



**REQUEST FOR QUALIFICATIONS  
PROPOSITION A 2016 BOND PROGRAM**

**CAFETERIA GRAPHICS PRINTING AND INSTALLATION SERVICES**

**March 30, 2018**



## ANNOUNCEMENT

### REQUEST FOR QUALIFICATIONS NOTICE SFUSD PROP A 2016 BOND PROGRAM

#### Cafeteria Graphics Printing and Installation Services

The San Francisco Unified School District (SFUSD) is accepting Statements of Qualifications (SOQ) for Cafeteria Graphics Printing and Installation Services. SFUSD intends to retain Cafeteria Graphics Printing and Installation Firm(s) from which it can assign specific projects focused primarily on Student Nutrition Services projects within the 2016 Proposition A Bond Program.

SOQs must be submitted no later than:

**2:00 p.m. on April 13, 2018.**

This Request for Qualifications (RFQ) seeks firms with the following types of experience:

- Experience in Cafeteria Graphics Printing and Installation in Early Education, Elementary, Middle and High Schools
- Capability to produce vinyl wall graphics, printed corkboards, printed magnetboards, large Lego boards, and similar installations.
- Capability to manage file setup, fabricate graphics and installations, carry out and manage on-site installations, and perform post-occupancy evaluations and repairs.
- Adherence to project deadlines and schedules

**RFQ packages will be available on the District website on March 30, 2018 at:**

**<http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>**

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

## I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

### 1. Overview

The San Francisco Unified School District Bond Program is seeking Statements of Qualifications (SOQ) from qualified Cafeteria Graphics Printing and Installation Firms to print and install wall graphics for several SFUSD Proposition A 2016 Bond Program's Student Nutrition Services projects. SOQs must adhere to the following submittal requirements:

- Five (5) bound hard copies in 8-1/2" x 11" format, one digital file of proposal
- Max. length of SOQ - 12 pages, single-sided
- Hand delivered to:

Sarah Price  
Sr. Project Manager  
San Francisco Unified School District  
135 Van Ness Avenue, Room 208  
San Francisco, CA 94102

- Questions submitted by April 6, 2018 COB to Sarah Price  
[prices@sfusd.edu](mailto:prices@sfusd.edu)

All participating firms must have an established office primary business location under the name of the firm or joint venture for a minimum two years within a 50-mile radius of the city limits of San Francisco, CA.

**SOQs DUE NO LATER THAN 2:00 PM ON April 13, 2018.**

**LATE SUBMITTALS WILL NOT BE CONSIDERED**

**MAXIMUM POINTS POSSIBLE: 100**

### 2. Potential Scope of Services

The requested services will be funded through SFUSD's Proposition A 2016 Bond. The SFUSD Prop A Bond work may consist of:

- Cafeteria Graphics Printing and Installation in Early Education, Elementary, Middle and High Schools
- Production and installation of vinyl wall graphics, printed corkboards, printed magnetboards, large Lego boards, and similar installations.
- File setup, graphics fabrication and installations, performing post-occupancy evaluations and repairs.
- 2 year warranty on production and installation services (limited to product defects)
- 48 hour response time for post production issues

Depending on the scale and scope of individual projects the District may at its discretion eliminate or streamline any of the above scope of work requirements.

The District anticipates initial work to commence in June 2018 with completion of all work in four (4) years.

### **3. Methodology of Contracting**

The selected firms will be managed by the District Project Manager on all tasks.

The District will determine final project assignments for the Firm(s) and contracts will be awarded upon project assignments and approved fee proposals.

### **4. District Responsibilities**

- The District will be responsible for coordinating access to sites as required.
- The District will be responsible for the administration of all contracts.

### **5. Insurance Requirements**

a) The Firm(s) 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 to qualify for participation in these projects:

- 1) Commercial General Liability Insurance (\$1 million/per occurrence and \$2 million aggregate)
- 2) Automobile Insurance (\$1 million/per occurrence and \$2 million aggregate)
- 3) Professional Liability Insurance (\$2 million per occurrence and \$2 million aggregate)
- 4) Worker's Compensation Insurance in compliance with California law
- 5) Employee's Liability (1 million)
- 6) Worker's Compensation Insurance in compliance with California law
- 7) General Liability Insurance (\$2 million/per occurrence)

b) 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

c) 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:

- 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)

- Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide 30 days written notice to the certificate holder

## II. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District wishes to have a Cafeteria Graphics Printing and Installation resource for projects that are primarily food service in nature. This will typically be smaller projects than the typical full school modernization projects but may involve a number of projects at multiple sites combined into one contract award. All SOQs will be scored through a preliminary screening process which will include Part III below and may include contact of references. Those firms who qualified through the preliminary screening process may be invited to participate in the final screening process, which may consist of an interview and presentation. Specific information regarding the interview will be provided upon notification of the firm completing the preliminary screening.

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.

The District reserves the right to contract with any firm responding to this RFQ for all or portions of the above-described phases, to reject any SOQ as non-responsive, and not to contract with any firm for the services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFQ. The District reserves the right to seek SOQs from or to contract with any firm not participating in this process.

Responses to this RFQ will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, *et seq.* Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court.

A firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the firm agrees, by submission of its response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

### **III. CONTENTS AND REQUIRED FORMAT OF PROPOSALS AND EVALUATION CRITERIA**

Proposals shall be in 8.5" X 11" portrait format. Maximum page count is 12 single-sided pages.

Please provide the following information, in the order listed below. Proposals will be carefully reviewed and assigned evaluation points based on the information provided with a maximum score of 100 points. All information requested must be provided, including sections which do not carry points. Failure to provide all information requested will be deemed non responsive.

#### **1. Introductory/Cover Letter: (1 page; no points possible)**

Please provide information regarding the size of your firm and services provided

#### **2. Firm Data (1 page; no points possible)**

- a) The full name and address of the firm.
- b) Additional regional offices. If more than one office within the 50 mile radius requirement, list those offices, address and number of employees in the office(s) within the 50 mile radius requirement of this RFQ.
- c) Name and phone number of a designated contact person

#### **3. Relevant Experience (up to 3 pages; 50 points possible)**

Please discuss your Firm's experience and understanding of the services required for the projects within this bond program and provide an outline or description that clearly demonstrates:

- Cafeteria Graphics Printing and Installation in Early Education, Elementary, Middle and High Schools
- Production and installation of vinyl wall graphics, printed corkboards, printed magnetboards, large Lego boards, and similar installations.
- File setup, graphics fabrication and installations, performing post-occupancy evaluations and repairs.
- 2 year warranty on production and installation services (limited to product defects)
- 48 hour response time for post production issues

**In order to submit a SOQ, firms must have completed (constructed) a minimum of three (3) Cafeteria Graphics Printing and Installation projects in the last eight (8) years.**

#### **4. Representative Projects (up to 5 pages; 40 points possible)**

Provide a minimum of three representative projects your firm designed which have been completed (constructed) within the last eight (8) years. Each project page should contain the following information:

- Name of Project
- Name of client, including contact information
- Completion (construction) date
- Total project budget
- Description of services provided by the firm
- Images of the project (optional)

**5. References (1 page; 10 points possible)**

Provide references for a minimum of 3 clients of the firm. References must be provided for the minimum of three Representative Projects as listed above. Additional references may be provided.

**6. Firm's Billing Rate Schedule and name of Insurance company (1 page; no points possible)**

- a. Please provide the billing rates for the staff presented in the organization chart(s) for the performance of the services indicated herein. Include principal-in-charge.
- b. Extra Services. Provide a current fee schedule for the types of service that the Firm offers which will be used for performance of Extra Services. If referencing basic services costs, include typical staffing expectations, professional fee schedules, and variations that the District could expect for specific services, if applicable.
- c. Additional Costs. Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation.
- d. Provide the name of your insurance carrier.

**MAXIMUM LENGTH OF PROPOSAL/SUBMITTAL**

12 pages, single-sided

**TOTAL POINTS POSSIBLE: 100 points**

**IV. RFQ SCHEDULE**

- |                                |                |
|--------------------------------|----------------|
| ▪ RFQ Advertisement:           | March 30, 2018 |
| ▪ Written Questions Accepted   | April 6, 2018  |
| ▪ Proposals Due no later than: | April 13, 2018 |

- Shortlist Notification: May 2018
- Results Announced: May 2018

**The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, or amend the schedule.**

**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.**