



**SAN FRANCISCO UNIFIED SCHOOL DISTRICT
PROPOSITION A 2011 BOND PROGRAM**

**REQUEST FOR QUALIFICATIONS (RFQ)
for
Playground Safety Testing and Inspection
SERVICES**

February 20, 2015

REQUEST FOR QUALIFICATIONS
Playground Safety Testing and Inspection

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS ANNOUNCEMENT

I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

1. Methodology of Contracting with Playground Safety Testing and Inspection Service Firms and Basis of Fees
2. Insurance Requirements
3. Description of Projects and Scope of Work

II. DISTRICT PROCESS FOR FIRM SELECTION

III. CONTENTS OF QUALIFICATIONS AND EVALUATION CRITERIA

1. Introductory/Cover Letter
2. Professional Qualifications, Experience, Staffing
3. Billing rates
4. DVBE Goals
5. Insurance
6. Prior Claims

IV. RFQ SCHEDULE

V. EXHIBITS

Exhibit A – Scope of Playground Safety Testing and Inspection Service Requirements



ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS NOTICE PROPOSITION A 2011 BOND PROGRAM

Playground Safety Testing and Inspection SERVICES

The San Francisco Unified School District intends to create a pool of Playground Safety Testing and Inspection Services firms from which it can assign specific projects from the 2011 Proposition A Bond Program and is seeking Statement of Qualifications (SOQ) from qualified Professional Cleaning firms. Proposals are to be submitted to Room 207 at 135 Van Ness Avenue, San Francisco no later than **2:00 P.M., March 6, 2015**.

This request for SOQs seeks the following type of service providers:

Professional firms to provide Playground Safety Testing and Inspection Services, including inspections of play structures, play matting at structures and performing attenuation testing on new and existing play matting. Work includes providing certification report to the San Francisco Unified School District. Selected firms are to provide all personnel and all materials, equipment and tools required to complete the work to perform the work for the Prop A 2011 Bond Program projects. Firms shall be experienced and able to demonstrate history of success in providing safety testing and Inspection of Playgrounds for California K-12 public schools.

Request for Qualification information packages will be available online @ [SFUSD website http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html](http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html) , Bond Program Office Room 207, 135 Van Ness Avenue, San Francisco, **February 23, 2015**. The information package will provide a detailed description of the information required in the submission package.

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 SOQs from qualified Playground Safety Testing and Inspection Firms to develop a pool of firms to provide Playground Safety Testing and Inspection services for the SFUSD Proposition A 2011 Bond Program. Selected firms shall be an advocate for the District and represent the best interests of the owner in the performance of services. The Prop A 2011 Bond Program consists of over 40 modernization projects of varying sizes.

Playground Inspections are anticipated in spring 2015 through summer 2018. Playground Safety Testing and Inspection firms must be able to start work immediately upon selection.

SOQs submitted shall be limited to 10 pages (resumes may be included as appendix) Three (3) bound copies of the Statement of Qualifications 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:

Fe Bongolan, Contracts Administrator
San Francisco Unified School District
135 Van Ness Avenue, Room 217
San Francisco, California 94102 Susan Ortega-Resurrection

All questions and comments regarding **Playground Safety Testing and Inspection Service RFQ** must be in written format and addressed to Andrea Dawson, Project Manager in writing via email to dawsona1@sfusd.edu or via fax at (415) 241-6152, Ext. 1555 by the close of business **February 26, 2015**.

Applicants shall submit Qualifications by 2:00 PM, March 6, 2015.
Late submittals shall not be considered.

1. Methodology of Contracting for Playground Safety Testing and Inspection Services

The District will determine project assignments for the selected pool of Playground Safety Testing and Inspection Service firms. Contracts will be awarded to selected firms based on accepted project assignments and agreed to cost proposals. Being selected to the pool does not commit the District to contracting with any given firm or guarantee work will be assigned.

Fees shall be negotiated based on the firm's project assignments and current standard billing rate as submitted in the SOQ.

2. Insurance Requirements

Each firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your response. The following minimum insurance is 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 contractor must provide a project specific policy to continue the coverage for two (2) 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:

1. The San Francisco Unified School District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s);
2. 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 scope of each contract will be specific for each project. Professional Safety Testing and Inspection Service firms shall provide all labor and materials required to perform the work. Most of the projects include inspection of playground structures and equipment and inspection and attenuation testing of play matting, and providing a written report to the district. for the Prop A 2011 Bond Program projects.

The scope of District Standard Procedures is included in Exhibit A.

II. DISTRICT PROCESS FOR FIRM SELECTION

All Statement of Qualifications will be scored through a preliminary screening process that will include scoring outlined in Part III below, along with reference checks. Those firms who qualify for the short list through the preliminary screening process may be invited to participate in the final screening process, which will include an interview.

All questions and comments must be in written format and addressed to the District contact no later close of business February 26, 2015.

III. SOQS AND EVALUATION CRITERIA

Please provide the following information in the order given below. SOQs 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 (maximum length: 2 pages, 5 points max.)
Please provide information regarding the size of your firm, and include any joint venture, partnering, or subcontractors that you intend to include in your project team.
2. Professional Qualifications and Experience, Project Approach (40 points max.)
 - a) Firm information:
 1. The full name and address of the firm or project team.
 2. Name, email address and phone number of a designated contact person
 3. A brief description of your firm or team including a description of your typical services.
 4. Describe the firm or project team's professional qualifications and experience. Clearly demonstrate your ability to successfully furnish the services described in Exhibit A of this Request for Qualifications.
 - b) Staffing Approach:
 1. Provide the names and brief resumes of the supervisors, project managers and/or other key staff members..
 2. Provide a narrative discussing your services.
 - a. Explain your firms ability to deliver Playground Inspection Testing and Reporting Service.
 - b. References - List of representative projects (minimum of 3 projects) undertaken in the last two years demonstrating your team's experience in delivering quality playground testing, inspection and reporting. Include project title, description of services provided, project duration, owner contacts and telephone numbers. The District may or may not contact those listed on this reference list.
 - c) Quality Control - Your team's approach to quality assurance and your process for quality control.
3. Billing Rates and Fees (5 points max.)
Provide fee schedule with job specific or hourly billing rates for each type of inspection and testing service.
4. DVBE Goals (5 points max.)
If your firm or team can meet DVBE goals, indicate how, either directly or through sub-contractors.
5. Insurance (5 points max.)
Provide copy of current insurance coverage issued by Consultant's Insurance carrier that meets minimum District requirements (see page 5, section I.2).

6. Prior Claims (10 points max. and max. deduct 10)
Provide a complete listing of the formal (written) claims presented to the firm, joint venture partners, outside contractors, and/or subcontractors in the past three years. Include:
- a. The name of the claimant.
 - b. A brief description of the claim.
 - c. The dollar value of the claim.
 - d. Whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate "resolution pending".
 - e. End the list with statement "Under penalty of disbarment I certify this list to be complete and accurate." Have the statement dated and signed by a company principal or senior representative. In the case that the firm, joint venture partners, outside contractors, and/or subcontractors as a group do not have any errors or liability claims presented in the past three years submit the statement "Under penalty of disbarment I certify that firms, joint venture partners, outside contractors, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past three years.". Have this statement signed and dated by a company principal or senior representative.

IV. RFQ SCHEDULE and INFORMATION

1. Schedule
 - a. RFQs available for online, February 23, 2015
 - b. All questions must be submitted by close of business, February 26, 2015
 - c. SOQs must be submitted no later than 2:00 P.M., March 6, 2015.
 - d. Qualified pool of firms will be posted by March 25, 2015.
2. Information
 - a. 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 SOQ received, cancel the selection process, amend the schedule, or select two or more "pools" of firms.
 - b. RFQ applicants will be notified of any changes to this schedule.
 - c. Firms responding to this RFQ shall not be reimbursed for any costs associated with the preparation of SOQ in response to this RFQ.

End of RFQ