



SAN FRANCISCO UNIFIED SCHOOL DISTRICT
PROPOSITION A 2011 BOND PROGRAM

REQUEST FOR QUALIFICATIONS (RFQ)
FOR SUSTAINABILITY REVIEW SERVICES

April 4, 2012

REQUEST FOR QUALIFICATIONS NOTICE
PROPOSITION A 2011 BOND PROGRAM
SUSTAINABILITY REVIEW

The San Francisco Unified School District wishes to retain a pool of three (3) firms to conduct sustainability reviews of project documents and drawing for the 2011 Proposition A Bond Program and is seeking SOQs from sustainable design firms. **Statements of Qualifications (SOQs) are to be submitted to Room 207 at 135 Van Ness Avenue, San Francisco, on Wednesday, May 2, 2012 no later than 2:00 P.M.**

This request for SOQs seeks the following type of service providers:

The Third-Party Sustainable Design Review consultants will support the San Francisco Unified School District's (SFUSD) efforts to incorporate sustainable and high performance practices, systems, and materials into the construction documents for major modernization and new school projects.

Sustainable design firms should be familiar and experienced with all procedures and requirements with respect to California public schools, particularly the Collaborative for High Performance Schools (CHPS) and High Performance Incentive (HPI) rating systems. This program has rigid schedule requirements and firms will be expected to demonstrate the ability to provide services to schedule requirements.

Request for Qualification information is available at the District Website: <http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html> and at the Bond Program Office Room 217, 135 Van Ness Avenue, San Francisco, beginning **April 9, 2012**.

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

District Contact: Fe Bongolan
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I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

The Third-Party Sustainable Design Review consultants will support the San Francisco Unified School District's (SFUSD) efforts to incorporate sustainable and high performance practices, systems, and materials into the construction documents for major modernization and new school projects.

Sustainable design firms should include LEED Accredited Professionals with BD+C or Schools specialty and experience with code review of building design and construction documents. Firms should also have had experience with all procedures and requirements affecting California public schools, particularly the Collaborative for High Performance Schools (CHPS) and State of California High Performance Schools (HPI) rating systems, as well as Division of the State Architect (DSA) code requirements (including CalGreen). This program has rigid schedule requirements and firms will be expected to demonstrate the ability to provide services to schedule requirements.

Request for Qualification information is available at the District Website: <http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html> and at the Bond Program Office Room 217, 135 Van Ness Avenue, San Francisco, beginning **April 9, 2012**.

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All participating Sustainability Review Consultants must have an existing working business location within a 50-mile radius of the city limits of San Francisco, CA.

Applicants shall submit Qualifications by 2:00 PM, May 2, 2012.

Late submittals will not be considered.

1. Sustainability Review Consultant Services and Basis of Fees

The Sustainable Design Firm will be asked to review a subset of 2011 Bond schools each year, with the estimation that all work shall be completed over a four or five-year time frame.

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

2. Insurance Requirements

Each firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your response. The following minimum insurance is required in order for your firm/joint venture group to qualify for participation in these projects:

- Worker's Compensation Insurance (\$1 million)
- 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, each firm must provide the District with original "wet signature" certificate(s) of insurance that includes the following:

- a. The San Francisco Unified School District and its Board, Officers and employees, and the PPDM shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s);
- b. 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.

3. Description of Projects and Scope of Work

A list of the 2011 Prop A Bond Program school projects is included in Attachment A of this package. Most of the projects include accessibility, life safety and seismic improvements such as ramps, walkways, new elevators, fire sprinklers, fire alarm and structural upgrades.

The responsibilities of the third-party reviewer are as follows:

- a) Coordinate with the SFUSD Director of Sustainability to establish and clarify the specific sustainability or high-performance measures applicable to the project, based on the project scope.
- b) Review the project plans and specifications at four stages: Project Assessment, Schematic Design, Design Development, and Construction Documents. The review will address for consistency with the established project scope and the SFUSD Project Standard Guidelines (PSG) and Division 0/1 Standard Specifications.
- c) For projects selected in the Project Assessment phase as candidates for the State of California High Performance Incentive Program (HPI), review the project plans and specifications for consistency with the applicable HPI scorecard (New Construction or Additions, Alterations/Modernization). The HPI score card will be submitted by the project architect.
- d) For each of the four (4) review processes identified above, prepare a summary memorandum outlining which of the applicable project scope, PSG, Division 0/1 Standard Specifications, HPI

criteria, and other sustainability goals established by SFUSD are met a) completely, b) partially, or c) not at all. The specific page in the project drawings or specification, schedule number, or title of a supporting document used to make the determination shall be stated in the summary memorandum. If sufficient information is not available to determine whether specific goals are met, state what additional information is required in the form of a drawing, schedule, analytical report, or specification.

- e) Submit the summary memorandum in electronic format to a) the SFUSD Director of Sustainability, b) the SFUSD Facilities Department design manager, and c) the project architect for the architect of record.
- f) Maintain complete and consistent files of the Summary Memoranda for each school project.

II. PROCESS FOR CONSULTANT SELECTION

All Statement of Qualifications will be scored through a preliminary screening process that will include scoring outlined in Part III below, along with reference checks. Those firms who qualify for the short list through the preliminary screening process may be invited to participate in the final screening process, which may include an interview.

The District will accept written questions and comments from prospective consultants up to April 18, 2012.

III. SOQS AND EVALUATION CRITERIA

Please provide the following information in the order given below. Responses to the RFQ 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)
 - a. Describe what sets your firm apart from other sustainable design firms.
2. Professional Qualifications and Experience, Project Approach (3 pages, 25 points max.)
 - a) The full name and address of the firm or team. Confirm that the office is within 50 miles of the SFUSD facilities office located at 135 Van Ness Avenue in San Francisco.
 - b) Name, email address and phone number of a designated contact person
 - c) A brief description of the firm including a description of typical services to clients of the firm.
 - d) Describe the firm's professional qualifications and experience, including those of any sub-consultants, in order to clearly demonstrate your ability to successfully furnish the services described in this Request for Qualifications.
 - e) Discuss your firm's understanding of the services required for these projects (primarily renovation and modernization scope) and provide an outline or description that clearly demonstrates:

1. Your project team's approach to completing the necessary work in order to meet a project's Scope of Work requirements on schedule.
 2. List of representative projects (minimum of 5 projects) undertaken in the last five years demonstrating school experience. Include project title, description of services provided, project duration, owner contacts and telephone numbers. The District may or may not contact those listed on the reference list.
 3. Your approach quality assurance and your process for quality control.
3. Project Staffing Approach (2 pages, 15 points max.)
- a. Please provide information regarding the size of your firm, and include any sub-consultants or subcontractors that you intend to include in your project team.
 - b. Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service on five or more project assignments running concurrently.
 - c. Staffing - Provide the names and brief resumes of the principal-in-charge, the assigned project manager and/or other key staff members who will comprise the core of your firm's project team. Identify the number of licensed/certified members on your staff.
 - d. Provide brief resumes for any identified sub-consultants. (Appendix A)
4. Billing Rates and Fees (1 page, 10 points max.)
- a. Provide fee schedule with the hourly billing rates for each type of employee anticipated to be assigned to the project.
5. Work Product Sample (Appendix B, 25 points max.)
- a. Provide a typical design review report or similar deliverable your firm has provided for other K-12 educational clients seeking sustainability reviews.
6. Insurance (1 page, 5 points max.)
Provide copy of current insurance coverage issued by Consultant's Insurance carrier that meets minimum District requirements (see section I.2).

EVALUATION CRITERIA SCORING SHEET

Evaluation Criteria	Points	Score
1. Introductory and Cover Letter	0	
2. Professional Qualifications and Experience Project Approach	25	
a) Describe the firm and its typical services b) Distance from SFUSD and contact information c) Describe the professional qualifications and experience d) Discuss your firms understanding of services: Provide a list of representative projects (min of 5) undertaken in the last 5 years demonstrating your team's K-12 public school experience.	<i>Poor: 0-5</i> <i>Marginal: 6-13</i> <i>Acceptable: 14-18</i> <i>Exceeds: 19-25</i>	
3. Project Staffing Approach	15	
a) Firm size b) Describe your firms staffing approach c) Provide Names and Resumes (as appendix A)	<i>Poor: 0-4</i> <i>Marginal: 5-8</i> <i>Acceptable: 8-12</i> <i>Exceeds: 12-15</i>	
4. Billing Rates	10	
a) Provide fee Schedule hourly rates	<i>Poor: 0-3</i> <i>Marginal: 3-5</i> <i>Acceptable: 5-8</i> <i>Exceeds: 8-10</i>	
5. Work Product Sample (as Appendix B)	25	
a) Work product sample (Failure to provide these samples may result in the response being rejected as "non-responsive".)	<i>Poor: 0-5</i> <i>Marginal: 6-13</i> <i>Acceptable: 14-18</i> <i>Exceeds: 19-25</i>	
6. Insurance	5	
a) Provide a copy of current insurance coverage that meets minimum District requirements: <ul style="list-style-type: none"> • Workers Compensation Insurance - \$1 million • General Liability Insurance - \$1 million/occurrence • Automobile Insurance - \$1 million/occurrence • Professional Liability Insurance - \$1 million/occurrence and \$2 million aggregate 		

SUGGESTED LENGTH OF PROPOSAL/SUBMITTAL:

8 pages + Appendix A

3 copies, DOUBLE-SIDED

Maximum Points Possible: 80 points

IV. RFQ SCHEDULE (Subject to change)

- Post RFQ to Website: April 10, 2012
- Written Questions Accepted: April 18, 2012
- Addenda Posted to Website By: April 20, 2012
- Proposals Due no later than: May 2 at 2:00 P.M.
- Shortlist Notification: May 11, 2012

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.

APPENDIX A

PROPOSITION A 2011 BOND PROJECT SITES

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
Mission Annex Child Development Center	421 Bartlett Street
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
Willie L. Brown, Jr. School	2055 Silver Avenue*
Former San Miguel Elementary School	300 Seneca Street
Children's Center Administration Building	20 Cook Street
McLaren School	2055 Sunnydale Avenue
Florence Martin Center*	1155 Page Street
Central Office Annex*	601 McAllister Street
Student Nutrition Center*	841 Ellis Street

*TO BE DETERMINED FOR REVIEW ASSIGNMENT