



ANNOUNCEMENT

REQUEST FOR STATEMENT OF QUALIFICATIONS NOTICE
FOR CIVIL AND STRUCTURAL ENGINEERING SERVICES

BY

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
FACILITIES DESIGN AND CONSTRUCTION

The San Francisco Unified School District wishes to create a pool of civil and structural engineering firms from which it can assign specific modernization or deferred maintenance projects and is seeking Statements of Qualifications from such engineering firms. **Proposals are to be submitted to Room 215 at 135 Van Ness Avenue, San Francisco, by Friday, July 26, 2013 no later than 2:00 p.m.**

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

Engineering Services for civil and structural work involving modernization and deferred maintenance projects at various SFUSD school sites.

Firms offering civil engineering services, or structural engineering services, or both can respond to this SOQ. Civil and Structural Engineering firms should be familiar and experienced with both Division of the State Architect's procedures and requirements with respect to California public schools, and building codes. Firms shall also exhibit proven knowledge and experience with the Americans with Disabilities Act and California Accessibility Standards. The District has rigid schedule requirements so firms will be expected to demonstrate the ability to provide services within time frames that meet its schedule requirements. The selected firms will be retained by SFUSD for a period of three years and, at District's option, their contract can be renewed for another two years..

Statement of Qualification information packages will be available for pick-up at the Facilities Design & Construction Office Room 215, 135 Van Ness Avenue, San Francisco, CA. SOQ packages may also be obtained via email and the internet at www.sfusd.edu/doing business with SFUSD.

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.

District Contact: Simon Reyes
San Francisco Unified School District
135 Van Ness Avenue
San Francisco, California
Room 215
Phone 415-355-6979 X 1535
Email: reyess@sfusd.edu

Posting dates: July 2, 2013 and July 9, 2013



SAN FRANCISCO UNIFIED SCHOOL DISTRICT

REQUEST FOR

STATEMENT OF QUALIFICATIONS (SOQ)
FOR CIVIL AND STRUCTURAL ENGINEERING SERVICES

July 2, 2013

TABLE OF CONTENTS

- I. INTRODUCTION TO SOQ SUBMITTAL PROCESS
 - 1. Methodology of Contracting with Civil and Structural Engineering Firms and Basis of Fees
 - 2. Insurance Requirements
 - 3. Description of Projects and Scope of Work
- II. DISTRICT PROCESS FOR CONSULTANT SELECTION
- III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA
 - 1. Introductory/Cover Letter
 - 2. Professional Qualifications and Experience
 - 3. Project Team Staffing
 - 4. Project Team Experience
 - 5. Billing Rate Schedule and Insurance
- IV. SOQ SCHEDULE

I. INTRODUCTION TO SOQ SUBMITTAL PROCESS

The San Francisco Unified School District's Facilities Design and Construction is seeking Statements of Qualifications (SOQ) from qualified civil and structural engineering firms for development of a pool of consultants to provide professional services related to the implementation of a variety of modernization projects as well as deferred maintenance projects.

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.

Four (4) 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:

Simon Reyes
Facilities Design & Construction
San Francisco Unified School District
135 Van Ness Avenue, Room 215
San Francisco, CA 94102

All participating firms must have an existing primary working business location within a 50-mile radius of the city limits of San Francisco, CA.

Applicants shall submit proposals by 2:00 p.m., Friday, July 26, 2013.

Late submittals will not be considered.

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

SFUSD's Facilities Design & Construction will determine project assignments for the selected firms. Contracts will be awarded to selected engineering 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. The selected pool of firms will be retained by SFUSD for a period of 3 years and, at District's option, renewable for another 2 years.

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 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 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:

- A. The San Francisco Unified School District, it's 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 said cancellation.

3. Description of Projects and Scope of Work

Matching State Funds, SFUSD Deferred Maintenance Funds, and Developer Fees are among the sources of funds for these school building and site improvements. These projects will include Americans with Disability Act(ADA)/Access compliance, health, safety and building infrastructure improvements, and coordination with the Division of the State Architect's office for project approval.

The scope of each contract will be specific for the site and project. Most of the projects include, for example, improvements of pathways to comply with ADA, placement of relocatable classroom buildings, classroom renovations, toilet room remodels, play structure installations, window replacements, small modernization projects, seismic retrofits of school buildings, roofing repairs, to name a few.

Deliverables will include: Project Schedule (if applicable and in MS Project), cost estimates at SD, DD, and CD phases, and drawings and specifications at SD, DD, and CD phases, both in hard copy and electronic format. For drawings ACAD 2008 or higher version. In addition, all documents submitted will also be required to be in PDF format.

Deliverables will also include construction oversight services including but not limited to reviews of contractor submittals for compliance with design intent.

II. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District wishes to create a pool of Civil and Structural Engineering firms 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 will include an oral interview. The selected pool of firms will be retained by SFUSD for a period of 3 years and at District's option, renewable for another 2 years..

The District will accept written questions and comments from prospective consultants up to 96 hours prior to the deadline for submission of the statements of qualifications.

The District reserves the right to make a selection anytime during the selection process.

III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA

Please provide the following information in the order given below. Responses to the SOQ will be carefully evaluated for completeness and will be assigned evaluation points based on the information provided with a maximum score of 100 points for the following categories:

1. Introductory/Cover Letter (maximum length: 2 pages – no points).
Please provide information regarding the size of your firm, and include any sub-consultants or subcontractors, if applicable, that you intend to include in your project team.
2. Professional Qualifications and Experience, Project Approach (maximum length: 18 pages – 35 points)
 - a) The full name and address of the firm or team. Confirm that the office is within 50 miles of the SFUSD facilities office located at 135 Van Ness Avenue in San Francisco.
 - b) Name, email address and phone number of a designated contact person.
 - c) A brief description of the firm including 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 services described in this Request for Qualifications. Projects undertaken by the staff members during their tenure with another firm elsewhere shall not be included.

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 professionals 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.

- e) Discuss your firm's understanding of the services required for these projects (primarily renovation and modernization, and deferred maintenance) and provide an outline or description that clearly demonstrates:
 - (1) Your project team's approach to completing the necessary field 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 requirements.
 - (2) List of representative projects (maximum of 10 projects) undertaken in the last five years demonstrating school experience. Include project title, description of services provided, completed project construction cost, project duration, owner contacts and telephone numbers. Do not include any SFUSD project that your firm may be involved with currently or in the past. The District may or may not contact those listed on the reference list.
 - (3) Your approach to quality assurance and your process for quality control.
 - (4) Your firm's approach to documenting existing conditions.
 - (5) Your firm's approach to mitigating/controlling change orders during construction.

3. Project Team Staffing (maximum length: 4 pages not including resumes – 20 points)
Please 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 professionals on your staff. In addition, identify any proposed sub-consultants who would be participating in the projects; include their brief resumes. Include an organization chart depicting your approach to staffing and consultant management for an assigned project.

Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service on two or more assignments running concurrently.

4. Project Team Experience (maximum length: 6 pages – 40 points)
Please discuss your Project Team's experience over the last five years. In a table or spreadsheet format, 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 principles.
- a) School Modernization Experience (listing only work performed as under the firm submitting the proposal)
 - b) American with Disabilities Act (ADA) Experience
 - c) Division of the State Architect (DSA) Experience/Interactions
 - d) California Geological Survey (CGS) Experience
 - e) Sustainability (CHPS/LEED) Experience
 - f) Office of Public School Construction/California Department of Education (OPSC/CDE) Experience
 - g) Disabled Veteran Business Enterprise (DVBE). Use State of California forms for DVBE experience or describe how your firm 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 must demonstrate how it plans to achieve full 100% compliance with these DVBE goals.

5. Billing Rate Schedule and Insurance (maximum length: 2 pages – 5 points)
Please provide the billing rates for the staff presented - include the principal-in-charge, the assigned project manager, and/or key staff members and sub-consultants, who will comprise the core of your firm's Project Team. Billing rate schedules will not be used as basis for selection.

IV. SOQ SCHEDULE (Subject to adjustment)

- o Advertise SOQ July 2, 2013 and July 9, 2013
- o All proposals must be submitted no later than 2:00 P.M., July 26, 2013.
- o Period of written clarifications and inquiries: July 15-19, 2013
- o Addendum, if any: July 23, 2013
- o Selection Results week of August 5, 2013
- o Interviews, if required, schedule to be determined.
- o SFUSD Board of Approval of Pool Selection: August 2013
- o The San Francisco Unified School District reserves the right to withdraw this SOQ at any time.

NOTES

- The District reserves the right, at its sole discretion, to modify SOQ 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.
- SOQ applicants will be notified of any changes to this schedule.
- Firms responding to this SOQ shall not be reimbursed for any costs associated with the preparation of proposals in response to this SOQ.