



**REQUEST FOR PROPOSALS**

**MILL VALLEY SCHOOL DISTRICT**

**TESTING LABORATORY SERVICES**  
**FOR DISTRICT ELEMENTARY SCHOOL PROJECTS**

**RFP No. 2025-2**

**Deadline for submissions is 4:00pm on 4/4/25**

Submit completed proposals via e-mail to:  
Mill Valley School District  
Julio Arroyo  
Maintenance, Operations and Safety Director

[jarroyo@mvschools.org](mailto:jarroyo@mvschools.org)

**Request for Proposals for Testing Laboratory Services**

**RFP No. 2025-2  
Notice to Bidders**

**NOTICE IS HEREBY GIVEN THAT THE MILL VALLEY SCHOOL DISTRICT** of Marin County, California, acting by and through its Board of Trustees, hereinafter referred to as District, will receive up to, but not later than 4:00pm on 4/4/25, proposals for the District's:

**RFP No. 2025-2  
TESTING LABORATORY SERVICES  
FOR DISTRICT ELEMENTARY SCHOOL PROJECTS**

The Request for Proposals ("RFP") may be obtained by request via email at [jarroyo@mvschools.org](mailto:jarroyo@mvschools.org) or by contacting Julio Arroyo at (415) 389-7701, at the Mill Valley School District, 411 Sycamore Avenue, Mill Valley, CA 94941.

Proposals must be sent by e-mail to [jarroyo@mvschools.org](mailto:jarroyo@mvschools.org) by 4:00pm on 4/4/25.

This is not a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. Respondents shall not, directly or indirectly, communicate with any employee, officer, Board of Trustees member, agent or representative of the District regarding this RFP except for the District contact person noted below. The RFP response of any Respondent who has engaged in any action or activity inconsistent with or in violation of the foregoing is subject to rejection for non-responsiveness.

The District reserves the right to reject any or all proposals, to accept or to reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals.

Dated this day of 2/25/25

Publication Date(s): 3/10/25 and 3/17/25

**Request for Proposals for Testing Laboratory Services  
For District's Elementary School Projects  
RFP No. 2025-2  
Instructions to Bidders**

**PURPOSE**

The Mill Valley School District ("District") is requesting proposals from qualified testing laboratories ("Firms") to provide Testing Laboratory Services ("Services") for the District's Elementary School Projects, as more generally described in the Special Conditions/Scope of Services herein.

The District will select the Firm(s) most qualified to meet or exceed the District's requirements. The District reserves the right to select one or more Firms for projects during the term of the contract. While the selected Firm(s) will initially be requested to provide Services for the Strawberry Point Elementary School and Tam Valley Elementary School projects, the selected Firm(s) may be requested to provide Services on additional District elementary school projects. Information on the Strawberry Point Elementary School and Tam Valley Elementary School projects can be found on Exhibit A to these Instructions to Bidders.

**TERM**

The contract entered into between the selected Firm(s) and the District, per this Request for Proposals, will be for a period of one (1) year with four (4) additional one (1) year extensions at the option of the District. The award of a contract is subject to approval by the Mill Valley School District Board of Trustees ("Board").

**DEADLINE FOR PROPOSALS**

One electronic copy of your proposal must be received by the District on or before 4:00pm on 4/4/25. Proposals must be submitted in accordance with the instructions herein. Proposals shall include the subject line: Response to Request for Proposals – RFP No. 2025-2.

No proposals will be accepted after this time and date. District will only accept proposals sent by e-mail. It is the responsibility of the proposer to confirm District receipt of its proposal.

Proposals must be submitted by e-mail to:

Mill Valley School District  
Julio Arroyo  
Maintenance, Operations and Safety Director  
jarroyo@mvschools.org

**INSTRUCTIONS AND QUESTIONS**

Questions regarding this Request for Proposals must be submitted in writing and sent by email to **District Communications** at [communications@mvschools.org](mailto:communications@mvschools.org) on or before 3/21/25. Any and all responses will be submitted in writing to recipients of this RFP. Do not contact any other District employee or official regarding this RFP. The District may, in its sole discretion, disqualify any proposer who engages in any prohibited communications.

The District reserves the right to cancel or revise in part or in its entirety, for any or no reason, this RFP. If the District cancels or revises the RFP prior to the deadline for the submission of proposals, notification will be placed on the District's website. The District makes no representation that any contract will be awarded to any proposer responding to this RFP. The District expressly reserves the right to postpone proposal consideration for its own convenience, to waive any informality or irregularity in any proposal received, and to reject any and all proposals received in response to this RFP.

### **ADDENDA**

Any interpretation or correction of this RFP or related documents will be made only by addenda, duly issued by the District Representative(s) identified above. Copies of such addenda will be appropriately posted on the District's website and/or delivered to those persons who have received the RFP.

The District will not be responsible for any oral or other unofficial interpretation of any element of the RFP or its related documentation.

### **WITHDRAWAL/EXTENSION**

Respondent may withdraw its proposal at any time up to the proposal deadline. The withdrawal shall be in writing, bearing the signature of the person who submitted the proposal. Extensions of time to prepare a proposal will not be authorized.

### **CONTRACT AND CERTIFICATIONS**

The selected Firm will be required to execute a contract with the District and may be required to submit additional certifications, including, but not limited to, certifications related to Education Code sections 45122.1 through 45125.5 related to fingerprinting and criminal background checks.

### **TENTATIVE SCHEDULE OF EVENTS**

<b>Event</b>	<b>Date</b>
RFP Advertised Published	3/10/25 and 3/17/25
Deadline for Questions	3/21/25
District Issues Responses to Questions	3/28/25
Proposals Due	4/4/25
District Issues Notice of Intent to Award	4/11/25
Board Award of Contract	5/8/25

**EXHIBIT A TO THE INSTRUCTIONS TO BIDDERS**  
**TENTATIVE PROJECT INFORMATION**

**STRAWBERRY POINT ELEMENTARY PROJECT**

**SCOPE:**

This project is located at 117 e strawberry dr. in mill valley, ca. The complete scope of work includes:

- Path of travel upgrades (including student drop off)
- Repair curb around the kindergarten play structure
- Replace wood retaining wall on west side of property
- Replace basketball hoops & backboards on campus, leave ball walls/poles as is
- New outdoor learning environment and upgrades to the outdoor student garden area
- Replace all drinking fountains on campus. Certain drinking fountains for kinder areas to be lower for kinder access.
- Replace electrical panel msb#2.
- Fire alarm upgrades, including replacement of all smoke/co detectors in classrooms as required by code; add new detectors where needed.
- Replace sprinkler heads.
- Complete the campus fire loop and add hydrants needed for fire access coverage

**COST:**

Construction Budget - \$3,035,115

**SCHEDULE:**

Anticipated construction timeline - 6/14/25-8/15/25

**TAM VALLEY ELEMENTARY PROJECT**

**SCOPE:**

This project is located at 350 bell ln in mill valley, ca. The complete scope of work Includes:

- Path of travel upgrades (including student drop off)
- Accessible parking stalls striping & path of travel

- New kindergarten play structure, repair & repaint any asphalt play are disturbed by new structure.
- Replace basketball hoops & backboards on campus. Leave ball walls/poles as is.
- New outdoor learning environment and upgrades to the outdoor student garden area.
- Replace all drinking fountains on campus. Certain df for kinder areas to be lower for kinder access.
- Replace all restroom partitions with phenolic panels. Remove wall in kinder restrooms And replace with phenolic panel for ada compliance per DSA.
- Replace lavatories nearing end of life (1).
- Fire alarm upgrades, including replacement of all smoke/co detectors in classrooms as required by code; add new detectors where needed.
- Replace sprinkler heads.
- Repair fire riser leak.
- Fix fire access around the building. Replace trash enclosure.

**COST:**

Construction Budget - \$3,655,797

**SCHEDULE:**

Anticipated construction timeline - 6/14/25-8/15/25

**All information contained within this Exhibit is subject to revision.**

**Request for Proposals for Testing Laboratory Services  
For District's Elementary School Projects  
RFP No. 2025-2  
Submission Requirements and Evaluation Procedures**

**SUBMISSION REQUIREMENTS**

Responses should be typed and should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged; presentations should be brief and concise.

Standard company brochures and literature can be submitted as a separate informational document. Standard company brochures will not be evaluated. The form, content and sequence of the response should follow the outline presented below.

**1. Transmittal Letter (not to exceed 1 page)**

The proposal should contain a cover letter and introduction, including the Firm name, address, and the name, telephone number and e-mail address of the person or persons authorized to represent the Firm regarding all matters related to the proposal. A person authorized to bind the Firm to all commitments made in the proposal shall sign this letter. The letter must also contain the following statement:

I have read the District's Request for Proposals for Testing Laboratory Services for District's Elementary School Projects and fully understand its intent. I certify that we have adequate personnel, equipment, and facilities to provide the District with the services that we have indicated we can provide.

**2. Executive Summary (not to exceed 1 page)**

Include a brief summary of the most significant attributes that your Firm has to offer and why your Firm should be selected.

**3. Firm Background/History (not to exceed 1 page)**

Identify ownership of Firm and provide a one-page history, including number of years your Firm has provided similar services for both public and private sector clients. Include description of the proposed program approach to providing the anticipated services on concurrent projects. Identify the single entity or person that is the primary point of contact.

**4. Location of Firm and Personnel (not to exceed 1 page)**

Provide the principal address of the Firm, and partners of joint venture firms, if applicable. If sub-consultants or subcontractors will provide any of the services included in the Special Conditions/Scope of Services, provide the firms' addresses.

**5. Recent Experience (not to exceed 1 page)**

Provide details of the Firm's recent experience in providing the anticipated services for K-8 school facilities and/or public facilities completed in the State of California. Identify experience with projects for both new facilities and additions/alterations to existing facilities.

**6. Personnel and Capabilities (not to exceed 1 page)**

Include brief resumes of all individuals that will be available for providing the anticipated services. Describe the qualifications, certifications (DSA and other), and capabilities of those personnel capable of providing the anticipated services and their experience in providing such services. Indicate the personnel that are employees of your Firm, those of subcontractor firms, and those that will be available on an associate basis.

**7. References (not to exceed 1 page)**

Provide five references, including name, organization, address and telephone number of persons who can attest to your Firm's and the proposed staff's performance. Include references for services performed for the Mill Valley School District, if applicable.

**8. Litigation History (not to exceed 1 page)**

Provide your Firm's history of any construction litigation in the past five years.

**9. Disabled Veteran Business Enterprises (not to exceed 1 page)**

In accordance with Education Code section 17076.11, the District has a Disabled Veteran Business Enterprises ("DVBE") participation goal of 3% per year of the overall dollar amount of state funds allocated to the District, and expended by the District pursuant to the Leroy F. Greene School Facilities Act of 1998. Please provide a discussion of how your Firm intends to help the District meet this goal.

**10. Insurance (not to exceed 1 page)**

Provide evidence that your Firm is capable of meeting the following insurance requirements:

- a. Commercial General Liability Insurance: Limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate; endorsement naming the District and its officers, agents and employees as additional insureds; and endorsement stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory"
- b. Automobile liability covers "any auto" (and/or non-owned): Limits of One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage
- c. Worker's Compensation Insurance: Statutory Limits
- d. Employers Liability Insurance: Limit of Liability One Million Dollars (\$1,000,000)

The District reserves the right to require different or additional insurance from the selected Firm.



## 11. Rate Sheet

Please complete the Rate Sheet included herein and submit it with your proposal. Hourly rates proposed may be subject to negotiation prior to recommendation of contract award.

## 12. Additional Information and Comments (No limit)

Include any additional information that you feel is pertinent in an appendix.

## 13. Signature Page

Complete, sign and date the Certification – Request for Proposals.

## **EVALUATION CRITERIA**

An evaluation committee, consisting of District personnel will select the Firm(s) to be used by the District. In addition to its own staff, the District may utilize the services of one or more individuals from other agencies in the evaluation of responses. The District reserves the right to reject any proposal which is non-responsive or fails to meet the minimum requirement of this RFP.

***The District reserves the right to reject any and all proposals at any time prior to contract award without obligation in any manner for preparation, interview, fee negotiation or other marketing costs associated with this RFP.***

The District may consider evidence of untimely and unsatisfactory performance on prior similar projects or litigation by the applicant on previous contracts to disqualify any applicant.

Evaluation of the proposals shall be based on a competitive selection process in accordance with the following criteria:

**Responsiveness and Quality of the Proposal.** The District will consider the overall responsiveness and quality of the proposal, clearly stating the understanding of the purpose, scope and objectives of the program and demonstrating a good practical approach and work plan to achieve these objectives.

**Expertise and Qualifications.** The District will consider the overall technical expertise and qualifications of the Firm, including the Firm's principals and staff and depth and availability of staff and resources to meet anticipated schedule and program requirements.

**Past Performance.** The District will consider the past performance of the proposing Firm on relevant similar work previously accomplished for school districts.

**Interview.** The District will consider the proposing Firm's interview presentation, if any.

## **EVALUATION PROCESS**

The evaluation of proposals will be conducted in three (3) phases. Phase I will evaluate proposals in terms of the ability to satisfy the requirements outlined in the Request for Proposals. Firms considered by the District to be most qualified will be placed on a list for further evaluation. Phase II may, at the District's sole discretion, include interviews and/or presentations and contract fee negotiation. If such interviews are conducted, the District's appraisals of the presentations will also be factored into the evaluation of the proposals. However, Respondents are advised that selection may be made without interviews or further discussion. Phase III will consist of the final selection and approval by the Board. The District reserves the right to contract for services in the manner that most benefits the District including awarding more than one contract if desired.

## **PUBLIC RECORDS**

All proposals submitted in response to this RFP become the property of the District and responses to this RFP are subject to the provisions of the California Public Records Act (Government Code sections 7920 *et seq.*).

Documents provided by the proposer marked Trade Secret, Confidential, or Proprietary and any financial records provided by the proposer shall be clearly identified, labeled, and addressed. The District assumes no responsibility for safeguarding the documents, unless the proposer has obtained an appropriate protective order issued by an arbitrator or court. A proposer has the duty of clearly labeling any Trade Secret, Confidential or Proprietary information as such. No liability will attach to the District for the errant release of Trade Secret information by the District under any circumstances.

**Request for Proposals for Testing Laboratory Services  
For District's Elementary School Projects  
RFP No. 2025-2  
General Conditions**

1. If the proposal is made by an individual, it shall be signed by such individual, including the full name and address of the individual. If the proposal is made by a firm, it shall be signed by a principal of the firm with authorization to bind the firm by contract.
2. All costs associated with the preparation of the Firm's proposal will be solely the responsibility of the interested Firm.
3. The Request for Proposals, the proposal and all documents referred to in this Request for Proposals ("RFP") and the resultant contract between the Firm(s) and the District and any modification to said documents, shall be construed together as one document.
4. The Firm submitting qualifications agrees that all documentation and information in any submittal or addendum shall become the property of the Mill Valley School District ("District") and may be subject to disclosure (excluding Proposer's financial information) under the terms of the Freedom of Information and Protection of Privacy Act and/or Public Records Act.
5. The successful Firm, its officers, directors, employees, agents, and representatives will be expected to adhere to all federal, state and local guidelines and regulations, and District policies, procedures, and regulations, including those related to COVID-19, as applicable.
6. The proposal submitted by the interested Firms shall be irrevocable for a period of sixty (60) days from the official closing date for the receipt of proposals.
7. No personal contact shall be made with members of the District's Board of Trustees ("Board"). Any contact will constitute grounds for disqualification of consideration.
8. The District reserves the right to accept or reject any or all proposals. The District also reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or, alternatively, it may elect to conduct interviews or request presentations from Firms who are within an acceptable competitive range, as determined by the District.
9. The District reserves the right to withdraw, at its discretion, this RFP at any time and shall not be liable for any expense, cost, loss, or damage incurred or suffered by any interested Firm as a result of such withdrawal.
10. The contents of the proposals of the successful Firm(s) will become contractual obligations. Failure of the successful Firm to accept those obligations in a subsequent contractual agreement may result in cancellation of the award.
11. The Firm will be required to use his/her own office, personnel, and facilities, except as otherwise provided herein or in any resultant contract.
12. Any contract resulting from this RFP is subject to appropriation of funds by the District's Board of Trustees for each year of service.

13. Proposals submitted become the property of the District and may be reviewed and evaluated by any persons at the discretion of the District.

14. The Firm(s) that are recommended for award of a contract will be required to execute an agreement with the District.

15. The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE") and minority and women business enterprises shall be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

16. From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity responding to this RFP, nor any officer, employee, representative, agent or contractor representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process or the award of the contract(s) with any member of the District's Board, Committee members or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the Firm submitting a proposal.

**Request for Proposals for Testing Laboratory Services  
For District's Elementary School Projects  
RFP No. 2025-2  
Special Conditions/Scope of Services**

**A. In General**

Under the general direction of District personnel, the selected firm will perform the following services that shall include, but are not limited to:

1. Perform general Testing Laboratory Services for the District's projects.
2. Provide certified geotechnical, asphalt paving, materials testing and inspection laboratory services and be appropriately accepted by the Division of State Architect ("DSA") Laboratory Evaluation and Acceptance program to provide such services.
3. Meet and comply with all applicable legal requirements, including any regulations issued by the Division of State Architect ("DSA"), as applicable.

**B. Specific Major Responsibilities and Essential Duties**

Specific responsibilities and essential duties may include, but are not limited to the following:

1. Perform Testing Laboratory Services in accordance with all applicable sections of the California Building Standards Administration (Title 24, Part 1), including, but not limited to Sections 4-213, 4-239, 4-335, 4-335.1, and 4-336, and the California Education Code, which include and may not be limited to:
  - a. Completion of all tests or special inspections for the DSA or non-DSA project(s) for which the Testing Laboratory has been approved. The tests or special inspections to be completed shall include all construction material testing, including but not limited to soils and foundations, concrete, masonry, steel, and spray fire-resistant materials.
  - b. Submission of the Laboratory of Record Verified Reports, and other required reports, if needed.
  - c. Maintenance of files, records, and other documents at the project worksite.
2. Develop and implement a plan for conducting all applicable construction material testing for the project. The scope of this Service includes conducting tests to determine compliance with the requirements of the DSA approved documents for the project, if needed. The testing plan shall be coordinated with the contractor's construction schedule.
3. Perform the required Special Inspections and/or Testing for the project. Provide all Testing Reports and required files to the District's Assistant

Superintendent of Administrative Services, Director of Maintenance and Operations, Construction Manager, Project Inspector, and/or the Architect, as requested. Maintain a log of all tests by recording, at a minimum information pertaining to type of service, date and time performed, and the results.

4. The Services and documentation specified in paragraph 3 shall include that required for Quality Assurance of all work defined by the construction contract plans and specifications, in addition to that required by Title 24 and any applicable Testing Laboratory roles and responsibilities.
5. The Testing Laboratory will provide all the required “tools of the trade”.
6. The Services shall be performed at the hourly billing rates included in the rate sheet as negotiated prior to Board award of contract.
7. Invoices and statements shall designate “inspection” or “testing” for each line item when appropriate.

Respondents acknowledge that the above list is not exhaustive and may be amended based on the District’s project specific needs or otherwise at the District’s sole discretion.

**Request for Proposals for Testing Laboratory Services  
For District's Elementary School Projects  
RFP No. 2025-2  
Rate Sheet**

**[To be completed by Respondent]**

We hereby propose to furnish all labor, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the Testing Laboratory Services requested in this RFP as follows:

Projects will be cost out using hourly rates provided below on an as needed basis. (Rates may be subject to negotiation prior to recommendation of contractor award.)

<b>Services Description</b>	<b>Rate</b>
	\$ /hr
	\$ /hr
	\$ /hr
	\$ /hr
	\$ /hr
	\$ /hr

**Request for Proposals for Testing Laboratory Services  
For District's Elementary School Projects  
RFP No. 2025-2  
Certification**

I certify that I have read the attached **Request for Proposals for Testing Laboratory Services**, and the instructions for providing a response. I understand that documents I submit in response to this request may be subject to disclosure under the California Public Records Act. (Gov. Code, §§ 7920, et seq.) I further certify that I am authorized to commit the Firm to the qualifications submitted.

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**Signature**

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**Typed or Printed Name**

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**Title**

---

**Company**

---

**Address**

---

**Telephone**

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**E-mail Address**

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**Date**

If responding as a corporation,  
please provide your corporate seal  
here:



**All materials submitted in response to this Request for Proposals shall become the property of the Mill Valley School District.**

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