



SFUSD SAN FRANCISCO
PUBLIC SCHOOLS

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES
BOND PROGRAM**

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR**

**ARCHITECTURAL DESIGN / ENGINEERING
AND
RELATED PROFESSIONAL SERVICES
FOR THE NEW
WILLIE L. BROWN JR. MIDDLE SCHOOL**

2055 Silver Avenue, San Francisco, Ca

Issued September 21, 2011

TABLE OF CONTENTS

- I. GENERAL REQUIREMENTS FOR RFQ SUBMITTAL PROCESS
- II. DISTRICT PROCESS FOR CONSULTANT SELECTION
- III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA
- IV. RFQ SCHEDULE
- V. FINAL NOTES
- VI. EXHIBITS

1 ATTACHMENT C - DVBE Requirements and forms – 10 Total pages

I. GENERAL REQUIREMENTS FOR RFQ SUBMITTAL PROCESS

The San Francisco Unified School District Bond Program is seeking Statements of Qualifications (SOQ) from qualified Architectural/Engineering consulting firms to provide "Bridging" architectural/design and related services for a new **Willie L. Brown Jr. Middle School to be located at 2055 Silver Avenue** in the Bay View District of San Francisco. The new middle school shall replace an existing school site complex located at the same address that will be demolished. At this time, it is the intent of the District to construct the new facility under a "Design-Build" construction delivery method and to issue a Request for Proposal for qualified design-build teams at the conclusion of the scope of work indicated in this proposal.

This request for qualifications is to select an architectural/engineering firm to provide the architectural-engineering and related services to perform all tasks necessary to prepare the required bridging documents for the "Design-Build" solicitation.

The Willie L. Brown Jr. Preparatory Academy 4-8 School was officially closed in May 2011. It is the intent of the District to open a new grade 6-8 middle school bearing the name of Willie L. Brown Jr. at that site. The previous school had struggled for many years in attendance and academic achievement and the ultimate goal will be to revitalize the academic community in this neighborhood, by providing a new state of the art middle school that will replace the aging and building code deficient existing facility.

The District requests a Request for Proposal for the following scope of work, including but not limited to:

1. Program and project planning for a new middle school for approximately **650** students incorporating grades 6-8 on a 5.2 +/- acre urban site, including but not limited to, classrooms for general education, science, special needs, a wellness center, a gymnasium, multi-purpose/cafeteria, administration and other ancillary areas as determined during the programming phase.
2. The school shall meet all the accessibility conditions of the District's Lopez ADA-Accessibility Stipulated Judgment.
3. Partial community joint use both in the interior and exterior spaces
4. Potential for health related spaces that may house a small dental, health or wellness clinic
5. Preparation of Education Specifications for submission to the California Department of Education for approval
6. Assistance with environmental declarations if required, although at this time the District intends to self certify a negative CEQA declaration
7. Working together with District staff in planning and executing Community outreach and working sessions, involving participation for a wide range of community groups and stakeholders.
8. Complete schematic design for the new school including a level of design to sufficiently define all building and site uses and functions, square footage areas, exterior elevations, cross sections of site and principle building areas, proposed major interior and exterior finishing materials and mechanical and electrical systems.
9. Assist construction management consultant in preparing of an estimate of probable construction cost

10. Prepare adequate drawings, renderings or models to demonstrate the design, including a 3-d modeling of the proposed building interior and exterior and presentation of the proposed design to community groups and others.
11. It is the District's intent that the design shall follow all the SFUSD District Design Standards and Guidelines.
12. It is the District's intent that the design shall model all practical and reasonable energy saving and green design technologies, including but not limited to:
 - Solar power generation representing approximately 50-85% of the schools electrical power needs on the building roof or shade structures or to the maximum of which is practical to the site design and cost effective. It is the District's intent to own the photo voltaic power generating system.
 - Site planning, building design and location that also is determined by the appropriate environmental criteria to achieve the best performance for light, energy, ventilation, health and personal comfort.
 - Water conservation and reclamation technologies as practical
 - Heating, ventilating and plumbing systems for maximum efficiency, yet practical maintenance by District maintenance personnel
 - Project shall be designed to meet the new building criteria for both CHPS and LEED certification
13. Assist in the preparation of documents required for a "Request for Design-Build Proposal" to prepare the final design and construction documents and construct the project. This work shall be in coordination with the District's Construction Management consultant, who shall be responsible for the final preparation of the Design Build proposal package.

The architectural firm selected by the District to perform the scope of services identified in this RFQ, shall not be considered nor shall participate in the eventual Request for Proposal for the Design-Build contract.

14. Assist the District as required in the review and selection process for a "Design-Build team.
15. Provide limited oversight and review during the Design-Build process to ensure general compliance with the intent of the bridging architect's District approved design concept.
16. Provide plans and specifications suitable for bidding for the demolition of the existing Willie Brown School Site.

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 projects in this program.

The requested services will be primarily funded through the proceeds of Facility General Obligation Bonds, including Proposition A 2006 Bonds. The issuance of the Design-Build" Request for Proposal and the construction of the new facility will entirely depend on the

passage of the Proposition A 2011 Bond by the voters of San Francisco in November 2011. In addition the District will submit applications for State School Facility Modernization Program funds to supplement funding in all areas where there may be eligibility for funding.

Ten (10) bound copies of the SOQ should be submitted in 8-1/2" x 11" format with any supporting materials or documentation in a sealed envelope and delivered or mailed to (email submittals are not allowed):

Ms. Fe Bongolan, Contracts Office Manager
SFUSD Bond Program Office
San Francisco Unified School District
135 Van Ness Avenue, Room 217
San Francisco, CA 94102

**Applicants shall submit proposals by 2:00 PM
Thursday, November 3, 2011**

Late submittals will not be considered.

Special Conditions:

1. All participating architectural firms must have an existing working business office location for the past 2 years within a 50 mile radius of the city limits of San Francisco, CA.
2. It is strongly recommended that firms submit on the merits of their own individual firm qualifications and experiences. The District's general experience is that collaborations or pairings of 2 or more architectural firms is rarely successful, nor adds to the strength of the firm's own individual qualifications.
3. Firms are required to submit as examples of work only those projects that were actually performed directly by the submitting firm and not by staff members while working for other architectural or engineering firms.
4. Submittals not exceeding 35 pages are "strongly encouraged".
5. Methodology of Contracting for Architectural/Engineering Services and Basis of Fee

It is the intent of the District to negotiate and determine a "fixed fee" contract for professional services based on the final determination of scope of professional services to be performed and the schedule and delivery of services.

6. Insurance Requirements

Each architectural firm or each member of associations for joint ventures 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 RFQ. The following insurance policies

**San Francisco Facilities Bond Program
San Francisco Unified School District
RFQ Willie L. Brown Jr. M.S. Revised 9-21-2011**

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

- 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 five (5) 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, its Board, 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 the cancellation.

7. District Responsibilities

- The District will be responsible for coordinating the administration of the AE contract and arrangements for community outreach and engagement.
- The District shall provide a facilitator to assist with the organization, approach and programs for community and neighborhood outreach and communication
- The District shall contract with a separate Construction Management Firm to provide overall coordination in the preparation of the "design-Build" request for proposal document
- The District shall provide the District approved "Design Guidelines and Standards"
- District will perform and provide site topographic surveys, geotechnical reports and any required surveys for hazardous materials including serpentine rock.
- The District shall be responsible for preparation of State Grant funding applications OPSC/SAB. The AE shall assist as required.

8. Project Schedule-Timeline

To be determined

II. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District wishes to select a qualified Architectural-engineering firm to design a new Middle School at the former 21st Century Willie L. Brown Jr. Preparatory Academy site. All RFQ's will be scored through a preliminary screening process which will include Part III below as well as telephone contact of references. Those firms who qualified through the preliminary screening process may be invited to participate in a final screening process, which may consist of 1 or more interviews and presentations. Specific information regarding the interview will be provided upon notification of the firm completing the preliminary screening.

The District will accept written questions and comments from prospective consultants up to 5 working days prior to the proposal submittal date. The District will maintain a record of all parties who request copies of this RFQ. Any addenda will be sent to RFQ recipients who have recorded their name on the District's record. Please direct any questions during the RFQ process to: Ms. Fe Bongolan, Contracts Office Manager, SFUSD Bond Program Office, San Francisco Unified School District via email only at Bongolanf@sfusd.edu.

The District reserves the right to make a selection anytime during the selection process in the event that the District can readily make a clear determination and selection from the proposals without conducting an oral interview.

III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA

Please provide the following information, in the order given below. Proposals will be carefully reviewed and assigned evaluation points based on the information you provide with a maximum score of 100 points in the following categories:

1 Introductory/Cover Letter: # of evaluation points: no points possible.

Please provide information regarding the size of your firm, and include any sub-consultants that you propose to include as part of you're A&E project team.

2 Professional Qualifications, Experience and Understanding of the RFQ:
of evaluation points: 50 points possible.

- a) The full name and address of the firm or team
- b) Name and phone number of a designated contact person
- c) A brief description of the firm including a Statement-of-Purpose. Include a description of typical services to clients of the firm that are similar to the work proposed by SFUSD.
- d) Describe the firm's professional qualifications and experience in the design and construction of middle schools in California, including those of any sub-consultants, in order to clearly demonstrate your ability to successfully furnish the architectural/design services described in this Request For Qualifications including:
 - Experience with school design in in-fill urban sites where the existing topography, neighborhood conditions and site constraints are challenging
 - Preparation of Education Specifications for submission to California Department of Education (CDE) as required
 - Demonstrate the ability to work together with district facility and "academic staff" in the planning and programming for a new school
 - Demonstrate the firm's qualifications in communicating and working together with diverse community groups and organizations in order to build trust and consensus.

- Experience in planning for interior and exterior “joint use” or shared community spaces.
 - Demonstrated experience in creating school environments that are aesthetically handsome and practical and cost effective to maintain.
 - Demonstrated experience in working within the Design Standards and requirements issued by the owner
- e) Describe the firm’s professional qualifications and experience in the design of schools or structures that incorporate the desired principles of energy conservation, green products and technologies and energy generation. Elaborate on how your firm’s experience or creativity in this area would separate your firm from others and the firm’s experience in CHPs or LEED certified designs.
- f) Please discuss your firm’s understanding of the architectural/design services required for this project and provide an outline or description that clearly demonstrates:
1. Your Project Team’s approach to completing the necessary design tasks in order to meet the Scope of Work requirements for a project without exceeding the budget for improvements;
 2. Your past experience of managing teams of professionals on complex projects.
 3. Your approach to and prior evidence of your firm’s ability to maintain schedule during the design phases;
 4. Your approach quality assurance and your process for design document quality control;
 5. Your Project Team’s past experience in working with Construction Management firms in collaboration on projects.
- g) Provide a reference list of not less than 4 clients of the firm and/or joint venture group. This list should include clients for whom your firm has provided similar architectural/design work during the past four years and for projects where the construction contract value of at least 2 of the 4 projects was not less than \$15 million. This reference list should include the clients’ names, addresses and telephone numbers and a brief description of each project, with a clear focus on public schools, renovation and bond work. In addition, please include the original budget and the final cost to complete the project. The District may or may not contact all of those listed on the reference list.
- 3 Provide Experience in “Design-Build”: # of evaluation points: 5 points possible.
Provide direct firm experience in projects that were designed and procured in the Design-Build delivery method.
- 4 Provide Experience preparation of “Design-Build Bridging documents”:
of evaluation points: 5 points possible
Provide direct firm experience in the preparation of Bridging Documents leading to a Design-Build RFP
- 5 Project Team: #of evaluation points: 25 points possible.

Please provide the names 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 architects and architectural interns on your staff. In addition, identify and proposed sub-consultants who would be participating in the projects. Also, please provide brief resumes for the key members of your Project Team, including any identified sub-consultants. Include an organization chart depicting your approach to staffing and consultant management on two or more projects.

- 6 Firm's Billing Rate Schedule and name of insurance companies:
of evaluation points: 0 points applied).

- 7 Agency Experience/ADA & CHPS Experience :
of evaluation points: 12 points possible).

Please discuss your firm's experience over the last five (5) years. Please include a list of relevant completed projects, indicating completion dates and client contact person(s) from the schools/educational facilities where work was completed using the contract documents that were reviewed and approved by the following agencies and utilizing the following design principals.

- o DSA Experience:
- o CGS Experience
- o OPSC Experience:
- o CDE Experience:
- o DTSC Experience:
- o CEQA Experience:
- o ADA Experience:
- o CHPS-LEED:

6. DVBE Participation including completion of DVBE forms: # of evaluation points: 3 points possible. Please see the attached State forms for DVBE participation, or describe how your firm/joint venture group will encourage DVBE participation in these projects. NOTE: The State DVBE goals must be met completely. In order to obtain any points under this category, your firm/joint venture group must demonstrate how it plans to achieve full 100% compliance with these DVBE goals.

7. SUGGESTED MAXIMUM LENGTH OF PROPOSAL/SUBMITTAL: 35 Pages

IV. RFQ SCHEDULE (Subject to adjustment)

- o Advertise RFP: September 21, 2011
- o All proposals must be submitted no later than 2:00 P.M., Thursday, November 3, 2011
- o Proposal review and Tentative Oral Interviews November/December 2011
- o Tentative Selection Results January 2012
- o Contract to Board of Education for Approval January/February 2012

V. FINAL NOTES

- This Request for Proposal is being advertised in advance of the November 2011 Proposition A Facility Bond measure in San Francisco in order to maintain the planned schedule for the work.
- The District reserves the right, at its sole discretion, to withdraw this RFQ at any time, modify the RFQ requirements, cancel the selection process or amend the schedule
- RFQ applicants will be notified of any changes to this schedule.
- All proposals are the property of the San Francisco Unified School District
- Proposers shall not be reimbursed for any costs associated with the preparation of proposals and interview process in response to this RFQ.

VI. ATTACHMENT C - DVBE Requirements and forms – 10 Total pages

END OF REQUEST FOR QUALIFICATIONS

California Disabled Veteran Business Enterprise Program Requirements (REV. 9-15-03)

AUTHORITY. The Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for state contracts is established in Public Contract Code (PCC), Section 10115 et seq., Military and Veterans Code, Section 999 et seq. and California Code of Regulations, Title 2 (2CCR), Section 1896.60 et seq.

The minimum DVBE participation percentage is 3% for this solicitation unless another percentage is specified in the solicitation.

INTRODUCTION. The bidder must document at least one of the options (A, B or C) in this document to comply with this solicitation’s DVBE program requirements. Bids or proposals (hereafter called “bids”) that fail to fully document one of the DVBE program requirements options shall be considered non-responsive and ineligible for award.

All information submitted by the intended awardee to comply with this solicitation’s DVBE requirements will be verified by the State. If evidence of an alleged violation is found during the verification process, the State shall initiate an investigation with this information in accordance with the requirements of the Public Contract Code, Section 10115, et seq. and the Military and Veterans Code, Section 999 et seq. and follow the investigatory procedures required by the California Code of Regulations, Section 1896.80.

Only State of California, Office of Small Business and DVBE Certification certified DVBEs who perform a commercially useful function relevant to this solicitation may be used to satisfy the DVBE program requirements. The criteria for performing a commercially useful function are contained on page 5, Resources & Information and California Code of Regulations, Title 2, Section 1896.61(l). Verify each DVBE subcontractor’s/supplier’s certification with the Office of Small Business and DVBE Certification Section to ensure DVBE eligibility.

To meet the DVBE program requirements, bidders must complete and fully document at least one of the following compliance options:
Option A - Commitment to full DVBE participation - For a bidder who is a DVBE or who is able to meet the commitment to use identified DVBE(s) to fulfill the full DVBE participation goal.
Option B - Good Faith Effort - For a bidder documenting its completed effort, made prior to the bid due date, to obtain DVBE participation that may result in partial or no DVBE participation.
Option C - Business Utilization Plan - For a bidder using an annual plan (subject to approval) to satisfy DVBE participation requirements. Applies only to solicitations for goods and information technology.

PLEASE READ ALL INSTRUCTIONS CAREFULLY. These instructions contain information about the DVBE program requirements, bidder responsibilities, and requirements for performing and documenting each of the three available options as detailed below. Bidders are responsible for thorough review and compliance with these instructions. Document your option selection on the attached STD Form 840, Documentation of Disabled Veteran Business Enterprise Program Requirements.

OPTION A – COMMITMENT -- Commit to meet or exceed the DVBE participation requirement in this solicitation by either Method A1 or A2. Bidders must document DVBE participation commitment by completing and submitting the attached STD 840. Failure to complete and submit STD 840 (Side 1) as instructed shall render your bid non-responsive.

The bidder must provide, prior to contract award, a written agreement signed by the bidder and each proposed DVBE subcontractor. The written agreement will include the DVBE scope of work, work to be performed by the DVBE, term of intended subcontract with the DVBE, anticipated dates the DVBE will perform required work, rate and conditions of payment, total amount of contract to be paid to the DVBE, and the percentage of the entire contract that will be awarded to the DVBE, with each DVBE subcontractor. If this information is contained in the bidder's DVBE written agreement of intent, the agreement may be attached to the STD 840. If further verification is necessary, the state will obtain additional information to verify the above requirements.

Method A1. Certified DVBE bidder:

- a. Commit to performing at least 3% of the contract bid amount (unless otherwise specified) with your firm or in combination with other DVBE(s).
- b. Document DVBE participation on STD 840 (Side 1) and attach a copy of all applicable certifications.
- c. A DVBE bidder working in combination with other DVBEs shall be requested to submit proof of its commitment by submitting a written agreement with the DVBE(s) identified in its bid's STD 840. When requested, the written agreement must be submitted to the address or facsimile number specified and within the timeframe identified in the notification. Failure to submit the requested written agreement as specified may be grounds for bid rejection.

Method A2. Non-DVBE bidder:

- a. Commit to using certified DVBE(s) for at least 3% (unless otherwise specified) of the bid amount.
- b. When a bidder commits to less than the required 3% DVBE participation or its commitment may fall below 3% if specific line items/groups are not selected for award, then Option B, Good Faith Effort must be completed in addition to Option A, Commitment.
- c. Document DVBE participation on STD 840 (Side 1) and attach a copy of the DVBE's certification.
- d. Prior to contract award, a bidder is to submit proof of their commitment by submitting a written agreement with the DVBE(s) identified in its bid's STD 840. The awarding department contracting official named in this solicitation will contact each listed DVBE, by mail, fax or telephone, for verification of the bidder's submitted DVBE information. The written agreement must be submitted to the address or facsimile number specified and within the timeframe identified in the notification. Failure to submit the written agreement as specified may be grounds for bid rejection.

OPTION B – GOOD FAITH EFFORT (GFE) performance and documentation requirements must be completely satisfied prior to bid submission if you are unable to obtain and commit to the full DVBE participation percentage goal (Option A) and do not exercise Option C. Perform and document the following Steps 1 through 5 on both sides of the attached STD 840 form. Failure to perform and document GFE Steps 1 through 5 as instructed, which includes properly completing and submitting both sides of STD 840, shall result in your bid being deemed non-responsive. Step 3, Advertisement, is required unless specifically waived for this solicitation due to time limits imposed by the awarding department.

Step 1 Awarding Department - Contact the department's contracting official named in this solicitation to identify interested DVBEs. You must fully document this contact and describe the results on STD 840 (Side 2).

Step 2 Other State and Federal Agencies, and Local Organizations

STATE Contact the Department of General Services, Procurement Division's (DGS-PD) Office of Small Business and DVBE Certification (OSDC) to obtain a list of certified DVBEs by telephone at (916) 322-5060 for the 24-hour automated telephone system or (916) 375-4940 for the receptionist during normal business hours. This information can also be obtained by searching the online database at <http://www.pd.dgs.ca.gov/smbus>. Begin by selecting Certified Firm Inquiry Services, then search by using either the Keyword Search or the Standard Query options. You must fully document this contact and describe the results on STD 840 (Side 2).

FEDERAL Search the U.S. Small Business Administration's (SBA) online database (Pro-Net) at <http://www.pro-net.sba.gov> to identify potential DVBEs. Select these minimum options in the following sequence: select Search Database; select CA under "State"; select Service Disabled Veteran under "Other Ownership Data"; and "Search Using These Criteria" at the page bottom. The database takes a few moments to query, and then your list will appear on your screen. You may select other criteria to focus your search. You must fully document this contact and describe the results on STD 840 (Side 2).

LOCAL Contact at least one local DVBE organization to identify DVBEs. For a list of local DVBE organizations, please refer to the DVBE Resource Packet that may be accessed online (<http://www.pd.dgs.ca.gov/smbus> - select "DVBE Resource Packet") or obtain a hardcopy by requesting it from DGS-PD Office of Small Business and DVBE Outreach and Education (see the Resources & Information page). You must fully document your contact with local DVBE organizations and describe the results on STD 840 (Side 2).

Step 3 Advertisements are mandatory unless waived by the awarding department.

CONTENT REQUIREMENTS: Include all of the following in your advertisement(s): (1) company name; (2) contact name; (3) address; (4) telephone and facsimile (if applicable) numbers; (5) e-mail address (if applicable); (6) the state's solicitation number(s); (7) goods and/or services for which the state is soliciting; (8) the location of the work to be performed; and (9) the State's bid(s) due date and/or your due date for receiving DVBE responses.

HOW MANY & WHERE TO PUBLISH: Bidders must publish two (2) ads, one (1) each in a trade paper and a DVBE focus paper unless the paper is dual purpose (fulfilling both trade and focus requirements as defined in California Code of Regulations, Title 2, Section 1896.61(k)), in which case one (1) ad is acceptable. Please see the DVBE Resource Packet for a list of acceptable publications.

WHEN: Ads must be published after the solicitation's release date and at least 14 days prior to the bid due date, unless a different time period is expressly established in this solicitation.

DOCUMENT & SUBMIT: On STD 840 (Side 2), document the publication name(s) in which you published advertisement(s), the contact name and phone number, and date of publication. Include a copy(ies) of the advertisement(s) with your bid.

Step 4 Invitations to Participate

WHO: Invite (solicit) DVBEs who can provide relevant goods and/or services to this solicitation to subcontract with you. Conducting Steps 1 through 3 produces a list of DVBEs from which you may choose potential DVBEs subcontractors/suppliers to contact. Bidders are advised to contact as many DVBEs (who provide relevant goods and/or services in the applicable location(s)) as possible. Non-California-certified DVBEs are not eligible -- please refer those DVBEs to the OSDC to learn about certification (see the Resources & Information page for contact information).

FOR WHAT: Solicit DVBEs for goods and/or services relevant to the state's solicitation. If you are unable to identify specific portion(s) of the proposed contract to subcontract, the state encourages bidders to avoid making a predetermination that no DVBEs are able to perform without first contacting and soliciting participation from them. This allows DVBEs to respond whether they can or cannot provide any goods or services related to the solicitation, and provides a bidder with responses for consideration.

HOW TO INVITE & CONTENT REQUIREMENTS: Written invitations are required. At a minimum, invitations must contain all of the following: (1) company name; (2) contact name; (3) address; (4) phone and facsimile (if applicable) numbers; (5) return e-mail address (if applicable); (6) the state's solicitation number; (7) goods and/or services for which the state is soliciting; (8) location of work; and (9) the State's bid(s) due date and/or your due date for receiving DVBE responses.

WHEN: Provide DVBE's with a reasonable time period to receive and respond to your invitation, and to be considered by you for participation as described in Step 5, prior to your bid submission.

DOCUMENT & SUBMIT: Bidders must document the completed contacts on STD 840 (Side 1), Section A. Attach additional copies of STD 840A as necessary to list your DVBE contacts. You are required to attach a copy of: (1) each invitation or offer sent by letter, fax or e-mail; and (2) confirmation of transmittal or delivery. Your bid shall be considered non-responsive if it fails to include copies of the written invitations and delivery confirmations.

Step 5 Consider all responding DVBEs for contract participation. Consideration must be based on business needs for the contract and the same evaluation criteria must be applied to each potential DVBE subcontractor/supplier offering the same goods and services. You must document on STD 840 (Side 1), Section A any firm(s) selected for participation; or if not selected, the reason for non-selection. Attach additional copies of STD 840A as necessary to list all of your DVBE contacts.

OPTION C – THE DVBE BUSINESS UTILIZATION PLAN (BUP) option permits bidders to submit an approved DVBE BUP to satisfy DVBE participation solicitation requirements up to 3%. **DVBE BUPs apply only to solicitations for goods and information technology (IT) goods and services.** DVBE BUPs are a company's commitment to expend a minimum of 3% of its total statewide contract dollars with DVBEs -- this percentage is based on all of its contracts in the State, not just those with the State. DVBE BUPs must be submitted to and approved by the DGS-PD prior to the bid due date. Please call the DGS-PD, Office of Small Business and DVBE Outreach and Education for assistance. Bidders choosing this option must properly complete and submit STD 840 (Side 1) and include a copy of its approval letter with the bid; failure to submit these documents shall render your bid non-responsive.

RESOURCES AND INFORMATION

For assistance in preparing a responsive participation document, **contact the contracting official at the awarding department for this solicitation.** In accordance with Public Contract Code Section 10115.2(b)(3), bidders must advertise in trade and focus publications unless the requirement is waived. The Department of General Services, Procurement Division (DGS-PD) publishes a list of trade and focus publications to assist bidders in meeting these contract requirements. To obtain this list, please contact the DGS-PD Office of Small Business and DVBE Outreach and Education and request the "DVBE Resource Packet."

U.S. Small Business Administration (SBA)

Internet contact only – see instructions for website navigation
PRONET Database: <http://www.pro-net.sba.gov>

FOR:

**Service-Disabled Veteran-owned businesses
in California**

(Remember to verify each DVBE's California certification.)

Local Organizations (see the DVBE Resource Packet available from DGS-PD DVBE Program Section listed below)**FOR:**

List of potential DVBE subcontractors

DGS-PD Office of Small Business and DVBE Certification (OSDC)

707 Third Street, Room 400, West Sacramento, CA 95605
Website: <http://www.pd.dgs.ca.gov/smbus>
24-hour automated information
& document requests: (916) 322-5060
Receptionist: (916) 375-4940
Fax: (916) 375-4950

FOR:

**Directory of Certified DVBEs
Certification Applications
Certification Information
Certification Status, Concerns**

DGS-PD Office of Small Business and DVBE Outreach and Education

707 Third Street, 2nd Floor, West Sacramento, CA 95605
Voice, 8 am—5 pm: (800) 559-5529
Fax: (916) 375-4597

FOR:

**DVBE Program Participation Requirements
DVBE Program Info. and Statewide Policy
DVBE Resource Packet
DVBE Business Utilization Plan
Small Business/DVBE Advocates**

Advertisement Format Example

This example offers a suggested format that includes required information outlined in Option B, Good Faith Effort, Step 3. You can substitute the applicable information for the bolded, italicized words.

DVBEs are invited to participate as a potential subcontractor/supplier to perform a commercially useful function specific to ***DGS' IFB No. 12345 for fencing materials in Chowchilla.***
DVBE responses due to me 1/1/02;
Bids due to the State 1/15/02.

Contact: ***ABC Company***
Jane Doe, General Manager
123 Main Street, Sacramento, CA 95814
voice: ***555/555-5555***; fax: ***555/555-5556***
or e-mail: ***jane.doe@abcco.com***

Commercially Useful Function Definition

California Code of Regulations, Title 2, § 1896.61(l):

The term "DVBE contractor, subcontractor or supplier" means any person or entity that satisfies the ownership (or management) and control requirements of Section 1896.61(f); is certified in accordance with Section 1896.70; and provides services or goods that contribute to the fulfillment of the contract requirements by performing a commercially useful function. A DVBE contractor, subcontractor or supplier is considered performing a commercially useful function when it meets the following criteria:

(1) The business concern is: responsible for the execution of a distinct element of the work of the contract; carrying out its obligation by actually performing, managing or supervising the work involved; and performing work that is normal for its business services and functions, and

(2) The business concern is not further subcontracting a greater portion of the work than would be expected by normal industry practices.

DOCUMENTATION OF DISABLED VETERAN BUSINESS ENTERPRISE PROGRAM REQUIREMENTS

STD 840 (REV. 9-15-2003)

Designation Of Option Check the appropriate box(es) to indicate the option(s) with which you choose to comply, complete the applicable sections and attach the required supporting documentation. You are advised to read all instructions carefully prior to completing this form. Remember that only California certified DVBEs who can provide related goods and/or services may be used to satisfy these program solicitation requirements.

- OPTION A – I commit to meeting the full DVBE contract participation requirement.**
Complete STD 840, Section A.
- OPTION B – I performed and documented a Good Faith Effort (GFE) in an attempt to obtain DVBE participation.**
Complete STD 840, Section A (for GFE Steps 4 & 5) and STD 840 (REVERSE), Section B (for GFE Steps 1–3).
- OPTION C – I submit a copy of my firm’s “Notice of Approved DVBE Business Utilization Plan.”**

A. Full information must be provided.

For contract participation commitment, at least one DVBE must be listed. DVBEs must perform a commercially useful function. List the specific goods and/or services with the dollar and/or percentage value(s) that the DVBE(s) commit(s) to provide and the DVBE’s tier (prime contractor = 0, subcontractor to prime contractor = 1, subcontractor to Tier 1 subcontractor = 2, etc.). If both the estimated dollar amount and percentage are listed, the higher value supercedes. Attach additional pages to list all other DVBE subcontractors/suppliers (you may use STD 840A). During contract performance, all requests for substituting named DVBEs must be made in accordance with the provisions of California Code of Regulations, Title 2, Section 1896.64(c).

For Good Faith Effort (GFE), use this section to document your first completed contacts with (Step 4), and consideration of (Step 5), relevant DVBEs. Business reasons for non-selection must be documented. Attach additional pages to list all other DVBE contacts (you may use STD 840A). Copies of all written invitations and delivery confirmations must also be attached and submitted with the bid.

BOTH SECTIONS MUST BE COMPLETED FOR GOOD FAITH EFFORT AT LEAST ONE DVBE MUST BE NAMED FOR PARTICIPATION	Date Contacted / /	DVBE Company Name (If you are the Prime and a DVBE enter your name, otherwise enter the solicited subcontractor.)		
	DVBE Contact Name & Reference #	Telephone Number ()	Fax Number ()	E-mail (if available)
	Street Address, City, State and Zip Code			
	<input type="checkbox"/> Yes, I am, or I will subcontract with, the listed DVBE to provide the following goods and/or services:			
	Specific Goods and/or Services		Estimated \$ and/or % \$ / %	Tier
	OR <input type="checkbox"/> No, I am unable to subcontract with the DVBE for the following business reasons:			
	Date Contacted / /	DVBE Company Name		
	DVBE Contact Name	Telephone Number ()	Fax Number ()	E-mail (if available)
	Street Address, City, State and Zip Code			
<input type="checkbox"/> Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:				
Specific Goods and/or Services		Estimated \$ and/or % \$ / %	Tier	
OR <input type="checkbox"/> No, I am unable to subcontract with the DVBE for the following business reasons:				

ATTACH ADDITIONAL PAGES (OR USE STD 840A) TO LIST ALL OTHER DVBE CONTACTS
Go to Side 2, Section B to continue Good Faith Effort documentation ⇨

ADDITIONAL DISABLED VETERAN BUSINESS ENTERPRISE CONTACTS

STD 840A (EST. 9-15-2003)

B. Documentation of Good Faith Effort Steps 1, 2 and 3—Remember to carefully read all instructions prior to completing this form. Please refer to the Resources & Information page for detailed contact information and a sample advertisement format.

STEP 1. Contact the Awarding Department (the contracting official, unless another contact is specified) to identify potential DVBE subcontractors/suppliers, and document this contact as required.

Date / /	Contact Name	Telephone Number ()
-------------	--------------	-------------------------

Describe Result

STEP 2. Contact all of the following and document your contacts as required: Other state and federal agencies and local organizations to identify potential DVBE subcontractors/suppliers.

Other State Agency – Procurement Division, Office of Small Business and DVBE Certification (Certification Office)

PHONE CONTACT OR ONLINE SEARCH	Date / /	Telephone Number (916) 322-5060 (916) 375-4940	Contact Name	<input type="checkbox"/> I contacted the Certification Office for a list of California certified DVBEs.
	Date / /	Internet Address http://www.pd.dgs.ca.gov/smbus		<input type="checkbox"/> I searched the Certification Office's online database to identify California certified DVBEs.

Describe Result

Federal Agency – U.S. Small Business Administration (SBA) online database

Date / /	Internet Address http://www.pro-net.sba.gov	<input type="checkbox"/> I searched the federal online database for California DVBEs.
-------------	---	---

Describe Result

Local DVBE Organizations – Contact at least one local DVBE organization—refer to the DVBE Resource Packet for a list of acceptable contacts. (<http://www.pd.dgs.ca.gov/smbus> - select "DVBE Resource Packet")

Date / /	Organization Name	Contact Name	Telephone Number and/or Internet Address () http://www.
-------------	-------------------	--------------	---

Describe Result

Date / /	Organization Name	Contact Name	Telephone Number and/or Internet Address () http://www.
-------------	-------------------	--------------	---

Describe Result

STEP 3. Publish advertisements: Two (2) advertisements: One (1) ad in an accepted trade paper; and one (1) ad in an accepted DVBE focus paper (please see the DVBE Resource Packet for a list of all accepted publications); unless the paper is dual purpose (fulfilling both trade and focus requirements), in which case one (1) ad is acceptable. **Document this step as required and remember to attach a copy of your advertisement(s).**

Focus Paper Name (list full name)	Contact Name	Telephone Number ()
Address		Date Ad Published / /
Trade Paper Name (list full name)	Contact Name	Telephone Number ()
Address		Date Ad Published / /

I certify the ad was placed to reach both trade and focus audiences through this one publication.

Trade and Focus Paper Name (list full name)	Contact Name	Telephone Number ()
Address		Date Ad Published / /

ADDITIONAL DISABLED VETERAN BUSINESS ENTERPRISE CONTACTS

STD 840A (EST. 9-15-2003)

This document may be used as a continuation from Section A, STD 840 (REV. 9-15-2003)

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ()	Fax Number ()	E-mail (if available)
Street Address, City, State and Zip Code			

Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:

Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
--------------------------------	---------------------------------	------

OR **No, I am unable to subcontract with the DVBE for the following business reasons:**

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ()	Fax Number ()	E-mail (if available)
Street Address, City, State and Zip Code			

Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:

Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
--------------------------------	---------------------------------	------

OR **No, I am unable to subcontract with the DVBE for the following business reasons:**

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ()	Fax Number ()	E-mail (if available)
Street Address, City, State and Zip Code			

Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:

Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
--------------------------------	---------------------------------	------

OR **No, I am unable to subcontract with the DVBE for the following business reasons:**

Date Contacted / /	DVBE Company Name		
DVBE Contact Name	Telephone Number ()	Fax Number ()	E-mail (if available)
Street Address, City, State and Zip Code			

Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:

Specific Goods and/or Services	Estimated \$ and/or % \$ / %	Tier
--------------------------------	---------------------------------	------

OR **No, I am unable to subcontract with the DVBE for the following business reasons:**

ADDITIONAL DISABLED VETERAN BUSINESS ENTERPRISE CONTACTS

STD 840A (EST. 9-15-2003) (REVERSE)

Date Contacted / /	DVBE Company Name
-----------------------	-------------------

DVBE Contact Name	Telephone Number ()	Fax Number ()	E-mail (if available)
-------------------	-------------------------	-------------------	-----------------------

Street Address, City, State and Zip Code

<input type="checkbox"/>	Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:
Specific Goods and/or Services	Estimated \$ and/or % \$ / %
<input type="checkbox"/>	No, I am unable to subcontract with the DVBE for the following business reasons:

Date Contacted / /	DVBE Company Name
-----------------------	-------------------

DVBE Contact Name	Telephone Number ()	Fax Number ()	E-mail (if available)
-------------------	-------------------------	-------------------	-----------------------

Street Address, City, State and Zip Code

<input type="checkbox"/>	Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:
Specific Goods and/or Services	Estimated \$ and/or % \$ / %
<input type="checkbox"/>	No, I am unable to subcontract with the DVBE for the following business reasons:

Date Contacted / /	DVBE Company Name
-----------------------	-------------------

DVBE Contact Name	Telephone Number ()	Fax Number ()	E-mail (if available)
-------------------	-------------------------	-------------------	-----------------------

Street Address, City, State and Zip Code

<input type="checkbox"/>	Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:
Specific Goods and/or Services	Estimated \$ and/or % \$ / %
<input type="checkbox"/>	No, I am unable to subcontract with the DVBE for the following business reasons:

Date Contacted / /	DVBE Company Name
-----------------------	-------------------

DVBE Contact Name	Telephone Number ()	Fax Number ()	E-mail (if available)
-------------------	-------------------------	-------------------	-----------------------

Street Address, City, State and Zip Code

<input type="checkbox"/>	Yes, I will subcontract with the listed DVBE to provide the following goods and/or services:
Specific Goods and/or Services	Estimated \$ and/or % \$ / %
<input type="checkbox"/>	No, I am unable to subcontract with the DVBE for the following business reasons:

DVBE Program Requirements Supplier Checklist (REV. 9-15-2003)

Please do not submit this checklist with your bid. It is provided for your use only. Checking every box of your elected compliance option does not guarantee that your bid will be evaluated compliant.

OPTION A: COMMITMENT TO DVBE CONTRACT PARTICIPATION

- STD 840 included with bid
- DVBE Written Agreement
- Designated the Commitment Option – Checked the first box
- Listed at least one California certified DVBE subcontractor
- Checked the box(es) for "Yes ..."
- Listed specific goods and/or services DVBE(s) agrees to provide
- Proposed DVBE contract performance is a "commercially useful function" relevant to the contract
- Listed the estimated dollar amount and/or percentage of contract for the DVBE's participation
- Proposed DVBE participation meets the 3% requirement (unless a different percentage is specified)
- Attached a copy of the DVBE's certification letter from the Department of General Services

OPTION B: GOOD FAITH EFFORT (GFE)

- STD 840 included with bid
- Designated the GFE Option – Checked the second box
- (Step 4) Listed all DVBEs contacted and invited to perform on the proposed contract
 - Confirmed that listed DVBEs are California certified
 - Attached copies of the invitations sent to the listed DVBEs
 - Invitations included the required contact information
 - Attached copies of the delivery confirmations for invitations to DVBEs (e.g. mail receipts, fax confirmations, etc.)
- (Step 5) Checked the "No" boxes and listed the business reasons for non-selection of DVBEs contacted
- (Step 1) Contacted the Awarding Department and listed contact and results
- (Step 2) Contacted Other State agency (Office of Small Business and DVBE Certification) and listed the contact and results
- (Step 2) Searched the Federal Pro-net internet database and noted the results
- (Step 2) Contacted Local DVBE Organization(s) and listed the contact and results
- (Step 3) Advertised – IF NOT WAIVED
 - Listed full information for the advertisement(s) and publication(s)
[2 ads in one trade and in one DVBE focus publication; **OR** 1 ad in one dual-purpose publication]
 - Attached a copy of the advertisement(s)
 - The advertisement(s) were published at least 14 days prior to the bid due date
 - The advertisement(s) included my required contact information

OPTION C: BUSINESS UTILIZATION PLAN (BUP)

- Prior to the bid due date** -- Submitted a BUP to DGS-PD and received approval
- STD 840 included with bid
- Designated the BUP Option – Checked the third box
- Attached a copy of the BUP Approval letter from DGS-PD