



**REQUEST FOR QUALIFICATIONS
PROPOSITION A 2011 SCHOOL BOND PROGRAM**

PROJECT INSPECTION SERVICES

MAY 2012

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ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS PROPOSITION A 2011 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 May 30, 2012

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 information packages will be available on **May 8, 2012** online at:

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

The information package will provide a detailed description of the informational items required in the submission package. Any addenda issued to this RFQ will also be posted online.

The provisions of Public Contract Code as defined in the State Allocation Board regulation for implementation of Disabled Veteran Business Enterprise Goals shall apply to these projects.

A. INTRODUCTION

The San Francisco Unified School District Bond Program is seeking Statement of Qualifications from consultants to provide project inspection services during construction and through Project Completion for projects included in the SFUSD Prop A 2011 Bond Program. The attached Exhibit A to this RFQ provides a list of the school sites included in the 2011 Bond Program.

DVBE participation will be required as part of this proposal, at minimum, good faith efforts must be demonstrated.

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

Maureen Shelton
Director of Construction, Bond Program
San Francisco Unified School District
135 Van Ness Avenue, Room 207
San Francisco, CA 94102-5207

All participating firms must have an established office within a **30-mile radius** of the city limits of San Francisco.

All questions and comments must be emailed to our Contracts Administrator, Fe Bongolan at BongolanF@sfusd.edu.

All SOQs are due by 2:00 PM on May 30, 2012.

Late submittals will not be considered.

1. 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/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:

- Worker's Compensation Insurance in compliance with California law
- General Liability Insurance(\$ 1 million/per occurrence)
- Automobile Insurance (\$1 million/per occurrence)
- Professional Liability Insurance (\$1 million per occurrence and \$2 million aggregate)

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:

- A separate endorsement naming the San Francisco Unified School District, its Board, Officers and employees as additional insured parties on General Liability policies, endorsements must be submitted with the certificate;
- Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder.

2. Description of Projects and Scope of Work

The Prop A 2011 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. A list of the 2011 project sites is included in Exhibit A.

The District anticipates initial services to commence work in June 2012.

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) and current edition of ADAAG.
- 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, 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 of 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 verified reports ([Form DSA-6](#)). At the conclusion of the project any outstanding deviations must be noted on the Form DSA-6 and upload to PMS.

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 and ASI'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) and current edition of ADAAG. The code edition must be as referenced on the DSA approved plans and specifications.
- Provide written documentation confirming compliance with ADAAG and 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.
- 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 negotiated based on the firm's project assignments and current standard billing rate as submitted in the SOQ.

5. Billing Rates

Provide the billing rates for each DSA classification and any other proposed staff that make up your core team. Make sure that the employee types (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.**

B. SELECTION PROCESS

1. Project Inspection Team

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. Specific information regarding the interview will be available upon notification of the firm completing the preliminary screening.

The District reserves the right to make a selection or terminate the selection process anytime during the RFQ process.

2. RFQ Addenda

All questions and comments must be emailed to our Contracts Administrator, Fe Bongolan at BongolanF@sfusd.edu.

Written questions accepted from May 8 – May 18, 2012

Addenda (if required) posted to web site after May 22, 2012

C. CONTENT OF PROPOSALS 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 Exhibit A of 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, 5 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 Goals (maximum length: 2 pages 5 points max.)**

If your firm or team can meet DVBE goals, indicate how, either directly or through sub-consultants or sub-contractors.

5. **Insurance (maximum length: 1 page, 5 points max.)**
Provide copy of current insurance coverage issued by Consultant's Insurance carrier that meets minimum District requirements (see page 4, section A.1).
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.

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

MAXIMUM POINTS POSSIBLE: 65 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, SFPDW, 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)	5	
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 Goals (maximum length- 2 pages)	5	
Complete the State forms for DVBE participation, or describe how your team will encourage DVBE participation in these projects.		
Insurance (maximum length- 1 page)	5	
Provide copy of current insurance coverage issued by Consultant's Insurance carrier that meets minimum District requirements (see page 4, section A.1).		
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)	0-65	

D. RFQ SCHEDULE

RFQ SCHEDULE MILESTONES (Subject to Change)

- Advertise RFQ May 8, 2012
- Written questions accepted May 8 – May18, 2012
- Addenda (if required) posted to web site after May 22, 2012
- **SOQ Due Date May 30, 2012 at 2:00 pm**
- Shortlist Notification June, 2012
- Interviews (If Applicable) July/August 2012

The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, amend the schedule, or selection process.

Proposers shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ.

END OF REQUEST FOR QUALIFICATIONS

EXHIBIT A

PROPOSITION A 2011 BOND

Facilities that will have this work performed include the following:

Argonne Elementary School	680 18th Avenue
Bret Harte Elementary CDC	950 Hollister Avenue
Cesar Chavez Elementary School	825 Shotwell Street
Daniel Webster Elementary School & CDC	465 Missouri Street
El Dorado Elementary School	70 Delta Street
Enola Maxwell Campus (ISA)	655 De Haro Street
Frank McCoppin Elementary School & CDC	651 6th Avenue
Garfield Elementary School & CDC	420 Filbert Street
George Moscone Elementary School	2576 Harrison Street
George Peabody Elementary School	251 6th Avenue
Gordon J Lau Elementary School	950 Clay Street
Guadalupe Elementary School	859 Prague Street
Ida B Wells High School	1099 Hayes Street
James Lick Middle School	1220 Noe Street
Jean Parker Elementary School & CDC	840 Broadway Street
John Yehall Chin Elementary School	350 Broadway Street
Jose Ortega Elementary School	400 Sargent Street
Junipero Serra Elementary School & CDC	625 Holly Park
Lafayette Elementary School	4545 Anza Street
Las Americas CDC	801 Treat Avenue
Longfellow Elementary School	755 Morse Street
McAteer Campus (School of the Arts)	555 Portola Drive
McKinley Elementary School	1025 14th Street
Miraloma Elementary School	175 Omar Way
Monroe Elementary School & CDC	260 Madrid Street
Paul Revere Annex	610 Tompkins Street
Paul Revere Elementary School	555 Tompkins Street
Philip & Sala Burton High School Campus	400 Mansell Street
Presidio Middle School	450 30th Avenue
Redding Elementary School & CDC	1421 Pine Street
Robert Louis Stevenson Elementary School	2051 34th Avenue
Rooftop Elementary School - Nancy Mayeda Campus	500 Corbett Avenue
Roosevelt Middle School	460 Arguello Street
Sarah B. Cooper Child Development Center	940 Filbert Street
Sheridan Elementary School	431 Capitol Avenue
Starr King Elementary School	1215 Carolina Street
Sunnyside Elementary School	250 Foerster Street
Tule Elk Park Child Care Center	2110 Greenwich Street
Visitacion Valley Elementary School	55 Schwerin Street
Visitacion Valley Middle School	450 Raymond Street
Yick Wo Elementary School	2245 Jones Street
George Washington High/Seismic Retrofit	600 32nd Avenue
Lowell High School/Seismic Retrofit	1101 Eucalyptus Drive
Willie L. Brown, Jr. School	2055 Silver Avenue*
Former San Miguel Elementary School	300 Seneca Street

GREEN SCHOOL YARDS

Argonne Elementary School	680 18th Avenue
Cesar Chavez Elementary School	950 Hollister Avenue
Daniel Webster Elementary School & CDC	465 Missouri Street
El Dorado Elementary School	70 Delta Street
Frank McCoppin Elementary School & CDC	651 6th Avenue
Garfield Elementary School & CDC	420 Filbert Street
George Moscone Elementary School	2576 Harrison Street
George Peabody Elementary School	251 6th Avenue
Gordon J Lau Elementary School	950 Clay Street
Guadalupe Elementary School	859 Prague Street
Jean Parker Elementary School & CDC	840 Broadway Street
John Yehall Chin Elementary School	350 Broadway Street
Jose Ortega Elementary School	400 Sargent Street
Junipero Serra Elementary School & CDC	625 Holly Park
Lafayette Elementary School	4545 Anza Street
Longfellow Elementary School	755 Morse Street
McKinley Elementary School	1025 14th Street
Miraloma Elementary School	175 Omar Way
Monroe Elementary School & CDC	260 Madrid Street
Paul Revere Annex	610 Tompkins Street
Paul Revere Elementary School	555 Tompkins Street
Redding Elementary School & CDC	1421 Pine Street
Robert Louis Stevenson Elementary School	2051 34th Avenue
Rooftop Elementary School - Nancy Mayeda Campus	500 Corbett Avenue
Sheridan Elementary School	431 Capitol Avenue
Starr King Elementary School	1215 Carolina Street
Sunnyside Elementary School	250 Foerster Street
Visitacion Valley Elementary School	55 Schwerin Street
Yick Wo Elementary School	2245 Jones Street

Lower priority facilities for the use of these funds include:

Bret Harte Elementary CDC	1035 Gilman Street
Enola Maxwell Campus (ISA)	655 De Haro Street
Ida B Wells High School	1099 Hayes Street
James Lick Middle School	1220 Noe Street
Las Americas CDC	801 Treat Street
McAteer Campus (School of the Arts)	555 Portola Drive
Philip & Sala Burton High School Campus	400 Mansell Street
Presidio Middle School	450 30th Avenue
Roosevelt Middle School	460 Arguello Street
Sarah B. Cooper Child Development Center	940 Filbert Street
Tule Elk Park Child Care Center	2110 Greenwich Street
Visitacion Valley Middle School	450 Raymond Street
Yick Wo Elementary School	2245 Jones Street
Willie L. Brown, Jr. School	2055 Silver Avenue