



REQUEST FOR QUALIFICATIONS

PROPOSITION A 2011 BOND PROGRAM

SITE SURVEY SERVICES

November 28, 2011

TABLE OF CONTENTS

ANNOUNCEMENT

I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

1. Contracting Site Survey Services and Basis of Fees
2. Insurance Requirements
3. Description of Projects and Scope of Work

II. DISTRICT PROCESS FOR CONSULTANT SELECTION

III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA

1. Introductory/Cover Letter
2. Professional Qualifications, Experience and Project Approach
3. DVBE Goals
4. Firms Billing Rate Schedule and Insurance Providers
5. Evaluation Criteria and Scoring Chart

IV. RFQ SCHEDULE

V. EXHIBITS

1. SFUSD Project List – Exhibit A
2. Typical Project Survey Requirements – Exhibit B



ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS NOTICE PROPOSITION A 2011 BOND PROGRAM

SITE SURVEY SERVICES

The San Francisco Unified School District is seeking statements of qualifications from site surveying firms. Proposals must be submitted in Room 207 at 135 Van Ness Avenue, San Francisco, no later than:

2:00 P.M. on Thursday, January 12, 2012

This request for qualifications seeks 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 28, 2011 at the Bond Program Office Room 207, 135 Van Ness Avenue, San Francisco or online at:

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

The provisions of Public Contract Code Sections 101 15 et seq. as defined in the State Allocation Board regulation 1862.12.5(g) for implementation of Disabled Veteran Business Enterprise Goals shall apply to these projects.

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 2011 Bond Program. The attached Exhibit A provides a list of all the school sites included in this phase of work.

DVBE participation is required as part of this SOQ, a minimum good faith effort must be demonstrated.

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 delivered or mailed 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:

Susan Ortega-Resurrection
San Francisco Unified School District
135 Van Ness Avenue San Francisco, California Room 207
Phone 415-241-6152-Ext. 1526
Email: Ortegas@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 by 2:00 PM, January 12, 2012

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 surveying 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 surveyor'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 (\$ 1 million)
- General Liability Insurance (\$1 million/per occurrence)
- Automobile Insurance (\$1 million/per occurrence)
- Professional Liability Insurance (\$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 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 2011 Bond funding provides for school building and site improvements which may include but is not limited to; Access (ADA) compliance; health, safety and building infrastructure improvements and the greening of school play yards. The District anticipates initial design work to commence in April, 2012.

A list of school sites in the 2011 Bond Program is included as Exhibit A to this package. 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, and geared to meet the DSA requirements for site accessibility. A list of typical survey requirements is included as Exhibit B.

- Surveyor 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

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 December 30, 2011.

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

SUGGESTED LENGTH OF SOQ: 13 pages, single sided excluding DVBE forms & billing schedule

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 (Suggested length: 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 (Suggested length: 10 page (20 points possible))

- 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.
- 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 (Suggested length: 1 page (10 points possible))

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 (Suggested length: 1 page (10 points possible))

Submit your team's billing rates for the staff presented. Include key staff members who will comprise the core of your team's project team.

5. EVALUATION CRITERIA SCORING SHEET

Evaluation Criteria	Points	Score
Introductory Cover Letter	0	
Professional Qualifications, Experience and Project Approach	20	
<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.</p> <p>b) Name, email and phone number of a designated contact person & engineer/surveyor 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 survey 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.</p> <p>f) Identify the number of licensed surveyors on your staff. Also, provide brief resumes for any sub-consultants.</p> <p>g) Provide a narrative discussing your approach to staffing and consultant management on two or more projects running concurrently.</p> <p>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.</p> <p>i) Your firm's approach quality assurance and your process for quality control.</p>	<p><i>Poor: 0-5</i></p> <p><i>Marginal: 5-10</i></p> <p><i>Acceptable: 10-15</i></p> <p><i>Exceeds: 15-20</i></p>	

DVBE Goals	10	
Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.	<i>Poor:</i> 0-3 <i>Marginal:</i> 3-5 <i>Acceptable:</i> 5-8 <i>Exceeds:</i> 8-10	
Firm's Billing Rate Schedule and name of insurance carrier\	10	
Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.	<i>Poor:</i> 0-3 <i>Marginal:</i> 3-5 <i>Acceptable:</i> 5-8 <i>Exceeds:</i> 8-10	
TOTAL SCORE	40	

Maximum possible point: 40 points

IV. RFQ SCHEDULE (Subject to adjustment)

- **Advertise RFQ** **November 28 and December 5, 2011**
- **SOQ due date** **January 12, 2012 at 2:00 P.M.**
- **Shortlist Notification** **January , 2012**
- **Interviews (if required)** **February 2012**
- **SFUSD Board Approval** **March 2012**

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, 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 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
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
George Washington High/Seismic Retrofit	600 32nd Avenue
Lowell High School/Seismic Retrofit	1101 Eucalyptus Drive
Willie L. Brown, Jr. School	2055 Silver Avenue*
Mission Bay School	To be determined
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

*The existing Willie L. Brown School is located at this address. It is the District's intention to demolish the existing facility and construct a new facility on the same site. It remains to be determined if the legal address remains the same.

Exhibit B

SFUSD Prop A 2011 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. Property Lines/Bench marks, property dimensions (requirements may vary with project assignment).
2. Easements
3. Fencing- location, type, description, gates (pedestrian and vehicle).
4. Handicapped parking
5. Driveways
6. Clearly delineated contours and intervals (2 ft)
7. Spot elevations at slope changes
8. Playground equipment and other site features to determine ADA compliance.
9. Map and identify portable units including ramps, walkways, stairs
10. Building corner spot elevations, locations (all existing structures : Provide number of floors)
11. Building elevation for each story of the building if applicable.
12. 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
13. 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
14. Location of ramps w/slopes, cross slopes, landings and spot elevations
15. Curbs and site wall spot elevations
16. Building finish floor spot elevations, level changes
17. Retaining walls (if any)

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 pen color vs. line wt chart
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

Deliverables:

1. Signed reproducible print
2. Provide PDF file for record

Provide AutoCAD dwg file for site plan base with readable text at plot scale for architect's