

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P #004)  
MEASURE X PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES**

**NOTICE IS HEREBY GIVEN** that the San Bruno Park School District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide comprehensive program management and construction management for the District's Measure X bond program ("Program") and projects thereunder.

Respondents to the RFQ/P should mail or deliver five (5) bound copies and one (1) unbound copy of their Statement of Qualifications ("SOQ") and Proposal (together, "Submittal") to:

**Wendy Richard  
SAN BRUNO PARK SCHOOL DISTRICT  
500 Acacia Ave  
San Bruno, CA 94066**

**ALL RESPONSES ARE DUE BY 2:00 P.M., ON FEBRUARY, 8, 2019.** Any Submittal received after that date and time will not be accepted and will be returned unopened.

Each Submittal must conform and be responsive to the requirements set forth in the RFQ/P.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

A complete copy of the RFQ/P is available at the District Office, located at 500 Acacia Ave, San Bruno, CA 94066, or on the District's website (<https://www.sbpsd.org/>).

If you have any questions regarding the RFQ/P please email Wendy Richard at [wrichard@sbpsd.k12.ca.us](mailto:wrichard@sbpsd.k12.ca.us) before 4:00 p.m. on January 30, 2019. Answers will be provided by 4:00 p.m. on February 1, 2019.

<p style="text-align: center;"><b>REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P # [REDACTED]) MEASURE X PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES</b></p>
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**I. BACKGROUND AND PROGRAM DESCRIPTION**

The District serves approximately 2,700 students across five elementary schools and one middle school. The District is seeking SOQs and Proposals from experienced entities to provide program and construction management services on an as-needed basis for projects under the District's Measure X bond program.

Program projects include, but are not limited to, the following:

- **Allen Elementary School**
  - Demolition of all existing buildings on the campus.
  - Construction of classrooms, specialty classrooms, including for art and science curriculum, kindergarten classrooms and special education classrooms.
  - Construction of a new multi-purpose building to accommodate the entire student body for assemblies and lunch and flex space for small pull-out classes and after school programs.
  - Construction of a library.
  - Counseling and administrative spaces with collaborative work areas, divisions for private and public spaces for student support.
- **Parkside Middle School Science, Library, Multi-Purpose/Performing Arts Replacement and Traffic Improvements**
  - Demolition of the existing science/library building.
  - Construction of a new building including science labs and a new library.
  - Construction of a new multi-purpose building that includes performing arts classrooms, an updated stage with sounds and lighting systems for performances and adequate storage and support spaces.
  - Construction of a new main office building and improvements to traffic flow at the front of the campus.
  - Renovation of the gymnasium and locker rooms.
- **John Muir Elementary School Renovation and Expansion**
  - Demolition of the existing multi-purpose building and elimination of all District portables on the site.
  - Conversion of the existing main office, workroom and library into standard classrooms.
  - Construction of a new classroom building on the site of the existing multi-purpose building which will house regular classrooms, specialty classrooms and restrooms.

- Construction of a new multi-purpose building (MPB) to accommodate the entire student body for assemblies and facilitate lunch.
- Construction of a new specialty classroom attached to the MPB.
- Construction of a library including breakout spaces for small groups.
- Construction of a new administration building for improved access, services, collaborative spaces and better security.
- Provide access and an improved student pick-up and drop-off.
- Relocation of portables for before and after school program.
- **Portola Elementary School Renovation and Expansion**
  - Construction of a new multi-purpose building (MPB) to accommodate the entire student body for assemblies and facilitate lunch.
  - Conversion of the existing main office, workroom and library into student support spaces.
  - Conversion of the existing multi-purpose space into an expanded library and resource center.
  - Modernization of all campus buildings.
  - Construction of a new administrative space.
- **Belle Air Elementary School Renovation and Expansion**
  - Demolition of the existing library, office and multi-purpose buildings.
  - Construction of a new multi-purpose building Library and Main Office.
  - Construction of a new Health Center.
  - Conversion of the existing main office to classrooms.
  - Removal of portables including the Health Center portable.
  - Construction, repair, modernization and improvement of all remaining campus buildings.

The District reserves the right to assign additional projects at its discretion including temporary housing for the projects listed above, or the District may choose one firm for one project and another firm on the list for a separate task.

## **II. SCOPE OF SERVICES**

Any firm selected based on this RFQ/P process must be capable of providing full program and construction management services through the preconstruction and construction phases of any and all selected Program projects. The desired Scope of Services is set forth at **Exhibit "A"** to the District's form Agreement for Construction Management Services ("Agreement"), which is distributed with this RFQ/P as **Attachment A** and incorporated herein by this reference.

### **III. POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION**

The District intends to maintain a pool of qualified program/construction management services firms. Requests for recertification may be sent every two (2) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District's sole discretion.

### **IV. LIMITATIONS**

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any entity responding to this RFQ/P. The District makes no representation that participation in the RFQ/P 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 a response to this RFQ/P. The awarding of contract(s), if at all, is at the sole discretion of the District.

The SOQs, Proposals, and any other supporting materials submitted to the District in response to this RFQ/P, will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, SOQs and Proposals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ or Proposal.

### **V. FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to submit SOQs and Proposals in response to this RFQ/P and no respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

### **VI. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation/selection process, or the award of the contract with any member of the District, Board of Trustees, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the proposer.

## **VII. FORMAT REQUIREMENTS**

Firms responding to this RFQ/P must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc. Submittals shall not exceed twenty (20) single-sided pages, or ten (10) double-sided pages.

Provide five (5) bound copies and one (1) unbound copy of the Submittal.

- The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:
  - No divider sheets or tabs.
  - Pages with proprietary information removed.
  - A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information.

## **VIII. CONTENT REQUIREMENTS**

### **1. COVER LETTER** (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of the company. If the company is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- Respondent must include one (1) of the follow statements:

*"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Construction Management Services ("Agreement") attached as Attachment A to the RFQ/P. [INSERT FIRM NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM NAME] has no objections to the use of the Agreement."*

OR

*"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Construction Management Services ("Agreement") attached as Attachment A to the RFQ/P. [INSERT FIRM NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM NAME] has objections to the use of the Agreement, listed as follows or as contained in the appendix to this Submittal."*

A copy of District's form of Agreement is attached to this RFQ/P as **Attachment A**. To the extent respondent has **any** objections to the form agreement, respondent **must** state the objection, and **must** provide a reasonable description of its requested change in response to the objection.

Unidentified objections, or vaguely described objections will not be entertained by the District during any contract negotiation. Objections may be attached as an Appendix to respondent's response and shall not count toward the page limit.

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.
- Respondent shall sign and add the following language: "*By virtue of this submission, [INSERT FIRM NAME] declares that all information provided is true and correct.*"

## **2. BUSINESS INFORMATION**

- Company name, address, telephone, fax, website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Location of office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.
- Provide Iran Contracting Act Certification. (See **Attachment B.**)

## **3. RELEVANT QUALIFICATIONS AND EXPERIENCE**

- Describe the firm's technical capabilities for scheduling, budgeting, cost estimating review and reconciliation, document control, and public information websites. Provide recent examples for each category.
- Describe the firm's experience with state and other agencies involved in the planning, design, and construction process for K-12 and other school projects.
- Describe the firm's quality control systems, including ability to monitor sub-consultants, if any.

- Demonstrate your firm’s flexibility in adapting to the changing needs and priorities of a K-12 district.
- Firms shall have at least five (5) years of experience working with California Division of the State Architect (DSA). Describe your experience working with the DSA.
- Describe your firm’s experience with meeting aggressive schedules.
- Describe your firm’s experience with alternate delivery methods.
- Provide information about prior program/construction management services by your firm in the last ten (10) years on a minimum of three (3) K-12 and/or community college educational projects. List the following for each project:
  - Reference(s): District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
  - Project name and location.
  - Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
  - Original budget, bid amount & final amount at close-out.
  - Briefly state relevance of projects included for consideration in this RFQ/P.
  - Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
  - Key individuals of the firm involved and their roles in the project.
  - Any sub-consultants that worked with the firm.

#### **4. PROJECT TEAM SUMMARY**

- Identify key team members, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project.
- Each Submittal must include evidence that the program/construction management services company is legally permitted and properly licensed for the scope of work and to conduct business in the State of California.
- The District expects that the team shall remain intact through the duration of the project(s). If a team member must leave, the District reserves the right to approve that team member’s replacement.

#### **5. LITIGATION HISTORY**

Provide a comprehensive five (5)-year summary of the firm’s claims, litigation, arbitration and negotiated/settled history with previous clients (“Claims”). This includes current/ongoing Claims. For each lawsuit, state the issues in the lawsuit, the status of the lawsuit, names of parties, and outcome. A Submittal failing to provide the requested information on past and present Claims, including lawsuits, and responses which assert attorney-client privilege and fail to provide

the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

## 6. FEE PROPOSAL

In a sealed envelope accompanying your SOQ and labeled as “[FIRM NAME] Fee Proposal for RFQ/P # [REDACTED],” provide a general fee proposal for the project(s). The fee proposal shall also include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed).

Proposal shall provide a Schedule of Rates (“SOR”) by position, by company entity, for each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership. The SOR should identify proposed reimbursables by category.

A form of the Agreement has been distributed with this RFQ/P as **Attachment A**. The final form of the Agreement will incorporate the final scope of work and final, which shall be negotiated with the successful proposer. **As noted above, any proposed changes to the form of Agreement must be identified in respondent’s Submittal; undisclosed change requests will not be entertained.**

## 7. APPENDIX (if used)

- Firm brochure/history/background, reprints, etc.
- Key team member resumes
- Objections to District’s form of agreement, reasonably described and including proposed change(s).

## IX. SELECTION PROCESS AND CRITERIA

A selection committee will evaluate all submissions. Based upon the information presented in the submissions, the District’s selection committee may request the most highly qualified firms to participate in an interview process.

If a firm is requested to come for an interview, the key proposed project staff will be expected to attend the interview. The interview will be an opportunity for the District’s selection committee to review the firm’s proposal and other matters the committee deems relevant to its evaluation. **Any comments or objections to the District’s form of Agreement attached to this RFQ/P as Attachment A may be the subject of inquiry at the interview.**

Following the interviews, if any, it is expected that the selection committee will make recommendations to District staff regarding selected firms to be part of the District’s pool. As services are needed for specific projects, District staff may assign one or more projects to one or more firms from the pool and/or may request that firms from the pool submit a more detailed fee and services proposal, at which time they will develop a detailed scope of services, proposed fee and schedule.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of the firm with similar services;



- Experience and results of proposed personnel;
- References from clients contacted by the District;
- Technical capabilities and track record of use;
- Value of services under proposed fees; and
- Overall responsiveness of the Submittal.

**X. DISTRICT INVESTIGATIONS**

The District may perform investigations of responding parties that extend beyond contacting the references identified in the Submittal. The District may request a respondent to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

**XI. FINAL DETERMINATION AND AWARD**

The District reserves the right to contract with any entity responding to this RFQ/P for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any Submittal as non-responsive, and/or not to contract with any program/construction management services company for the services described herein. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ/P, including any supporting materials.

The awarding of a contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this RFQ/P.

[CONTINUES ON NEXT PAGE]

## **XII. RFQ/P RESPONSE SCHEDULE SUMMARY**

The District reserves the right to change the dates on the schedule without prior notice.

<b>DATE</b>	<b>EVENT</b>	<b>TIME DEADLINE</b>
January 22, 2019	Release and advertisement of RFQ/P.	
January 30, 2019	Deadline for submission of written questions to District concerning RFQ/P.	4:00 p.m.
<b>February 8, 2019</b>	<b>Deadline for all submissions in response to RFQ/P.</b>	<b>2:00 p.m.</b>
February 11, 2019	Review of submissions by selection committee.	
February 12, 2019	Interviews, as requested by selection committee.	
February 21, 2019	Notification to selected Firm(s).	

**WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROJECT!**

**ATTACHMENT A**

[REMAINDER OF PAGE INTENTIONALLY BLANK; ATTACHMENT FOLLOWS]

**ATTACHMENT B**

**IRAN CONTRACTING ACT CERTIFICATION**  
**(Public Contract Code sections 2200-2208)**

Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

- OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.
  
- OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

**CERTIFICATION:**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

END OF DOCUMENT