



ANNOUNCEMENT
REQUEST FOR QUALIFICATIONS NOTICE
PROPOSITION A 2011 BOND PROGRAM
ARCHITECTURAL/ENGINEERING SERVICES

The San Francisco Unified School District intends to create a pool of architectural/ engineering consultants from which it can assign specific building improvement projects from the 2011 Proposition A Bond Program and is seeking Statements of Qualifications (SOQ) from architectural/ design and engineering firms. Proposals are to be submitted to Room 217 at 135 Van Ness Avenue, San Francisco no later than 2:00 P.M., **November 18, 2011**.

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

Architectural/Engineering firms with strong public school design background including experience with the Americans with Disabilities Act, modernization work in Child Development Centers, Elementary, Middle and High Schools, and familiarity with Division of State Architect's procedures and requirements. Firms shall also exhibit proven experience with construction administration services, including timely project turnover and DSA project closeout.

Request for Qualification information packages will be available for pick-up at the Bond Program Office Room 217, 135 Van Ness Avenue, San Francisco, beginning **October 14, 2011**. The same information will be made available at the District Website: <http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>

The information package will provide a detailed description of the information required in the submission package. In addition, the District will conduct a pre-submittal conference on **October 25, 2011** at 10:00 a.m. at 555 Franklin Street, 1st Floor Board Room, San Francisco. Those who plan to submit Statements of Qualifications are encouraged to attend.

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.

Prop A 2011 Bond program is subject to voter approval on November 8, 2011.



SAN FRANCISCO UNIFIED SCHOOL DISTRICT

**REQUEST FOR QUALIFICATIONS
(RFQ)**

ON ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

FOR

PROPOSITION A 2011 BOND PROGRAM

Issued October 14, 2011

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The pertinent information is also available at <http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>

- 1 Attachment One (1): SFUSD 2011 Proposition A Bond: Full text of Proposition – Six (6) Sheets

I. INTRODUCTION TO 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 architectural/design/construction administration services related to implementation of SFUSD's Proposition A 2011 Bond Program.

The requested services will be primarily funded through Proposition A 2011 Bond proceeds. In addition the District will submit applications for State School Facility Modernization Program funds to supplement funding at eligible school sites.

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 (DVBE) Goals shall apply to projects in this program, and at a minimum, good faith efforts must be demonstrated.

Seven (7) 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:

Waziuddin Chowdhury
Director of Project Management, Bond Program
San Francisco Unified School District
135 Van Ness Avenue, Room 217
San Francisco, CA 94012

All participating architectural firms must have an established working business address under their name for at least two years to the date of applying, located within a 25-mile radius of the city limits of San Francisco, CA.

Applicants shall submit proposals by 2:00 PM, November 18, 2011.

Late submittals will not be considered.

1. Methodology of Contracting for Architectural/Engineering Services and Basis of Fees

The District will retain the services of a Program Planning & Design Manager (PPDM) support consultant. The PPDM will provide support services which will include monitoring the selected Architectural/Engineering firms. The Architectural/Engineering firms will provide all standard services associated with California public school renovation projects. The Architectural/Engineering firms selected will be the Architects of Record for their designated projects.

The District will determine final project assignments for the Architectural/ Engineering firms. Contracts will be awarded to selected Architectural / Engineering firms upon final project assignments.

The Architectural/Engineering Firms or Teams must demonstrate capacity to simultaneously manage a minimum of two or more projects with a construction value of \$2 million or greater for each project.

2. Insurance Requirements

Each architectural firm awarded a contract will be required to maintain, in full force and effect and at its 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 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, and employees 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 said cancellation.

3. Description of Projects and Scope of Work

Proposition A 2011 Bond funding provides for school building and site improvements which may include, but is not limited to: Americans with Disability Access (ADA) compliance; health, safety and building infrastructure improvements. The District anticipates initial design work to commence in **March 2012** and completion of all projects within six (6) years.

4. Description of Architectural / Engineering Scope of Services for Architectural / Engineering Consultants:

- Project Assessment/ Preliminary Design Phase: Work may include but is not limited to the following:
 - Meet with District Staff and Representatives, including but not limited to the assigned District Project Manager, Program Planning and Design Manager (PPDM), Construction Manager (CM) and school site staff to review specific facility and program needs at a particular school;
 - Meet with various District departments including but not limited to: Buildings & Grounds, IT/Phone/Data, CDC/CDP, Health Services, Food services, etc.

- Review Scope of Work requirements at each school. Prepare and document an assessment of existing accessibility, fire/life safety and modernization features. Thoroughly document existing conditions both in the facilities and on the site at a particular school.
 - Arrive at an “Agreed-upon” prioritized Scope of Work and submit estimates for the cost of the corresponding construction effort.
 - Submit the Project Assessment package in a report form that will include schematic level drawings, outline specifications and cost estimates representing all disciplines.
 - At the end of this stage, the District will set a Fixed Budget Limit (FBL) which will set the targeted construction costs accounting for any escalations as is standard in the business.
- Schematic Design Development through Construction Documents Phase
 - Develop the Scope of Work for the District to initiate surveys and geotechnical work as required;
 - Prepare design phase documents (SD, DD, 75%CD, CD) for submittal and review.
 - Comply with the District’s “Project Standard Guidelines” throughout the design process.
 - The CD design package submitted to DSA shall be a fully coordinated and complete set of contract documents;
 - Provide cost estimates at end of SD and 75% CD stages and participate in scope to budget reconciliation process; In the event the reconciled estimates vary by more than 7-1/2% of the FBL, Architect shall modify the documents at its own cost to meet the target.
 - Participate in review of contract documents with the CM, School District, local Fire Marshall, DSA and representatives of other State or Local agencies as needed;
 - Prepare color boards of all applicable materials for approval by District Representatives including the Bond Management Team and the site;
 - Survey to determine the available swing space at each school with the Site Administrator, and develop a construction phasing plan in coordination with the CM;
 - Where applicable develop an interim housing plan and obtain DSA approval for the plan;
 - Incorporate Hazardous Material (Hazmat) mitigation documents provided by District’s Industrial Hygiene consultant into the final document set to be approved by DSA;
 - Prepare final set of plans and specifications for bidding;
 - Participate in the bidding process including but not limited to attending job walks, bid review and analysis, which may include preparing addenda and obtaining DSA approval of the same addenda;
 - Construction Phase: Work may include but is not limited to the following:
 - Participate in construction administration, including review of submittals, attendance at weekly on-site meetings, preparation and implementation of DSA approved change orders, with drawings if applicable, respond to requests for information (RFIs), review of contractor payment requests, and attend construction meetings, as required;
 - Perform the project close-out tasks, which will include the preparation of punch lists, the review of warranties and guarantees, and the review and approval of final contractor payments;
 - Final DSA Close-out; and

- Submit to the District a "Record" set of documents. This will include incorporation of the Construction Contractor's marked up documents showing changes made through the course of construction and submitting the same in editable "AutoCAD dwg" and document (word and pdf) formats.

5. District Responsibilities

- Any Hazardous material ("Hazmat") related work or mitigation thereof will be the sole responsibility of the District. The architect will coordinate with the documents provided by the District's Hazmat consultant and include the same into a complete construction documents package. Architect shall make changes to its own set of documents as needed to develop the finish schedules;
- The District will be responsible for coordinating the bidding phase, including advertisement, printing, and distribution of bid documents.
- The District will be responsible for coordinating the administration of the construction contracts, including provisions of inspectors, special testing engineers, geotechnical engineers, environmental analysts and archaeologists if required, construction management firms and specialty consultants such as elevator inspectors and stage rigging consultants.
- The District will provide site topographic surveys and geotechnical reports as required. As noted above, the architect will work with the District to determine the scope of services required from these District-consultants for each project.

II. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District wishes to create a pool of Architectural/ Engineering consultants from which it can assign specific projects. All SOQ's will be scored through a preliminary screening process which will include Part III below and may include contact with the list of references. Those firms who qualify through the preliminary screening process may be invited to participate in the final screening process, which may consist of an interview and/or presentation. Specific information regarding the interview will be provided upon notification of the firm completing the preliminary screening process.

The District will accept written questions and comments from prospective consultants for a period of five (5) business days commencing on **October 25 through October 28, 2011** close of business. Addenda will be posted no later than **November 4, 2011**.

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 received.

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 (maximum length: 2 pages; # 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 your A&E project team.

2 Professional Qualifications and Experience (maximum length: 20 pages; 35 points possible).

- a) The full name and address of the firm and/ or the A-E 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 Project Team
- d) Describe the Project Team's professional qualifications and experience, including those of any sub-consultants, in order to clearly demonstrate your ability to successfully furnish the architectural/engineering design services described in this Request for Qualifications. Projects undertaken by the firm itself are to be noted and work done by staff during their tenure elsewhere shall **not** be included.
- e) Please discuss your Project Team's understanding of the architectural/design 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 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 multiple teams of professionals on multiple project sites;
 - 3. Your firm approach to documenting existing conditions for modernization projects;
 - 4. Your approach to and prior evidence of your firm's ability to maintain schedule during the design phases;
 - 5. Your approach to quality assurance and your process for design document quality control;
 - 6. Your approach to mitigating/controlling change orders during construction;
 - 7. Your Teams approach to designing projects to meet District issued Design Standards.
- f) Provide a reference list of not less than 4 clients of the firm. This list should include projects which your firm has provided similar design services for California K-12 projects during the past four (4) years and must include one (1) client with a completed project in the Bay Area. This reference list should include the clients' names, addresses and telephone numbers and a brief description of each project, with a clear focus on K-12 public schools and renovation work. In addition, please include the original budget and the final cost to complete the project. These projects should be valued at not less than \$2 million dollars in construction costs. The District may or may not contact all of those listed on the reference list.

3 Project Team Staffing(suggested length) : 3 pages not including resumes; 20 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 simultaneous projects.

4 Firm's Billing Rate Schedule and name of insurance companies (suggested length: 2 pages; 5 points).

Please provide the billing rates for the staff presented. Include; principal-in-charge, the assigned project manager and/or other key staff members who will comprise the core of your firm's Project Team. Billing rate schedule will not be used as a basis for selection.

5 Project Team Experience (suggested length: 5 pages; 40 points possible).

Please discuss your Project Team'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.

- **School Modernization Experience** – listing only work performed as under the firm submitting the proposal (1 page, 10 points possible)
- **ADA Experience** (1 page, 9 points possible)
- **DSA Experience** (½ page, 9 points possible)
- **CGS Experience** (½ page, 4 points possible)
- **Sustainability Experience** (½ page, 3 points possible).
- **OPSC/ CDoE Experience** (½ page, 3 points possible)
- **DVBE** (maximum length: (1 page excluding DVBE forms, 2 points possible).
Use 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.

SUGGESTED LENGTH OF PROPOSAL/SUBMITTAL: 30 pages, single sided
excluding cover letter, resumes, DVBE forms and billing schedule

MAXIMUM POINTS POSSIBLE: 100 points

IV. RFQ SCHEDULE (Subject to change)

This Request for Qualifications is being advertised in advance of the November 2011 Election in order to maintain an aggressive schedule for the planned work. The San Francisco Unified School District reserves the right to withdraw this RFQ at any time.

San Francisco Facilities Bond Program
San Francisco Unified School District

- Advertise RFQ Advertisement: October 14, 2011
- RFP Informational Workshop: October 25, 2011 at 10:00 a.m.
- Written Questions Accepted October 25 – October 28, 2011
- Addenda (if any) issued no later than: November 4, 2011
- Bond Election November 8, 2011
- SOQs Due no later than: November 18, 2011 at 2:00 P.M.
- Shortlist Notification: November 30, 2011.
- Interviews (if required): TBD.
- Results Announced: Mid December, 2011.
- SFUSD Board Approval of Pool selection: January 2012.

The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, amend the schedule, or select two pools of A/E firms.

Proposers shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ.

The District will be confirming accuracy of all information submitted in response to this RFQ.

END OF REQUEST FOR QUALIFICATIONS