



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

The San Francisco Unified School District Facilities, Design and Construction Department is seeking Statements of Qualifications from architectural firms to create a pool of firms from which it can assign small modernization or building improvement projects of limited scope. **Proposals are to be submitted to Room 215 at 135 Van Ness Avenue, San Francisco, by Tuesday, March 20, 2012 no later than 2:00 p.m.**

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

Architectural Firms, with strong public school design background and experience involving modernization and deferred maintenance projects, and the American with Disabilities Act and California Accessibility Standards. Firms shall also exhibit proven experience with construction administration services, and with the Division of the State Architect's procedures and requirements with respect to California public schools and building codes.

This program has rigid schedule requirements driven by both fiscal and legal considerations so firms will be expected to demonstrate the ability to provide services within time frames that meet schedule requirements. 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-years at the discretion of the District. Architects in the pool may be assigned various projects according to the capabilities and experience of each firm and the individual scope of work. Firms being selected in the pool does not guarantee project assignments. Architectural firms which have been selected for the SFUSD 2011 Prop A Bond Projects are disqualified to participate.

**Statement of Qualification information packages will be available upon request through e-mail from the SFUSD Facilities, Design and Construction Offices, Room 215, 135 Van Ness Avenue, San Francisco, California 94102 by contacting arceor@sfusd.edu.**

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, Room 215  
San Francisco, California 94102  
Phone 415-241-4311  
Email: reyess@sfusd.edu

Posting dates: February 23, 2012 and March 1, 2012



**SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
FACILITIES, DESIGN AND CONSTRUCTION**

**REQUEST FOR  
STATEMENT OF QUALIFICATIONS (SOQ)  
FOR ARCHITECTURAL SERVICES**

February 23, 2012

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## INTRODUCTION TO SOQ SUBMITTAL PROCESS

The San Francisco Unified School District's Facilities Design and Construction Department is seeking Statements of Qualifications (SOQ) from qualified architectural firms for development of a pool of consultants to provide professional services related to the implementation of a variety of small modernization projects, building improvements, as well as deferred maintenance projects. Architectural firms which have been selected for the SFUSD 2011 Prop A Bond Projects are disqualified to participate.

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.

Five (5) bound copies of the SOQ 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:

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

ATTN: STATEMENT OF QUALIFICATIONS – ARCHITECTURAL SERVICES

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, California.

Applicants shall submit proposals by 2:00 pm, Tuesday, March 20, 2012.

Late submittals will not be considered.

### 1. Methodology of Contracting for Architectural Services and Basis of Fees

SFUSD's Facilities Design and Construction will determine project assignments for the selected firms. Contracts will be awarded to selected architectural 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 renewable for another 2 years at the discretion of the District. The architectural firm selected will be the Architect-of-Record for their designated projects.

Consultant 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, Deferred Maintenance Funds, Local Taxes, and Developer Fees are among the sources of funds for these school building and site improvements. These projects will include Americans with Disabilities 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 elements that improve ADA access such as ramps, walkways, or toilet room remodels; relocatable classroom building site installation, small school modernizations, window replacements, exterior painting, roofing repairs, boiler replacements, HVAC upgrades, light fixture replacements, fire alarm upgrades, etc.

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 - AutoCad 2008 or higher version. During project closeout, the architect and contractor are expected to submit construction as-built drawings. 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.

### 4. 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 waterproofing consultants. The District will provide 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 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. 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 business days commencing on March 5 through March 8, 2012 close of business. Such inquiries shall be forwarded to the District via email: [arceor@sfusd.edu](mailto:arceor@sfusd.edu). Any addendum will be posted no later than March 13, 2012.

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

1. Introductory/Cover Letter (maximum length: 2 pages – 5 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: 12 pages – 30 points)
  - a) The full name and address of the firm or team. Confirm that the office is within 25 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, 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 shall not be included.
  - e) Discuss your firm's understanding of the services required for these projects (primarily small 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 K-12 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 have been 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 for modernization projects;
- (5) Your firm's approach to mitigating/controlling change orders during construction.

3. Project Team Staffing (maximum length: 3 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. 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.

5. 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/Deferred Maintenance 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.

#### IV. SOQ SCHEDULE (Subject to adjustment)

- Advertise SOQ February 23, 2012 and March 1, 2012.
- All proposals must be submitted no later than 2:00 P.M., Tuesday, March 20, 2012.
- Period of written clarifications and inquiries: March 5-8, 2012.
- Addendum, if any: March 13, 2012
- Selection Results week of April 2, 2012.
- Interviews, if required, schedule to be determined.
- SFUSD Board of Approval of Pool Selection: May 2012.
- 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.