



REQUEST FOR QUALIFICATIONS

PROPOSITION A 2016 BOND PROGRAM

SITE SURVEY SERVICES

November 2016



ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS NOTICE PROPOSITION A 2016 BOND PROGRAM

SITE SURVEY SERVICES

The San Francisco Unified School District is seeking Statements of Qualifications (“SOQ”) for qualified Site Surveying Services. Proposals must be submitted in Room 207 at 135 Van Ness Avenue, San Francisco, no later than:

December 20, 2016 on 2:00 p.m. PST

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

- Site surveying for new buildings as well as existing school modernizations.
- Surveying complex multi-level sites
- Accurate location of all utilities above and below grade
- Locating all site features including but not limited to; easements, curbs, ramps, floor elevations, playground equipment, temporary classroom buildings, landscape and hardscape elements
- Proven experience with school site surveys and experience in accessibility related construction documentation.

Request for Qualification information packages will be available on November 22, 2016 on the Districts 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 Surveying Firms to develop a pool of surveyors to provide survey services related to implementation of SFUSD's Proposition A 2016 Bond Program.

SUGGESTED 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

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 December 20, 2016 on 2:00 p.m. PST

Late submittals will not be considered.

1. Contracting Site Survey Services and Basis of Fees

Once the pool has been selected the District will determine project assignments for the Surveying Firms. Contracts will be awarded to selected 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 based on Firm's standard billing rate as submitted in the proposal and shall be negotiated as a fixed fee for the determined survey 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 their 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 (\$2 million/per occurrence)
- Automobile Liability Insurance (\$1 million per occurrence)
- Professional Liability Insurance (\$2 million)
- Employer's Liability Insurance (\$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

The Proposition A 2016 Bond funding provides for school facilities which may include modernization of existing facilities, additions, new schools, access up grades, life safety and/or seismic upgrades, food service work, information technology upgrades, building infrastructure/maintenance improvements. The District anticipates initial design work to commence in April, 2017.

San Francisco school sites are often on multiple levels with complex slopes and terraces.

- Reports must be prepared and signed by a California registered site surveyor.
- Provide copies of California certificates with proposal.
- The scope of each contract will be specific for the site and project. A list of typical survey requirements is included as Exhibit A.
- Surveying Firms shall coordinate with the District Office and the Architect of Record to ensure that all areas required to complete the design are surveyed.
- Each project may require additional site visits to assist in fine tune the project design and locating underground utilities.

- Deliverables will include (2) copies of the site survey (wet stamped) as well as electronic versions in PDF and AutoCAD DWG formats.
- Project boundary survey
- Site Title Reports upon request from the Project Managers.

II. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District will create a pool of Surveyors from which it can assign specific projects. All SOQ's will be scored through a preliminary screening process which will include Part III below and reference contacts. Those Firms who qualified 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 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. RFQ responses will be evaluated for completeness and ability to perform the work based on the SOQ response.

1. Introductory/Cover Letter (1 page - 0 points possible)

Please provide information regarding the size of your Firm and capacity to perform multiple projects simultaneously.

2. Professional Qualifications, Experience and Project Approach (10 pages - 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.
- b) Name, email and phone number of a designated contact person & engineer/surveyor 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 survey 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.
- f) Identify the number of licensed surveyors on your staff. Also, provide brief resumes for any sub-consultants.
- g) Provide a narrative discussing your approach to staffing and consultant management on two or more projects running concurrently.
- h) Discuss your Firm's understanding of the survey services required for these projects (primarily renovation and modernization projects) and provide an outline or description that clearly demonstrates:
 - a. Your Project Team's approach to completing the necessary survey tasks in order to meet the scope of work requirements for a project on schedule.
 - b. List of representative projects (minimum of 10 projects) undertaken in the last five years demonstrating significant experience in surveying complex multilevel sites in the context of compliance with State and Federal Accessibility requirements.
 - c. Include project title, description of services provided, project duration, owner contacts and telephone numbers. Discuss the DSA and/ADA related services. The District may or may not contact all of those listed on the reference list
- i) Your Firm's approach quality assurance and your process for quality control.

3. DVBE Goals (1 page - 0 points)

Completed State forms for DVBE participation or 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)

Submit your team's billing rates for the staff presented in performance of the Services indicated herein. Include key staff members who will comprise the core of your Firm's project team.

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

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
1. Introductory Cover Letter (1 page)	0 pt	
2. Professional Qualifications, Experience and Project Approach (10 pages)	20 pts	
<ul style="list-style-type: none"> 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. b) Name, email and phone number of a designated contact person & engineer/surveyor 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 survey 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. f) Identify the number of licensed surveyors on your staff. Also, provide brief resumes for any sub-consultants. g) Provide a narrative discussing your approach to staffing and consultant management on two or more projects running concurrently. h) Discuss your firm's understanding of the survey services required for these projects (primarily renovation and modernization projects) and provide an outline or description that clearly demonstrates your team approach. i) Your firm's approach quality assurance and your process for quality control. 	<i>Poor: 0-5</i> <i>Marginal: 5-10</i> <i>Acceptable: 10-15</i> <i>Exceeds: 15-20</i>	
3. DVBE Goals (1 page)	0 pt	
Completed State forms for DVBE participation or 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 pts	
Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.	<i>Poor: 0-3</i> <i>Marginal: 3-5</i> <i>Acceptable: 5-8</i> <i>Exceeds: 8-10</i>	

5. Statement of Claims (1 page)	10 pts	
TOTAL SCORE	40 Points	

Maximum possible point: 40 points

IV. RFQ SCHEDULE (Subject to adjustment)

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

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, or 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

Exhibit A

SFUSD Prop A 2016 Bond Program Project Survey Typical Requirements

Land:

1. Tree trunk diameters and drip lines (Trees over 1 1/2" diameter)
2. Surface identification – exposed soil, turf, AC pavement, etc.
3. Streams, surface drains, culverts.

Features, Locations & Elevations

1. Link property lines to existing city monument system.
2. Property Lines/Bench marks, property dimensions pre ALTA/ACSM standards (requirements may vary with individual project assignment).
3. Easements
4. Fencing- location, type, description, gates (pedestrian and vehicle).
5. Parking for the physically disable parking
6. Driveways
7. Clearly delineated contours and intervals (2 ft.)
8. Spot elevations at slope changes
9. Playground equipment and other site features to determine ADA compliance.
10. Map and identify portable units including ramps, walkways, stairs
11. Building corner spot elevations, locations (all existing structures : Provide number of floors)
12. Building elevation for each story of the building if applicable.
13. Building entry spot elevations - each side of entry at exterior, finish floor at interior, and corner spot elevations at a point 5 feet from face of building entry
14. Spot elevations at top and bottom landing of each side of exterior stairways, and corner spot elevations at landing 5 feet from top and bottom nosing of stair
15. Location of ramps w/slopes, cross slopes, landings and spot elevations
16. Curbs and site wall spot elevations
17. Building finish floor spot elevations, level changes
18. Retaining walls (if any)
19. Hard and soft-scape features such as trees and planters.
20. Datum Conversion as required
21. Horizontal and Vertical monumentation and control.

Utilities:

1. Identify locations of all utilities by type - power, gas, sanitary / storm sewer, phone, domestic water, irrigation, telecommunications, etc.
2. Location -underground, overhead
3. Surface and underground utility manhole, vault, transformer, switchgear, cleanouts.
4. Utility box location – show all underground pull boxes.
5. Main point of entry for communication utilities.

CAD:

1. Mark (0,0) with target datum
2. Provide AutoCAD pen color vs. line weight for drawing files
3. Clearly delineated contour and intervals
4. All contour lines to be NON-FRAGMENTED or NON-SEGMENTED continuous line of single entity
5. Scalable text, legend, and lines
6. All text and line work sized to be legible at plot scale
7. Provide true north arrow.
8. Provide GPS coordinates for at least one benchmark location

Title Reports:

1. If the project site lacks a title report, the District may request the surveying company to hire a title company to provide a title report for the site.

Deliverables:

1. Signed reproducible prints
2. Provide PDF file for record
3. Provide AutoCAD drawing file for site plan base with readable text at plot scale for architect's use.

END OF EXHIBIT A