

## ANNOUNCEMENT

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

The San Francisco Unified School District is looking for Architectural or Architectural/Engineering firms to submit Statement of Qualifications for full Design Services for a deferred maintenance project. **Proposals are to be submitted to Room 215 at 135 Van Ness Avenue, San Francisco, 94102 by Friday, November 20, 2009 no later than 2:00 PM**

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

Full Architectural Design services for window/door replacement project at Miraloma Elementary School.

Architectural, Architectural/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. 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.

**Statement of Qualification information packages will be available for pick-up at the Facilities Design & Construction Office Room 213, 135 Van Ness Avenue, San Francisco, starting Wednesday, November 4. 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: Joel Cadiz  
San Francisco Unified School District  
135 Van Ness Avenue, Room 215  
San Francisco, California, 94102  
Phone 415-241-4312  
Email: cadizj@sfsud.edu

Posting dates: 11/3/2009 and 11/10/2009

San Francisco Unified School District

REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)

Architectural Design and Construction Administration Services

for

Windows and Doors Replacement at  
Miraloma Elementary School

November 3, 2009

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## I. Introduction to SOQ Submittal Process

The San Francisco Unified School District's, Department of Facilities Design and Construction is seeking Statements of Qualifications from Architectural and Architectural/Engineering firms to provide full architectural services for replacing doors and windows at Miraloma Elementary School. The project schedule is very aggressive and the selected firm must be able to commit to the District's timeline.

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, (photos are not required) and delivered or mailed to:

Joel Cadiz  
Facilities Design and Construction  
135 Van Ness Avenue, Room 215  
San Francisco, CA 94102-5207

**All participating architectural and architectural/engineering firms, must reside within a 50 mile radius of the city limits of San Francisco.**

**Applicants shall submit SOQs no later than 2:00 PM, Friday, November 20, 2009.**

**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. Please include the name of your firm's and consultant's insurance company (ies) in your SOQ. 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 2010 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) Description of Project

Replacement of windows throughout the school with particular consideration to structural issues. It is anticipated that the project is to be phased in two summers. The architect will meet with the project manager as well as school staff to develop a phasing plan that would minimize disruption to the school;

Prior to any design work, the architect will schedule a pre-design meeting with DSA to determine the structural scope of work;

Prepare preliminary design documents;

Participate in review of contract documents with the San Francisco Unified School District, local Fire Marshall, DSA and representatives of other State or local agencies as needed;

Prepare final set of plans and specifications and secure state approvals;

Participate in bidding and bid review and analysis, which will include preparing addenda and obtaining DSA approval of addenda;

Assist in construction administration, 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.

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 roll in project close-out including DSA file closing.

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

- Any asbestos related work or mitigation thereof, will be the sole responsibility of the District. The architect will be responsible for including ACB/lead paint mitigation documents provided by another consultant into the final construction package submitted to DSA.
- 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 Architect 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.

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 fourteen (14) days commencing on November 3 through November 17, 2009 close of business. 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

Please provide information regarding the size of your firm, and include any outside contract consultants that you propose to include as part of your A&E project team.

2. Professional Qualifications and Experience

- a) The full name and address of the firm.
- b) Name and phone number of a designated contact person.
- c) A brief description of the firm. Include a description of typical services to clients.
- d) 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 architectural/design services described in this request for Statement of Qualifications.
- e) 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 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.

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, landscape, civil, fire and life safety firms).

5. Agency Experience

Please discuss your firm's past experience over the last five (5) years of working on design projects that required the participation of the following agencies and design requirements. Please include a list of completed projects, completion dates, and contact person(s) from the schools/educational facilities where work was completed using contract documents that were reviewed and approved by the following agencies and utilizing the following design principals. Attach this list at the end of the following response.

- DSA Experience (maximum length: 1/2 page)
- OPSC Experience (maximum length: 1/2 page)
- CDOE Experience (maximum length: 1/2 page)
- DTSC Experience (maximum length: 1/2 page)
- ADA Experience (maximum length: 1 page)
- CHPS Experience (maximum length: 1/2 page)
- DVBE Participation (maximum length: 1 page)

Please complete the attached State forms for DVBE participation, or describe how your firm will encourage DVBE participation in these projects.

## **IV. WITHDRAWAL OF PROPOSAL**

Architectural 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. Architectural firms 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 architectural 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

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| ▪ Advertise SOQ                   | 3 November 2009, & 10 November 2009 |
| ▪ SOQ Proposal/Submittal Due Date | 20 November 2009                    |
| ▪ Shortlist Notification          | 30 November – 4 December 2009       |
| ▪ Oral Interviews                 | 7 December – 11 December 2009       |
| ▪ Selection Results               | 14 December 2009                    |
| ▪ SFUSD Board Approval            | 12 January 2010                     |
| ▪ Contract Execution              | 1 February 2010                     |

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