



**REQUEST FOR QUALIFICATIONS**

**PROPOSITION A 2011 BOND PROGRAM**

**GEOTECHNICAL ENGINEERING SERVICES**

**November 28, 2011**

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## **ANNOUNCEMENT**

### **REQUEST FOR QUALIFICATIONS NOTICE PROPOSITION A 2011 BOND PROGRAM**

### **GEOTECHNICAL ENGINEERING SERVICES**

The San Francisco Unified School District is seeking statements of qualifications from Geotechnical Engineering 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

- The scope of each contract will be specific for the site and project. Most of the projects include elements that improve ADA access such as ramps, walkways, etc. Some will include new elevators, new classroom buildings, and seismic upgrades.
- Service may include, preparing geologic hazard report as required by DSA IR A-4 "Geologic Hazard Report Requirements", a geotechnical investigation, and seismic studies.
- Services will also include construction oversight services including but not limited to reviews of contractor submittals for compliance with design intent, observation of soil placement and compaction and providing the necessary evaluation required by DSA form 293 as required by DSA IR 17-7 Soils and Foundation Testing. A DSA/LEA number will be needed to fulfill the requirement of DSA form 293.
- 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 Geotechnical Engineering firms to develop a pool of surveyors to provide consulting firms related to implementation of SFUSD's Proposition A 2011 Bond Program. The attached Exhibit A provides a description.

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](mailto: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. 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 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 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 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 2011 Bond funding provides for school building and site improvements which include Americans with Disability Access (ADA) compliance, health, safety and building infrastructure improvements and the greening of school yards. Design work commenced in April, 2012 and the District anticipates completion of all projects within six (6) years.

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 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. Most of the projects include elements that improve ADA access such as ramps, walkways, etc. Some will include new elevators, new classroom buildings, and seismic upgrades.
- Service may include, preparing a geologic hazard report as required by DSA IR A-4 "Geologic Hazard Report Requirements", a geotechnical investigation, and assist in the seismic studies.
- Services will also include construction oversight services including but not limited to reviews of contractor submittals for compliance with design intent, observation of soil placement and compaction and providing the necessary evaluation required by DSA form 293 as required

by DSA IR17-7. A DSA/LEA number will be needed to fulfill the requirement of DSA form 293.

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 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 December 30, 2011.

The District reserves the right to make a selection anytime during the selection 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. 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 (Suggested length: 1 page (0 points possible))**

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 (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 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. Have you received any Cal OSHA citations in the last three years?
  - (4) Your approach quality assurance and your process for quality control;

**3 DVBE Goals (Suggested length: 1 page (10 points possible))**

- a) 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))**

- a) 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 and please provide the name of your insurance carrier.

**5. EVALUATION CRITERIA SCORING SHEET**

Evaluation Criteria	Points	Score
<b>Introductory Cover Letter</b>	<b>0</b>	
<b>Professional Qualifications, Experience and Project Approach</b>	<b>20</b>	
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.  b) Name, email and phone number of a designated contact person & engineer of record.	<i>Poor: 0-5</i> <i>Marginal: 5-10</i> <i>Acceptable: 10-15</i> <i>Exceeds: 15-20</i>	

<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>		
<b>DVBE Goals</b>	<b>10</b>	
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>	
<b>Firm's Billing Rate Schedule and name of insurance carrier\</b>	<b>10</b>	
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>	
<b>TOTAL SCORE</b>	<b>40</b>	

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

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.