SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
FACILITIES  
2016 BOND PROGRAM  

REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  

BRIDGING ARCHITECTURAL DESIGN SERVICES  
FOR THE NEW  
MISSION BAY SCHOOL  

Mission Bay Master Plan, South Block 14  
San Francisco, CA  

Issued March 21, 2019
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*Note: A sample contract will be posted to the District website.*
ANNOUNCEMENT
REQUEST FOR QUALIFICATIONS NOTICE
SFUSD PROP 2016 BOND PROGRAM

BRIDGING ARCHITECTURAL DESIGN SERVICES

The San Francisco Unified School District Bond Program is seeking a Statement of Qualifications (SOQ) from qualified Architectural firms to provide Bridging architectural design for a new Mission Bay School to be located at South Block 14 in the Mission Bay Neighborhood of San Francisco.

The SOQ must be submitted to Room 207 at 135 Van Ness Avenue, San Francisco no later than:

2:00 p.m. on Friday, April 19, 2019

This RFQ seeks firms with the following types of experience:

- Strong public school experience of Early Education, Elementary, Middle and High Schools.
- Experience with the Division of the State Architect's (DSA) procedures.
- Well-versed in meeting DSA requirements related to fire and life safety, structural, and access compliance, and in current energy efficiency / sustainable design requirements.
- Proven track record on meeting project deadlines and schedules.
- Mixed-use building design on a tight urban site
- SFUSD infrastructure planning and coordination
- Site contamination remediation
- Deep structural foundations
- Working with various community stakeholders
- Best Management Practice SFPUC stormwater design


The RFQ package will provide a detailed description of the information required for submission. Any addenda issued will be posted on the website.

An RFQ conference will be held on April 2, 2019 at 2:00 pm at the 1st Floor Board Room, 555 Franklin Street, San Francisco. All Firms interested in submitting a SOQ are encouraged to attend.
II. GENERAL REQUIREMENTS FOR RFQ SUBMITTAL PROCESS

The San Francisco Unified School District Bond Program (District) is seeking Statements of Qualifications (SOQ) from qualified Architectural / Engineering consulting firms to provide “Bridging” architectural/design and related services for a new Mission Bay School to be located at South Block 14 in the Mission Bay Neighborhood of San Francisco. Bridging documents are considered to be 50% Design Development level of documentation.

This project is funded through the 2016 Proposition A Bond.

The SOQ shall include the following:

- Seven (7) bound copies in 8-1/2” x 11” format
- Max. length of SOQ - 35 pages, single-sided (excluding tabs, resumes, references, billing schedules and confidential information)
- Digital file of proposal, in PDF format, on USB flash drive
- Supporting materials in sealed envelope (financial statement and statement of claims)
- Hand delivered to:

  Fe Bongolan  
  Bond Program Contracts Administrator  
  bongolanf@sfusd.edu  
  415.241.4315  
  San Francisco Unified School District  
  135 Van Ness Avenue, Room 208  
  San Francisco, CA 94102

Direct all comments or questions regarding this RFQ in writing to:

  Ron Soper  
  Bond Program, Senior Project Manager  
  soperr@sfusd.edu  
  San Francisco Unified School District  
  135 Van Ness Avenue, Room 203c  
  San Francisco, CA 94102

All participating architectural firms must have an established office primary business location under the name of the firm for a minimum two years within a 25-mile radius of the city limits of San Francisco, CA.

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.
III. PURPOSE

The purpose for this RFQ is to select an architectural firm to provide the architectural services necessary to prepare the required Bridging Documents for the future “Design-Build” solicitation that will occur at the conclusion of the scope of work detailed in this proposal. Bridging Documents are considered to be at an approximate 50% Design Development level of documentation and are sufficient to convey the Mission Bay School design to the Design Build Team. It is therefore the intent of the District to construct the new Mission Bay School under a “Design-Build” construction delivery method.

IV. BACKGROUND

One of the City’s newest neighborhoods, Mission Bay is being built up and occupied by residents. Besides housing, the area includes hospitals, medical office buildings, research labs, biotech companies and the new Warriors arena (with the Giants’ ball park just north of Mission Creek). A parcel of land known as South Block 14 will be the site of the new $70M +/- Mission Bay School. The 2.45 acre site (South Block 14) is bounded by public streets on all sides (Owen St. to the West, Nelson Rising Lane to the South, Mission Bay Blvd. to the North and 6th Street to the East).

The new Mission Bay School is being imagined as a multi-story educational facility with 3 distinct uses: PreK-5 Elementary School, a High School linked learning hub and District Professional Development and Office Space. The Mission Bay School may be considered a high rise building as defined by the California Building Code.

V. SCOPE OF WORK

The District requests a Statement of Qualification (SOQ) for the following scope of work, including but not limited to:

A. Programming / Pre Design

1. Program and project planning for a new Mission Bay School on a 2.4 +/- acre urban site. The facility will be mixed-use, including but not limited to:
a) PreK-5 Elementary School - approximately 600 students with classrooms for general education, science, special needs, a wellness center, a gymnasium, multi-purpose room/cafeteria, administration and other ancillary areas as determined during the programming phase.

b) High School Linked Learning Hub.

c) District Professional Development and Office Space.

2. 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, including presentations and meeting documentation.

3. Complete **Project Program** documenting the needs and functions for the new Mission Bay School. The Project Program shall serve as the Basis of Design (BOD) for the project. Programming documentation is the result of collaboration with District staff and community stakeholders and includes, but not limited to the following:

   a) Executive summary
   
   b) Meeting agenda and minutes for all District and stakeholder meetings
   
   c) Space program
   
   d) Room data documentation
   
   e) Block diagrams
   
   f) Site analysis (the District will provide a site survey)
   
   g) Accessibility narrative
   
   h) Building code analysis
   
   i) Fire life safety analysis
   
   j) Assist the construction management consultant in the preparation of probable construction costs.

4. Preparation of Education Specifications for submission to the California Department of Education for approval.
B. Design

1. Complete **Schematic Design** for the Mission Bay is based on the approved Project Program and includes 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.
   
   a) Outline Specifications shall be produced.
   
   b) Assist the District’s Construction Management consultant in the preparation of probable construction costs at the end of the **Schematic Design** phase.

2. Preparation of **Bridging Documents** based on the approved Schematic Design that will convey the Mission Bay School design intent to the “Design Build Team.” Bridging documents is considered to be at a 50% Design Development level of documentation. Deliverables include:
   
   a) Bridging design documents.
   
   b) Specifications shall be produced in 3-part CSI format.
   
   c) Prepare an estimation of probable construction costs at the end of the **Bridging Documents** phase.
   
   d) Assist the District’s Construction Management consultant in the reconciliation of probable construction costs at the end of the **Bridging Documents** phase.
   
   e) Presentation drawings, including 3-D modeling of the proposed building interior and exterior and the presentation of the proposed design to community groups and others.

3. The SFUSD District Design Standards and Guidelines (DDSG) will be utilized for this project. Also, any applicable UCSF campus design standards.

C. Site Design and Neighborhood Considerations

1. The District has hired an environmental consultant who has produced a Phase I and a Phase II Environmental Site Assessment. In addition, the site is currently undergoing further remedial analysis site investigations in coordination with the San Francisco Department of Public Health (SFDPH) and the Department of Toxic Substances Control (DTSC).

2. Partial community joint use for both interior and exterior spaces, such as health related spaces, multi-purpose and meeting spaces.
3. Cross agency coordination in the exploration of adjacent sites identifying compatible uses and synergies.

4. Exploration of potential outdoor use relationships through collaborative design process of adjacent sites identifying potential shared community use opportunities.

D. Design / Build Construction

1. Assist in the preparation of documents required for a RFQ for Design-Build Proposal. 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.

2. Assist the District as required in the review and selection process for a “Design-Build” team.

3. Provide limited oversight and review during the Design Confirmation phase to ensure general compliance with the intent of the bridging architect’s District approved design concept.

4. Provide assistance in reviewing submittals prepared by the Design-Build team during the Construction phase of the project.

5. Assist the District during the construction phase to ensure design intent, construction quality and adherence to DSA requirements are met.

E. Sustainability

1. The SFUSD DDSG also sets out strict energy targets and sustainability criteria including an EUI < 20 kBTU/sf/yr, the absence of natural gas equipment, ultra low-flow water fixtures and irrigation, stormwater-friendly landscaping with 100% on-site capture, and the use of natural light, ventilation, and healthy building materials to promote student health & performance.

VI. SPECIAL CONDITIONS

A. 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.

B. 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.
C. 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.

D. Submittals not exceeding 35 pages are “strongly encouraged.”

E. Methodology of Contracting for Architectural/Engineering Services and Basis of Fee:
   1. 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.

F. Insurance Requirements:
   1. 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 are required in order for your firm/joint venture group to qualify for participation in these projects:
      a) Worker’s Compensation Insurance in compliance with California law
      b) Commercial General Liability Insurance ($2 million/per occurrence)
      c) Commercial Automobile Insurance ($2 million/per occurrence)
      d) Professional Liability Insurance ($2 million per occurrence and subject to no more than $25,000 per claim deductible)
      e) Employment Practices Liability Insurance ($2 million per occurrence)
      f) Pollution Legal Liability Insurance ($1 million per claim limit, $2 million aggregate limit, and subject to no more than $25,000 per claim deductible)
   2. 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.
   3. 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.

G. District Responsibilities:

1. The District will be responsible for coordinating the administration of the AE contract and arrangements for community outreach and engagement.

2. The District shall provide a facilitator to assist with the organization, approach and programs for community and neighborhood outreach and communication.

3. 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.

4. The District shall provide the “Design Guidelines and Standards.”

5. District will perform and provide site topographic surveys, geotechnical reports and any required surveys for hazardous materials.

6. The District shall be responsible for preparation of State Grant funding applications OPSC/SAB. The AE shall assist as required.

VII. PROJECT SCHEDULE - Timeline (Subject to Change)

- Project Programming Phase……………………………………June 2019 - January 2020
- Schematic Design Phase……………………………………January 2020 - March 2020
- Bridging Documents Phase……………………………………March 2020 - June 2020
- Design Build Team Selection…………………………………October 2020
- Design Confirmation Phase……………………………………October 2020 - February 2021

VIII. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District wishes to select a qualified Architectural firm to design a new PreK-5 Elementary School known as the Mission Bay School located at South Block 14 in the Mission Bay Neighborhood of San Francisco. All SOQ’s will be scored through a preliminary screening process which will include Part IX below as well as telephone contact of references. Those firms who qualify 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.

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.

IX. 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:

<table>
<thead>
<tr>
<th>Proposal Content</th>
<th>Points Possible</th>
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</thead>
<tbody>
<tr>
<td>1. Introductory/Cover Letter</td>
<td>0 Points</td>
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<tr>
<td>2. Professional Qualifications, Experience and Understanding of the RFQ:</td>
<td>45 Points</td>
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<tr>
<td>A. The full name and address of the firm or team.</td>
<td></td>
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<tr>
<td>B. Name and phone number of a designated contact person.</td>
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<tr>
<td>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.</td>
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<tr>
<td>D. Describe the firm’s professional qualifications and experience in the design and construction of PreK-5 elementary 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:</td>
<td></td>
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<tr>
<td>1. Experience with school design with infill urban sites where the existing subsurface conditions, neighborhood dynamics and site constraints are challenging.</td>
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<tr>
<td>2. Preparation of Education Specifications for submission to California Department of Education (CDE) as required.</td>
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<td>3. Demonstrate the ability to work together with district facility and “academic staff” in the planning and programming for a new school.</td>
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4. Demonstrate the firm’s qualifications in communicating and working together with diverse community groups and organizations in order to build trust and consensus.

5. Experience in planning for interior and exterior “joint use” or shared community spaces.

6. Demonstrated experience in creating school environments that are aesthetically handsome and practical and cost effective to maintain.

7. 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. 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 $30 million with mid-rise and high-rise experience. 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”:**  
   5 Points

   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”:**  
   5 Points

   Provide direct firm experience in the preparation of Bridging Documents leading to a Design-Build RFP

5. **Project Team:**  
   25 Points

   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.**  
   5 Points

   Submit your team’s billing rates for the staff presented. Also include the name of your firm’s insurance companies.

7. **Agency Experience:**  
   12 Points

   Please discuss your firm’s experience over the last five (5) years; include a list of relevant completed projects, indicating completion dates and client contact person(s) from the schools/educational facilities. Include experience with any or all the following: DSA, CGS, OPSC, CDE, DTSC, CEQA, ADA, CHPS-LEED.
8. **DVBE / Diversity:**

Please describe how your firm will encourage DVBE and diversity participation on this project.

9. **Confidential Information:**

In a separate sealed envelope provide with your SOQ, 7 copies of:

a) A statement of the Firm’s financial resources. Include a certification of correctness of the Firm’s statement of financial resources. This shall include a full set of financial statements from your most recent complete fiscal year accompanied by either an audit or review report prepared by an independent Certified Public Accountant. Compiled or internally prepared financial statements will not be accepted.

b) Provide a complete listing of the formal (written) claims presented to the Firm, joint venture partners, outside consultants and/or subcontractors in the past five years. Include:

   i) The name of the claimant.
   
   ii) A brief description of the claim.
   
   iii) The dollar value of the claim.
   
   iv) 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.”
   
   v) 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 consultants, and/or subcontractors as a group do not have any errors or liability claims presented in the past five years, submit the statement “Under penalty of disbarment I certify that firms, joint ventures, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past five years.” Have this statement signed and dated by a company principal or senior representative.
c) A statement of ALL claim(s) filed against the Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s).

MAXIMUM LENGTH OF RFQ / SUBMITTAL: 35 Pages
Excluding tabs, resumes, references, billing schedules and confidential information.

X. RFQ SCHEDULE (Subject to adjustment)

The San Francisco Unified School District (SFUSD) reserves the right to withdrawal the RFQ at any time. Proposers shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ.

- Advertise RFQ..................................................March 21, 2019
- RFQ conference..................................................April 2, 2019, 2:00 pm
- Written questions accepted..................................April 2 - April 9, 2019
- Addenda posted to SFUSD web site by:.................April 11, 2019
- Proposals due no later than.................................April 19, 2019, 2:00 pm
- Shortlist notification..........................................April 2019
- Interviews.......................................................May 2019
- Results announced..........................................May 2019

XI. FINAL NOTES

- 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 in writing.
- 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.

XII. ATTACHMENT

- Attachment A - Aerial Site Plan (See following page)

END OF REQUEST FOR QUALIFICATIONS