

ANNOUNCEMENT
REQUEST FOR STATEMENT OF QUALIFICATIONS NOTICE
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
FACILITIES DESIGN AND CONSTRUCTION
MATERIAL TESTING AND INSPECTION SERVICES

The San Francisco Unified School District, Facilities Design and Construction Department is seeking Statements of Qualifications to create a pool of Material Testing and Inspection Consultants from which it can assign small modernization or building improvements projects of limited scope. **Statements of Qualifications (SOQs) are to be submitted to Room 213 at 135 Van Ness Avenue, San Francisco, Thursday, May 22, 2014 no later than 2:00 PM.**

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

Material Testing and Inspection Consultants to provide material testing and inspection services required for the expeditious and efficient completion of the projects.

Material Testing and Inspection firms shall be experienced and able to demonstrate history of successful completion of material testing and inspection on construction and modernization projects for California K-12 public schools. Firms should be thoroughly familiar and experienced with the Division of the State Architect's procedures and requirements with respect to California public schools and building codes.

The selected firms will be retained by SFUSD in a pool of firms for a 3-year period, which may be renewed for an additional 2-year at the discretion of the District. Firms being selected in the pool do not guarantee project assignments.

Request for Qualification package can be viewed via the SFUSD website at <http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>

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: Mary Fung
San Francisco Unified School District
135 Van Ness Avenue, Room 213
San Francisco, California, 94102
Phone 415-241-4309
Email: fungm@sfusd.edu

Posting dates: April 25, 2014 and May 2, 2014

San Francisco Unified School District
Facilities Design and Construction

REQUEST FOR QUALIFICATIONS (RFQ)

for

Material Testing and Inspection Services

April 21, 2014

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I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

The San Francisco Unified School District, Facilities Design and Construction is seeking Statements of Qualifications from which to create a pool of three qualified firms to provide special testing and inspections services (T & I) for improvement projects of varying sizes from under \$1 million to full modernization projects with a construction value of several millions. Selected T & I firms shall be an advocate for the District and represent the best interests of the owner in the performance of services.

SOQs submittal shall be limited to 25 pages (resumes may be included as appendix). Three (3) bound copies of the Statements of Qualifications should be submitted in 8-1/2" x 11" format with any supporting materials or documentation in a sealed envelope and delivered or mailed to:

Mary Fung
San Francisco Unified School District
Facilities Design and Construction
135 Van Ness Avenue, Room 213A
San Francisco, CA 94102-5207

All participating Material Testing and Inspection Firms must have an existing working business location within a 50 mile radius of the city limits of San Francisco, CA.

Applicants shall submit SOQs no later than 2:00 PM, Thursday, May 22, 2014.

Late submittals will not be considered.

1. Methodology of Contracting for Material Testing and Inspection Services

The District will determine project assignments for the selected pool of consultant firms. Contracts will be awarded to selected based on accepted project assignments and agreed to cost proposal. Being selected to the pool does not commit the District to contracting with any given consultant or guarantee work will be assigned.

Fees shall be based on the firm's standard billing rate as submitted in the SOQs and shall be a fixed fee contract with a not to exceed amount for the determined scope of work at each school project.

2. Insurance Requirements

Each firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your response. The following minimum insurance is 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, your firm must provide the District with a copy of certificate(s) of insurance that includes the following:

1. 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);
2. 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

District-wide modernization projects under the jurisdiction of the Division of the State Architect, that requires special testing and inspections as listed in DSA Form 103.

Work closely with the District's Inspector of Record

Some projects will have an aggressive schedule to take into consideration the opening of the school year; consequently some week-end work will be required.

Participate in project close-out tasks, which will include the preparation of DSA reports.

II. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District will create a pool of three Material Testing and Inspection firms from which it can assign specific projects. All Statement of Qualifications will be scored through a preliminary screening process that will include scoring outlined in Part III below, along with reference checks. All questions and comments must be in written format and addressed to the District contact no later than 5 working days prior to the deadline date for submission of the SOQs.

III. CONTENTS OF QUALIFICATIONS AND EVALUATION CRITERIA

Please provide the following information in the order given below. SOQs will be carefully evaluated for completeness and ability to perform the work indicated based on the information provided in the following categories: (Maximum 45 points possible)

1. Introductory/Cover Letter (maximum length: 2 pages, 5 points max.)

Please provide information regarding the size of your firm, and include any joint venture, partnering, sub-consultants or subcontractors that you intend to include in your project team.

2. Professional Qualifications and Experience, Project Approach (15 points max.)

a) Firm information:

1. The full name and address of the firm or project team. Confirm that the office is within 50 miles of the SFUSD facilities office located at 135 Van Ness Avenue in San Francisco.
2. Name, email address and phone number of a designated contact person.
3. A brief description of your firm or team including a description of your typical services.

4. Describe the firm or project team's professional qualifications and experience. Clearly demonstrate your ability to successfully furnish the services described in this request for Statement of Qualifications.

b) Staffing:

1. Provide the name 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/certified members on your staff. Also, provide brief resumes for any key sub-consultants.
2. Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service on multiple assignments running concurrently. Discuss your firm's understanding of the services required for these projects (primarily renovation and modernization scope).
3. References – List of representative projects (minimum of 10 projects) undertaken in the last 5 years demonstrating your team's K-12 public school experience. Include project title, description of services provided, project duration, owner contacts and telephone numbers. The District may or may not contact those listed on this reference list.

- b) Quality Control – Your team's approach to quality assurance and process for quality control.

3. List of Services and Rates Schedule (10 points max.)

Provide unit pricing for each type of service/test, hourly rates for personnel, hourly rates and fees for the subcontractors proposed for your team (outside labs, engineers, etc.).

4. DVBE Goals (5 points max.)

If your firm or team can meet DVBE goals, indicate how, either directly or through sub-consultants or sub-contractors.

5. Insurance (5 points max.)

Provide copy of current insurance coverage issued by Consultant's Insurance carrier that meets minimum District requirements (see page 5, section I.2).

6. Prior Claims (5 points max. and max. deduct 5)

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

- a. The name of the claimant.
- b. A brief description of the claim.
- c. The dollar value of the claim.
- d. 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".
- e. End the list with statement "Under penalty of disbarment I certify this list to be complete and accurate." Have this statement signed and dated 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 three years submit the statement "Under penalty of disbarment I certify that firms, joint venture partners, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past three years." Have this statement signed and dated by a company principal or senior representative.

IV. RFQ SCHEDULE AND INFORMATION

1. Schedule

- | | |
|--------------------------|--------------------------------|
| a. RFQ advertise | April 25, 2014 and May 2, 2014 |
| b. RFQ post to website | April 25, 2014 |
| c. SOQ due no later than | May 22, 2014 at 2:00 PM |

2. Information

- a. The District reserves the right, at its sole discretion, to modify RFQ requirements, if selection can be made based upon written SOQ received, cancel the selection process, amend the schedule, or select two or more "pools" of firms.
- b. RFQ applicants will be notified of any changes to this schedule.
- c. Firms responding to this RFQ shall not be reimbursed for any cost associated with the preparation of SOQ in response to this RFQ.
- d. Response to this Request for Qualifications may contain data the firm does not want shown for any purpose other than evaluation of the firm. If so, the firm shall clearly identify those pages of the submittal that are to be restricted. The District assumes no liability for disclosure or use of unmarked data.