



Staff Augmentation MATOC Pre-SOQ Meeting

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BuildLACCD

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AGENDA

- Introduction
- Minimum Requirements
- Status of Existing Task Orders
- Exclusions
- Internship Program
- SOQ Content
- Scoring
- Due Date
- Questions

Introduction

- Current contracts issued in July 2014 and are reaching their 5 year limit in July 2019
- Anticipating approximately 10 prime contracts
- 60+ positions at PMO
- 60+ positions at CPTs
- RFQ Documents for re-compete posted to Planet Bids
 - <http://www.build-laccd.org/contractors-bidders/contractors-bidders-home>
- Only official responses on Planet Bids are binding

Timeline

RFQ Issued	December 21, 2018
Pre-Submission Conference @ 10:00 AM Local Time	January 7, 2019
Requests for Clarifications ("RFCs") Due @ 2:00 PM	January 11, 2019
Responses to RFCs Posted	January 18, 2019
Final Addendum	January 24, 2019
SOQ Due @ 2:00 PM Local Time	January 31, 2019
Selected Firms Identified, NOITA Issued	February 22, 2019
Selected Firms Election Deadline	5 business days after NOITA
Selected Prime Firm giving notice to add additional sub-consultants including non-selected Prime Firms	10 business days after NOITA
Board of Trustees Action	March/April 2019

Minimum Requirements- Prime Firms

- Minimum Requirements
 - 10 employee minimum (including principals)
 - Minimum 5 years' CA public education facility construction experience
 - California Business License
 - Firm to have been in existence for minimum of 5 years
 - Principal to have current architectural, engineering, or contractor's license
 - One principal to have minimum 5 years' experience in construction or project management
 - Meet insurance requirements in the Contract
- Anticipating award of a maximum of 10 prime contracts

Minimum Requirements- Subconsultants

1. Min. one (1) principal with five (5) years' experience
2. Firm needs at least two (2) years' experience managing projects in California
3. CA business license
4. Same insurance requirements as Prime
 1. Proof of insurance can be submitted upon award of Task Order
 2. Can submit letter from broker indicating the firm can obtain the required insurance limits

Sub-Consultants

- Current subs may change primes during the re-procurement
- Subs of non-selected primes and non-selected primes
 - Two-week period after NOITA for selected primes to add new subs
- Future open seasons
 - Twice (2x) a year
 - Existing sub-consultants may not change primes
 - Only new subs may be added

Prime/Sub Limitations

- A firm can apply only as a prime or a sub, not both
- A sub can apply only under one prime

New Insurance Requirement

- Employment Practices Liability Insurance (\$1M per occurrence)

STATUS OF EXISTING TASK ORDERS

- **Goal is to re-issue existing active Task Orders**
- Subs changing prime firm
 - Task Order will be re-issued under the new prime
- Individuals changing firms
 - Task Order will not be re-issued
 - Position will be re-competed
- Non-Selected Primes or Subs
 - Position will be re-competed

Exclusions

- Firms holding the following contracts
 - Inspector of Record
 - Laboratory of Record
 - Commissioning Services
 - Architectural/Engineering (including bench contracts)
 - General Construction (including PQSP)
 - Design-Build

Must elect between entering into a Staff Augmentation contract under this RFQ or keep their existing contract.

Internship Program

- Applies to both Primes and Subs
- Any Prime or Sub that accrues \$1M in payments will be obligated to provide one paid intern
- Details are in Contract Exhibit “F” Paragraph 43

SOQ Content

- SOQ cannot exceed 20 pages (10 pages double sided)
- Page limit does not include
 - Cover Page
 - Cover Letter
 - Table of Contents
 - Resumes
 - Required Attachments 1 through 14

SOQ Content

- Cover Page
- Cover Letter
 - Signed by person authorized to bind the firm
- Table of Contents

- **Prime Firm Information**
 - Org Chart
 - Attachment 1 and 1(A)- Prime Firm Information and Explanation

SOQ Content

- Qualifications and resumes (Attachment 4) for
 - Executive/Principal
 - Account Manager
 - Finance/Billing
 - Recruiting/HR
 - Technical Lead
- **History and Experience of the Firm**
 - 3 projects within the last 5 years (Attachment 2)
 - Sub-consultant Info (Attachment 3)
 - Include additional sub firm information in appendix
 - 3 Client References

SOQ Content

- **Ability to Attract and Retain Qualified Candidates (3 Page Limit)**
 - Recruiting Process
 - Background Screening
 - Employee retention process
 - Submit 2 resumes for the role of Senior Project Manager (Attachment 4)

SOQ Content

- **Training and Professional Development**
- **Transition Plan**
- **LSEDV Plan**

Scoring

Category	Points Available
History, Experience and Performance of the Prime Firm	300
Ability to Attract and Retain Qualified Candidates	150
Training and Professional Development	150
Transition Plan	150
Sub-consultant Experience	100
Local, Small, Emerging, and Disabled Veteran Plan	150

Due Date

- January 31, 2019 no later than 2:00 PM
- 1 original hard copy, 4 duplicate hard copies, 1 electronic on CD or USB
- Delivered to the PMO

QUESTIONS

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