



**REQUEST FOR QUALIFICATIONS
PROPOSITION A 2016 SCHOOL BOND PROGRAM**

PROJECT INSPECTION SERVICES

March 2017



ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS PROPOSITION A 2016 SCHOOL BOND PROGRAM

PROJECT INSPECTION SERVICES

The San Francisco Unified School District is accepting Statements of Qualifications (SOQs) for Project Inspection Services (IOR). Proposals must be submitted in Room 207 of 135 Van Ness Avenue, San Francisco.

No Later Than 2:00 p.m. on April 12, 2017

This Request for Qualifications (RFQ) seeks teams with the following types of experience:

- **Inspector Requirements:** All inspectors must have at least a DSA Certification of Class III. List each project inspector DSA classification, certification number and hourly rate.
- **Professional References:** List at least three (3) professional verifiable references including name, title/position, telephone number, project name and the project inspector's responsibilities, for each project inspector.
- **Project Experience:** Provide a list of projects summarizing California DSA Project Inspector experience over the last five (5) years. For each project include; the contact name and phone number, brief description of the work, schedule and construction cost.

Request for Qualifications package will be available on **March 16, 2017** online at:

<http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>

The RFQ provides a detailed description of the requirements for the submission. Any addenda issued to this RFQ will also be posted online.

A. INTRODUCTION

1. Overview

The San Francisco Unified School District Bond Program is seeking Statement of Qualifications ("SOQ") from consultants to provide project inspection services during construction and through project closeout for projects included in the SFUSD Prop A 2016 Bond Program.

- Statements of Qualifications should be submitted with three (3) bound hard copies in 8-1/2" x 11" format and 1 digital file.
- Suggested length of SOQ is 16 pages single sided or 8 pages double sided (excluding resumes).
- Deliver or mail the SOQs to:

Alberto Vasquez
Bond Program
San Francisco Unified School District
135 Van Ness Avenue, Room 207
San Francisco, CA 94102-5207

Direct all comments or questions regarding this RFQ to:

Fe Bongolan
Bond Program Contracts Administrator
BongolanF@sfusd.edu
415.241.4315
San Francisco Unified School District
135 Van Ness Avenue Room 207
San Francisco, California, 94102-5207

All participating firms must have an existing working business location within a **30-mile radius** of the city limits of San Francisco, CA.

ALL SOQS DUE NO LATER THAN 2:00 PM ON APRIL 12, 2017

LATE SUBMITTALS WILL NOT BE CONSIDERED

MAXIMUM POSSIBLE POINTS: 60 points

2. Description of Projects and Scope of Work

The Prop A 2016 Bond Program provides for school building improvements which may include modernization of the facilities, accessibility upgrades, health, life safety, seismic upgrades, and infrastructure and maintenance improvements.

The District anticipates initial services to commence work in June 2017.

3. Description of Project Inspection Services

Scope of Project Inspection Services

The submitting team must demonstrate experience in services which include but not limited to the following:

General

- Must perform specific duties in accordance with Title 24, Part 1 (Sections 4-333, and 4-342)
- The Inspector works under the direction of the Architect of Record (AOR). The inspector is supervised by the Construction Manager (CM) and the District.
- The project inspector must keep a log of time spent on site and provide that information to the district appointed onsite District Representative.
- **SFUSD will have District Representatives review monthly invoices and hours submitted for each IOR on every project.**
- The Inspector must coordinate work with the District Project Manager, Construction Manager, Geotechnical Firm, Testing lab, GC Superintendent, Architect and any other consultant as needed.
- The Inspector does not have the authority to direct the Contractor to perform work or to stop the work of construction. The Inspector needs to alert the onsite District Representative of any issue that may impede (only under extreme circumstances and emergencies can the Inspector stop work).
- Must have a thorough understanding of all requirements of the construction documents.
- Inspect all portions of the work including but not limited to compliance with the requirements of the approved construction documents and SFUSD district Standards.
- Inspect work for quality and identify, document, and report all construction deviations from the requirements of the DSA approved construction documents and/or SFUSD district standards and upload report to District's Project Management Software (PMS).
- Inspect work and immediately report any Health and Life safety related items (ie mold, etc)
- Submittal of DSA forms throughout the construction schedule, uploading DSA documents to DSA Box. At the conclusion of the project any outstanding deviations must be finalized and signed off prior to final upload of DSA Documents to DSA Box.

Contract Administration Requests

- Maintain the most current DSA-stamped and initialed construction documents at the job-site in an organized and include all addenda's, RFI's, ASI's and approved CCD's. Must be posted to both the drawings and the specifications and note that a change has been made to that page. These documents need to be readily accessible for the DSA field inspectors, District and Construction Manager for review.
- The inspector must also maintain current code books which are readily accessible for the DSA representatives, GC, District consultants during construction: they include, but not limited to, Building Codes: Title 24, Part 1 (Administrative Code); Title 24, Part 2, Volumes 1, 2, and 3 (Building Code); Title 24, Part 3 (Electrical Code); Title 24, Part 4

(Mechanical Code); Title 24, Part 5 (Plumbing Code) and Title 24, Part 6 (Energy Code). The code edition must be as referenced on the DSA approved plans and specifications.

- Provide written documentation confirming compliance with DSA and upload to the District's Project Management Software (PMS)
- Maintain copies of DSA approved deferred approval documents.
- Maintain copies of DSA approved Field Change Documents.
- Maintain copies of DSA approved change orders.
- A copy of AOR approved shop drawings, samples and submittals.
- Test and Inspection List ([Form DSA-103](#)) provide a hard copy to the onsite District Representative and upload to PMS.
- Testing and special inspection requests documentation to kept on file and uploaded to PMS.
- Test and special inspection reports provide a hard copy to the onsite District Representative and upload to PMS.
- Provide copies of all issues deviation reports and logs provide a hard copy to the onsite District Representative and upload to PMS.
- Provide daily inspection reports uploaded to PMS under "daily reports". One hard copy needs to be filed on site with the inspector and another hard copy needs to be delivered to the onsite District Representative.
- Provide semi-monthly reports need to the onsite district representative and upload to PMS.
- Schedule and coordinate with all special testing and laboratory inspections and assist in validating invoices.
- Attend weekly onsite construction meetings, preconstruction meetings and any other special meetings as required by the district.

4. Methodology of Contracting for Project Inspection Services

The District will determine project assignments for the selected pool of consultants firms. Contracts will be awarded to selected firms based on accepted project assignments and agreed to cost proposals. Being selected to the pool does not commit the District to contracting with any given consultant or guarantee work will be assigned.

Fees shall be based on the firm's standard billing rate as submitted in the SOQ and shall be a time and material contract with a not to exceed amount for the determined scope of work at each school project.

5. Billing Rates

Provide the billing rates for each DSA Inspector classification (Class 1, Class 2 and Class 3) and any other proposed staff that make up your core team. Make sure that the employee DSA classification type (billing line entries) clearly correlates with the project-specific titles.

Assume the following:

- Consultant will provide computer and mobile phones for its team.
- Final selection of proposed staff is subject to District approval.

- District to provide a furnished field office during construction phase only
- Consultant required to invoice monthly
- **District Representative will review monthly invoices and hours submitted for each IOR on every project. Sample invoice and timesheet provided as Exhibit A.**

6. Insurance Requirements

Firms awarded contracts will be required to maintain in full force and effect, and at their own expense, the following insurance policies with companies certified with the California Insurance Commission. Please include the name of your firm's or joint venture teams insurance company (ies) in your proposal. The following insurance policies are required in order for your firm/joint venture team to qualify for participation in this work:

- Commercial General Liability Insurance (\$2 million/each occurrence)
- Automobile Insurance (\$1 million/per occurrence)
- Worker's Compensation Insurance (Statutory Limits)
- Employer's Liability (\$1 million per occurrence)

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for two (2) years beyond the date of the individual project completion.

Prior to issuance of a Notice to Proceed, your firm must provide the District with fresh-wet signed certificate(s) of insurance that includes the following:

- The San Francisco Unified School District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s);
- Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide written notice to the certificate holder a minimum of 30 days prior to said cancellation.

B. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District will create a pool of Project Inspection firms from which it can assign specific projects. All SOQs will be scored through a preliminary screening process outlined in section C along with verification of reference contacts. Those firms who qualified through the preliminary screening process may be invited to participate in the final screening process which may consist of an interview and/or presentation. Specific information regarding the interview will be available upon notification of the firm completing the preliminary screening.

The District reserves the right to contract with any firm responding to this RFQ for all or portions of the above-described phases, to reject any SOQ as non-responsive, and not to contract with any firm for the Services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek SOQs from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any response to this RFQ.

Responses to this RFQ will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, *et seq.* Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the firm agrees, by submission of its response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

C. SOQS AND EVALUATION CRITERIA

Please provide the following information in the order given below. SOQs will be carefully evaluated for completeness and ability to perform the work indicated based on the information provided in the following categories:

1. **Introductory/Cover Letter (maximum length: 1 page, 0 points max.)**
 - a) The full name and address of the firm or project team.
 - b) Confirm that the office is within 30 miles of the SFUSD facilities office located at 135 Van Ness Avenue in San Francisco, CA.
 - c) Name, email address and phone number of a designated contact person.
 - d) A brief description of your firm's typical services.

2. **Professional Qualifications and Experience, Project Approach (maximum length: 10 pages, 40 points max.)**
 - a) **Firms Project Experience:** (15 pts) Clearly demonstrate your firm's ability to successfully furnish the services described in this RFQ with the team members mentioned in this SOQ.
 1. Provide a list of projects summarizing California DSA Project Inspector experience over the last five (5) years. For each project include: the contact name and phone number, brief description of the work, schedule and construction cost.
 2. Provide a list at least three (3) professional references from previous clients including name, title/position, telephone number, project name and responsibilities performed for the firm.

 - b) **Inspector Project Experience:** (25pts) Clearly demonstrate each Project Inspector's ability to successfully furnish the services described in Section A.3-Description of Project Inspection Services of this RFQ.
 1. Provide each Inspectors DSA Classifications, certification number and any other licenses and/or certifications the individual may have.

2. Provide a summary of each team member's involvement with California DSA Projects, as a Project Inspector, over the last over the last five (5) years. For each project include: the contact name and phone number, brief description of the work, schedule and construction cost.
3. Also include any experience with State and Local Agencies: Department of State Architect (outside of Project Inspection), Dept of Substance Control (DTSC), Office of Public Schools (OPSC) and California Dept of Education (CDE), Public Utilities (PG&E, SFPUC, SFPDW, SFPD)
4. Describe what your individual approach was to quality assurance and quality control for each project.

3. **Billing Rates and Fees (maximum length: 1 page, 10 points max.)**

Provide hourly rate for each DSA classification and any other employee anticipated to be assigned to the project. Make sure that the employee type matches billing line entries and clearly correlates with the project-specific titles.

4. **DVBE and Diversity Participation (maximum length: 1/2 pages 0 points)**

Describe how your team will encourage DVBE and diversity participation in these projects.

5. **Insurance (maximum length: 1 page, 0 points)**

Provide current insurance carrier

6. **Prior Claims (maximum length: 1 page, 10 points max. and max. deduct 10)**

Provide a complete listing of the formal (written) claims presented to the firm, joint venture partners, outside consultants, and/or in the past three (3) years include:

- a. The name of the claimant.
- b. A brief description of the claim.
- c. The dollar value of the claim.
- d. Whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate "resolution pending".
- e. End the list with statement "Under penalty of disbarment I certify this list to be complete and accurate." Have the statement dated and signed by a company principal or senior representative. In the case that the firm, joint venture partners, outside consultants, and/or subcontractors as a group do not have any errors or liability claims presented in the past three years submit the statement "Under penalty of disbarment I certify that firms, joint venture partners, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past three years." Have this statement signed and dated by a company principal or senior representative.

f.

SUGGESTED LENGTH OF PROPOSAL/SUBMITTAL: 16 pages single sided or 8 pages double sided
Excluding resumes

MAXIMUM POINTS POSSIBLE: 60 points

7. EVALUATION CRITERIA SCORING SHEET

Evaluation Criteria: IOR	Points	Score
Introductory Cover Letter (maximum length- 1 page)	0	
Professional Qualifications and Experience, Project Approach (maximum length- 10 pages)	40	
<p>a) Firms Project Experience: (15pts) Clearly demonstrate your firm's ability to successfully furnish the services described in Exhibit A of this RFQ with the team members mentioned in this SOQ.</p> <ol style="list-style-type: none"> 1. Provide a list of projects summarizing California DSA Project Inspector experience over the last five (5) years. For each project include: the contact name and phone number, brief description of the work, schedule and construction cost. 2. Provide a list at least three (3) professional references from previous clients including name, title/position, telephone number, project name and responsibilities performed for the firm. <p>b) Inspector Project Experience: (25pts) Clearly demonstrate each Project Inspector's ability to successfully furnish the services described in Section A.3-Description of Project Inspection Services of this RFQ.</p> <ol style="list-style-type: none"> 1. Provide each Inspectors DSA Classifications, certification number and any other licenses and/or certifications the individual may have. 2. Provide a summary of each team member's involvement with California DSA Projects, as a Project Inspector, over the last over the last five (5) years. For each project include: the contact name and phone number, brief description of the work, schedule and construction cost. 3. Also include any experience with State and Local Agencies: Department of State Architect (outside of Project Inspection), Dept. of Substance Control (DTSC) ,Office of Public Schools (OPSC) and California Dept. of Education (CDE), Public Utilities (PG&E, SFPUC, SFDPW, SFPD) 4. Describe what your individual approach was to quality assurance and quality control for each project. 		
Billing Rates and Fees (maximum length- 1 page)	10	
Provide hourly rate for each DSA classification and any other employee anticipated to be assigned to the project. Make sure that the employee type matches billing line entries and clearly correlates with the project-specific titles..		
DVBE and Diversity Participation (maximum length- 1 page)	0	
Describe how your team will encourage DVBE and diversity participation in these projects.		
Insurance Carrier (maximum length- 1 page)	0	
Provide current Insurance carrier		
Prior Claims (maximum length - 1 page)	10	
<ul style="list-style-type: none"> • Provide a complete listing of the formal (written) claims presented to the firm, joint venture partners, outside consultants, and/or in the past three (3) years include: <ol style="list-style-type: none"> a. The name of the claimant. b. A brief description of the claim. c. The dollar value of the claim. d. Whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate "resolution pending". e. End the list with statement "Under penalty of disbarment I certify this list to be complete and accurate." Have the statement dated and signed by a company principal or senior representative. In the case that the firm, joint venture partners, outside consultants, and/or subcontractors as a group do not have any errors or liability claims presented in the past three years submit the statement "Under penalty of disbarment I certify that firms, joint venture partners, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past three years." Have this statement signed and dated by a company principal or senior representative. 		
TOTAL SCORE (Maximum points)	0-60	

D. RFQ SCHEDULE

RFQ SCHEDULE MILESTONES (Subject to Change)

- Advertise RFQ March 16, 2017
- RFQ Available March 16, 2017
- Written questions accepted March 16 – March 24, 2017
- Addenda (if required) posted to web site after March 28, 2012
- **SOQ Due Date April 12, 2017 at 2:00 pm**
- Shortlist Notification April or May, 2017
- Interviews (If Applicable) April or May, 2017

NOTES

- The District reserves the right, at its sole discretion, to modify RFQ requirements, and/or cancel interviews if selection can be made based upon written SOQ received, cancel the selection process, amend the schedule, or select two or more “pools” of firms.
- RFQ applicants will be notified of any changes to this schedule.
- Firms responding to this RFQ shall not be reimbursed for any costs associated with the preparation of SOQ in response to this RFQ.
- The District will be confirming accuracy of all information submitted in response to this RFQ.

END OF REQUEST FOR QUALIFICATIONS

EXHIBIT A
SAMPLE INVOICE

SAMPLE IOR COMPANY

IOR Service
1234 Main Street
San Francisco, CA 94124

Client:
San Francisco Unified School District
Bond Program
135 Van Ness Avenue
San Francisco, CA 94102
ATTN: Project Manager

Project: School name and project
Inspector: **Seemore Inspector**

Invoice # RLS- 03
Invoice Date: 3/1/2016
Invoice Period 2/1/2017 to 2/29/2016

Projects	IOR	Hours Worked	Hourly rate	This Period
RLS	Seemoor Inspector	160	\$ 10.00	\$ 1,600.00

Contract Amount: \$ 10,000.00
Invoices billed to date: \$ 6,500.00
Current invoice: \$ 1,600.00
Balance: \$ 1,900.00

Please pay this amount: \$ 1,600.00

COMPANY SIGNATURE

