



**REQUEST FOR STATEMENT OF QUALIFICATIONS NOTICE
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
FACILITIES DESIGN AND CONSTRUCTION
ROOFING/WATERPROOFING CONSULTING AND INSPECTION SERVICES**

The San Francisco Unified School District is looking for firms to submit statement of qualifications for roofing/waterproofing consulting and inspection services and full design and construction administration services for District-wide roofing projects. Selected firms will be retained by the District for a period of three years on an "as-needed" basis. The selection of a firm in this pool does not automatically guarantee a contract will be awarded. **Proposals are to be submitted to Room 215 at 135 Van Ness Avenue, San Francisco, California 94102 by April 22, 2016 no later than 12:00 p.m.**

Architectural, Architectural/Engineering, and Consulting firms responding to this request should be familiar and experienced with design and specifications of roofing replacement installations, mitigation of water intrusion in buildings, and waterproofing systems and products, and also with the Division of the State Architect's procedures and requirements with respect to California public schools, building codes, NRCA and SMACNA standards. This program has rigid schedule requirements driven by both fiscal and construction considerations so firms will be expected to demonstrate the ability to provide services within time frames that meet schedule requirements as dictated by the District.

Statement of Qualification information packages will be available for pick-up at the SFUSD Facilities Design & Construction Office, Room 215, 135 Van Ness Avenue, San Francisco, starting April 4, 2016. SOQ packages may also be obtained via email by contacting the District contact below.

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 this project.

District Contact:

Simon H. Reyes
San Francisco Unified School District
135 Van Ness Avenue, Room 215
San Francisco, California, 94102
Phone 415-241-4311
Email: reyess@sfusd.edu

Posting dates: April 4, 2016 and April 11, 2016



San Francisco Unified School District

REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)

ROOFING/WATERPROOFING CONSULTING SERVICES AND
ROOF DESIGN AND CONSTRUCTION SUPPORT

for

Various School Sites

April 4, 2016

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I. Introduction to the SOQ Submittal Process

The San Francisco Unified School District's, Department of Facilities Design and Construction is seeking Statements of Qualifications from Architectural, Architectural/Engineering, and Consulting firms experienced to provide forensic evaluation of roofing or waterproofing-related issues, peer review of in-house produced documents, full architectural design services, and/or construction observation and administration for waterproofing and re-roofing projects at various school sites within San Francisco Unified School District. The project schedule is very aggressive and the selected firms must be able to commit to the District's timeline. The consulting company shall not be contractually associated with a business entity that repairs roofs or sells and installs waterproofing and roofing materials or systems.

Four (4) bound copies of the Statements of Qualifications should be submitted in 8-1/2" x 11" format with any supporting materials or documentation, and delivered or mailed to:

Simon H. Reyes
San Francisco Unified School District
Facilities Design and Construction
135 Van Ness Avenue, Room 215
San Francisco, CA 94102-5207

All participating architectural, architectural/engineering and consulting firms, must reside within a 60 mile radius of the city limits of San Francisco.

Firms responding to this SOQ request must demonstrate an expertise in identifying and solving waterproofing and roofing issues.

Applicants shall submit SOQs no later than 12:00 p.m., Friday, April 22, 2016.

Late submittals will not be considered.

1) Insurance Requirements

The successful firm awarded the 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. The following insurance policies are required in order for your firm to be awarded the contract:

- Worker's Compensation Insurance with
- General Liability Insurance (\$1 million per occurrence)
- Comprehensive or Business Automobile Insurance (\$1 million per occurrence)
- Professional Liability (E & O) Insurance (\$1 million)
- Endorsements on CG 2016 for General and Automobile Liabilities

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, your firm must provide the District with a copy of

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

2) Prospective Projects

Firms who are selected under the terms of this SOQ request will be providing the following services:

- a) Roof assessment and preparation of an in-depth roofing report
- b) Prepare preliminary design documents;
- c) Full architectural design and construction administration of designated roofing projects, including review of submittals, attendance at onsite meetings as required, preparation and implementation of DSA approved change orders, with drawings, **if applicable**, responding to requests for information (RFI), and review of contractor payment requests, and assisting project manager in conducting meetings and taking minutes at meetings, as required;
- d) Preparation of Cost Estimate
- e) Participate in review of contract documents with the San Francisco Unified School District representatives or State or local agencies as needed;
- f) Participate in bidding and bid review and analysis;
- g) Peer review of bid documents produced "in-house."
- h) Participate in project close-out tasks, which will include the preparation of punch lists, the review of warranties and guaranties, and the review and approval of final contractor payments, assume a lead role in project close-out.

3) Assumptions Related to Project Scope of Work and A&E Scope of Services

- Any specifications or documents related to asbestos/lead mitigation work, will be the sole responsibility of the District and will be incorporated in the bid documents to DSA.
- The District will be providing the "front-end" specifications that will be incorporated in the bid documents.
- The District will be responsible for coordinating the bidding phase, including advertisement and distribution of bid documents.
- The District will be responsible for coordinating the administration of the construction contracts, including provisions of inspectors, and special testing engineers.

II. DISTRICT PROCESS FOR FIRM SELECTION

- 1) All proposals will be evaluated through a preliminary screening process that will include Part III, Item #2 below as well as telephone contact of references. Those firms who qualified through the preliminary screening process will be invited to participate in the final screening process which will consist of an oral interview and presentation of past projects. Specific information regarding the interview will be available upon notification of the firm

completing the preliminary screening.

- 2) The District will accept written questions and comments from prospective firms for a period of four (4) days commencing on April 12 and close of business on April 15, 2016. The District will maintain a record of all parties who request copies of this SOQ packet. Any addenda will be sent to those recipients of this packet, who have recorded their name on the District's record.

III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA

Please provide the following information, in the order given below. Proposals will be carefully reviewed and evaluated for completeness:

1. Cover Letter

- a) The full legal name for your firm and business license.
- b) The preferred abbreviated ("short form") name.
- c) The name of a single point of contact during the SOQ process.
- d) The point of contact's telephone and fax number, as well as their e-mail address and the mailing address to be used for all written correspondences.

2. Professional Qualifications and Experience

- a) A brief description of the firm. Include a description of typical services to clients.
- b) Provide a statement describing the respondent's professional qualifications, experience and number of years the firm has been in business, including those of any sub-consultants, in order to clearly demonstrate the respondent's ability to successfully furnish the services described in this request for Statement of Qualifications.
- c) Provide a reference list of not less than five (5) clients for whom the firm has done K-12 educational projects. This list should include clients for whom your firm has provided consulting and/or architectural/design work during the past five (5) years. This reference list should include the clients' names, addresses and telephone numbers and a brief description of each project. In addition, please include the original budget and the final cost to complete the project.

3. Project Team

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. In addition, identify any 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. If any, provide professional license numbers of the key individuals.

4. Fee Schedule

SFUSD requests as part of the SOQ submittal, the following information be included:

- Schedule of hourly rates for all pertinent design and principal staff to be involved in the project
- Breakout of overhead and administrative costs
- Schedule of hourly rates and fees for the subcontractors proposed for your team (engineering, inspectors, etc.,).

IV. WITHDRAWAL OF PROPOSAL

Firms may withdraw their proposal by submitting a written request to the Director of Facilities Design & Construction at any time before the date scheduled for proposal submission. Such firms, at their option, may thereafter submit a new proposal before the proposal submission date.

Proposals may not be withdrawn after the proposal submission time and date.

V. REJECTION OF PROPOSALS

The District reserves the right to reject any or all proposals received in response to this request or to negotiate separately with any firm, when it is determined to be in the best interest of the District. The District reserves the sole and absolute right to disqualify any firm on the basis of any information provided or absence thereof.

VI. RFP SCHEDULE

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| ▪ Advertise SOQ | April 4, 2016 and April 11, 2016 |
| ▪ SOQ Proposal/Submittal Due Date | April 22, 2016 |
| ▪ Shortlist Notification | May 2, 2016 |
| ▪ Oral Interviews | May 5-6, 2016 |
| ▪ Selection Results | May 9, 2016 |
| ▪ SFUSD Board Approval | May 24, 2016 |

NOTE: SOQ applicants will be notified of any changes to this schedule.