



# Fontana Unified School District

9680 Citrus Avenue · P.O. Box 5090 · Fontana · CA 92334-5090 (909) 357-5000

## Request for Proposal School Facilities Needs Analysis

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### I. Purpose

The Fontana Unified School District is seeking assistance in preparing an updated School Facilities Needs Analysis for 2010 as required by SB-50 for the collection of alternative fees.

### II. Background

The Fontana Unified School District serves roughly 41,000 K-12 students at 43 school sites. The District currently operates four comprehensive high schools and two continuation high schools. The District's fifth comprehensive high school, Jurupa Hills High School, is currently under construction and is scheduled to open for the 2010-2011 school year. The current Level II fee charged on new residential construction within the District is \$5.01 per square foot.

### III. Services to be Provided

- Prepare a School Facilities Needs Analysis (SFNA) per the requirements in SB-50 to establish and justify an updated level II developer fee for 2010.
- Respond to any comments received by the District from outside agencies and/or organizations regarding the updated developer fees
- If necessary, assist the District in any challenges to the study from outside agencies and/or organizations

### IV. Project Timeline

Work on should begin no later than February 22, 2010. A Draft version of the SFNA is to be completed and available for District review no later than April 23, 2010. The District must receive the final version of the SFNA no later than Friday, May 14, 2010. Refer to Attachment "A" for a complete project timeline.

### V. Assumptions and Agreements

The SFNA must be prepared as outlined in current education code and state law. The final report must be sufficiently supported by detailed information such that it is prepared to the satisfaction of the Board of Education, and the SFNA must receive board approval no later than June 23, 2010.

Contact by conference calls, telephone calls, and emails shall be on an unlimited basis as needed.

The District shall provide relevant data as available, i.e. student data, for use in calculation of student generation factors.

Those submitting proposals shall not contact Board members directly or indirectly or respond to any Board member inquiries except as part of public, Brown Act meetings. Any individual or firm attempting to do so shall be barred from consideration for work under this proposal.

#### VI. Guidelines for Proposal Preparation

Proposals must contain the following:

SFNA Section –an itemized breakdown of tasks and costs associated with preparing the SFNA report. This section must also include an explanation of the proposed report methodology (method for showing the calculation of the Level II developer fee).

Proposals may contain the following:

Options Section – The required section must only contain items that are both specific and essential to the preparation of the SFNA. Any additional information the consultant wishes to include in or in addition to the report may be presented in the options section. The options section should clearly identify the additional information to be provided and the cost associated with that information.

Proposals must clearly identify all information required for the preparation of the SFNA that is to be provided by the District.

If any of the services outlined in the proposal by the consultant requires the purchase of data or information from a third party at a cost, that information should be clearly identified and the cost of acquisition provided. If there is any question whether or not a particular data service is acceptable, please contact the District prior to submitting a proposal.

Proposals must include at least one example of a previous SFNA.

Proposals should be accompanied by a current list of references for substantially similar work.

The District also has an RFP out for the Developer Fee Justification and Impact Analysis. Proposals should include information on any discounts offered should your firm be selected to prepare both the SFNA and the Developer Fee Justification and Impact Analysis report.

#### VII. Evaluation Process

Proposals will be reviewed, references checked, and a recommendation made by the Facilities Planning, Design, Construction office to the Deputy Superintendent of Business Services.

##### Selection Criteria

- Comprehensiveness of proposal and services proposed

- Qualifications and references
- Cost effectiveness
- Responsiveness of services proposed to District's need

#### VIII. Process Schedule

Proposals are due no later than February 10,2010.

Contract approval anticipated by February 19, 2010.

#### IX. Submit Proposal **no later than 4:30 p.m., February 10, 2010**, to:

Janie Burgo  
Director, Purchasing  
Fontana Unified School District  
9680 Citrus Avenue, Building #30  
Fontana, CA 92335

#### X. Questions

Regarding specific District data available:  
David Kallemeyn  
Fac. Planning Technician  
(909) 357-7522, x29451  
kalldm@fusd.net

For all other questions:  
Melinda A. Pure  
Director, Fac. Planning, Design, Construction  
(909) 357-7522, x29456  
purema@fusd.net

## ATTACHMENT "A"

### PROJECT TIMELINE

District receives Draft SFNA	No Later than April 23, 2010
District Review of SFNA	April 26 – April 30, 2010
Report Revisions	May 3 – May 13, 2010
<b>District receives FINAL report</b>	<b>May 14, 2010</b>
Copies of SFNA Mailed to Local Agencies & Requestors & Public Hearing Info	May 18, 2010
Board Meeting and Public Hearing for adoption of Alternative Fees & SFNA adoption	June 23, 2010
Alternative (Level II) Fee becomes effective	June 24, 2010