



**REQUEST FOR QUALIFICATIONS**

**PROPOSITION A 2016 BOND PROGRAM**

**GEOTECHNICAL ENGINEERING SERVICES**

**November 2016**



## ANNOUNCEMENT

### REQUEST FOR QUALIFICATIONS NOTICE PROPOSITION A 2016 BOND PROGRAM

### GEOTECHNICAL ENGINEERING SERVICES

The San Francisco Unified School District is seeking Statements of Qualifications (SOQ's) for Geotechnical Engineering Services. Proposals must be submitted in Room 207 at 135 Van Ness Avenue, San Francisco, no later than:

**December 20, 2016 no later than 2:00 p.m. (PST)**

This request for qualifications seeks Geotech Firms with the following types of experience

- Preparing geologic hazard report as required by DSA IR A-4.13 2013R 2016 CBC "Geologic Hazard Report Requirements", a geotechnical investigation, and seismic studies.
- Construction oversight services including but not limited to reviews of contractor submittals for compliance with design intent, observation of soil placement and compaction and experience in DSA and CGS requirements and regulations.
- Proven experience with multi-level school site surveys
- Training and certification related of Hazardous Materials such as naturally occurring asbestos material and other Geo Hazards that you may encounter on the site.

Request for Qualification information packages will be available on November 22, 2016 on the District Website:

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

## I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

The San Francisco Unified School District Bond Program is seeking Statements of Qualifications (SOQ) from qualified Geotechnical Engineering Firms to develop a pool of surveyors to provide consulting Firms related to implementation of SFUSD's Proposition A 2016 Bond Program.

**LENGTH OF SOQ: 14 pages**, excluding billing schedule, resumes, claim information, and references.

Five (5) bound copies of the SOQ should be submitted in 8-1/2" x 11" format with any supporting materials or documentation (photos are not required) in a sealed envelope and hand delivered to:

Mr. DeWitt Mark  
Project Manager  
San Francisco Unified School District  
135 Van Ness Avenue, Room 207  
San Francisco, CA 94102

Contact for questions regarding this RFQ:

Fe Bongolan  
Contracts Administrator  
San Francisco Unified School District  
135 Van Ness Avenue, Room 208  
San Francisco, CA 94102  
Phone 415-241-6152-Ext. 1528  
Email: [BongolanF@sfusd.edu](mailto:BongolanF@sfusd.edu)

All participating Firms must have an existing primary working business location within a **50-mile radius** of the city limits of San Francisco, CA under the name of the submitting firm **for a minimum two years** from the date of submission.

**All SOQs are due no later than 2:00 p.m. PST on December 20, 2016**

**Late submittals will not be considered.**

### 1. Methodology of Contracting for Geotechnical Engineering Services and Basis of Fees

The District will determine project assignments for the geotechnical Firms. Contracts will be awarded to selected geotechnical Firms upon final project assignments. 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 generally based on the firm's standard billing rate as submitted in the proposal and shall be negotiated as a fixed fee for the determined geotechnical scope of work at each school site.

### 2. Insurance Requirements

Each Firm awarded a contract will be required to maintain, in full force and effect and at its own expense, the following insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your SOQ. The

following insurance policies are required in order for your firm/joint venture group to qualify for participation in these projects:

- Worker's Compensation Insurance (Statutory limits)
- Commercial General Liability Insurance (\$1 million per occurrence)
- Automobile insurance ( \$1 million pre occurrence )
- Professional Liability Insurance (\$2 million).
- Pollution Legal Liability (\$2 million)
- Employer's Liability (\$1 Million)

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for three (3) 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, it's Board, and Officers 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**

Proposition A 2016 Bond funding provides for school building and site improvements. Design work will commence in April, 2017 and the District anticipates completion of all projects within six (6) years.

San Francisco school sites are often on multiple levels with complex slopes and terraces and the following critique will be examined.

- Reports must be prepared and signed by a California registered geotechnical engineer in consultation with a California certified engineering geologist. Provide copies of California certificates with the SOQ.
- The scope of each contract will be specific for the site and project. The modernization projects may include elevators, building additions, seismic upgrades, and site works.
- Service may include, preparing a geologic hazard report as required by DSA IR A-4.13 "Geologic Hazard Report Requirements", a geotechnical investigation, and assist in the seismic studies.
- Some sites within the District are sites with geological hazards such as natural occurring asbestos formation, please identify if your company has the training and certification related of hazardous material handling.
- Services will also include construction oversight services including but not limited to reviews of contractor's submittals for compliance with the design intent, observation of soil placement, and compaction. The Geotech Firm will be providing the necessary evaluation required by DSA form 293 as required by DSA IR 17-7 soils and Foundation Testing. A DSA/LEA number registered to the local office will be required for use to fulfill the requirement of DSA form 293. There will be no exception to this requirement.

Each Firm that provides drilling, boring or other services requiring excavation will submit a project specific safety plan with each contract. This should include both measures to protect workers and the public as well as the school children and staff. The plan shall include analysis of any special site conditions or hazards as well as methods of mitigating risks to an acceptable level.

Deliverables for each project will include (5) copies of the soils report and (5) copies of the Geologic Hazard reports as well as electronic versions of each in PDF format.

## **II. DISTRICT PROCESS FOR CONSULTANT SELECTION**

The District wishes to create a pool of geotechnical engineering consultants from which it can assign specific projects. All SOQ's will be scored through a preliminary screening process that will include Part III below and the option of contacting references via telephone. Those Firms who qualify through the preliminary screening process may be invited to participate in the final screening process, which may include an oral interview.

The District will accept written questions and comments from prospective consultants up to November 29, 2016.

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.

## **III. CONTENTS OF PROPOSALS 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 ( 1 page - 0 points)**

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.

### **2 Professional Qualifications, Experience and Project Approach (10 page - 20 points possible)**

- a) The full name and address of the Firm. Confirm that the office is within 50 miles of the SFUSD facilities office at 135 Van Ness Avenue in San Francisco and the number of years at this location.

- b) Name, email and phone number of a designated contact person & engineer of record.
- c) A brief description of the Firm. Include 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 geotechnical engineering services described in this Request for Qualifications.
- e) 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 geologists and geotechnical engineers on your staff. Also, provide brief resumes for any identified sub-consultants. Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service on two or more assignments running concurrently.
- f) Discuss your Firm's understanding of geotechnical 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 field work, lab work, and design tasks in order to meet a project's Scope of Work requirements on schedule. Discuss your understanding of and approach to addressing DSA and CGS requirements.
  - (2) List of representative projects (minimum of 10 projects) undertaken in the last five years demonstrating school experience. Include project title, description of services provided, project duration, owner contacts and telephone numbers. Please discuss the DSA and CGS interactions (reports, special studies, etc.) The District may or may not contact those listed on the reference list.
  - (3) Please briefly discuss the Firm's safety program covering field activities. Please provide the Firm's Workman's Compensation Experience Modification Rate. List any Cal OSHA citations received with in the last three years.
  - (4) Your approach to quality assurance and your process for quality control

**3 DVBE Goals ( 1 page -0 points )**

- a) Describe how your firm/joint venture group will encourage DVBE participation in these projects.

**4 Firm's Billing Rate Schedule and name of insurance carrier ( 1 page - 10 points possible)**

- a) Submit your team's billing rates for the staff presented. Include key staff members who will comprise the core of your project team and please provide the name of your insurance carrier.

**5 Claims Statement ( 1 page - 10 points possible)**

- a) Provide statement of all claims of all claims filed against your Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim.

**6. EVALUATION CRITERIA SCORING SHEET**

Evaluation Criteria	Points	Score
<b>1. Introductory Cover Letter (1 page)</b>	<b>0</b>	
<b>2. Professional Qualifications, Experience and Project Approach (10 pages)</b>	<b>20 pts</b>	
<p>a) The full name and address of the Firm or team. Confirm that the office is within 50 miles of the SFUSD facilities office at 135 Van Ness Avenue in San Francisco and the number of years at this location.</p> <p>b) Name, email and phone number of a designated contact person &amp; engineer of record.</p> <p>c) A brief description of the Firm. Include a description of typical services to clients of the Firm</p> <p>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 geotechnical engineering services described in this Request for Qualifications.</p> <p>e) 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 geologists and geotechnical engineers on your staff. Also, provide brief resumes for any identified sub-consultants. Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service on two or more assignments running concurrently.</p> <p>f) Discuss your Firm’s understanding of geotechnical services required for these projects (primarily renovation and modernization scope) and provide an outline or description that clearly demonstrates:</p>	<p><i>Poor: 0-5</i>  <i>Marginal: 5-10</i>  <i>Acceptable: 10-15</i>  <i>Exceeds: 15-20</i></p>	
<b>3. DVBE Goals (1 page)</b>	<b>0</b>	
Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.		
<b>4. Firm’s Billing Rate Schedule and name of insurance carrier (1 page)</b>	<b>10 pts</b>	
Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.	<p><i>Poor: 0-3</i>  <i>Marginal: 3-5</i>  <i>Acceptable: 5-8</i>  <i>Exceeds: 8-10</i></p>	
<b>5. Statement of Claims ( 1 page)</b>	<b>10 pts</b>	
<b>TOTAL MAX SCORE</b>	<b>40 Points</b>	

Maximum possible point: 40 points

#### IV. RFQ SCHEDULE

##### RFQ SCHEDULE (Subject to adjustment)

- Advertise RFQ November 18, 2016
- Written question accepted up to: November 29, 2016
- Addenda (if required) posted to web site by: December 6, 2016
- **SOQ due date no later than 2:00 PM PST on: December 20, 2016**
- Consultant selection January, 2017
- SFUSD Board Approval February, 2017

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 proposals received, cancel the selection process, amend the schedule.

RFQ applicants will be notified of any changes to this schedule thru an addendum.

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

*END of REQUEST for QUALIFICATIONS*