- Organization's telephone number

CELL PHONES AND RECORDING



- Please silence your cell phones
- District is recording Conference and will be publishing Minutes from Pre-proposal Conference and posting link as part of upcoming Addendum

AGENDA



- **Welcome/Sign-in Sheet**
- **Introductions**
- **RFP Guidelines**
- **Pre-proposal Meeting Purpose**
- **Program Management Office Overview**
- **Objectives of the RFP**
- **RFP Process**
- **RFP Schedule**
- **RFP Submissions**

Due: Wednesday, April 10, 2024 2:00 p.m.(PST)

- **Evaluation and Award**
- **Three Phase Procurement**
- **Common Errors**
- **RFP Reminders/Key RFP Components**
- **Questions and Answers**
- **Close**

Where Can I Find the RFP and Addenda



- <https://www.laccd.edu/offices/business-services/contract-services/bids-proposals>

EXPLANATIONS/CLARIFICATION AND COMMUNICATIONS



Offerors are cautioned that, notwithstanding any remarks or clarifications given at the conference, all terms and conditions of the solicitation remain unchanged unless they are changed by an addendum to the solicitation. If the answers to conference questions, or any solicitation addendum, create ambiguities, it is the **responsibility of the offeror to seek clarification prior to submitting an offer.**



EXPLANATIONS/CLARIFICATION AND COMMUNICATIONS (cont'd)

- Any explanation desired by an offeror regarding the meaning or interpretation of these Instructions or any other proposal documents **must be requested in writing** to Los Angeles Community District Procurement Unit via email at mcfarld@laccd.edu.
- Be sure to write in the subject line:
- **RFP 24-03: Program Management Services - Questions**
- **No later than Tuesday, March 19, 2024, at 5:00 p.m.**
- Oral explanations or instructions will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an addenda to the invitation if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders.



THE CONE OF SILENCE:

- **UNAUTHORIZED COMMUNICATIONS**

Proposers shall not, prior to Award, contact or communicate, either verbally or in writing, with any of the following persons (other than the person named below) for the purpose of discussing the requirements of the RFP Documents or the RFP process: (1) **any trustee, officer, employee, or representative** of the District; or (2) **any consultant, or employee of a consultant,** providing the District with assistance, advice, or professional services relating to the matters covered by the RFP Documents or who is involved in any aspect of the RFP evaluation or scoring processes. Unauthorized communication by a Proposer in violation of the foregoing may result in **disqualification**.

CONTACT FOR ALL COMMUNICATIONS IS:

Ms. Dorothea Mc Farline
District Procurement Manager
mcfarld@laccd.edu

MEETING PURPOSE



- *To inform potential Offerors about the Program Management Services RFP*
- *To provide potential Offerors clarity and direction as it relates to the RFP*
- *Emphasize Important Dates/Deadlines*

PROGRAM MANAGEMENT OFFICE



The nine colleges in the Los Angeles Community College District serve about 230,000 students annually. Overall, the District covers 882 square miles and serves 36 cities.

The colleges provide affordable education to a diverse student body, with over 40% of LACCD students being aged 25 or older, and approximately 17% aged 35 or above. Furthermore, more than 70% of LACCD students belong to underserved minority groups.

Los Angeles voters have approved eight ballot measures aimed at funding the repair and enhancement of local community college classrooms and facilities, ensuring that students are well-prepared for both jobs and university transfers.“

In addition, the proceeds of these bond issuances are being used for the construction, repair, improvement and upgrade of District buildings, classrooms, student housing and other facilities as authorized by one or more of the Bond Measures (Bond Program).

LACCD Capital Bond Program

\$14.9 Billion Investment

The total investment approved by LA voters to provide learning environments on each of LACCD's nine colleges to prepare today's students for tomorrow's jobs. In addition, the communities each college serves will benefit with improved and accessible meeting facilities and athletic fields for recreational and competitive play.

Prop A

Proposition A was passed by the voters of Los Angeles to provide **\$1.2 Billion** to address the most critical and urgent repairs at LACCD's nine Colleges.

2001

Prop AA

Proposition AA was passed by the voters of Los Angeles to provide **\$980 Million** for the renovation and replacement of aging facilities and construction of new facilities at LACCD's nine Colleges.

2003

Measure J

Measure J was approved by LA voters to provide **\$3.5 Billion** to continue to address facilities needs of the District and its nine colleges.

2008

Measure CC

Measure CC was approved by LA Voters to provide **\$3.3 Billion** to address security and technology needs as well as to repair or replace outdated classrooms, science labs and critical infrastructure.

2016

Measure LA

Measure LA was approved by LA voters to provide **\$5.3 Billion** to improve athletic fields, campus infrastructure, technology, and pre-1970s buildings.

2022

PROGRAM MANAGEMENT OFFICE (cont'd)



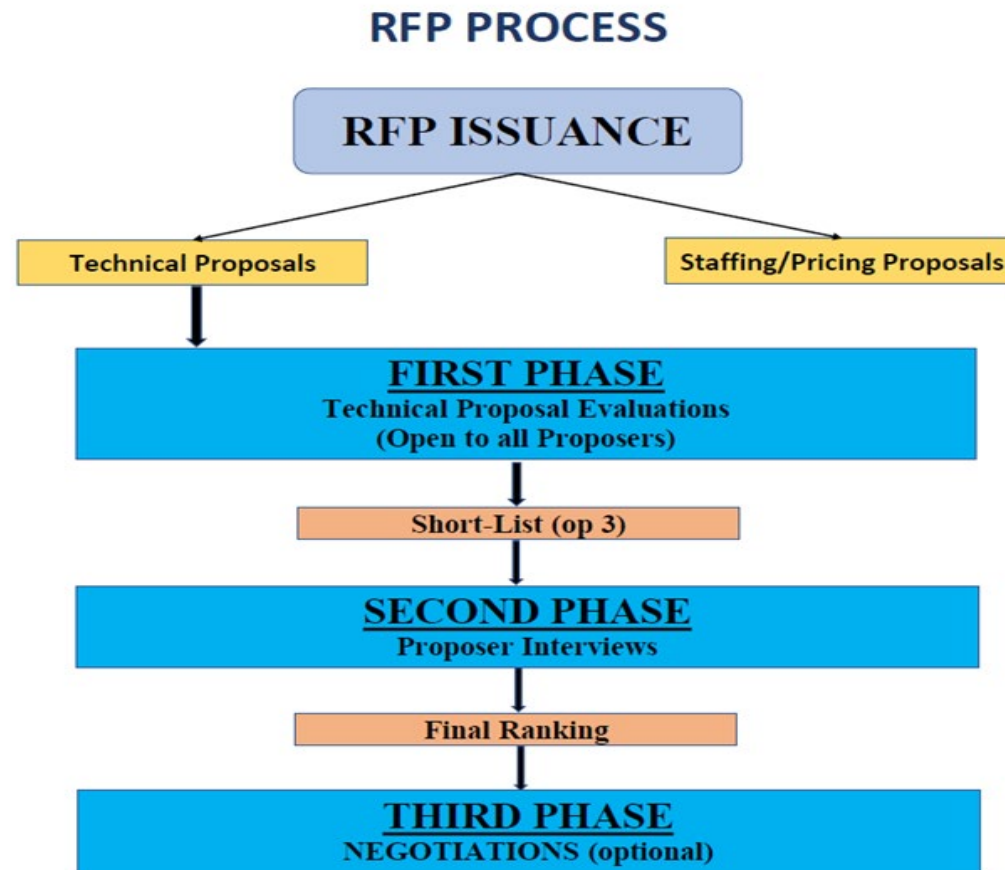
Construction is currently underway at all of the District's nine college campuses. Planning, development, design, and construction under the Bond Program is managed by a "program manager" ("Program Manager") retained by the District. In addition, there is a project management firm ("College Project Leadership Team" or "CPLT") (which, notwithstanding the reference to "team," this is actually a single firm). The CPLT, in turn manages a "College Project Team" ("CPT") at each campus which is comprised of the CPLT, its Subconsultants and other individuals or firms selected, retained and assigned by the District to the College to assist the CPLT in the performance of project or construction management services for the College under the leadership and supervision of the CPLT and under the Bond Program leadership of the Program Manager.



OBJECTIVES OF THE RFP

- Award an agreement to one qualified firm to serve as the Program Manager for the Bond Program.
- The initial term of the Program Management Agreement would be for a period of 2 (two) years with three potential annual renewals for a total maximum term of 5 (five) years.

RFP Process

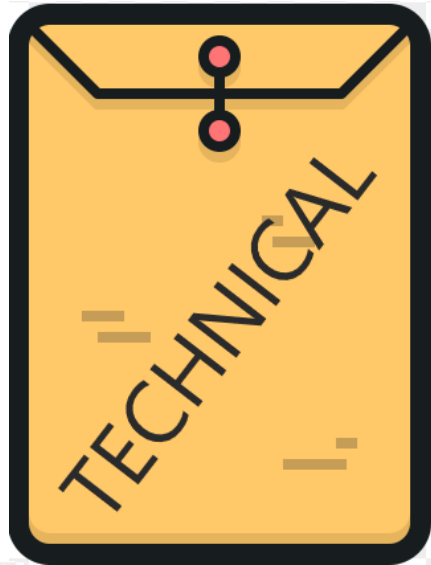


RFP SCHEDULE



RFP MILESTONE	DATE / DEADLINE
Issuance of Request for Proposals	Monday, February 26, 2024
Mandatory Pre-Proposal Conference:	2:00pm, Wednesday, March 13, 2024
Requests for Information/Questions Deadline:	5:00pm, Tuesday, March 19, 2024
Deadline for Pre-Submission Objections:	5:00pm, Tuesday, March 19, 2024
Pre-Proposal RFP Addenda Issuance Deadline:	Wednesday, March 27, 2024
Proposals Due Deadline:	2:00pm, Wednesday, April 10, 2024
Announcement of Short-Listed Proposers	Thursday, May 9, 2024
Interviews	May 14-17, 2024
Announcement of Final Ranking and (at District's option) Issuance of Notice of Intent to Negotiate	Friday, May 17, 2024
Negotiations (optional)	May 17-24, 2024
Notice of Intended Award	May 24, 2024
Award	Wednesday, June 12, 2024 BOT Meeting

SUBMISSION OF PROPOSALS



Technical Proposal



Staffing and Pricing Proposal

TECHNICAL PROPOSAL SUBMISSION



Submission 1: Technical Proposal package. Include within the Technical Proposal, in a separate sealed envelope, the completed and signed, Attachment 6, Financial Capacity Questionnaire.

STAFFING AND PRICING PROPOSAL

Submission 2: Sealed and labeled Staffing and Pricing Proposal.



Label all the outside of submissions with your organization name and reference RFP 24-03: Program Management Services



LOCATION OF SUBMISSION OF PROPOSALS

Submit Technical and Staffing and Pricing Proposals to:

- **LOS ANGELES COMMUNITY COLLEGE DISTRICT**
770 Wilshire Blvd., 6th Floor
Attn: Dorothea Mc Farline
Procurement Unit
PROPOSAL FOR RFP 24-03: PROGRAM
MANAGEMENT SERVICES
- **Proposal Due Date: Wednesday, April 10, 2024**
at 2:00 p.m. (PST)



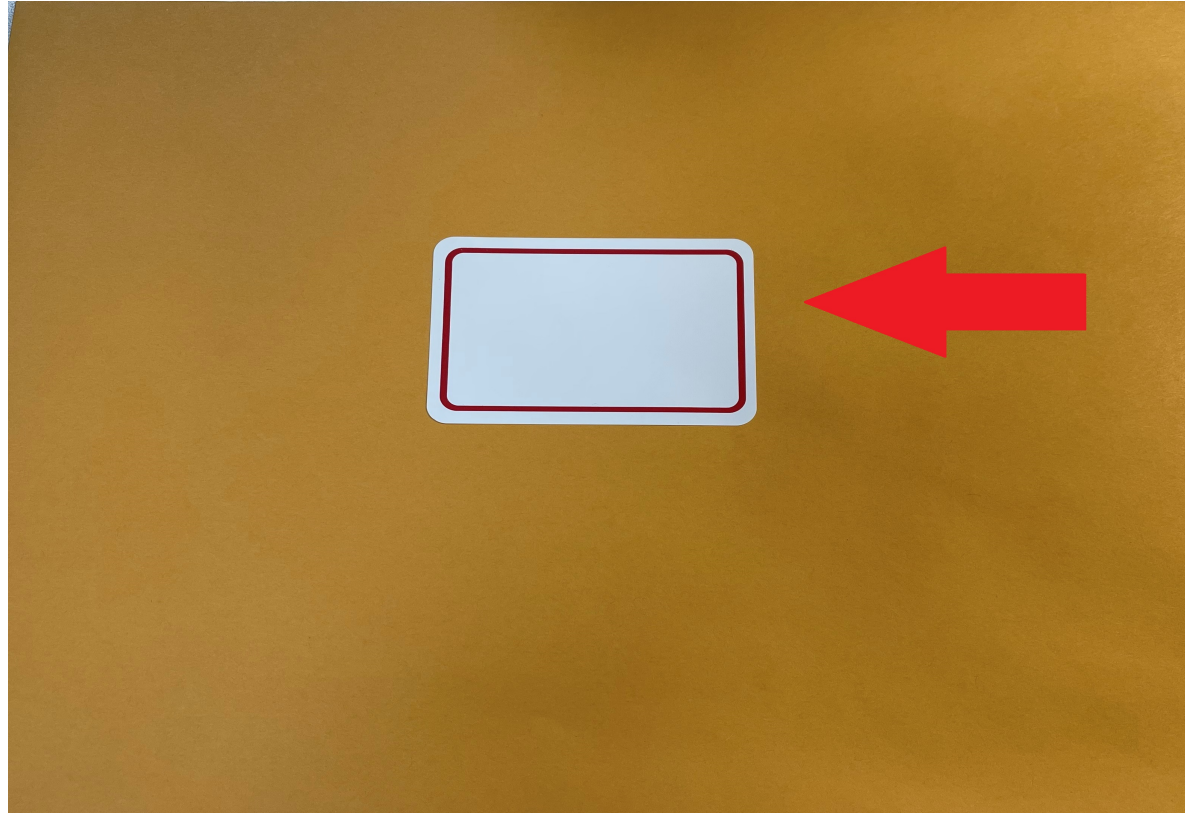
Please be Prompt

Proposals (Technical Proposals and Staffing and Pricing Proposals) must be received at the location stated above no later than **Wednesday, April 10, 2024, 2:00 p.m.** (PST) Each Proposer is solely responsible for timely receipt by District of its Proposal and delay in the mail or other method of delivery used by the Proposer shall not constitute an excuse for late receipt. Proposals submitted via fax, telephone, or e-mail will not be accepted.

If a Proposal is hand-delivered, ample time should be allowed for delays caused by downtown Los Angeles traffic and parking. **The District does not provide parking accommodations to proposers submitting proposals.**

Any Proposal received after the deadline stated in the RFP Schedule may, in the sole and absolute discretion of the District, be returned without consideration or may be considered if an Award cannot be made from among the Proposals received on time.

PUT A LABEL ON IT!



Proposals are to be enclosed in a sealed package displaying the proposer's name and the words: "PROPOSAL RESPONDING TO RFP 24-03: PROGRAM MANAGEMENT SERVICES"



THREE PHASE PROCUREMENT

- **FINANCIAL CAPACITY QUESTIONNAIRE** – the completed and signed Attachment No. 6 shall be evaluated by the District's independent financial consultant on a pass/fail basis. Any Proposer whose Financial Capacity Questionnaire and supporting submittals do not "pass" the minimum requirements set forth in said Questionnaire will be disqualified from participating from the RFP process and will not be evaluated further by the Evaluation Panel.
- **PHASE 1** - responsive Technical Proposals will be evaluated and scored by an Evaluation Panel. The top five (5) highest scoring Proposers ("Short-Listed will then be invited to participate in the Technical Interviews Proposers"). as part of the Second Phase of the RFP process,
- **PHASE 2** - In the Second Phase ("Second Phase"), interviews will be conducted of the Short-Listed Proposers ("Technical Interviews"). Technical Interviews will be evaluated and scored by the District's evaluators conducting the Technical Interviews.
- **PHASE 3** - Evaluation and Award

PHASE 1 and PHASE 2



Evaluation Criteria and Scoring





Phase 1 - Technical Proposal Scoring

As described in Attachment No. 4, "Proposal Requirements and Evaluation Criteria," all Technical Proposals will be scored out of 1000 available points as follows:

TECHNICAL PROPOSAL	MAXIMUM POINTS
a. Proposer's Demonstrated Qualifications and Experience	400 points
b. Proposer's Technical Approach/Program Management Plan	300 points
c. Company Culture	200 points
d. Claims History	100 points



Phase 2 - Technical Interview Scoring

- All Technical Interviews will be scored out of 1,000 available points as follows:

INTERVIEW	MAXIMUM POINTS
a. Quality of Proposer's Presentation	300 points
b. Proposer's Response to Questions	400 points
c. Key Personnel's Ability to Communicate/Interpersonal Skills	100 points
d. Demonstrated Knowledge	200 points

PHASE 3



The District, in its sole and absolute discretion, shall have the option to immediately accept the Technical Proposal-and Staffing and Pricing Proposal submitted by the highest- ranked Short-Listed Proposer, and provide the Notice to Award or to conduct negotiations for the purpose of establishing the agreed terms relative to pricing.



COMMON OFFEROR ERRORS IN PROPOSAL SUBMISSIONS:

- Failure to thoroughly read and understand the RFP
- Forgetting to sign the Price Schedule (Appendix A)
- Not signing the Certification Forms
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addendums
- Including promotion/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of proposal – **delay in the mail or other method of delivery used by the Proposer shall not constitute an excuse for late receipt.**



RFP REMINDERS/KEY REQUIREMENTS

- Six (6) Mandatory Key Positions to be Provided by Proposers' Employees, including Director of QA/QC/Risk Management (See RFP Attachments 3 & 4)
- Importance of Program Management Plan, including real property/student housing/asset management elements (See RFP Attachment 2)
- Relationship of PMO to CPTs, MATOC, & BTOC
- Sub-consultants to be submitted as firm names not individuals

QUESTIONS REGARDING THE RFP



- Proposer Questions/Answers for Pre-Proposal Conference
 - Please limit questions in this forum to clarifications/not issues requiring any substantive changes to RFP/contract documents
- All Substantive Questions (i.e. requesting a change to RFP and/or form of PMO Agreement) should be submitted separately in writing and will be answered via Addendum.

Final Reminder

- Please make sure that you have signed in:
- First and last name (title optional)
- Organization
- E-mail address
- Telephone number



PRE-PROPOSAL CONFERENCE QUESTIONS

Question 1. Are you going to post the sign-in sheets for today?

Answer: Yes, we will post it.

Question 2. Are you going to post the presentation?

Answer: Yes, we will have this posted.

Question 3. What is the conflict of interest for sub-consultants that are currently on other contracts such as MATOC or BTOC?

a. So, if we wanted to pursue this as a sub-consultant currently on MATOC or BTOC, can we have that opportunity or would we have to pull it?

Answer: The answer is "yes", you will not be contracted out. However if you win, you would have to give up those MATOC/BTOC contracts.

Question 4. Can you define "intern"? In the RFP it says "20 interns" – is it quarters or semesters?

Answer: It's actually by hours and you'll have to define them as they are ongoing – it not just a one time shot.