

FirstLine Schools, Inc.
Request for Proposal –Artificial Field
300 N. Broad Street-Suite 207
New Orleans, LA 70119

RFP Announcement: December 18, 2014

Pre-Bid Meeting: January 12, 2015, at 10:00 AM
John Dibert Community School at Phillis
Wheatley – Library
2300 Dumaine Street
New Orleans, LA 70119

Field Walkthrough: January 12, 2015, from 11:00 AM-
12:00 PM
John Dibert Community School at Phillis
Wheatley – Library
2300 Dumaine Street
New Orleans, LA 70119

RFP Questions: January 16, 2015, 2:00 PM
Questions directed to Rebekah Cain, Director of



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Operations, at rcain@firstlineschools.org

Proposal Submittal Deadline: January 30, 2015, at 2:00 PM

Joseph Neary
Chief Operating Officer
300 N. Broad Street-Suite 207
New Orleans, LA 70119

Award Notification Deadline: February 6, 2015, at 2:00 PM



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Administrative and General Information

Background: The mission of FirstLine Schools is to create and inspire great public schools in New Orleans. We do this by directly operating non-selective public schools and by developing training programs for teachers and school leaders across New Orleans.

FirstLine Schools, Inc. (hereafter “FirstLine”) operates five (5) charter schools with approximately 2,600 students during the 2014-2015 school year. FirstLine also operates a central business office. Under this RFP, the awarded bidder will be responsible for providing full design and construction of a multipurpose artificial field.

Purpose: FirstLine Schools is seeking a firm capable of providing design and construction services for a multi-purpose artificial field, surrounding fencing, backstop netting, and lighting necessary to light the field at night. The total square footage of the field is expected to be approximately fourteen thousand (14,000) square feet.

FirstLine intends to award service to a single provider.

Contract Period: This RFP addresses the Contract Period February 6, 2015, through June 30, 2015 or upon completion of the field



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Proposal Authorities, Restrictions & Clauses

FirstLine Authorities and Options

- FirstLine reserves the right to reject any and all proposals for any reason.
- FirstLine reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of FirstLine to do so.
- FirstLine reserves the right to negotiate any and all proposals for any reason.
- FirstLine reserves the right to award to more than one Proposer.
- FirstLine has 90 days to accept a submitted Proposal; the Proposer cannot withdraw a Proposal within that 90 day period without mutual consent with FirstLine.
- FirstLine reserves the right to require a performance bond; if such is required, the cost of that bond will be reimbursed to the Contractor by FirstLine.
- Final prices will be negotiated between the Proposer and FirstLine. FirstLine reserves the right to cancel the contract award if Proposer cannot commit to a contract that has prices within 5% of what is initially quoted.

Negative Assurances

- FirstLine cannot assure that the services will be awarded to any Proposer at any time.

Prohibitions

- FirstLine shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.
- The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon FirstLine, its Board(s) and its agents; violators will be prosecuted to the extent of the laws pertinent to FirstLine.
- Proposers must submit a firm bid. A Proposer shall not stipulate in its proposal any conditions not contained in the contract documents. Any qualifying statements or conditions may be declared irregular and as not being responsive to the advertisement for bids.

Proposer Responsibilities

- It is the Proposer's duty to inspect all submitted documents to assure completeness, legibility, etc.
- It is the Proposer's duty to understand the proposal; any misunderstanding is the responsibility of the Proposer; FirstLine has no obligation to correct, reject or question any portion of the proposal.
- Proposer must abide by all proposal requirements; the proposal may be rejected by FirstLine regardless of the type or significance of noncompliance.

Termination of the Contract: The contract will naturally expire at the end of the contract term. FirstLine reserves the right to terminate the Contract with thirty (30) days advance written notice as a result of inferior quality of materials, product, workmanship, and/or reductions/termination of funding. FirstLine reserves the right to terminate the Contract immediately if there are unresolved safety or liability concerns.



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Proposer Requirements

Staffing: The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation. The Proposer will ensure that all employees involved in their services pass a drug screening and background check prior to employment and will submit those tests to FirstLine upon request. Please see background check specifications listed in the below section-the clearance level for this particular proposal is **V1**.

The Proposer will ensure that all staff is supplied with uniforms and ID badges, and these are to be worn at all times. The Proposer will, at the request of the School Operations Manager, Director of Operations, or Chief Operating Officer, immediately remove from the Work Site any person employed on the Work Site who, in the opinion of FirstLine, is incompetent or who has been conducting him- or herself improperly. The Proposer will not permit a person so removed to remain on or return to the Work Site or any FirstLine site.

Background Check: Background checks to be used, according to vendor’s role and level of authority:

- LobbyGuard (See <http://lobbyguard.com/k-12-education-school-safety/>)
 - Sex Offender Registry
- Employment Research Services (ERS) online background check
 - 7-year Criminal History Search
 - Social Security Search (shows past addresses)
 - Child Abuse Search
 - Sex Offender Search
- [Louisiana State Police Bureau of Criminal Identification and Information](#)
 - State Criminal History Record
 - Federal Criminal History Record- FBI Report
 - National Criminal History Record

Guidelines for Disqualification (includes, but is not limited to)

- Conviction of any of the criminal offenses listed in the [Louisiana Child Protection Act](#)
- Registered sex offenders
- Criminally found guilty of or pled nolo contendere to a charge of child abuse or neglect
 - Pending charge of child abuse on a case-by-case basis
- Conviction or a plea of nolo contendere to any felony
- Conviction or plea of no contest to any misdemeanor that indicates the individual may pose a threat to the integrity or safety of the school environment
- Currently on probation for offenses that indicate the individual may pose a threat to the integrity or safety of the school environment will be further reviewed by HR
- A pattern of criminal charges and arrests, even if they were dismissed, which cause concern that the individual may pose a threat to the integrity or safety of the school or school environment
- Intentionally falsifying any information or documents submitted during the employment application process

Vendor Type	Background Check Required	Cost to Vendor
V0: No Student Contact, off-site vendors (e.g. works out of office and not in our	<ul style="list-style-type: none"> • No background check required 	\$0



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schools)		
V1: Assisting- Provides services while a school employee is present, such as in a classroom or school office. Does not handle money and is never left alone with a student	<ul style="list-style-type: none"> Must provide a state issued id to be scanned by LobbyGuard each time individual enters school building. 	\$0
V2: Limited authority- Vendor who is responsible for a group of children, but is always within eyesight of a school employee and is never in direct or sole supervisory or decision-making authority over students.	<ul style="list-style-type: none"> All of the above, and must be cleared by ERS online background check prior to working on campus (2-3 day process). 	\$30-70 depending on number of past zip codes
V3: Authority- Vendor who will have unsupervised access to or authority over students. Ex: bus drivers, cafeteria workers, custodial staff, facilities maintenance staff.	<ul style="list-style-type: none"> All of the above (except for ERS online background check), and a fingerprint background check through the Louisiana State Police Bureau of Criminal Identification and Information 	\$42.50 + cost of fingerprinting

NOTE: Vendors are NEVER allowed to transport students in any vehicle other than via a formal contract (school bus or van). Additionally, vendors at all tiers are not allowed to be one-on-one with a student without being within eye-site of a school employee.

Illegal Labor. The Proposer certifies that no services under this RFP will be laundered or produced in whole or in part by child labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children, or with the benefit of child labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor. Proposer adheres to the Louisiana Minor Labor Law as set forth on the Louisiana Workforce Commission website located at http://www.laworks.net/ors_minors.asp.

Shared Values. The Proposer certifies that it’s mission, corporate culture and organizational practices; align with those values that are central to FLS’ students, families, teachers, administrators and community as a whole. Specifically, the Proposer agrees with the values of:

- a. Service
- b. Learning
- c. Results
- d. Collaboration

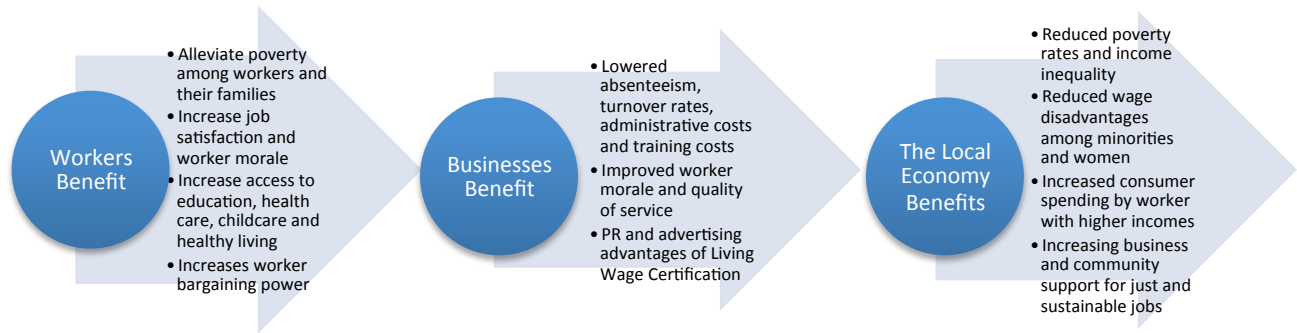
Local and Disadvantaged Business Enterprise (DBE) Program: FirstLine has established a local and Disadvantaged Business Enterprise (DBE) policy to help further The City of New Orleans (Ordinance 70.432.1) established goal of 35% utilization of socially and economically disadvantaged businesses for all public spending or private projects that utilize public funding and/or incentives. It is the policy of FirstLine Schools to ensure that DBEs have the maximum feasible opportunity to participate in the performance of our contracts. It is also the intention of Firstline to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to FirstLine’s, procurement and professional services activities. In order to qualify as DBE, the prime must be a for-profit small business

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where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. As a certified DBE, a certificate issued by the city is required upon submission of bidder’s response.

Living Wage: The Proposer agrees to carefully monitor and enforce salaries and benefits that permit their employees to live comfortably. Today, working people struggle to cover the cost of housing, food, health care, childcare and other basic necessities for themselves and their families. A worker who is paid the minimum wage of \$7.25/hour, or any wage below a living wage, cannot possibly afford necessities without assistance. This creates problems not only for workers, but for businesses and the local economy. Paying a living wage leads to increased worker morale, worker health and quality of service. Paying a living wage also lowers absenteeism, turnover rates, and recruiting and training costs.

Living wages stimulate the economy through increased consumer spending and the money multiplier effect outlined below:



Because of the benefits to both community and individual, FirstLine mandates the following wages:

Occupation (SOC Code)	Max # of Staff Under Supervision (If applicable)	Hourly Wage (75th Percentile)	Maximum # of hours/day	Paid Days Off	Benefits Description
Construction Laborer (472061)	na	\$20.06	8	10	Health Care Paid Days Off
Electrician (472111)	na	\$31.90	8	10	Health Care Paid Days Off
Construction Managers (119021)	8	\$53.71	8	10	Health Care Paid Days Off

SOC Code: Standard Occupational Classification code-see www.bls.gov/soc/home.htm

Appointment of Supervision: The Proposer will appoint an experienced Supervisor to be responsible for



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all work required under the contract. The Supervisor must be acceptable to FirstLine and receive on behalf of the Proposer any order or communication relating to the work on this contract. The Supervisor will be readily accessible to FirstLine personnel at all times and will have communication equipment (cell phone and email).

Security Clearance and Bonding: The Proposer will submit to FirstLine upon request, names and addresses of all individuals who will be performing the Work. FirstLine may request security clearance and insist that personnel who are not approved for clearance be replaced. The Proposer will provide evidence that all employees engaged in performing the Work are bonded.

Safety: The Proposer and its employees must wear adequate safety equipment for the tasks involved, and train their employees on the safe use of hazardous materials in the workplace. All containers of such materials must be clearly identified, labeled and stored safely at all times. All materials on school premises must be permissible per law. Any health and safety issues should be reported immediately to the School Operations Manager.

Security/Keys: The Proposer will ensure that the serviced facilities are secure at all times by ensuring that windows are closed and locked, and that doors and gates required to be locked are locked. All keys entrusted to the Proposer for the fulfillment of this Contract must be fully protected at all times. In the event of lost keys, it will be the responsibility of the Proposer to have any safety-compromised locks re-keyed, which may include the entire facility.

Confidentiality: Confidentiality is required from the Proposer and its employees at all times.

Assignments: The Proposer will not make any assignments or subcontract for the Work without written permission from FirstLine.

Legal: The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, including the Occupational Health and Safety Act. The Proposer must notify FirstLine concerning any litigation involving the Proposer or its parent or subsidiary companies.

Responsibility and Control of Work: The Proposer will be responsible for all damage caused by its employees, its equipment or its supplies, the School's property, equipment, buildings and building



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contents. The Proposer will also be responsible for all injuries to persons caused by its staff, equipment or supplies. The Proposer must be knowledgeable about and abide by all provisions of legislative enactments, by-laws and regulations in regard to safety.

Insurance: Proposer must provide insurance coverage that will minimize FirstLine’s risk exposure:

- Worker’s Compensation/Employer’s Liability insurance to cover bodily accidents in the amount of not less than \$500,000 per accident
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 combined unit
- Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles
- Employees must be bonded

Equipment: The Proposer will ensure that all applicable equipment is serviced regularly to meet the manufacturer’s recommendations for cleaning and maintenance. This includes proper care of wood flooring, laminate furniture, etc., as well as proper care of vacuum cleaners, floor buffers, etc.

Critical Operating Hours: The Proposer will plan the Work to keep disturbances to the students, staff and site visitors to a minimum. Standard hours at each facility are given in Attachment A.

Vandalism: The employees of the Proposer will report to the School Operations Manager any vandalism and/or damages to equipment and buildings discovered during the course of their work. They will also notify the above of any required repairs.

Procurement of Materials and Use of Equipment: Should FirstLine supply certain equipment to enable the Proposer to complete work, such equipment must not be removed from the premises without written consent from FirstLine.

Inspection and Supervision: The Director of Operations or their designee will inspect the facilities on a regular basis and call upon the Proposer when it is determined the Work is not adequate or complete. The Proposer will address all safety-related concerns immediately. All non-safety-related concerns shall be addressed within 24 hours. Additionally, the Proposer will meet with the Director of Operations or their designee on a regular basis in order to ensure open, regular feedback and communication.

Scope of Work

A detailed list of **minimum** services to be provided is outlined below:

The scope of services for this RFP is to provide full design and construction of a multipurpose artificial field, surrounding fencing, backstop netting and lighting for the field, including but not limited to the following:

- Design and Construction Contractor: Provide a multi-purpose field described in the Program Goals below. The design services will include plans and specifications to construct the field. Construction services provided will include full coordination of all components of construction through to the full completion of the field and accompanying structures.
- Design Services: Complete design services will include a collaborative design process with the client, FirstLine Schools, to develop a plan demonstrating how the field and spaces will function.
- Design Components: The design should include, but not be limited to the following: multi-purpose field, fencing and lighting for night use.

Program Goals

This architectural program is the product of several meetings between FirstLine School staff, Phillis Wheatley teachers and staff collectively forming our wants and needs for a school and community athletic gathering space adjacent to the Phillis Wheatley Community School. The program is separated into two categories: **FUNCTIONAL GOALS**, outlining the basic physical needs for an athletic field and **FORM and IMAGE GOALS**, describing the essence of how we want these spaces to look and feel.

Functional Goals

The field must include:

- multi-purpose field of approximately thirteen thousand (13,000) square feet
- fencing to surround the field to allow for contained play during and after school hours
- extended netting to prevent objects from leaving the field of play
- lines to allow for multiple sporting activities e.g., football, soccer, lacrosse, field hockey, etc.
- light to allow for nighttime use
- protective padding on exterior surfaces that present a significant hazard to individuals using the field; and
- inclusion into the drainage system of the school yard

Form Goals

This space will be surrounded by gardens and an outdoor classroom space for everyone, school and neighborhood alike, to garden, play, build community and dream! While the field space will be used for Phillis Wheatley students for athletics, physical education and recess primarily on weekdays and for special events, in the evenings and on the weekends we hope it will be well-used by the public. Communicating this access will be the challenge, but we are far more excited about the opportunities to gain “watchful eyes”, volunteers(!!!), and more widespread use of our school.

- Design and Construction Documents: The chosen team will provide full design and construction documents to gain needed approvals, permits and to guide the construction process.



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- Construction Services: The chosen firm will provide complete contractor construction services or have the ability to sub-contract construction services to build the space as provided in the design plans and specifications.

Design and Development Schedule

FirstLine anticipates the following milestones. Please note that only the firm selected through this procurement process will advance beyond Milestone A.

Milestone A – Proposals and Pre-Design Concept Sketches, due February 10, 2015: Written discussion of your team’s approach to the scope, budget details, schedule and formulation of a preliminary concept. Proposals will not be able to be presented in person, rather will be submitted as a document to our entire panel of reviewers. In order to make your proposals as easy to review as possible, this effort should include all proposal requirements listed on page 13.

Milestone B – Final Design Progress Meeting at 75% Design Development, February 20, 2015: Submit the design developed to 75% to staff for review. Submit a draft of the construction specifications and documents to FirstLine Schools for review. Submit an estimate of the construction costs to FirstLine Schools for review.

Milestone C – Finalized Design, March 2, 2015: Submit the final construction specifications and documents to FirstLine Schools for review. Submit the final construction cost estimate to FirstLine Schools for review.

In addition to City Permitting requirements, submittals must include:

- Grading plan, details, notes and calculations
- Erosion control plan
- Construction plan/ installation plan with special note of disruptions to school building, property, utilities or fire lane, details and notes
- Structural detail and calculations as required
- All other necessary construction specifications, plans and documents

Milestone D-Construction Schedule, starting March 16, 2015: Submit a construction schedule for review by FirstLine Schools.



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RFP Bid Process

Walk-Through: A walk-through of the school’s field location will take place on January 12th from 11:00PM-12:00PM. The walk-through must be completed by interested Proposers as a requirement of this RFP. Please contact Rebekah Cain, Director of Operations, if you cannot make that time but wish to tour the facility.

Submission: The Proposer will submit the following by **January 30, 2015, at 2:00 PM:**

- Original copy of all proposal documents, including checklist and all attachments, bound, marked ORIGINAL and sealed in an envelope
- One additional hard copy of all documents
- One electronic copy of all documents (via USB)

Submission should be delivered by mail or by hand to:

Mr. Joseph Neary, COO
FirstLine Schools – Business Office
300 N. Broad Street– Suite 207
New Orleans, LA 70119

Any questions regarding this RFP should be directed to Rebekah Cain, Director of Operations, at rcain@firstlineschools.org or 504.267.9041.

Evaluation: A variety of weighted criteria, given below, will be considered in evaluating proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during RFP specific presentations or negotiations, news articles, press releases, client references, industry references, vendors and related sources, and any other sources.

- Proposal Quality (1-5 points): Proposer is to have the staffing and resources necessary to complete the service required and a plan on how to deliver high-quality service.
- Price (0-3 points): Proposer offers the requested service at a competitive price, and all of the necessary factors that contribute to the price are accounted for.
- Executive Resumes (0-3 points): Proposer is to provide résumés of key contributors, operations manuals and other documentation that outlines existing policies and procedures for personnel management, training and professional development for its staff.
- Professional References (0-3 points): Proposer is to have a demonstrated track record of success in the industry and in New Orleans, and provide positive references.
- Company Financials (0-3 points): Proposer is to provide all requested information to show fiscal responsibility and sound business practices.
- Headquartered in Orleans Parish (1 point): Proposer is proven to be an established business operating in Orleans parish.
- State and Local and Disadvantaged Business Enterprise (DBE) Policy (1 point): Proposer meets FirstLine’s preference of working with a local business and DBE, and provides certification of such distinction.
- Community Involvement (1 point): Proposer demonstrates contribution to charitable programs and events that demonstrates genuine interest in improving community well-being.

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Request for Proposal – Custodial Services

Proposal Requirements

1. Executive Summary (2 pages maximum)
2. Company Overview/Fiscal Responsibility Summary
 - a. Experience in the education industry in New Orleans (Pre-K through College)
 - b. Cost-Containment Strategy
 - c. Organization Chart
 - d. Resumes of Key Contributors
3. Organization Policies and Procedures
 - a. Employee Sourcing, Screening and Hiring Procedures
 - b. Frequency and type of background/drug checks performed
 - c. Staff Training/Professional Development Program
 - d. Safety and Security Program
4. Performance History & Preparedness for FirstLine
 - a. Proposer's references (minimum 3)
 - b. Summary of ability to take on the additional workload expected by the Proposer
5. Customer Service Proposal
 - a. Management/Supervision Structure
 - b. How the Proposer plans to monitor and measure service quality (schedule of inspections)
 - c. When/how the Proposer plans to keep clients informed of service quality (sample reports)
 - d. Contingency/Coverage plan for expected and unexpected absences or staff turnover
 - e. Plan for maintaining responsiveness/communication with FirstLine leadership team(s)
 - f. Other methods for ensuring high-quality customer service
6. At least 5 conceptual images of your approach to the design
7. Pricing and Service Proposal – Attachment A
8. Contact Information/Bid Authorization – Attachment B
9. Checklist of Required Elements – Attachment C



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ATTACHMENT A
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PRICING AND SERVICE PROPOSAL

Please provide a breakdown of total price for the creation of the new field and all specifications required in the Scope of Work section of this RFP.

Item (labor-include hours, materials etc.)	Cost	Notes/Conditions

Price for Full Service:



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ATTACHMENT B
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CONTACT INFORMATION/BID AUTHORIZATION

Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email Address	
Company Legal Name	
Company Address	
Company Phone Number	
Company Website	
Year Company Founded	
Years Operating in New Orleans	
Number of Clients	
Number of Employees	
Certified DBE (yes/no) If	

Authorized Representative Name	
Authorized Representative Signature	
Date of RFP Bid Submittal	

ATTACHMENT C
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CHECKLIST OF REQUIRED ELEMENTS

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibility Summary			
Organization Policies and Procedures			
Performance History & Preparedness for FirstLine			
Customer Service Proposal			
At Least 5 Conceptual Images			
Pricing Proposals – Attachment A			
Company Information/Bid Authorization – Attachment B			
Checklist (This Document) – Attachment C			
Proof of Insurance Ability			
DBE Certificate if Applicable			
Sealed Original + Hard Copy + Electronic Copy	n/a		



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END OF RFP DOCUMENT